Town of Wareham



# Request for Proposals (RFP)

Public Safety Facilities Feasibility Study

**Your participation is invited with regard to the above referenced RFP. In order for your submission to be considered responsive this original document as well as twelve (12) duplicate copies of the same must be delivered prior to the time and at the place indicated herein. The Town of Wareham assumes no liability for proposals mistakenly opened due to improperly labeled envelopes and will return same to the proposer without notice. (It is strongly suggested that proposals be sent via carriers other than first class mail should be placed in properly labeled and sealed envelopes prior to being placed in the carrier packaging in order to avoid premature opening.)**

Legal Notice to Bidders

Town of Wareham

REQUEST FOR PROPOSALS

The Town of Wareham is seeking sealed proposals for the preparation of a Public Safety Facilities Feasibility Study which shall be received, on behalf of the Awarding Authority, the Town Administrator, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571, until 2:00 P.M., on Monday, September 13, 2021 and at that time and place be publicly opened and read. Phone calls, telegrams, postmarks, etc. shall not be considered. Proposals not submitted on original bid forms shall be deemed non-responsive. **Proposal submissions must be made in a sealed envelope clearly marked "Public Safety Facilities Feasibility Study” - 2:00 P.M., Monday, September 13, 2021.**  The Town of Wareham assumes no liability for proposals mistakenly opened due to improperly labeled envelopes and will return same to bidder without notice.

Specifications may be obtained from the Office of Procurement at the above address on or after 10:00 A.M., Monday, August 9, 2021.

The Town of Wareham reserves the right to reject any and all bids, in whole or in part, and to make awards in a manner deemed in the best interest of the Town as provided by M.G.L.

The Town of Wareham is an Equal Opportunity Employer. Bids from Women and Minority Business Enterprises are strongly encouraged.

Derek Sullivan

Town Administrator

# SUBMISSION REQUIREMENTS

## The bid must be submitted on this original bid form. Twelve (12) additional copies are required.

### The bid may be withdrawn or amended without prejudice between the time of submission and the time of opening.

### All bids amounts will be considered firm and may not be withdrawn for a period of no less than ninety (90) days from the time and date of opening, unless stated otherwise.

## Bids shall be made in a sealed envelope clearly marked **"Public Safety Facilities Feasibility Study” - 2:00 P.M., Monday, September 13, 2021.**  In the event that Town Hall is closed due to any reason, including but not limited to inclement weather, this bid will be opened at the same time and place on the next week day that Town Hall is in operation. The Town of Wareham assumes no liability for proposals mistakenly opened due to improperly labeled envelopes which will be returned to the proposer without notice.

## Where the word "signed" appears, it refers to the hand written signature of the individual authorized to execute the contract and where applicable the corporate seal must be affixed. Bids "signed" by any way other than described here will be considered non-responsive.

## Certificates of insurance must be submitted by the successful applicant within five (5) business days of the request from the Town (Also see Section VII, "Insurance").

## Signed (and sealed when applicable) certification that the proposer has not colluded with any other party in the preparation and submission of his/her bid.

## Signed (and sealed when applicable) certificate of indemnification to save harmless the Town of Wareham for all damages to life and property due to his/her negligence or that of his/her sub-contractors, etc. during the term of this contract. (use form attached).

## Signed (and sealed when applicable) certification that the proposer has paid all State taxes due (use form attached).

## Signed and sealed certification of vote (for use by Corporations). Bidders may submit their own certificate of corporate vote.

# CONTRACT DOCUMENT

# The contract documents will consist of all bid forms as attached hereto. In addition, the following documents will be included:

## All submissions required by Sect. I "Submission Requirements"

## Any IFB addendum

## Notification of Intent to Award

## Contract - sample attached

## Any other documents by mutual agreement of the Town and successful bidder

# TERM OF CONTRACT

## TIME IS OF THE ESSENCE

## The award of this bid is contingent upon the appropriation of sufficient funds.

## It is anticipated that this contract will be awarded within thirty (30) days after the bid opening.

## The study should be completed by January 31, 2022.

## All bids for this project are subject to applicable public bidding laws of M.G.L. Chapter 7 §§ 38 A 1/2-0 the provisions of which are deemed to be included as of fully set out herein.

# EVALUATION CRITERIA

# The successful proposal shall be selected based on the evaluation criteria below which shall be equally applied to all proposals determined to be responsible and responsive. The Town reserves the right to request references from a community for which the Designer has performed work.

# It is the policy of the Town Administrator that the designer who is awarded the feasibility study may be eligible to do the construction design.

## **A RESPONSIVE** bid meets all the following criteria:

### Answers all questions as required by this bid document.

### Includes all forms and certifications required by Sect. I "Submission Requirements.

### Includes an original narrative statement addressing methodology, a description of the elements of work and a timetable for each phase of work.

