

**TOWN OF NORTH YARMOUTH**



**REQUEST FOR PROPOSAL  
FOR  
TOWN OF NORTH YARMOUTH  
PUBLIC SAFETY FACILITIES STUDY**

**TOWN OF NORTH YARMOUTH**  
**PUBLIC SAFETY FACILITIES STUDY**

**REQUEST FOR PROPOSAL**

**PUBLIC SAFETY FACILITIES STUDY**

April 5, 2022

Sir/Madam:

Sealed bids will be received in the office of the Town Manager on **Tuesday June 14, until 1:00 p.m.** at which time they will be publicly opened and read aloud on the enclosed specifications for a **Public Safety Facility Study** for the TOWN OF NORTH YARMOUTH.

The North Yarmouth Select Board reserves the right to accept or reject any and all proposals.

Please use a sealed envelope clearly marked with the bid name when submitting your bid. Only sealed bids will be accepted. Faxed and emailed bids will not be considered.

Respectfully,

Diane Barnes

Town Manager



*Town of North Yarmouth, Maine  
Incorporated 1680  
North Yarmouth Fire Rescue*



**Gregory Payson**, Fire Rescue Chief  
Email: [firechief@Northyarmouth.org](mailto:firechief@Northyarmouth.org)  
Tel: 207-829-3025  
10 Village Square Road, North Yarmouth, Me 04097

**Justin Deri**, Deputy Fire Rescue Chief  
Email: [deputychief@northyarmouth.org](mailto:deputychief@northyarmouth.org)  
Fax: 207-829-4893



**REQUEST FOR PROPOSALS (RFP)  
FOR  
PUBLIC SAFETY FACILITY  
NEEDS ASSESSMENT AND CONCEPTUAL DESIGN STUDY**

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The Town of North Yarmouth is issuing this Request for Proposals (RFP) for professional services to assist the Town of North Yarmouth in evaluating the continued utilization of the existing Fire Rescue Station located at 463 Walnut Hill Road in North Yarmouth, Maine. This work shall include a spatial needs assessment and recommended conceptual renovation on the existing site or a new facility together with detailed preliminary cost estimates for all designs and recommendations. Accordingly, the Town seeks statements of interest and qualifications as well as a cost proposal from consultants with the appropriate experience and qualifications to evaluate and make recommendations based upon comprehensive local data analysis, department need, key stakeholder engagement and modern fire and police service standards.

The Town of North Yarmouth in Cumberland County, Maine is a rural bedroom community located between the City of Portland, the town of Brunswick, and the Cities of Lewiston and Auburn. The Town is just over twenty-one. twenty-two (21.22) square miles in area and has a population of approximate four thousand seventy-five (4,075) citizens.

North Yarmouth Fire Rescue is a combination style municipal department currently comprised of one (1) fulltime Fire Rescue Chief / EMS provider, five (5) Per Diem employees, two (2) live in fire science students, and approximately forty (40) paid on-call fire and EMS personnel. The department responds to approximately four hundred (400) calls for service from one central station. The current fire rescue station was constructed in 1969 with an addition of the vault and office space in 1979 and an addition of the lower bays and office space in 1990. Current NYFR responsibilities

include but are not limited to: fire response, advanced life support medical emergency response, fire prevention and education programs, fire inspections, supervisory and administration duties and responsibilities

The Town of North Yarmouth is served by the Cumberland County Sheriff Department and the Maine State Police. In the past, the town has offered space in the fire rescue station to the Cumberland County Sheriff Office as a satellite facility. The space allowed for two offices, one for patrol, and one for a supervisor/detective to complete required tasks. As the town of North Yarmouth grows, we would like to still allow for law enforcement activities and functions within the public safety complex.

