



**Foster Police Department  
Building Committee**

Town of Foster, Rhode Island

**REQUEST FOR PROPOSALS**

**ARCHITECTURAL/ENGINEERING  
SERVICES PROPOSAL FOR THE  
DESIGN AND CONSTRUCTION OF  
THE NEW FOSTER POLICE  
DEPARTMENT BUILDING**

**Proposal Due Date:  
October 06, 2016**



# Foster Police Department Building Committee

Town of Foster  
Benjamin Eddy Building  
6 South Killingly Road  
Foster, RI 02825

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## 1. INTRODUCTION

### 1.1. PROJECT SCOPE SUMMARY

The Foster Police Department Building Committee, acting on behalf of the Town of Foster, is seeking bids for design and construction administration services for a new Police Station Building. The building will house the Foster Police Department (all functions) as well as dispatch services for town-wide police, fire and rescue services.

Based on preliminary planning, the building is anticipated to be a single-story structure with a partial basement and an approximate footprint of 5,600 square feet. It is anticipated that the new structure will be a stand-alone building constructed on town-owned land located adjacent to the existing Police Station building on Howard Hill Road in Foster, RI. It is anticipated that the existing Police Station building will be preserved and repurposed for other Town of Foster purposes as a result of, but not as part of, the scope of work of this project.

### 1.2. PROJECT BACKGROUND

The Town of Foster Police Department is currently located in a building at 182 Howard Hill Road in Foster, Rhode Island. The police department is currently housed in a building that was originally constructed in the 1820's with numerous and varied renovations occurring over the building's subsequent service life.

The existing facilities are housed in a historic building structure. The building is antiquated to serve modern police department requirements and does not properly serve the department's professional needs in service to the residents of the Town of Foster.

The proposed new project location is in close proximity to the existing building structure and existing communications infrastructure. The proposed location provides the opportunity for the Town of Foster to share amenities such as parking, septic, and water with other town buildings and resources. The proposed building is located within the Historic Foster Center district and must maintain the traditional aesthetic of this important rural town center. The design of the facility and surrounding spaces (parking, pedestrian areas, etc.) must not impede upon the ability of the existing facility to provide continued, high quality police service to the Town of Foster throughout construction. All elements of the design shall consider the location of the new building in relationship to the adjacent neighbors and within the historic town center.



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## 2. RFP SCOPE OF WORK

This Request for Proposal (“RFP”) is being provided for the purpose of obtaining bids for consideration by the Foster Police Department Building Committee. This RFP and your proposal will be the basis for and be incorporated into any resulting agreement between the Foster Police Department Building Committee and the successful bidder. Proposals submitted in response to this RFP shall represent a firm offer to contract on the Terms and Conditions in this RFP.

### 2.1. PROJECT SCOPE OF WORK

The Foster Police Department Building Committee is seeking bids for design of the new police department building, as well as project administration functions following the award of the project to a general contractor. The project will consist of three major phases:

- 2.1.1. Preliminary Schematic Design Phase – In this phase, the architectural team will provide a preliminary design of the facility, including a floor plan, elevations, a proposed site layout drawing, and artistic renderings for use in marketing. Additionally, the architectural team will provide a schematic construction cost estimate for the completed project for use by the Town of Foster in obtaining financing for the project.
- 2.1.2. Detailed Design Development – After the preliminary design and layout stage has been concluded, after the town has gained the necessary approvals, and after the town has identified the required funding sources to establish the total project budget the architectural team will be authorized to proceed with detailed design development. During this phase of the project, the specifics of the project’s drawings, specifications and details will be refined, culminating in the issuance of Construction Documents to be publicly bid in accordance with Rhode Island General Laws.
- 2.1.3. Construction Administration – After the project has been publicly bid, the architectural team will assist with any value engineering effort that is required to bring the total project cost into conformance with established total project budget. Once value engineering work is completed and conformance with the total project budget has been established, the architectural team will be authorized to proceed with Construction Administration of the project in accordance with Section 23-27.3-128.2.2 of the Rhode Island State Building Code. These services will include:
  - Conduct pre-bid conference with interested bidders.
  - Provide assistance in the bidding process and review bids with the Town of Foster.
  - Preparation of a standard AIA contract between the Town of Foster and the General Contractor.
  - Provide on-site inspectional services to monitor progress of the work and ensure that all work is being performed in accordance with the design documents.
  - Review monthly progress payment requests & make recommendations for approval.