### Includes relevant brochures and studies relating to and reflective of the proposer's experience and quality of work.

### Must have designed a Public Safety Facility in the past three years.

### Must demonstrate expertise in land use planning for a municipal, public safety complex.

## **A RESPONSIBLE** bidder meets all the following criteria:

### Provides the names, addresses and MA registration Numbers of the officers, directors and owners or principals of the design firm.

### Provides a list and the final costs of similar projects undertaken in New England within the last ten years.

### Describes directly relevant experience in other projects of similar type, size and scope.

### Provides a list of all current projects, contact names and telephone numbers.

### Provides brief resumes of key staff who will be assigned to this project and sufficient data on each individual seeking access to the police station to allow for a background security check.

### Identifies the individual who will have direct daily supervisory responsibility for the project.

### Provides the names and qualifications of consultants or specialists to be hired by the designer.

### Provides a time table of tasks associated with the project.

### Provides current financial information relative to the firm/individual's stability at the request of the Town.

### Provides a statement that the information provided is correct, under the penalties of perjury. (G.L. c. 7, § 38E)

### Demonstrates experience and familiarity with MGL c. 149.

### Provides a narrative on how the Designer will work with the intended users of the facility to develop the Program and Preliminary Campus and Facility Designs, what the approach to the project will be, and any special qualifications, abilities or knowledge that the applicant brings to the project, and any other information that will serve to strengthen the applicant's proposal.

### Agrees to execute a contract with the Town within five (5) days, Saturdays, Sundays and Legal Holidays excluded. (See sample contract attached to this RFP).

## The ratings of "highly advantageous"(5 points), "advantageous"(3 points), "not advantageous" (0 points), will be used to evaluate the following features of each proposal:

### Prior similar experience and technical skill in the field.

### The experience with other projects of similar type, size and scope.

### The past performance record with other municipalities working on similar projects.

### The professional quality of work as reflected by the narrative statement.

### The professional quality of work as reflected by the submitted studies and brochures.

### Financial stability.

### The ability to meet the timetable established by the Town.

### The ability of the applicant to understand the town's needs as shown in the written proposal.

### The ability to institute controls to insure completion of the study in accordance with the set time schedule and budget.

# PRICE EVALUATION

## The FEE for this study may not exceed $150,000

## The fee will be negotiated. If the fee cannot be negotiated after a reasonable period of time to an acceptable amount with the top-ranked finalist, the Committee will negotiate the fee with the next highest ranked finalist until an acceptable fee is arrived at.

# PRE-BID CONFERENCE

# There will be no pre-bid conference. Any prospective bidder requesting a change in or interpretation of existing specifications or terms and conditions must deliver said request for change or interpretation **in writing** to the Town Administrator no later than 4:00 P.M., Monday, August 30, 2021.

Mr. Derek Sullivan

Town Administrator

54 Marion Road, Wareham, MA 02571

(508) 291-3100

# INSURANCE

## Commercial General Liability Insurance - Contractor is to maintain Casualty Insurance as follows:

## Commercial General Liability Insurance with an insurance company qualified to do business in the Commonwealth of Massachusetts and acceptable to the Town, providing a limit of liability of not less than $1,000,000 per occurrence and general aggregate. Such insurance is to include the following extension of coverage.

### Contractual Liability - $1,000,000 per occurrence

### Premises Operation Liability - $1,000,000 per occurrence

### Independent Contractors Liability - $1,000.00 per occurrence

### Explosion, Collapse and Underground Property Damage - $1,000,000 per occurrence

### Personal Liability - $1,000,000 per occurrence

### Products Liability - $1,000,000 per occurrence

## Automobile Liability Insurance with an Insurance Company qualified to do business in the Commonwealth of Massachusetts and acceptable to the Town providing a limit of liability not less than those specified below. Such insurance is to include claims arising out of vehicles owned by contractor, hired by contractor, or owned by others acting on behalf of or under the direction of the contractor.

### Bodily Injury Liability of not less than $500,000 per accident, bodily injury and property damage combined

## Workmen's Compensation Insurance - The contractor shall furnish the Town with certificates of insurance showing that all his/her employees who shall be connected with this work are protected under Workmen's Compensation Insurance Policies.

### Coverage A - Massachusetts

### Coverage B - $500,000 per insuring agreement

## The Town of Wareham is to be included as an additional insured under contractor's policies of insurance for claims arising out of the activities of the contractor, or anyone acting in conjunction with the contractor. Prior to the commencement of the work, contractor will cause to be delivered to the Procurement Office, Town of Wareham Certificates of Insurance evidencing the foregoing. The Certificates of Insurance are to provide that the Town of Wareham in care of its Procurement Officer shall be given at least 30 days advance notice of cancellation, intent not to renew, or material change in coverage.

