



## TOWN OF HANSON

### REQUEST FOR QUALIFICATIONS FEASIBILITY STUDY AND DESIGN SERVICES FIRE DEPARTMENT HEADQUARTERS October 2023

The Town of Hanson is seeking proposals, in accordance with M.G.L.c. 7C §§44-58, from qualified designers to conduct a Feasibility Study and Design Services for the Hanson Fire Headquarters, located at 505 Liberty Street, Hanson, MA 02341. Sealed proposals shall be delivered to the Select Board Office, Attn: Lisa Green, Town Administrator, 542 Liberty Street, Hanson, MA 02341, no later than 1:00P.M., Thursday, November 2, 2023.

Robert O'Brien  
Fire Chief  
505 Liberty Street  
Hanson, MA 02341  
[Robrien@hanson-ma.gov](mailto:Robrien@hanson-ma.gov)  
781-293-9571 ext. 1003

Lisa M. Green, Esq.  
Town Administrator/CPO  
Massachusetts Certified Public Purchasing Officer  
542 Liberty Street  
Hanson, MA 02341  
[Lgreen@hanson-ma.gov](mailto:Lgreen@hanson-ma.gov)



**Existing Conditions:** Located at 505 Liberty Street, Hanson, Massachusetts 02341, the current fire headquarters was built in 1978 as a combined fire station / senior center, it was not designed for twenty-four hour shifts or for coed staffing, it is approaching 50 years old. This station houses three engines, one mini pumper, one tower truck, two ambulances, one forestry truck, ATV, one command car, one boat with trailer, and two administrative vehicles which due to spacing needs are outside. There is a second fire station on Main St. that is unmanned and houses the spare ambulance, second forestry unit and technical support unit. The building consists of two vehicle bays. Headquarters has eleven apparatus bays. The Fire Chief's office, the Deputy Fire Chief's office and administrative offices are all located on the first floor. When the Deputy Fire Chief position was created the conference room was converted to the Deputy's office which is now the Shift Commander's office. The kitchen, bathrooms and alarm room are also located on the first floor. They are not compliant with ADA regulation requirements. Fire Department records are stored in the attic in a non-climate-controlled area. The Living quarters are located on the second floor and is adjacent to the attic area. There are no separate private bunk rooms. The stairs to reach the living quarters go through the men's locker room and are not code compliant. Sleeping quarters have been extended to the first floor there is one murphy bed in the alarm room and one murphy bed in the shift commander's office. The septic system was repaired in 2016. The building is maintained mostly by the firefighters. Major renovations have been contracted out.

**Project Objectives:**

The Town of Hanson seeks an architectural firm with knowledge of emergency services operations and experience with the design of fire/rescue stations to produce a Feasibility Study and Design (Phase 1) for a renovation, addition or new Fire Headquarters facility and subsequent facility plans as outlined below. It is the Town's expectation that the Study will

generate practical short- and longer-term strategies to address current and projected needs of the Fire Department and provide acceptable standards to cover for several future decades in facilities that are safe, efficient, durable, healthy, and functional.

The Town expects that the final report from this Feasibility Study will:

- Confirm that the identified property located at 505 Liberty St. is suitable for a renovated or newly constructed fire headquarters consisting of a minimum of eleven apparatus bays.
- Building options developed by the consultant will include conceptual site and building plans, simple floor plans (illustrating circulation, program locations and adjacencies), elevations, and a basis of design narrative for site, structural, mechanical, electrical, plumbing and fire protection systems, abatement requirements and code upgrades. These documents shall not constitute full design plans and shall become property of the Town of Hanson upon completion of work.

The Study will describe the recommended actions to be taken, provide cost estimates and schedules, and summarize the benefits of the recommendations. Subsequent phases of work are subject to additional authorizations and funding.

**Scope of Work:**

- A site and facility assessment of a property located at 505 Liberty St. for a new or renovated Fire Department Headquarters, a minimum of (11) eleven bay station. The selected firm shall work with the Fire Chief to gain access to the structure and surrounding land.
- The Feasibility Study shall include a study of all alternative and contain all information required, but, not limited to, a final design program, space summary, budget statement for the current Fire Department and proposed total budget for a modern Fire Department facility.
- Prepare a preliminary design for the rehabilitation/expansion/construction of a facility to fit the needs for the Fire Department to accommodate current and projected assets and operational requirements and bring the Fire station to code with state and federal regulations and address gender related conformities.
- Evaluation of electrical, plumbing and heating systems at current Fire Station.
- Identification of possible state and federal funding sources.

**Phase I shall include the following tasks:**

Assess the current site of fire headquarters located at 505 Liberty St, Hanson.

