



**Oswegatchie Fire Station Building Committee Meeting
Minutes
July 18, 2023**

Meeting called to order at 6:35pm by Chairman Robert Tuneski

Pledge of Allegiance

Members Present: Robert Tuneski, Matthew Blankenship, Michael Rocchetti, Rocco Braccile, Wayne Gilpin, Ted Olynciw, Beth Sabilia

Members Not Present: Richard Muckle

Guests: Shea Moses, Twig Holland, Attorney Nick Kepple

- Public Comment: None
- Opening Remarks: Committee should determine when the recording secretary should submit her hours to the committee for approval. Spreadsheet of hours will be submitted quarterly.
- Motion to approve the July 5, 2023 minutes – Ted Olynciw
Second – Wayne Gilpin
Voting – Unanimous
Abstain – Beth Sabilia, Mike Rocchetti
- July 5th meeting action items reviewed:
 1. A draft RFP by Twig was completed and socialized with Shea Moses.
 - a) The scope of work is important to look at
 - b) The feasibility is up-to-date
 - c) Design development – Inform bidders we have drawings
 - d) Services expected
 - e) Require credentials
 - f) Provide prior work information

- g) Require resumes
- h) Include a schedule of the work
- i) Provide information on work presently underway and how far in
- 2. Twig suggested considering a sub-committee to read submitted proposals
- 3. Presentations by selected firms would be done in one evening
- 4. Criteria is listed in RFP
- 5. Recommended hiring a project manager. Liability could be an issue were a committee member to take on project manager role.
- 6. Project manager responsibilities:
 - a) Reviews documents
 - b) Provides real time information on cost
 - c) Hire soil borings consultant
 - d) Contact State regarding traffic as the station is located on a state road
 - e) Coordinates specialty consultants
 - f) Reviews contracts and invoices
 - g) Would be our representative

Discussion ensued pertaining to the hiring of a project manager.

Motion to attach fee schedule for consultants to the RFP and write a second RFP for a project manager – Rocco Bracciale

Second – Wayne Gilpin

Voting – 5 yay, 1 nay

Motion carried

Motion to table discussion on Wayne Gilpin and Chris Pafias' submitted attachments – Bob Tuneski

Second – Mike Rocchetti

Voting – Unanimous

Action Items:

- Jon Mullen, Planning Director, will attend August 1, 2023 Building Committee meeting. He will present the future growth and development of Waterford.
- Review Director Howley's survey results
- Review Ted's submitted questionnaire and Items to Consider documents

Chairman Tuneski would like to have a Design History notebook kept.

Mike Rocchetti asked Attorney Kepple the status of the Oswegatchie ownership transfer to the Town. Atty. Kepple stated he is waiting to hear from the Oswegatchie lawyer.

Ted asked Atty. Kepple if it would be prudent to get "testings" done even though the Town does not require them. Atty. Kepple agreed these tests should be carried out.

Motion to adjourn – Mike Rocchetti

Second – Wayne Gilpin

Meeting adjourned – 8:17pm

Respectfully submitted by:

Linda Finnegan, Recording Secretary

TOWN OF WATERFORD STANDARD FORMAT / COVER PAGE

Request for Proposal

TOWN OF WATERFORD
Published 15 August 2023

Scaled proposals will be received by the Director of Purchasing, <address> no later than

1:00 p.m. on 7 September 2023

To provide labor, materials, equipment and all else necessary for architectural and engineering services required for the design of a new Oswegatchie Fire Station

OVERVIEW

On behalf of its Building Committee and the Waterford Fire Department, the Town of Waterford (Owner) is requesting proposals (RFP) for architectural services to complete the design of a new building to meet the operational and functional requirements for the Oswegatchie Fire Station. Built in YEAR on a site consisting of XXX acres, the existing structure no longer meets the space, personnel, or apparatus and equipment storage needs of the Fire Department, whose members serve as first responders for fire and medical emergencies, therefore, it is imperative that the existing building remain fully operational during the design and construction of the new building.

In 2018, the Owner hired an architectural firm through an RFP process and has design development drawings¹; however, the Owner opted to postpone full design and construction, and instead, conducted a comprehensive review that incorporated all Town fire department facilities, equipment, and volunteer and full-time professional personnel. Ideally, the building committee would like to use the existing drawings as a basis for updating design development and ultimately, for construction documents. At this time, the Committee plans to hire program management services, and to use a bid / build project delivery method.

SCOPE OF WORK

- I. General
 - A. Consult with the Owner to define and confirm the scope and related requirements of the project.
 - B. Complete a thorough site survey that identifies constraints and/or under-utilization, and/or possible reconfiguration.
 - C. Report / present information to the building committee, which meets approximately two hours, twice monthly.
 - D. On a continuous basis, ensure that facility programming complies with the standards published by the National Fire Protection Association (NFPA), and meets the requirements of all applicable building code and all Town of Waterford Fire Department requirements; note any exceptions.
- II. Schematic / Design Development Update:
 - A. Update the existing design to ensure compliance with the most recent feasibility study (see **Appendix A**), which is expected to require minimal changes, and finalize the facility programming to address all functional and operational requirements; note compatibility with or exceptions to feasibility functions.
- III. Design Development to Project Completion:
 - A. Design Development
 1. Prepare and submit for the Owner's approval updated design development drawings and related documents that describe and detail the size and scope of the project.
 2. Review with the Owner alternative approaches to design and construction of the project.

