



TEMPLETON FIRE & EMERGENCY SERVICES FIRE STATION EXPANSION DESIGN REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information:

The Templeton Community Services District is requesting Proposals from qualified Architects/Space Planners to prepare preliminary drawings, cost estimates and possibly construction drawings and documents for a Fire Station expansion. We are looking for current needs and recommendations for additional square footage, room layout, location of all recommended rooms, features/furniture within the rooms and apparatus bay layout to last well into the future. We are seeking the most cost-effective way to incorporate the expansion into the existing station with layout and upgrades to the existing station, including cost estimates for construction while meeting the requirements of all NFPA, ADA and OSHA guidelines and regulations. Interested Architects/Space Planners are advised to submit proposals via e-mail to:

Tom Peterson, Fire Chief
tpeterson@templetoncsd.org
Templeton Fire & Emergency Services
P.O. Box 780
Templeton, CA 93465
(805) 434-4911

B. Background:

The intent of this scope of work is to produce a Fire Station expansion design that incorporates the existing building into an expanded footprint to meet the needs of a 24/7 staffed Fire Station. In October of 2020 Templeton Fire & Emergency Services became a 24 hour a day staffed department. The current facilities have not kept up with the changes created by development that have taken place over the last 20 years. These impacts and future development impacts require us to plan for today's needs and the needs of additional staffing and apparatus in the future.

C. Term of Engagement:

The Architects/Space Planners shall provide a Proposal for design by November 1, 2021. After the Architect/Space Planner receives notification from the District to proceed they will have completed drawings and Cost Estimates delivered to the District within 180 days from the date of Contract. The Architect may complete the work earlier than 180 days.

II. SCOPE OF WORK

The successful bidder will develop a project proposal based on this scope of work and converse with the District's Project Manager, General Manger and Project Team members to gain a comprehensive understanding of the organization's background, goals, and expectations for this project.

The District's Project Team will consist of the following personnel:

District General Manager, Jeff Brittz
Fire Chief, Tom Peterson – (Project Manager)
Finance Officer, Natalie Klock
Fire Captains
District Engineer, Tina Mayer

This project will be developed by completing the following:

- On Site Meetings
- Assessment and measurements of the existing facility
- Develop conceptual plans
- Site map, set back issues, size and location of expansion.
- Project team meeting on conceptual plan approval
- Approve conceptual plans
- Develop construction cost estimates
- Time table for each task to be completed
- Detect and resolve any potential obstacles or problem areas associated with the accomplishment of each task
- *Develop construction documents ready for permit submission

*If Construction cost estimates are in line with the District's budget constraints.

Acquisition & Review of Background Information

The successful bidder will request pertinent information and data from the organization's assigned project manager (Fire Chief). This data will be used extensively for the development of the Fire Station Expansion plans.

Stakeholder Input

The successful bidder will conduct interviews with and gather information from key personnel including:

- Fire Chief
- Fire Captains
- General Manager

The Architect's team may interview any of these stakeholders. From these interviews, the successful bidder will obtain additional perspective on the needs, requirements, size and functionality of the expansion to the station.

The successful bidder will conduct an analysis of the departments needs and requirements to assess the fire station in comparison to industry standards, neighboring departments and best practices, as well as to create a station that will be viable for future service delivery needs. **Provide separate costs for each individual component.**

Component A: Conceptual Drawings

Provide Conceptual drawings that will outline the expansion component:

- Provide drawings with room layout, furniture location for expansion and incorporation into the existing building, location with site map of expansion and setbacks.
- Provide all needed and regulated rooms required for a modern fire station. (i.e., medical rooms, contamination reduction rooms, kitchen, dayroom, bedrooms, bathrooms, fitness, furniture and appliances, etc.)
- Assure the current and proposed structure meets all essential facilities requirements. (Earthquake safety, emergency power, communications or stations tones with all associated wiring)
- Must have Solar Power incorporated
- Must have a minimum of six (6) independent sleeping rooms
- Must have independent bathroom facilities for male and female firefighters
- Apparatus bay design and layout

Component B: Budget Level Cost Estimates and breakdowns for a completed project

Cost estimates must include the following:

- Total cost of the expansion including incorporation of the existing facility with all required components such as blending of existing materials with new expansion, appliances and furniture. Include all new and needed replacement of Mechanical, Electrical and Plumbing.
- Construction timeline with phasing, so as not to disrupt emergency response operations.
- Cost breakdown of expansion, upgrading existing to blend with new and all live load components of the building.