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- Maintain correspondence with all parties, including change order requests, RFI's, testing/inspectional services, general correspondence, etc.
- Represent the Town of Foster in solving problems/disputes with contractors or subcontractors regarding the performance of the work.
- Negotiate and process legitimate change orders to the contract, and present to the Town of Foster for approval.
- Conduct weekly meetings with the general contractor and officials representing the Town of Foster.
- Prepare a punch list of work requiring correction and work with the contractor to ensure timely completion of the punch list.
- Certify project completion and assist in obtaining the Certificate of Occupancy.
- Transfer all project files to the Town of Foster (electronically), including as-built drawings, correspondence, etc.

## 2.2. BUILDING CODE AND COMPLIANCE WITH OTHER DESIGN STANDARDS

The design shall be in accordance with the latest officially adopted version of the Rhode Island State family of codes, and other building standards and guidelines published by professional policing and corrections organizations:

- The Rhode Island State Building Code (SBC) Series. (IBC 2012 w/ state amendments)
- The Rhode Island Fire Safety Code and Elevator Safety Code.
- "Police Facility Planning Guidelines"; published by the International Association of Police Chiefs (latest version).
- Commission on Accreditation of Law Enforcement Agencies (CALEA) for general guidelines/standards concerning holding facilities, property areas and communication centers.

The building should be designed structurally and architecturally to meet essential facility requirements in accordance with applicable building codes and ordinances.

## 2.3. PROJECT SPECIFIC REQUIREMENTS

The design of the new facility must accommodate the following:

### Police Department

- 15 Uniformed Police Personnel to meet current & future departmental needs.
- 2 Dispatcher Consoles within Dispatch Center
- 1 Civilian Administrator
- 1 Animal Control Officer



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## General Aesthetics

- Single-story structure with partial basement.
- Character consistent with aesthetic of Foster Center Historic District
- Cedar shake siding or approved equal.
- Historically sensitive gable roof profile

## General Layout

- Refer to provided sketches for preliminary spatial planning concept.



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## 3. RFP TERMS AND CONDITIONS

### 3.1. SUBMISSION OF BIDS – DEADLINE

The deadline for the submission of proposals is 3:00 PM Eastern Time on October 06, 2016. Failure to comply with this deadline can lead to the immediate rejection of the bidder's proposal.

The schedule of bid activities is as follows:

Event	Due Date	Time
Base RFP Issued	Sept. 08, 2016	-
Mandatory Pre-Bid Meeting	Sept. 21, 2016	5:30 PM *
Last Day to Submit Questions	Sept. 28, 2016	3:00 PM
Committee Responses to Questions	Sept. 29, 2016	6:30 PM *
Proposal Due Date	Oct. 06, 2016	3:00 PM
Target Date for Review of Proposals	Oct. 06, 2016	6:30 PM *
Final Interviews	TBD	TBD
Anticipated Award Date	Oct. 20, 2016	-

All information, documentation, and proposal content prepared by the bidder shall be the property of the Town of Foster.

All meeting times indicated with a (\*) in the table above are approximate and are provided for preliminary planning purposes only. The time and location of all public meetings will be posted on the RI Secretary State website (2) days prior to all meetings in accordance with the applicable Open Meetings laws.

### 3.2. POTENTIAL MODIFICATIONS TO RFP PROCESS & DISCRETIONARY SELECTION

The Foster Police Department Building Committee, in its sole discretion, reserves the right to amend, supplement, terminate, negotiate or otherwise change all or part of this RFP, the process used for evaluation of the bids, and/or of the expected schedule information. The Foster Police Department Building Committee also reserves the right to:

- Reject any or all bidder's proposals.
- Establish any and all evaluation criteria of the bidder's proposal submitted in response to this RFP as it may deem appropriate.
- Take any other actions it deems appropriate or necessary in relation to this RFP process.



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### **3.3. NO IMPLIED OFFER**

The issuance of this RFP does not imply that the Foster Police Department Building Committee is extending an offer to enter into a contract with any of the recipients or respondents. No agreement or other binding obligation on the Foster Police Department Building Committee is implied or will occur until an Agreement (Contract) is executed by both the Foster Police Department Building Committee and the Architect/Engineer.

### **3.4. INCURRED COSTS**

The bidders remains solely responsible for all costs of preparing, submitting and resubmitting its proposal and any other prior or subsequent activity associated with the RFP process, including the evaluation of the proposal, bidders presentations, meeting attendance, due diligence, and/or contract negotiations, regardless of whether or not the Foster Police Department Building Committee enters into an Agreement with the bidders.

### **3.5. INDEMNIFICATION AND HOLD HARMLESS**

The Architect/Engineer shall, at its own expense, protect, defend, indemnify and hold harmless the Foster Police Department Building Committee, the Town of Foster, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Foster against any and all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorneys fees, that may incur as a result of any acts, omissions, or negligence of the selected firm, its employees or agents or its subcontractors, or any of their officers, employees, or agents which may arise out of the contract.