¹ The Owner does not have CADD files for design work performed to date.

3. Prepare CADD documents (which become the property of the Owner) to describe and illustrate the size and scope of the project, including architectural; structural; mechanical, electrical and plumbing systems; security systems; and all other building elements as necessary.
 4. Meet with the Owner, news media, governing boards and commissions and/or others as necessary to obtain project approval and to update citizens on project progress.
- B. Construction Documents
1. Based upon previously approved design development documents, submit all necessary project construction documents for review and approval by the Owner and its consultants.
- C. Bidding Phase
1. Consult during pre-bid conferences to clarify questions about the project and assist the Owner in preparing all necessary addenda.
 2. Assist the Owner and its consultants in obtaining qualified bids.
 3. Assist the Owner and its consultants in evaluating, awarding and preparing contracts for construction.
- D. Construction Phase
1. Provide administration of the construction contract.
 2. Serve as the Owner's advisor and representative.
 3. Visit the site, per the architect's contract schedule and documents, to review and report to the Owner on the progress and quality of the work.
 4. Review and take appropriate action on Contractor's submittal of drawings, samples, etc. to ensure compliance with design specifications.
 5. Prepare, review and take appropriate action on change orders submitted for the Owner's approval.
 6. Conduct inspections as necessary to determine progress and completion of the work, and prepare a punch list of incomplete / unsatisfactory items, and schedule their completion.
 7. Advise the Owner in determining the final acceptance and completion of the work, and confirm that all documents, warranties, manuals, bonds, as-built drawings, attic stock, etc. have been turned over to the Owner.

FORMAT OF PROPOSAL

All responses to this RFP must conform to these instructions:

- I. Delivery of responses:
 - A. Responses must be in sealed envelopes and marked with the reference title, the RFP number XXX, and due date and time. The Architect's name and address must appear on the envelope.
 - B. The Town of Waterford is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid

pages are to be secured with a binder clip, staple or elastic band, and may not be submitted in plastic binders or covers, nor may the bid contain any plastic inserts or pages.

- II. Information should be complete and concise; your submittal should describe:
 - A. Your abilities and prior experience specific to the design and construction administration of fire stations designed for clients in the past seven years. Include a list of all relevant clients, complete with names, addresses and telephone numbers of contact persons. Include photographs and/or illustrations for each project; include projects that incorporated community space in the fire station(s). Note: Files / drawings submitted on USB drives may not exceed 5 MB per file.
 - B. Prior fire station projects that were designed and constructed to LEED, Green Globe and/or other sustainable / high-performance building standards.
 - C. Submit data regarding maintenance of project schedules and budgets for prior clients. Describe specific cost-saving measures – and their magnitude – implemented on past projects, and how project schedules were improved or expedited to the Owner's benefit.
 - D. Your experience with and examples of incorporating community-use spaces within fire stations.
 - E. How you will deal with each element of the work required.
 - F. List your work / projects currently under contract.
 - G. Your suggested schedule for completion of each phase of the design work.
 - H. The extent to which qualified staff will be available to provide the services offered. Include a complete resume and project assignment for each profession or technical person to be assigned to the project.
 - I. A list of mechanical, electrical plumbing, site and/or civil engineers that you would use on each phase of the design.
 - J. Note any exceptions to AIA B101-2017, which is the Owner's intended form of contract.
- III. Submit your fee proposal on the form included with this RFP. It is important to note that the Owner would like to use drawings completed to-date and is willing to pay for the update to the feasibility study; however, the Owner will not compensate for any schematic / design development redesign the Architect chooses to make / present, regardless of its acceptance (or not) by the Owner – e.g. the Architect will not be compensated for any revisions the firm chooses to develop that are not strictly required by updates to code or the feasibility study.

The Town of Waterford is exempt from paying excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices. No exemption certificates are required and none will be issued.

QUALIFICATIONS REVIEW AND SELECTION PROCESS

Following initial review, candidates will be short-listed to four semi-finalists. Semi-finalists will be invited to make a presentation to the building committee; the presentation may not exceed thirty (30) minutes and will be followed by a question and answer period of approximately thirty (30) minutes, and may involve questions on their ideas for meeting the design requirements. Interviews will begin at **TIME AND DATE**, and will take place at **LOCATION**, Waterford, Connecticut. Semi-finalists will be advised on **DATE** of their presentation time, and should be available to attend on the above dates. The Owner may opt to hold a second interview with two or more finalists.