Conduct a Space needs study. Meet with the Fire Chief and all Fire Department staff to review program requirements and to confirm the current and future needs of the Fire Station Headquarters. Prepare a “Program of Spaces” documenting room by room, functional needs, and adjacencies to be used as the design program. Programming recommendations shall include identifying operational efficiencies and adjacencies which may be achieved by constructing a new facility. Recommendations may include

reorganization of operations and spaces to meet current industry standards for fire stations.

The Fire Station Headquarters will be designed for fire, medical & special hazard operations and responses and for firefighter health and safety. The new or renovated facility should provide adequate meeting, training, living, community accessibility, and equipment and storage space that will support our firefighting personnel and assist the Department in the delivery of high-quality services to our community.

- a. Evaluate current electrical, plumbing and HVAC systems at Fire Headquarters
- b. Analyze the possibility of renovations versus the construction of a new fire headquarters.
- c. Conduct a structural analysis of the current facility.
- d. Give recommendations and cost analysis of second floor space over the living quarters and apparatus bay on how to best utilize the existing space over the next 5-10 years.

**Phase II shall include the following:**

Prepare a conceptual plan for the site. The plan shall identify a preferred conceptual building and site plan consisting of an apparatus bay, living quarters, EMS storage space, hazardous materials mitigation equipment, office/office support areas, employee facilities (locker/shower/toilet/day room/conference room/fitness room). Work shall include identifying potential site functions to improve efficiency and security at the site. Environmental assessment for future internal and external conditions. Site function to be evaluated include, but are not limited to, site circulation, and public/employee parking areas.

**Cost Estimating:** The consultant will provide a general estimate of the costs associated with any proposed modification or addition to the facility.

**Feasibility Study and Design Services Budget:** Project budget is not to exceed \$100,000.

**Instructions to Bidders:**

Sealed Responses to this Request for Qualifications, *hereinafter*, (RFQ), and price proposals must be submitted **no later than 1:00PM on November 02, 2023 and clearly labeled “Town of Hanson” – Fire Station Feasibility Study and Design Services** and delivered to:

Lisa M. Green, Town Administrator Office  
542 Liberty St.  
Hanson, MA 02341

Bids received after 1:00PM on November 02, 2023 will be deemed unacceptable and will be returned unopened to the sender.

There will be an optional site visit on October 16, 2023 at 9:00 AM, at the Hanson Fire Station, 505 Liberty Street, Hanson, MA 02341.

Any addenda issued after the RFQ will be issued electronically to all firms who have requested the RFQ. It is the applicant's obligation to be aware and acknowledge receipt of any addenda in its submittal. Failure to acknowledge all addenda in its submittal will disqualify the applicant.

Questions or request for clarifications concerning this Request for Qualifications must be submitted electronically to [Robrien@hanson-ma.gov](mailto:Robrien@hanson-ma.gov) on or before 4:00pm on October 19, 2023. Question answers will be posted on the Hanson website and emailed to bidders who requested the bid on October 23, 2023. Questions submitted after this deadline will not be answered.

The Town of Hanson reserves the right to cancel this RFQ, or reject any/all proposals, or accept any proposal considered to be in the best interest of the Town of Hanson.

Firms may submit corrections or modification, or request that their submittal be withdrawn from consideration, up until the time at which they are due. This must be done in writing via hand delivery or email to [robrien@hanson-ma.gov](mailto:robrien@hanson-ma.gov). Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

The applicant selected shall be expected to comply with all applicable federal and state laws in the performance of services.

A selection committee comprised of the Fire Chief, Deputy Fire Chief, buildings and grounds coordinator and Building Inspector shall evaluate all proposals before making a recommendation to the Town Administrator. The committee may conduct interviews if it feels further information is appropriate to the decision-making process.

The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion

### **Evaluation Criteria**

The following criteria will be among those utilized in the evaluation and selection process. They are presented as a guide for the respondents in understanding the Town's requirements and expectations for this project and are not necessarily all-inclusive or presented in order of importance.

Each proposal component will be reviewed by the Project Selection Committee and rated as 'Highly Advantageous', 'Advantageous', 'Non-Advantageous' and 'Unacceptable'. In evaluating proposals, the Designer Selection Committee will base its selection, in part upon the minimum applicant qualifications previously set forth and on the following criteria:

1. The overall quality of the proposal:

Highly Advantageous	The proposal contains a clear and comprehensive plan that addresses all four project objectives and deliverables.
Advantageous	The proposal contains a clear and comprehensive plan that addresses three of the Project objectives and deliverables.
Non-Advantageous	The proposal contains a clear and comprehensive plan that addresses two of the Project objectives and deliverables.
Unacceptable	The proposal contains a clear and comprehensive plan that addresses one or none Project objectives and deliverables.