## **PROJECT SCHEDULE**

### **RFP submissions will be due on June 14, 2022 at 1 p.m. Eastern Standard Time.**

A pre- submission meeting will be held at 10:00 AM on May 3, 2022, at the North Yarmouth Fire Station to answer questions and tour the facility. The Town anticipates the following milestones for the project schedule:

- Pre-submission meeting May 3, 2022
- Deadline for question submission May 17, 2022
- RFP Bids due June 14, 2022
- Committee meeting @ 09:00 June 15 & 23, 2022
- Bid Awarded – Selectboard Meeting July 5, 2022
- Contract Signed July 7, 2022
- Project Due by 1:00 PM Subject to change September 6, 2022
- Contractor presentation to Building Committee @ 1:00PM September 12, 2022
- Contractor presentation to Select Board – Time TBD September 20, 2022

## **SCOPE OF SERVICES / TASKS**

The scope of this project will provide a cost to perform a study on the following tasks:

**Task #1** Perform a facility assessment/audit of the physical and mechanical conditions of the Fire Rescue Station, as well as site assessment to aid the Town in determining the appropriateness of renovating and expanding the current station. The evaluation shall include all relevant site and adjacent property factors, administrative offices, conference rooms, public areas, meeting and training rooms, restrooms / showers, kitchen area, living quarters, sleeping quarters, apparatus bays, cleaning areas, generator area, laundry room, roof systems, exterior envelope and structural, mechanical and electrical systems.

**Task #2** Evaluate, assess, and make recommendations on facility space needs for the current Fire Rescue Station and allow some space to allow for law enforcement activities. This space assessment shall evaluate and incorporate all spatial needs to ensure the modern, effective, and efficient facility that provides for a safe and responsive fire and EMS operations and administration well into the future, and provides for both public and secure staff interactions, meets training requirements, meets or exceeds all building and ADA code requirements and identifies all specific and general or standardized spatial requirements for fire department and EMS use. This task should include interviews and questionnaires with key NYFR staff and town administrators.

**Task #3** As an alternative for the Town to consider, evaluate, assess, and make recommendations on facility space needs for a new Public Safety Complex located on the property containing the ballfield @ 120 Memorial Highway with an entry and egress off from Parsonage Road. This space assessment shall evaluate and incorporate all spatial needs to ensure the modern, effective, and efficient facility that provides for a safe and responsive Fire, EMS, law enforcement activities and administration well into the future, and provides for both public and secure staff interactions, meets training requirements, meets or exceeds all building and ADA code requirements and identifies all specific and general or standardized spatial requirements for fire department and EMS use. This task should include interviews and questionnaires with key public safety staff, and town administrators.

Deliverables envisioned as part of this study include, but are not limited to, the following:

1. The consultant shall submit a draft and final report containing all task involved evaluations and recommendations, including audit of existing facilities conditions and site assessment, building code and ADA compliance review, spatial needs assessment, spreadsheets and

- recommendations, stakeholder questionnaire and interview results, alternative response time / facility maps, all conceptual floor plans and elevations, building envelope location and placement on alternative site plans, and detailed preliminary conceptual design options of probable cost.
2. The consultant shall provide draft deliverables to Town staff for review and comment. It is expected that staff comments will be incorporated and / or discussed with Town staff prior to finalization;
  3. The consultant will provide a final presentation of the work to the Town. The Consultant shall include a minimum of two (2) meetings for presentation of the work, and;
  4. Other tasks the Consultant feels are appropriate, based on project need and the Consultant's professional experience.
  5. The consultant shall provide a cost estimate for upgrading the current station based on current and future needs.
  6. The consultant shall provide a cost estimate for the construction of a new facility based on current and future needs.

## **SUBMITTAL AND REQUESTED INFORMATION**

Consultants may organize their submissions in a format of their choice; however, the submission must contain the following elements:

- A. Name and contact information of point contact for the firm regarding this submission.
- B. Project Experience
  - List five (5) relevant studies / projects performed for entities in the past ten (10) years, along with the public entity client contact information.
  - Provide project specific information about each. For each of the listed projects, include consulting costs (including original estimate and final cost), any design awards, client feedback, specific challenges, post occupancy evaluations and completion date.
- C. Firm / Team Experience
  - State how long your firm / team have been providing fire/police department facility needs assessments and municipal architectural and design services;
  - Does your firm have experience in specialized fire / police station components driven by such needs as ISO, NFPA, industry accreditation, training, emergency communication and disaster preparedness;
  - State how long your firm/team has been in business under its current name;
  - Provide a brief profile of the firm's principal and staff to be assigned to this study / project along with a brief description of experience and expertise offered by each firm member as well as resumes of each team member;