SELECTION CRITERIA

The Owner will evaluate qualifications and proposals based on the following criteria:

- A. Candidate's background and professional expertise, including size and scope of previous projects, and specific expertise in the design and construction administration of fire stations, and the experience of assigned personnel.
- B. The Candidate's ability to complete the project within the required timeline, and to commit staff in a timely way when requested.
- C. The Candidate's demonstrated understanding of the work.
- D. Evidence of any special or innovative approach that the firm will use.
- E. The proven ability to submit a functional design.
- F. The proven ability to submit cost-effective solutions.
- I. NOTE: Financial Information: Short-listed firms are required to provide financial information at the time of interview. Information is to include the most current annual report, a current audited balance sheet, income statement, and cash flow statement for the most recent accounting period (three pages maximum). Financial information may be submitted in a separate, sealed envelope, which will be opened only upon consideration of the candidate. All financial information will be returned to the candidates.
- G.

After review of all factors, terms and conditions, including fee, the Town of Waterford reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Waterford.

ADDITIONAL CRITERIA

Regulations of Connecticut State Agencies Section 4-114a-3(10) requires agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- A. The Candidate's success in implementing an affirmative action plan;
- B. The Candidate's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- C. The Candidate's promise to develop and implement a successful affirmative action plan;
- D. The Candidate's submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- E. The Candidate's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises (see CGS31-9e).

PROPOSED PROJECT SCHEDULE

Tour of existing fire station and site	22 August 2023
Architect's submission of detailed qualifications	1:00 P.M. on 7 September 2023
Sub-committee review of qualifications	13 September 2023
Notification of short-list status	14 September 2023

Candidate interviews
Selection of architect and notice to proceed

19 September 2023
approximately **3 October 2023**

NOTES TO CANDIDATES

You must submit two (2) written copies of your qualifications and copy on USB drive; file size may not exceed 5 MB. Questions concerning this Request for Proposal should be in writing and directed only to:

NAME, Director of Purchasing
EMAIL

Inquiries must reference the date of the RFP opening and must be received no later than noon on **25 August 2023**. Responses / further information will be published in the form of an addendum and posted to the Town of Waterford website, which is <https://www.waterfordct.org/253/Purchasing>.

Failure to comply with these conditions will result in the Candidate waiving the right to dispute the bid specifications and conditions.

Fee Proposal – Request for Proposal # XXXX

The undersigned hereby is in agreement to provide architectural and engineering services for the Oswegatchie Fire Station as specified herein for the following fees:

Phase I. Architectural and engineering services for update of schematic and design development phases; fee range is

from \$ _____ to \$ _____, not-to-exceed \$ _____; fee is based
on total _____ hours.

Reimbursable expenses are expected to range from \$ _____ to \$ _____,
not-to-exceed \$ _____.

Phase II. Architectural and engineering services to perform all services of design development, construction documents, value engineering, bidding and negotiation, and construction administration. Fee proposal is _____% of construction.

Reimbursable expenses are expected to range from \$ _____ to \$ _____,

HPB. Architectural and engineering services to monitor and report on compliance of checklist requirements for High Performance Buildings; fee range is

from \$ _____ to \$ _____, not-to-exceed \$ _____; fee is based
on total _____ hours.

Signature

Company

Printed name and title

Signature

Address

City/ State / Zip Code

Phone

E-Mail

ACCEPTANCE PERIOD

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of Waterford for a period of ninety (90) days.

ADDENDA TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective firms who have received the RFP documents.

THE CANDIDATE

The Candidate shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the various actual and proposed project sites. The submission of a proposal shall be construed as evidence that the Candidate has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

ASSIGNMENT OF CONTRACT

No contract may be assigned or transferred without the consent of the Purchasing Authority.

INSURANCE COVERAGE

The successful Candidate will be required to furnish and maintain Architect's Errors and Omissions Insurance and a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage for completed operations for XX year(s) following Certificate of Occupancy by the Town. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town.

FEDERAL, STATE AND LOCAL LAWS

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

RIGHT TO ACCEPT / REJECT

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF WATERFORD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF WATERFORD.



Office of the Director
Waterford Fire Department
204 Boston Post Road
Waterford CT. 06385

July 12, 2023

Oswegatchie Building Summary of some of the needs/concerns by members of the Fire Service

1. Plan for long term use
2. Health & Safety ventilation, A/C heating, diesel exhaust system, de-con area with showers off of gear room
3. Six individual sleeping rooms with lockers
4. Three bay apparatus area, drive through minimum
5. Areas for needed equipment, gear washing area, compressor room (need a new one)
6. Natural lighting , windows skylights
7. Training/meeting room for minimum 50 personnel with dividers and IT to support future needs, have access near kitchen
8. Electrical needs for future apparatus charging systems
9. Access, security needs get IT involved at this point
10. Commercial kitchen, to handle on duty crews, training events, meetings
11. Offices, for Volunteer Chief, on duty crews for reports.
12. Pitched roof with solar
13. Gear storage room off of apparatus floor
14. Large day room near kitchen
15. Design to fit the neighborhood/Town