



EXETER PLANNING DEPARTMENT

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www.exeternh.gov

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES FOR PROGRAM AND SITE EVALUATION FOR A PUBLIC SAFETY COMPLEX

RFQ No. PL 2021-01

May 10, 2021

INTRODUCTION

The Town of Exeter is requesting statements of qualifications to provide comprehensive professional consulting services for Program and Site Evaluation for a Public Safety Complex. No

GENERAL REQUIREMENTS

Firms making qualifications must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Sealed qualifications should be plainly marked "**RFQ No. PL 2021-01 – Professional Consulting Services for Program and Site Evaluation for a Public Safety Complex**" on the outside of the mailing envelope and addressed to:

Town of Exeter
Planning Department
10 Front St
Exeter, NH 03833
Attn: Dave Sharples

Qualifications will be accepted until **2:00 p.m. on Friday, June 18, 2021** at the Planning Office. Five copies of the proposal shall be submitted.

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the qualifications.

BACKGROUND

The existing public safety complex is located at 20 Court Street in Exeter NH on an approximately 1.18-acre site located in downtown Exeter. The current facility is approximately 17,000 square feet and houses both the Police and Fire Departments. The Police Department occupies approximately 6,000 square feet, the Fire Department occupies the remainder of the building.

In the late 1990's space (equipment and personnel) became a concern at the existing Court St location, prompting the fire department leadership and town leaders to try to determine if a 2nd station was feasible. A study was approved in 2000, and in 2001 FireScope delivered a study that indicated that an additional station somewhere on Epping Rd would decrease response times to the

northern area of Exeter, and provide response assets on both sides of the railroad track. In 2003 a \$4.5 million fire station project was discussed at town meeting and was soundly defeated.

After the vote in 2003, the town decided the 1.3-acre town owned parcel near the intersection on Industrial Dr and Epping Rd. was too small and was later sold. In 2007, another study to look at fire department operations/staffing and station locations was approved. This study was completed by Mark Morris and Associates (MMA) and reaffirmed the need for an additional fire station location and offered response time and coverage data for a station along Epping Rd and another site of town owned property on White Oaks Dr (The Ridge at Riverwoods). The town then purchased a 2.05-acre parcel of land at 30 Continental Drive with the intent of building a Fire Substation. The Fire Substation remained in the Capital Improvement Program (CIP) for many years but it was never funded. During development of the 2021 CIP, it was decided to remove the Fire Substation from the CIP and replace it with funding for an analysis of both Police and Fire department needs. The rationale for this change was that the Police Department had outgrown its space. Desks and offices were created in hallways, numerous partitions were installed to separate uses and create work space, and even trailers were brought in for additional storage.

At the same time as the Fire Substation was being reconsidered to include an analysis of both public safety departments, a study was completed by Center for Public Safety Management (CPSM) in Washington, DC.

The Facilities Advisory Committee (FAC), created by the Select Board in 2016, became involved in the process of reviewing capital projects regarding town facilities per their adopted charge. The FAC worked with Town staff and supported funding for an analysis to examine the town's options regarding the public safety complex. The Town Manager, Town Planner, Fire and Police Chiefs worked with the Facilities Committee to develop this RFQ. At this time, the town is reviewing several options that include purchasing a new site near the downtown to house a new public safety complex for both the Fire and Police Departments, as well as a combination of renovating the existing Public Safety Center for one of the Departments and building a new facility for the other Department.

The Town is seeking a qualified Consultant to aid the town by conducting a feasibility study and space needs analysis that will compare the options, engage the public throughout the process, and select a preferred alternative. Part of this analysis will include a third-party independent estimate for each alternative analyzed. The town has issued an RFQ because we intend to work with the chosen consultant to negotiate a scope of work and fee in the best interest of the town.

CONSULTANT INVITATIONS

All qualified consultants are invited to submit.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare a Contract for execution. Upon execution of the Contract the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this proposal shall be the property of the Town of Exeter and shall not be considered proprietary.

SCOPE OF SERVICES

The final scope of services shall be set forth in the negotiated agreement, and may include, but not be limited to the following:

1) Program Review

- a) Space planning and allocation
 - i) Police
 - ii) Fire & EMS
 - iii) Staffing support
 - iv) Shared services - Dispatch

2) Site Evaluation

- a) Background
 - i) Confirm Infrastructure
 - (1) Water
 - (2) Sewer
 - (3) Power/Electric
 - (4) Tel/Com/Data
 - ii) Hardness / Resilience

3) Facility Options

- a) Existing conditions evaluation on current facility
- b) Develop possible combinations of new facility:
 - i) All new combined facility
 - ii) Renovate/add to existing facility for both
 - iii) Renovate existing for one dept. and build new for the other on a separate site.
 - iv) Other combinations
- c) Present options in public forum #1

4) Feasibility Study

- a) Develop concepts for 3 different options, including site/building square footage, building massing/number of stories, and building/system narratives to aid in cost estimating. Minimal site and floor plans, 3D virtual massing model for presentation.
- b) Evaluate for operational capability and costs (cost estimates to be generated by a 3rd party)
- c) Review options with town departments and committees, CPSM (public safety operations consultant)
- d) Post options to project website for public comments
- e) Review with residents in public forum #2
- f) Refine to 1 preferred option, present to residents in public forum #3
- g) Issue final feasibility study with preferred option to the town, including cost estimates for all options.

5) Deliverables

- a) Feasibility Study that includes the following:
 - i) Site Evaluation Report

- ii) Site and Building Program
- iii) Facility Options
 - (1) Site Plan
 - (2) Building Plans
- iv) Overall concept renderings
- v) Design Narratives by construction division
- vi) Independent Cost Estimate for all 3 options
- vii) Sustainability analysis
 - (1) Site
 - (2) Facility

Project cost proposals are not requested at this time.

EVALUATION CRITERIA & INTERVIEWS

From the qualifications submitted by qualified consulting firms, the Town may select finalists for an interview. The final selection will be based upon the following criteria:

1. Firm's qualifications and resource capability
2. Qualifications of project team
3. Prior successful experience with the public sector, especially with Fire and Police facility design and evaluation
4. Demonstrated success working with local government entities, citizen committees, and members of the general public
5. Understanding of the Project Scope
6. Approach for completing the work
7. Commitment to, and previous demonstrated track record in meeting project timelines and budgets
8. Quality of Proposal
9. References

The firms will be rated based on their success in satisfying the previously listed Evaluation Criteria and on the Interviews and an attempt will be made to negotiate a fee schedule with the top-ranked firm. If the Town is unable to reach agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm(s) until an agreement is reached.

TOWN ROLE

Town staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town's Planning Department, Fire Department, and Police Department will review plans and other documents prepared by the Consultant.

RESERVATION OF RIGHTS

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate

directly with the firm selected for additional project work.

CONTACT INFORMATION

If you have any questions regarding this RFQ, please contact Dave Sharples, Town Planner at dsharples@exeternh.gov or (603) 773-6114.