

**Request for Proposals (RFP)**  
**Architectural and Estimates of Probable Costs Services**  
**Fire and Police Facilities**  
**Town of Norwich, Vermont**

**1. PURPOSE**

- 1.1 The Town of Norwich (Town) is seeking proposals to provide architectural, engineering and estimates of probable costs services for upgrading the Fire Station and replacing the Police Station on the existing site.
- 1.2 The two buildings are:
  - 1.2.1 Fire Station located at 11 Firehouse Lane
  - 1.2.2 Police Station located at 10 Hazen Street
- 1.3 The program for the fire and police facilities is attached.
- 1.4 A 2004 survey of the site is attached.

**2. SCHEMATIC DESIGN AND DEVELOPMENT OF ESTIMATES OF PROBABLE COSTS**

- 2.1 At the completion of this project there should be a schematic site plan, floor plans and elevations with sufficient detail to accurately estimate probable costs of the facilities for the purpose of bonding the proposed improvements. The estimates of probable cost shall include the following, as a minimum, itemized where practical:
  - 2.2 Elements in support of the combined facilities**, including a Police Station and administrative offices for the Fire Department consistent with the attached program and upgrades to the existing Fire Station including:
    - 2.2.1 Owners costs
    - 2.2.2 Site preparation and landscaping
    - 2.2.3 Removing the existing Police Station and foundations
    - 2.2.4 Remove the existing septic for the Fire and Police Stations.
    - 2.2.5 Remove two oil tanks
    - 2.2.6 Relocate emergency generator and underground propane tank
    - 2.2.7 Relocate the existing police storage shed
    - 2.2.8 Install fire sprinklers in the existing Fire Station and new Police Station including a connection the public water system on Main Street.
    - 2.2.9 Fire Alarm system with control panel and dialer
    - 2.2.10 Replace the boiler for the Fire Station or incorporate in the heating system for the new police and fire administrative building
    - 2.2.11 Repave driveway and apron from Fire Station to Main Street
    - 2.2.12 New septic system
    - 2.2.13 Storm Drainage system
    - 2.2.14 Estimate of annual operation and maintenance costs of new and remodeled facilities

2.3 **Baseline energy option**, a building, including required upgrades to the Fire Station that meets the minimum requirements of the 2015 Vermont Commercial Building Energy Standards and common best practices including the following:

2.3.1 Propane heating including the Fire Station

2.3.2 Central air conditioning for the administrative building

2.3.3 High efficiency fluorescent lighting

2.3.4 Bituminous concrete (asphalt) paving with parking space striping and without curbs or wheel stops

2.3.5 Thirty-five foot radio tower attached to side of building with capacity for three 20' antennas mounted at top

2.3.6 Fire Department floor drains to oil/water separator and 10,000 gallon pump out tank

2.3.7 Exterior security lighting

2.3.8 Alarm and security system

2.4 **Net-zero energy option**, a building, including required upgrades to the Fire Station, that meets the minimum requirements of the 2015 Vermont Commercial Building Energy Standards, common best practices and the new building net-zero ready including the items in the *baseline energy option*—providing capital and life-cycle cost differentials—with the following upgrades:

2.4.1 Air exchange heat pumps in place of propane heating

2.4.2 LED lighting in place of high efficiency fluorescent lighting

2.5 **Options list:** Provide itemized costs – *including capital and life-cycle cost differentials for energy conservation items* – of the following.

2.5.1 *Functionality:* Allowance for new furniture for new building

2.5.2 *Functionality:* Concrete walks to entrance doors in place of asphalt.