- State which studies/projects team members were assigned to in response to item B above, as well as, their role in the projects listed;
- Name all consultants who will be included as part of the proposed study / project team, along with their role and related experience, including civil, mechanical, electrical professionals and other professional trades;
- Disclose your firms / team's insurance coverage; and
- Identify all claims, if any, currently pending or now settled against your firm / team regarding your provision of fire / police needs assessments or architectural and design services.

D. Town of North Yarmouth Public Safety Needs Assessment and Conceptual Design Requests

- Consultant shall submit a statement of capacity of their staff to perform the anticipated tasks included in this project;
- Consultant shall provide an energy consumption estimate for the current fire rescue facility and a proposed facility at start up and at the ten (10) year mark.
- Consultant shall provide a detailed project schedule including major milestones and anticipated review times that conform to the requested completion date;
- Consultant shall demonstrate their ability to perform the work within their proposed schedule;
- Consultant shall demonstrate their understanding of the study needs and their approach to performing each task in accordance with the industry standards; and
- Consultant shall provide a separate sealed fee schedule to be used that details the effort necessary to perform each task; include the labor classification, hourly rate, hours to complete each task, total labor costs, as well as, any direct expenses, reimbursement rates, sub-contractor markups and multipliers for each task.

E. Additional Information

- Any other items deemed necessary by the Consultant to respond to the RFP
- Any and all questions shall be directed to the Fire Rescue Chief
  - Contact Information:  
Fire Rescue Chief: Gregory A Payson, Tel: 207-829-3025, Email: firechief@northyarmouth.org

Submission packages are due by 1:00 pm on May 14, 2022. Submissions received after this deadline will not be considered. Interested individuals and firms shall submit six (6) copies of the sealed submission packages and thumb drive containing a PDF copy to:

Town of North Yarmouth  
Attn: Diane Barnes  
10 Village Square Road  
North Yarmouth, ME 04097  
Labeled: Public Safety Needs Assessment

Facsimile submissions will not be accepted under any circumstance.

All information and material submitted in accordance with their RFP becomes property of the Town and will not be returned. All responses to this RFP, when received, become a matter of public record and shall be regarded as such. Any submission which contains language purporting to render all or significant portions of the submission “Confidential”, “Trade Secret”, or “Proprietary” shall be null and void.

## **SELECTION PROCESS**

The Town of North Yarmouth will use a Selection Committee (Committee) to review and evaluate the submissions. The Committee will consist of the Fire Rescue Chief, the Town Manager, a fire officer, a member of the call department, a member of the Per-diem staff and the building codes officer. The Town, at its discretion, may interview the top ranked firms. From this process, the Town may select the successful individuals and / or firm. During the evaluation process, the Town reserves the right to contact individuals or firms to clarify information, provide additional information, and / or participate in a meeting or interview, or to allow corrections of errors or omissions.

The Town shall not be liable for any direct or indirect costs associated with any firm’s preparation and / or presentation costs in response to this RFP. This RFP does not commit the Town to pay any costs incurred in the submission of an RFP or in making any necessary studies or analysis in preparation of the submission of the RFP.

The Town reserves the right to accept or reject any or all submissions. The Town also reserves the right to waive any informality, technical defect, or clerical error or irregularity in any proposal. Additionally, the Town may, for any reason, decide not to award a contract pursuant to this RFP and reserves the right to cancel the RFP. Furthermore, it is to be understood by the responding individuals or firms that the Town is not obligated to accept any submissions or to negotiate with any responding individuals or firms and the Town reserves the right to select the firm, which in its sole opinion, will best serve the public’s interest.

The Town shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the Town or any of its employees or representatives. Any contact with Town personnel related to this RFP not in conformance with the request for proposal identified above, is expressly prohibited.