2. Working with a Fire Department Building:

Highly Advantageous	If such measures were successfully implemented in one (1) Fire project in the past five (5) years and three (3) additional municipal projects within the past ten (10) years.
Advantageous	If such measures were successfully implemented in one (1) Fire project within the past five (5) years .
Non-Advantageous	If such measures were introduced but the owner did not implement any of them
Unacceptable	If no measures were introduced and the design team lacks the experience to present such measures

3. Previous Similar Successful Experience: Successful is defined as completing a project on schedule without litigation and without the need to increase the contingency for the project after the start of construction:

Highly Advantageous	If more than four (4) public safety projects successfully completed within the past ten (10) years
Advantageous	If between two (2) and three (3) similar projects successfully completed within the past ten (10) years
Non-Advantageous	If less than two (2) similar projects successfully completed within the past ten (10) years
Unacceptable	If no similar projects successfully completed within the past ten (10) years.

4. Team Qualifications: Identify and set forth qualifications of the in-house staff and outside consultants who will work on the project and specifically working with Fire department projects. Applicants intending to perform the work must be registered and licensed to practice in Massachusetts and at a minimum, one member of the team must hold a designation of MCPPO.

Include the individual who will serve as the contact person and have primary responsibility for the project. The technical team shall not include office support or clerical staff:

Highly Advantageous	If all members of the technical team have more than seven (7) years of relevant work experience and technical qualifications
Advantageous	If more than 75%, but less than 100% of members of the technical team have between five (5) and ten (10) years of relevant work experience and technical qualifications
Non-Advantageous	if the qualification for “advantageous” or “highly advantageous” is not met, but more than 50%, but less than 75% of members of the technical team have less than five (5) years of relevant work experience and technical qualifications
Unacceptable	If no similar projects successfully completed within the past seven (7) years.

5. Workload/Capacity: Current workload or clearly established capacity to complete the Scope of Services on a timely basis as set forth in the submitted schedule:

Highly Advantageous	If work can begin within three (3) workdays of the date of contract execution, and complete each Task on time
Advantageous	If work can begin between four (4) and ten (10) workdays of the date of contract execution, and complete each Task on time
Non-Advantageous	If work can begin between eleven (11) and fifteen (15) workdays of the date of contract execution; and complete each task on time
Unacceptable	If work cannot begin until after sixteen (16) workdays of the date of contract execution or if one (1) or more Tasks cannot be completed on time.

6. Sustainability Measures: The ability of the design team to design and implement practical sustainability measures such as solar, renewable energy, and geo-thermal, as a goal to get as close to ENZ (Engineering Net Zero) as possible:

Highly Advantageous	If such measures were successfully implemented in two (2) projects
Advantageous	If such measures were successfully implemented in one (1) project
Non-Advantageous	If such measures were introduced but the owner did not implement any of them
Unacceptable	If no measures were introduced and the design team lacks the experience to present such measures

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFQ, any addenda issued by the Owner, and the selected Respondent’s response will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner.

The selected Respondent(s) will be required to execute a Contract for Design Services with the Owner. Prior to execution of the Contract for Design Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Design Services.

**1. Selection Process and Schedule**

- A. A Selection Panel (“SP”) consisting of the Fire Chief, Deputy Fire Chief, Fire Department buildings and grounds coordinator, Building Inspector and Town Administrator at a minimum who will be responsible for reviewing responses.
- B. Upon the receipt of all proposals, the Town Administrator shall submit all proposals to the Selection Panel. Proposals will be opened at the specified time in the presence of the Selection Panel. The openings of the proposals shall not be open to the public, and the contents of the proposals shall be kept confidential and not disclosed to competing respondents until after the evaluation process is complete.
- C. The Selection Panel will evaluate each proposal in accordance with the Evaluation Criteria. The Select Panel may invite respondents for in-person presentations. The Selection Panel will create a list of specific questions for both the interview and the reference checks. It is anticipated that there will be identical interview questions



posed to all the potential Designers and possibly a specific list of questions for a Designer so that any weaknesses identified in the initial ranking meeting may be corrected or confirmed. Price proposals will be considered with evaluation criteria.

- D. The Selection Panel will recommend to the Town Administrator the finalist. If the highest ranked proposer is not selected as the finalist, the Selection Panel will provide documentation for justification. If the Town is unable to negotiate an acceptable fee for contract, the SP will recommend the next advantageous finalist. The successful applicant will be required to complete certifications required by Massachusetts General Laws and Design Selection Procedures as well as local requirements. Pursuant to M.G.L. c. 7C, §§ 44 et seq., the Town reserves the right to award one (1) Contract, if at all, to the most qualified responsive and responsible Responder who complies with the Response Submission Requirements above. The Contract will be awarded, if at all, on a negotiated basis, as outlined above, subject to all procedures outlined in the RFQ, pursuant to M.G.L. c. 7C, §§ 44 est. seq. and all applicable regulations and guidelines.
- E. The Owner reserves the right to re-advertise if less than three responses are received, or if fee negotiations fail, or it is deemed to be in the best interest for the Town, for any reason.