2.5.3 *Functionality:* Granite curbs

2.5.4 *Functionality:* Traffic control system that meets the requirements of the MUTCD at Fire Department entrance to Main Street

2.5.5 *Functionality:* Fire apparatus tank fill in Fire Station

2.5.6 *Energy conservation:* LED lighting in place of high efficiency fluorescent lighting

2.5.7 *Energy conservation:* Insulating the walls of the Fire Station to meet the minimum requirements of the 2015 Vermont Commercial Building Energy Standards

2.5.8 *Energy conservation:* Replacing Fire Station windows with double-pane windows to meet the minimum requirements of the 2015 Vermont Commercial Building Energy Standards

2.5.9 *Energy conservation:* Replace Fire Station overhead doors with insulated doors

2.5.10 *Security:* Key card entrance control system with the ability to be programmed for controlling access to the police and fire portions of the building and other secure areas

2.5.11 *Security:* Exterior security cameras

2.5.12 *Security*: Interior security cameras in interview rooms and lobby

2.6 It is anticipated that the following meetings will be necessary:

2.6.1 A least three meetings with the Town Manager and the Police and Fire Chiefs.

2.6.2 At least three meetings with the Selectboard.

2.6.3 At least one public forum

### **3. CODES AND STANDARDS**

3.1 At a minimum the following codes, standards or regulations shall be used during these studies:

3.1.1 Applicable OSHA Regulations.

3.1.2 Vermont Fire & Building Safety Code.

3.1.3 2015 Vermont Commercial Building Energy Standards

3.1.4 NFPA 101.

3.1.5 NFPA 1.

3.1.6 Vermont Agency of Natural Resources Rules.

### **4. INSURANCE REQUIREMENTS**

4.1 All contractors and subcontractors are required to maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

- a) General Liability \$1,000,000 per occurrence
- b) Property Damage \$1,000,000 per occurrence
- c) Personal Injury \$1,000,000 per occurrence
- d) Automotive Liability \$500,000 per occurrence
- e) Worker's Compensation (Statutory Requirement)

### **5. PRE-PROPOSAL MEETING**

A mandatory pre-proposal conference will be held on September 24, 2015 at 1030 hours at the Norwich Town Hall located at 300 Main Street, Norwich, Vermont. The conference is intended to clarify the proposal requirements and provide an opportunity for questions and answers. If necessary, an addendum to this Request for Proposals will issued following the pre-proposal conference. All questions related to this Request for Proposals and addenda, if needed, shall be in writing and addressed to the Town Manager.

### **6. PROPOSALS**

6.1 All proposals shall include the following:

6.1.1 Project cost.

6.1.2 Additional costs if additional meetings or public forums are needed.

6.1.3 Project schedule.

- 6.1.4 Examples of similar projects.
- 6.1.5 Contact names and telephone numbers of previous clients.
- 6.1.6 Name and resume of Project Manager.
- 6.1.7 Resumes of all key personnel.
- 6.1.8 Familiarity with the referenced codes, standards or regulations and national standards for similar facilities.
- 6.2 The Town of Norwich has the right to reject any or all proposals if doing so is in the best interest of the Town.
- 6.3 All questions on this RFP should be directed to the Town Manager Neil Fulton at:
  - 6.3.1 Email: [nfulton@norwich.vt.us](mailto:nfulton@norwich.vt.us).
  - 6.3.2 Phone 802-649-1419 X102.
- 6.4 Interested firms shall submit an original, 8 copies and an electronic version on a CD of their proposal no later than 1500 hours on October 8, 2015 to:

Neil R. Fulton  
Town Manager  
Town of Norwich  
300 Main Street  
Post Office Box 376  
Norwich, VT 05055