*[Component “C & D” will only be authorized to proceed if all cost estimates fall within the Districts budgetary constraints]

**Component C: Full construction documents and drawings*

The drawings and plan sets will need to be of a quality and completeness to submit for construction permits and public bidders:

- Four (4) full sets of plans with all required documentation.
- Any additional documentation that may be required for permit approval.

**Component D: Bid support/Construction Management Support*

- Project management support during the construction phase to work with the contractor and County Building officials.
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III. PREPARATION

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to provide Architectural services for the Templeton Fire & Emergency Services fire station expansion project.

IV. MANDATORY ITEMS REQUIRED IN PROPOSAL

Return the completed Request for Proposal packet for consideration and evaluation. Respondent shall include one (1) Original proposal by e-mail.

The Architectural proposal must include a brief description of qualifications and previous experience with similar projects for fire districts or municipal fire departments. The Architect shall have specific experience in developing nationally recognized best practices for fire station design and fire station expansion/incorporation of the existing station projects.

The Architectural proposal shall provide a detailed breakdown of all fees associated with the project.

The Architect shall provide at least three references of similar projects (expansion/remodel) that they have completed.

V. COST OF RFP AND ASSOCIATED RESPONSES

This RFP does not commit the District to pay any expenses incurred by any respondent in the submission or presentation of a Proposal, or in making the necessary studies for the preparation of a Proposal, or in traveling to the site of the fire station. All such costs and expenses shall be borne by each respondent.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

Any inquiries concerning this request for Quote should be addressed to Thomas Peterson, Fire Chief, at tpeterson@templetoncsd.org and/or Jeff Briltz, General Manger via e-mail at jbriltz@templetoncsd.org. You may also call Fire Chief Peterson at (805) 434-4911.

B. Submission of Proposal

The following material is required in a word document format by e-mail to the Fire Chief for a proposing Architects to be considered:

1. An electronic master copy sent by e-mail to the Fire Chief of a technical proposal to include the following:
 - a. The Proposal should state the experience of the Architect and the Architect's team members (Structural, Mechanical, etc.) that would work on this project. Provide examples (a minimum of three) of similar projects conducted by the Architectural firm, client name, and contact information.
 - b. Title page showing the request for Proposal subject; the Architect's name; the name, address, and telephone number of a contact person; and the date of the Proposal.
 - c. Table of contents.
 - d. Transmittal letter, signed, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement stating why the Architect believes themselves to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 60 days.

2. A comprehensive cost Proposal should be included:
 - a. Total all-inclusive maximum price and a cost per component breakdown. The comprehensive dollar cost bid should contain all pricing information relative to performing this project as described in this request for Proposal. The total all-inclusive and cost per component breakdown maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.
 - b. The Templeton Community Services District will not be responsible for expenses incurred in preparing and submitting the Proposal or the comprehensive dollar cost bid. Such costs should not be included in the Proposal.

C. Insurance Required

Please see Attachment A.

D. Exceptions

Identify any exceptions you are proposing with respect to the Scope of Services. Additionally, if there are any exceptions to the District's insurance requirements, the Consultant should list the exceptions in the Proposal.

E. Submission Deadline

The Proposal must be emailed to the office of the Fire Chief at: tpeterson@templetoncsd.org by Monday November 1, 2021 at which time Proposals will be reviewed. Late Proposals will not be considered. The Templeton Community Services District reserves the right to reject any or all Proposals submitted. An award by the District, if made, shall be in accordance with the District's purchasing policy.

SUBMIT PROPOSALS VIA E-MAIL TO:

Thomas Peterson, Fire Chief
tpeterson@templetoncsd.org
Templeton Community Services District
P.O. Box 780
Templeton, CA 93465

A Link to the current station plans is available at:

- [Templeton Fire Station Street Plans](#)
- [Templeton Fire & Admin Office Plans](#)
- [Templeton Fire Dormitory Plans](#)

ATTACHMENT “A”

1 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: ***[The general liability and automobile coverage limits may be adjusted depending on the Work’s overall risks, cost and complexity.]***

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers’ compensation	Statutory limits	
Employers’ liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

1.1 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor’s coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability. District’s insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor’s insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with admitted insurers with a

current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

1.2 Proof of Insurance. Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.