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## 4. BID AND SELECTION PROCEDURES

### 4.1. BIDDERS QUALIFICATIONS

All work is to be performed by firms, or individuals within firms, that have at least ten (10) years of experience in municipal projects of similar size and scope to this project. Firms must have relevant experience with the building type and program and be familiar with Federal, State and other requirements for this type of facility.

All qualified bidders shall provide at least three (3) references for completed projects that are similar to the size and scope of this project. All referenced contact information shall include the name, telephone number and e-mail address for the contact person. The Foster Police Department Building Committee may make such investigations that it deems necessary to determine the ability of the bidder to perform the architectural and engineering scope of services for this project.

A statement of qualifications must be submitted as part of the proposal containing a listing of the key personnel to be assigned to the project, statement of availability of key staff members, and their experience in other facilities of this nature.

### 4.2. COMMUNICATION PROCEDURES

The bidders must fully comply with the protocols set forth in this RFP or as otherwise communicated by the Foster Police Department Building Committee. The primary contact concerning this RFP is noted below. No bidders' personnel should contact or attempt to contact any Town of Foster personnel related to this RFP, including Foster Police Department members or Town of Foster employees, without first having obtained the primary contact's approval.

The primary contact for this RFP is:

Department	Name	E-Mail
Foster Police Department Building Committee, c/o Town Clerk	Jane Christopher	jchristopher@townoffoster.com

### 4.3. QUESTIONS AND ANSWERS

All questions should be asked via e-mail, and shall be directed to the primary contact at the e-mail address noted above. Answers will be provided via e-mail to all bidders. The Foster Police Department Building Committee reserves the right not to reply to any or all questions submitted by bidders.

No clarifications, interpretations, or responses to other questions regarding this RFP will be made orally to any of the bidders. All responses to written inquiries, interpretations, or supplemental instructions, if required, will be issued by addendum, and will be transmitted via e-mail to all prospective bidders no later than three (3) days prior to the proposal due date. The bidders shall acknowledge receipt of the addendum in the proposal submission.



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## 4.4. THE PROPOSAL

The Foster Police Department Building Committee must receive the bidders' complete response by Thursday, October 06, 2016 before 3:00 PM. Proposals shall remain valid for a period of 60 days from the proposal due date. The proposals must be presented in spiral-bound or 3-ring binder format. Proposals shall be submitted in sealed envelope(s), addressed as follows:

Foster Police Dept. Building Committee  
c/o Jane Christopher, Town Clerk  
181 Howard Hill Road  
Foster, RI 02825

Eight (8) copies of the proposal must be provided. One copy shall be sent electronically to the primary contact. Responses, once submitted, cannot be withdrawn for the term of the validity period except with the written consent of the Foster Police Department Building Committee. The Foster Police Department Building Committee will only select compliant offers in accordance with all terms and conditions of this document.

Each respondent shall include a written proposal and a cost (fee) proposal.

- The written proposal will include a statement of the firm's understanding of the project, the project objectives and the scope of work. Further, the written proposal shall include a design schedule and a suggested construction schedule. If the bidder proposed to use subcontractors for specific components of the design and development work, a list of subcontractors and information on their experience and qualifications must be included in the written proposal.
- The cost (fee) proposal shall be a breakdown of the costs associated with the three (3) major phases of the project (Preliminary Design, Detailed Design and Construction Administration). Estimated expenses (reimbursable) shall also be presented for the respective design and construction administration services.

## 4.5. SELECTION CRITERIA

Proposals shall be evaluated against the criteria listed below. The order in which the criteria are listed does not reflect the importance of each in the overall selection process. A weighted system of values will be assigned to the criteria listed below by the Foster Police Department Building Committee prior to the receipt of proposals. The criteria are as follows:

- Bidder's experience with the design and construction of public safety facilities, police stations, emergency services facilities, etc.
- Experience of proposed project team members.
- Bidder's experience in working in, at, or adjacent to existing facilities that must remain in service.



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- Bidder's expertise and track record in implementing and supporting such services, as well as feedback from clients who have had experience with the bidder for similar projects and services.
- Demonstrated flexibility/creativity of the bidders.
- Solid, experienced organization with a good reputation.
- Overall understanding of the context and the requirements expressed in the RFP.
- Quality, clarity and compliance to the required format of the proposal.
- Bidder's general qualifications including such factors as geographical presence, organization size, time in business, stability, etc.
- Pending work on other projects (availability).
- Total cost of the proposal for the services required.
- Quality of the representative rendering work submitted as part of the initial proposal.