**Fire and Police Program**

Program Spaces		SB Adopted 04/08/15	Remarks
<b>Police &amp; Fire Shared Space</b>			
<b>S H A R E D</b>	Vestibule/Lobby	100	
	Training Room	650	Space for 40 people. Existing Training Room has kitchen area (app. 145 sq.ft.). Police and fire departments will share the training room with the public. The training room is sized both for the fire department and to allow outside departments to share the training opportunities. Fire department training functions require the access to a kitchen and the fire department support team uses the kitchen to prepare food for long duration events. When mutual-aid departments are staging at the Norwich Fire Station they need a place to standby. It will also provide for some regional fire and police training to be held in Norwich reducing our travel and overtime costs. It will be available for public use.
	Training Room Storage	50	Storage for chairs, tables, etc.
	Emergency Operations Center (EOC)/Small Conference Room	300	Provides for meeting room, alternative location and backup for public works, police and fire radio communications and EOC to manage major emergencies including using DisasterLAN for coordination with VEMHS. During a major emergency, the Emergency Operations Center would function as command center and dispatch facility, whereas the training room would serve as a staging area for emergency workers.
	General Storage	100	For fire and police
	Public Toilet(s)	144	
	Mechanical and IT Room	200	Includes electrical and I.T. equipment. Would be larger with elevator or a separate mechanical room for the elevator.
	Janitor Closet	60	
	I.T. Closet	0	
	<b>Total Police &amp; Fire Shared Space</b>	<b>1,604</b>	
<b>Fire Department Space</b>			
<b>F I R E</b>	Fire Chief's Office	180	Existing Fire Chief's office is in Police Station.
	FD Office	100	For fire department computer, report writing, records, copier, base station radio and backup dispatch. (Corresponds to 110 sf in existing Fire Department space.)
	Conference Room/Library	200	Small conference room, library, resource material, study area.
	Toilet		Second floor toilet.
	Bathroom w/ Shower (M)	100	Bathroom/shower adjacent to Apparatus Bay. Allows for fire and medical gross decontamination.
	Bathroom w/ Shower (F)	100	Second bathroom/shower adjacent to Apparatus Bay. Allows for fire and medical gross decontamination.
	Day Room/Eat-In Kitchen	300	Existing training room has kitchen area.
	Locker Room		Provides for future capability for having on duty staffing.
	Bunk Room	0	Police, Fire and EOC Staff sleeping room during extended emergency events (storms, flooding etc.). Provides for future capability for having on duty staffing and staffing with firefighters during major snow and similar events when travel is hazardous thus decreasing overall response time.
	Unrequired Common Practice Spaces	0	NOT requested: Tech Rescue/EMS/HazMat Storage, Fitness Room, Men's & Women's Locker Rooms
	General Storage	0	Fire & EMS equipment, supplies, training props, foam (currently stored on apparatus floor).
	<b>Administrative Offices Total</b>	<b>980</b>	
	Old FD Office now mechanical room	110	For fire department computer, report writing, records, copier, base station radio and backup dispatch. (Corresponds to 100 sf in Fire Department space (FD/PD Proposed column).
	Shop/Tool Room in existing training room	240	Includes SCBA compressor, gear washing machine, work bench (currently stored on apparatus floor).
	General Storage in existing training room	250	Fire & EMS equipment, supplies, training props, foam (currently stored on apparatus floor).
	<b>Remodel Equipment Bay and Training Room</b>	<b>600</b>	
Apparatus Bays	4,467	3 bays/2 trucks deep. 80 sq. ft. hose storage, 48 sq. ft. foam, 317 sq. ft. turnout gear & donning area, 200 sq. ft. hose washer & drying racks.	
Shop/Tool Room	440	Includes SCBA compressor, gear washing machine, work bench (currently stored on apparatus floor).	
<b>Apparatus Bay, Shop &amp; Storage</b>	<b>4,907</b>		
<b>Total Fire Department Space</b>	<b>5,887</b>		

**Fire and Police Program**

Program Spaces	SB Adopted 04/08/15	Remarks
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**Police Department Space**