**Request for Qualifications Timeline:**

<b>October 04, 2023</b>	Central Register publication and Commbuys
<b>October 05, 2023</b>	Publication in the local paper, Whitman Hanson Express
<b>October 16, 2023</b>	Optional Site visit, 505 Liberty Street, Hanson, MA, 9:00A.M.
<b>October 19, 2023</b>	Questions due 4:00P.M.
<b>October 23, 2023</b>	Answers for questions reply to respondents and posted on the Town website, and Commbuys.
<b>November 02, 2023</b>	Proposals are due to the Town Administrator by 1:00P.M.
<b>November 02, 2023 – November 30, 2023</b>	Evaluation of proposals
<b>December 04, 2023</b>	Notice of award and anticipated execution of contract.

Any questions concerning this RFQ must be submitted **no later than 4:00P.M. on October 19, 2023**, in writing via email with the subject line “Town of Hanson: Fire Station Project” to Robert O’Brien, Fire Chief, [Robrien@hanson-ma.gov](mailto:Robrien@hanson-ma.gov).

## **Section 5. Submittal Requirements:**

Sealed Responses to the Request for Qualifications, *hereinafter*, (RFQ), and price proposals must be submitted **no later than 1:00PM on November 02, 2023 and clearly labeled “Town of Hanson” – Fire Station Feasibility Study and Design Services”** and delivered to:

Lisa M. Green, Town Administrator Office  
542 Liberty St.  
Hanson, MA 02341

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Respondents to the RFQ shall submit **One (1) original and four (4) copies including an electronic thumb drive** of the response to this RFQ. All responses shall be typewritten and presented in a clear and organized manner. Submittals shall include the following:

- a) Cover letter - maximum of two pages in length and include:
  - An acknowledgement of any addendum issued to the RFQ.
  - An acknowledgement of understanding that the firm has read the RFQ. (Respondent shall note any exceptions to the RFQ in its cover letter).
  - An acknowledgement that the Respondent has read the Town’s Standard Contract (Respondent shall note any exceptions to the Town’s Standard Contract in its cover). An example of the Towns Standard Contract is attached.
  - A summarization of the Respondent’s interest in and qualifications for the project.
  - A description of the Respondent’s organization and its history.
  - The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
  - Information regarding previous fire department or public safety complex needs assessments conducted by your firm that demonstrate expertise in evaluation, planning and construction of fire facilities.

**\*\*Please include a copy of a feasibility study completed by your firm that you would consider being of a similar nature.**

- b) Firm’s experience over the past 10 years with public safety programming, design, and construction projects with an emphasis on fire department needs. Include all high-performance green buildings.
- c) Firm’s ability to demonstrate experience providing varied and creative solutions to issues related to fire service.
- d) A list of key personnel who will be devoted to this project with a summary

of their role, other commitments, and availability.

- e) Details of the proposed project approach with a schedule to complete each task noted in the scope of work including public outreach methods.
- f) Outline public outreach and experience is gaining community support.
- g) Additional information that the applicant considers important to the Committee's understanding of its qualifications for the project.

Respondents may supplement this proposal with materials and photographs that best demonstrate the project management capabilities of the team proposed for this project.

**CERTIFICATIONS REQUIRED BY LAW**

**Non-Collusion Form and Tax Compliance Form**

Persons submitting a bid or proposal to provide supplies or services to your jurisdiction, or to purchase supplies from your jurisdiction, must submit a certification of non-collusion and tax compliance.

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that his bid or proposal had been made and submitted in good faith and without collusion or fraud with any other persons. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Business

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M. G.L. Chapter 62C, § 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes.

Signature: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Business

**EXHIBIT A**

**PROPOSAL SIGNATURE PAGE  
SUBMITTED TO THE TOWN OF HANSON  
IN RESPONSE TO THE RFQ  
HANSON FIRE DEPARTMENT FEASIBILITY STUDY  
AND DESIGN SERVICES**

***COMPLETE THIS PAGE AND RETURN AS A COVER SHEET.***

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person *(please print)*

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

Submits the attached proposal for this Request for Proposals to the Town Administrator, on the authority of the undersigned and as dated below.

Respondent  
acknowledges the receipt of the following Addenda:

1. \_\_\_\_\_
2. \_\_\_\_\_

“I confirm and pledge to abide by and be held to the requirements of this RFQ, to perform and tasks and deliver any documents as agreed, and upon mutual agreement as to Scope of Work and Terms, to execute a Contract with the Hanson Fire Department”.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date