This will be a qualifications-based selection process. It is the responsibility of the bidder to provide information, evidence, or exhibits which clearly demonstrate the ability to satisfactorily complete the project requirements and to fulfill the criteria listed above.

## **4.6. SELECTION PROCESS**

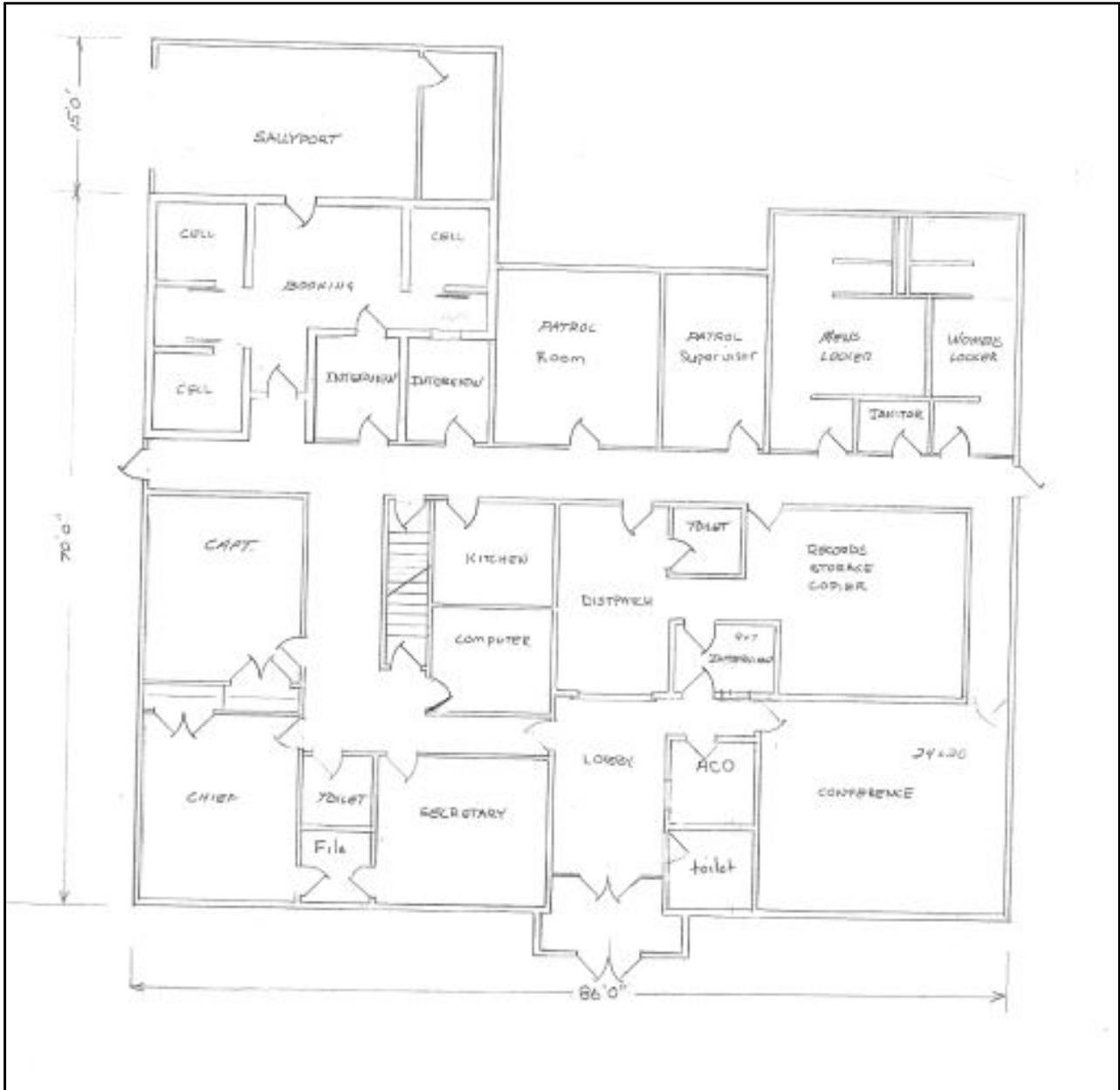
The bidders should note that the Foster Police Department Building Committee intends to select three (3) finalists on the basis of the content of the written proposals judged against the criteria selection listed above. The Foster Police Department Building Committee will then schedule interviews with the three (3) bidders having the highest scores from the evaluation process. Final selection will be made after interviews are complete.

**END OF DOCUMENT**



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**APPENDIX A – REPRESENTATIVE FLOOR PLAN**



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## APPENDIX A – REPRESENTATIVE BUILDING ELEVATIONS