<b>P O L I C E</b>	Administrative Office	150	Provides not only secretarial duties but dispatch duties as well, prep-areas court work and receives visitors / daytime dispatch duties
	Police Chief's Office	180	Plans and directs the operation of the department
	PD Supervisor Office	120	Second in command / needs to plan and direct in the chiefs absence
	PD Shared Office for Officers	250	Shared by all the officers to complete reports / prepare cases etc..
	Interview* X2 (10'x10' EACH)	200	* Keeps suspects and witnesses/victims separated / private area
	Secure Garage	350	Secure area for vehicle and direct entrance to bring in evidence or people
	Evidence Processing	50	Used by the officers to process any evidence they have seized then
	Evidence Storage	100	secured for the evidence officer to log into storage to maintain COC
	Processing/Booking	0	Provides space for processing of offenders.
	Holding Cell (x2)	0	Provides space for holding offenders until transport to Vermont facility.
	Archived Storage	100	Required to keep documents for different lengths of time
	Break Room	120	For officer's breaks and lunch room. The police break room needs to be in the secure area and have some communications capability since there are many times there is only one person in the station.
	Men's Locker Room	195	Officers to keep gear and change into uniforms
	Women's Locker Room	144	See above for Female officers
	Toilet	72	
	Secure small meeting/conference room	190	Monthly Staff meetings / Plan and direct operations such as Warrants etc. Police meeting space requires privacy from public access and must be connected to other police functions, such as evidence and interview rooms.
	Unrequired Common Practice Spaces	0	Space consistent with common practice that NOT requested: Dispatch/Reception, Functions required for arrests: Processing/Booking, Holding Cell (x2), Sally Port (Has secure garage)
<b>Total Police Department Space</b>	<b>2,221</b>		

**Summary**

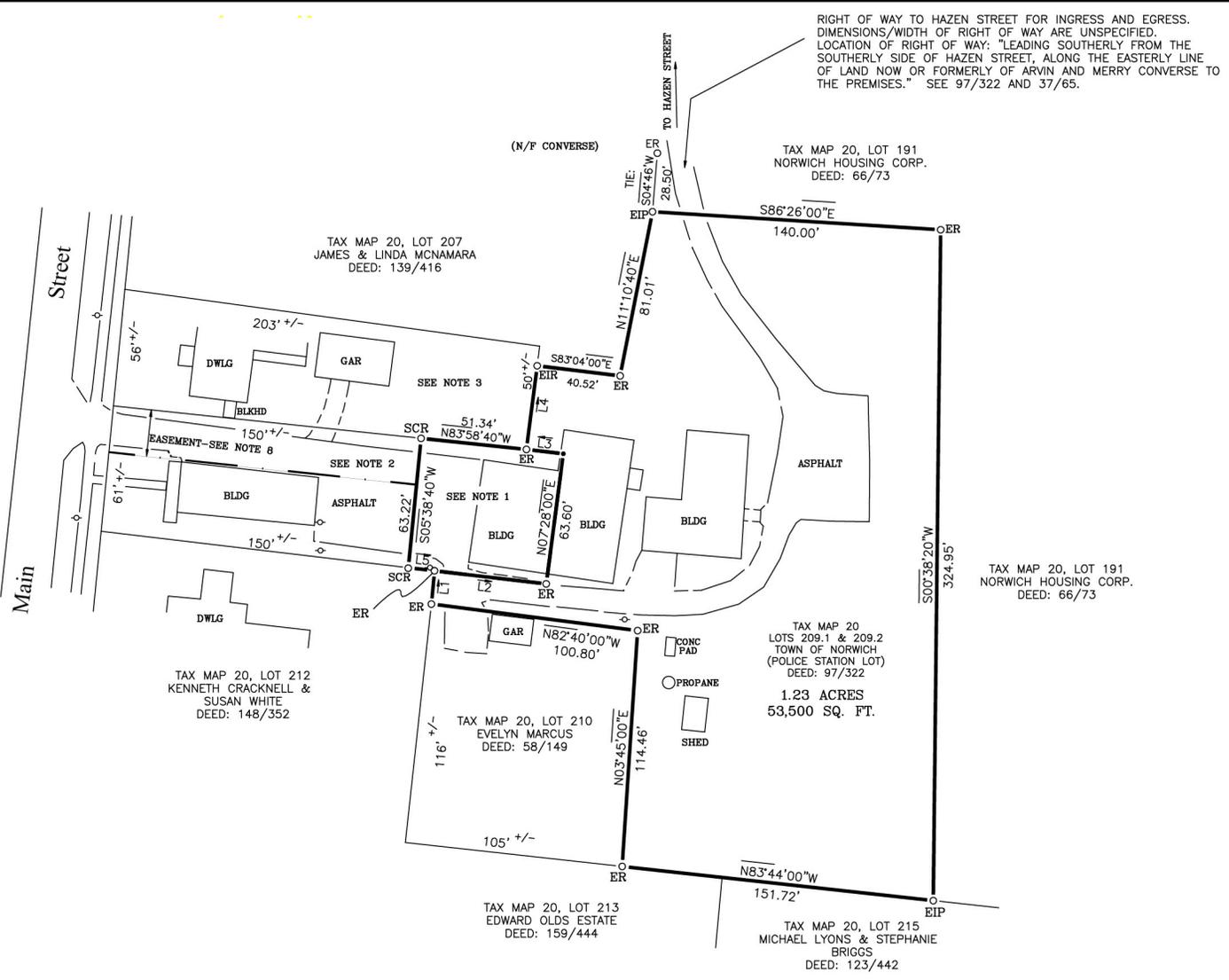
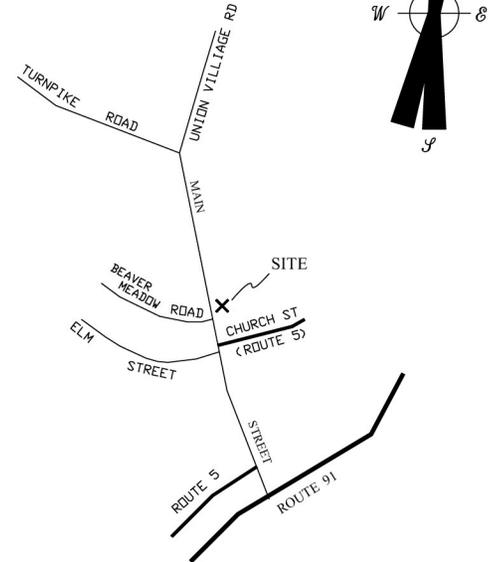
<b>S U M M A R Y</b>	<b>TOTAL NET Administrative Offices</b>	<b>4,805</b>	
	<b>Circulation Space</b>		
	<b>TOTAL GROSS</b>		
	<b>TOTAL GROSS Police &amp; Fire Space</b>		