## Bidder hereby agrees to save and hold the Town of Wareham, its agents, servants, and employees, harmless from any and all claims arising out of the activities of contractor, its agents, servants, employees, and invitee or subcontractors.

# AFFIRMATIVE ACTION

# It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religion, sex, national origin, ancestry, age, sexual orientation or disability.

# ASSIGNMENT OF CONTRACT

# The contractor shall not be permitted to either assign or underlet the contract, nor assign either legally or equitable any monies hereunder, or its claim thereto without previous written consent of the Awarding Authority the Town Administrator. Such consent shall not be unreasonable withheld.

# PURPOSE DESCRIPTION (SPECIFICATIONS):

## PURPOSE:

## The Town of Wareham is soliciting design services to evaluate the needs of the Wareham Police Department, Wareham Emergency Medical Services and Wareham Department of Natural Resources to determine how best the proposed sites can be utilized for a public safety facility.

## The following sections are intended to provide a guideline to interested designers to submit to the voters of Wareham, programming and design recommendations for a Public Safety Facility that will meet the needs of the Wareham Police Department, Wareham EMS, and the Department of Natural Resources over the next thirty (30) to fifty (50) years.

## It shall be understood throughout this process that it is the express intent of the Town to consider, with this study, a safe and efficiently functional facility to accommodate its public safety needs.

## SCOPE OF SERVICES:

## The general scope of work shall include, but not limited to the following tasks:

### Programing:

#### Wareham Police Department, Wareham Emergency Medical Services, Department of Natural Resources.

##### Existing:

###### Department performance statistics

###### Personnel

###### Uses and related areas, in square feet (Interior)

###### Uses and related areas, in square feet (Exterior)

###### Adjacencies

###### Narrative analysis of the existing facilities ability to meet the functional needs of respective departments and recommendations for any necessary remedies for Police, EMS, and the Department of Natural Resources

###### Anticipated Activity

###### Anticipated personnel

###### Use and related area requirements (Interior)

###### Adjacencies requirements

###### Code analysis (building code, accessibility regulations, OSHA, etc.

###### Proposed (30) and (50) year projections

##### Exterior Use and Related requirements. These shall include but not limited to:

###### Diesel, Gasoline, Fuel Depot and Electric Vehicle Charging Station

###### Covered parking for selected vehicles and equipment

###### Storage area for impounded vehicles and other equipment

###### Vehicle washing area

###### Staff and Visitor parking

###### Training area

###### Solar

###### Outbuilding storage

##### Use and related area requirements – (Interior)

###### Including all normal Police, EMS, and Department of Natural Resources Department activities. This includes appropriate sleeping, kitchen, eating and physical fitness area

###### EMS Vehicle garage bays

###### Appropriate training area

###### Small animal containment space

###### Public space, inclusive of an Emergency Operations Center

##### Combined Dispatch Area

###### Assist in the identification and resolution of all issues related to the development, planning, and implementation of a (combined) dispatch center within the Town of Wareham for the Police, EMS and future expansion, including technology, training, and licensing waivers required to operate a centralized facility. Provide expansion potential for the site to host a regional central dispatch in the future if appropriate.

###### Identify and recommend equipment, systems, software and hardware to be used in the combined dispatch center which will meet the center’s operational and communication needs and integrate with records management and other support system for police, fire, EMS

##### Experience: in relation to Dispatch Center

###### Proposer has conducted at least four feasibility studies involving the combining of two or more police/fire/EMS dispatch operations into one consolidated operation.

###### Proposer has participated in the design of no fewer than four combined (police and fire civilian centers).

###### Proposer has overseen or provided expert public safety communications center consulting services to no fewer than five public sector construction projects valued at more than $1 million each.

##### Scope of work in Relation to Dispatch Center

###### The successful firm shall provide services under the Police Chief or his designee.

###### Provide cost estimates for the capital and yearly operational costs associated with a single consolidated center.

##### Minimum Recommended Tasks for Phase 1 in Relation to Dispatch Center

##### Proposers should consider some specific minimum proposed tasks in their proposals.

##### Other tasks should and will be performed, but the following are highlighted as particularly important.

###### Conduct at least twelve two-hour interviews with Police, Fire, and EMS administration.

###### Make at least one detailed site visit to each of the three facilities/ locations proposed to house consolidated center.

###### Make a detailed investigation of the space utilization, equipment, system, and technology used in the consolidated center, (police, fire, EMS).

###### Conduct at least ten in person or over-the-phone interviews with the key persons from agencies, companies, or organizations that support or serve 911 and public safety dispatching in the Town of Wareham. These include - but not limited to – The Massachusetts Statewide Emergency Telecommunications Board (places E911 telephone equipment in PSAPs and oversees 911), The Massachusetts Criminal History Systems Board (supports CJIS computers and access by police agencies), relevant CAD and RMS vendor representatives, and telecommunications and electric utility companies that provide key services.