**Site**

<b>S I T E</b>	Parking Spaces Fire	28	Parking spaces are 9' X18' (162 s.f.) with 12' one way lane.
	Parking Space Police	13	Parking spaces are 9' X18' (162 s.f.) with 12' one way lane.
	Septic and drainage		
	Apparatus Egress and Ingress Lanes	42'	Grange still obstructs apparatus discharge onto Main St.
	Maneuvering Space for Apparatus	650 s.f.	

RIGHT OF WAY TO HAZEN STREET FOR INGRESS AND EGRESS. DIMENSIONS/WIDTH OF RIGHT OF WAY ARE UNSPECIFIED. LOCATION OF RIGHT OF WAY: "LEADING SOUTHERLY FROM THE SOUTHERLY SIDE OF HAZEN STREET, ALONG THE EASTERLY LINE OF LAND NOW OR FORMERLY OF ARVIN AND MERRY CONVERSE TO THE PREMISES." SEE 97/322 AND 37/65.

VICINITY MAP



TAX MAP 20, LOT 191  
NORWICH HOUSING CORP.  
DEED: 66/73

TAX MAP 20  
LOTS 209.1 & 209.2  
TOWN OF NORWICH  
(POLICE STATION LOT)  
DEED: 97/322  
1.23 ACRES  
53,500 SQ. FT.

TAX MAP 20, LOT 212  
KENNETH CRACKNELL &  
SUSAN WHITE  
DEED: 148/352

TAX MAP 20, LOT 213  
EDWARD OLDS ESTATE  
DEED: 159/444

TAX MAP 20, LOT 215  
MICHAEL LYONS & STEPHANIE  
BRIGGS  
DEED: 123/442

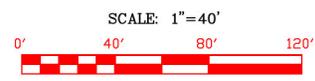
Owner of Record:  
Town of Norwich

TAX MAP: 20  
LOTS: 209, 209.1, 209.2  
DEED: 95/413 & 97/312

THIS PLAT CONFORMS WITH  
27 VSA SECTION 1403  
TYPE OF ORIGINAL:  
INK ON MYLAR

**SURVEY PLAN FOR LAND OF:  
Town of Norwich**

LOCATED ON MAIN STREET  
TOWN OF NORWICH  
STATE OF VERMONT  
TAX MAP REF: MAP 20, LOTS 209, 209.1, 209.2  
DEED: 95/413 & 97/312