###### Conduct at least five follow – up single or group interviews with police, fire, Ems, staff in which preliminary findings and initial observations are discussed.

### Building Design

#### Design for Both Police and EMS in a combined building, with consideration to DNR, based on the Program developed for the Wareham Police Department, Wareham EMS, consideration for Dept. of Natural resources; and further provide a preliminary design including plans, elevations and sections to describe what is intended.

#### Provide Cost estimates for the capital and yearly operational costs associated with a single consolidated center.

### Campus Design

#### Lot information

#### Zoning review

#### Traffic analysis (both on-site and oft)

#### A communication tower may be needed on the site, this should be investigated.

#### Proposed Site Plan: Campus to include footprints of proposed Wareham Police Department and EMS Department with safe and efficiently functional circulation (both on-site and off). Consideration is to be given to future supplementary uses of the site including staff and visitor parking.

### Cost Estimate

##### For construction of the site as required for a safely and efficiently functional Public Safety Facility.

## ALTERNATIVE PROPOSAL

## The firm shall offer an alternative proposal encompassing everything listed under section B. Scope of Services but for the Wareham Police Department only; excluding Wareham Emergency Medical Services and Department of Natural Resources.

## FORM OF PROPOSAL:

## The proposal shall be signed by an individual authorized to bind the Designer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period. It should include name, title, address and telephone number of individuals with authority to negotiate, and contractually bind the company and also who may be contracted during the period of proposal evaluation.

## LIMITATIONS:

## The designer will be required to provide the Town with one original and twelve (12) duplicate copies of the final feasibility study. All proposals shall be the sole property of the Town of Wareham, and may not be used or reproduced in any form without the explicit written permission of the Town.

## This request for proposal does not commit the Town of Wareham to award a contract, to pay any costs incurred in the preparation of the proposal to this request or to procure or contract for designer services. The Town of Wareham reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified designers or to cancel in part or in its entirety the request for proposal, if it is in the best interest of the Town to do so.

# CONTRACT PRICES

# MUST BE SUBMITED IN A CLEARLY MARKED SEPARATE ENVELOPE

## The Bidder above-mentioned declares and certifies:

### That said bidder has carefully examined the instructions to bidders, schedules, drawings, and specifications and will, if successful in the bid, furnish and deliver at the prices bid and within the time stated, all the materials, services or labor for which this bid is made.

### No plead or mistake in an accepted bid shall be available to the undersigned bidder.

### All bidders are required to answer the following survey questions. Bids not answering the following questions may be deemed non-responsive.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Question | Yes |  | No |
| a) | Is the bidder a Minority Business Enterprise (MBE)? | O |  | O |
| b) | Is the bidder a Women Business Enterprise (WBE)? | O |  | O |
| c) | Does the bidder possess a business certificate in theTown of Wareham? | O |  | O |
| d) | Has the bidder provided services or goods to the Town of Wareham at any time during the past 24 months? | O |  | O |
| e) | Has the bidder ever forfeited a bid or performance bond related to a bid with the Town of Wareham? | O |  | O |
| f) | Is this bid for contracted services?If yes, will any portion be subcontracted?Approximate how many people will work on this contract? | O |  | O |

### The proposed COST for the preparation of A Feasibility Study for a Public Safety Facility, as described in the attached RFP, including the furnishing of all materials, services, labor, insurance, and other costs incurred in the performance of the contract is:



## Contact Information:

## This bid includes Addenda numbered;

## \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, and the undersigned has included their cost(s) in this bid.

Signature of Authorize Representative

Name and Title (Print or Type)

Date

Telephone Number

FAX Number

Corporate Seal Here (if applicable)

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word 'person' shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Authorized Signature



Date

Social Security Number

Or Federal Identification Number

Legal Name or Business Entity

Address:

 Corporate Seal Here (if applicable)

**STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE FOR USE IN LEASES, USE AGREEMENTS, PROCUREMENT CONTRACTS ETC.**

 ,. its officers and members all through the signing of signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by its agents, servants or employees.

Authorized Signature

Name and Title (Print or Type)

Date

Corporate Seal Here (if applicable)

**CERTIFICATION TO PAYMENT OF TAXES BY CONTRACTOR**

Pursuant to G.L. c. 62C, §49A, I hereby certify that  has complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes. Signed under the penalties of perjury.

Authorized Signature

Name and Title (Print or Type)

Date

Corporate Seal Here (if applicable)

# **CERTIFICATE OF VOTE**

**(Corporations Only)**

At a duly authorized meeting of the Board of Directors of the

 held on

|  |  |
| --- | --- |
| (Name of Corporation)it was voted, that | (Date) |



(Name) (Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company. I hereby certify that I am the clerk of the above named corporation and that 

the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Clerk

Date

Corporate Seal Here (if applicable)