DATE: NOVEMBER 18, 2004 REV 11-29-04  
ABS SURVEYS, LLC NORWICH, VT (802) 649-1658

THIS SURVEY IS BASED UPON FIELD MEASUREMENTS, MONUMENTATION, AND BOUNDARY EVIDENCE, AND THE INFORMATION CONTAINED HEREIN IS CONSISTENT WITH THE SAME TO MY KNOWLEDGE AND BELIEF.

WILLIAM G. LYONS  
VERMONT PLS NO. 704

**LEGEND**

- STONE WALL
- UTILITY POLE
- EXISTING REBAR
- EXISTING CAPPED REBAR
- EXISTING IRON PIPE
- EXISTING IRON ROD
- SET CAPPED REBAR (5/8")
- CAPPED REBAR TO BE SET
- COMPUTED POINT
- EXISTING CONCRETE BOUND
- EXISTING STONE BOUND
- EXISTING DRILL HOLE
- DRILL HOLE SET
- SOIL TEST PIT
- PERCOLATION TEST
- WELL
- STAKE AND STONES

**Notes:**

1. TAX MAP 20, LOT 209. OWNER: TOWN OF NORWICH. (FIRE STATION LOT) DEED: 95/413. LOT AREA: 0.10 ACRES (4,300 SQUARE FEET)
2. TAX MAP 20, LOT 211. OWNER: UNIVERSITY GRANGE INC NO. 342. DEED: 100/61.
3. TAX MAP 20, LOT 208. OWNER: BERNIS TAYLOR. DEED: 165/76.
4. ONLY LOTS 209 AND 209.1 WERE SURVEYED. LOTS WITH +/- DIMENSIONS WERE NOT SURVEYED. DIMENSIONS WERE TAKEN FROM DEED OR ESTIMATED FROM LINES OF POSSESSION AND ARE APPROXIMATE ONLY.
5. WHERE THE WORD, "TIE" APPEARS ALONG WITH BEARINGS AND DISTANCES, IT IS NOT REFERRING TO PROPERTY LINES OF THE PARCEL SURVEYED HEREIN.
6. REFERENCE IS HEREBY MADE TO A PLAN BY: T&M SURVEYS, DATED SEPTEMBER 1976, ENTITLED, "PROPERTY OF RUSSELL & MARJORIE HUTCHINS".
7. REFERENCE IS HEREBY MADE TO A PLAN BY: T&M SURVEYS, DATED MAY 1981, ENTITLED, "SUBDIVISION OF JACK BLUMER", NORWICH TOWN RECORDS REFERENCE: MAP BOOK 4, PAGE 45.
8. SEE EASEMENT DEED FROM UNIVERSITY GRANGE NO. 335, INC., TO THE TOWN OF NORWICH, DATED FEBRUARY 21, 1991, RECORDED 100/63. EASEMENT IS A NON-EXCLUSIVE RIGHT OF WAY FOR PEDESTRIAN AND VEHICULAR INGRESS AND EGRESS TO THE "FIRESTATION" AND THE "HUTCHINS HOUSE", AND FOR UTILITY INSTALLATION AND ACCESS. NORTH LIMIT OF EASEMENT IS NORTH LINE OF GRANGE PROPERTY FROM MAIN STREET TO LAND OF FIRESTATION, 150' +/-, AS SHOWN ON THIS PLAN. SOUTH LIMIT OF EASEMENT IS PARALLEL TO NORTH LINE AND 12 INCHES NORTH OF THE NORTH WALL OF THE GRANGE BUILDING, FROM MAIN STREET TO LAND OF FIRESTATION.