

Town of Westport  
Request for Proposals  
Architectural Feasibility Study For  
Town of Westport Dept. of Public Works  
Westport Fire District  
Combined Building  
April, 2013

**Introduction**

The Town of Westport, NY is accepting proposals from qualified engineering/architectural firms to complete a feasibility study for the following:

Design of a new  $\pm$  20,000 sf. Dept. of Public Works (DPW)/ Fire District Garage located on the site of the existing Town of Westport Highway Department at NYS Route 22, Westport, NY. It is the Town's intent to use the existing DPW garage during the construction of the new DPW portion of the proposed building, then demolish the existing DPW garage and build the Fire District portion of the proposed building, if this proposal is reasonable taking into account costs and building schedule.

All work shall comply with the latest issue of A.D.A. Regulations, the NYS Building Code as amended and any other applicable construction codes. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. As part of the feasibility study a cost estimate should be provided, which should be broken down by CSI divisions. Proposals must be received no later than 4:00 p.m. June 25, 2013 at the following address:

Daniel W. Connell, Supervisor  
Town of Westport  
P.O. Box 465  
Westport, NY 12993

Proposals may be mailed, but the Town of Westport gives no guarantee that said proposal will be received in the Supervisors Office by the designated time.

Envelopes must be clearly marked: "Proposal for Professional Services, Design of New DPW/ Fire District Building".

A pre-bid meeting will be held 10:00a.m. on May28, 2013 at the Town of Westport Highway Garage (DPW) located on NYS Route 22 in the Town of Westport.

RFP Documents and Instructions can be viewed on the Town of Westport Govt. website –

[www.westportny.net](http://www.westportny.net) by following the link to the “DPW/Fire Project”. Those who download the RFP and wish to be placed on a list to receive information for this proposal as it is released must register with the Town of Westport by sending an email to [supervisor@westportny.net](mailto:supervisor@westportny.net).

## **Background**

### Highway portion

The Town of Westport owns and operates a DPW building. Operations included in this building include but are not necessarily limited to:

- Garage bays for 5 tandem axle plow trucks
- Department of Highways administration center
- Highway department maintenance facility
- Highway department parts facility
- Highway department oil storage
- Highway department welding facility
- Highway department critical equipment storage

The intent of the DPW portion of the project is to construct a new building to accommodate the functions of the DPW.

### Fire District portion

The Town of Westport Fire District owns and operates a Fire Rescue building. Operations included in this building include but are not necessarily limited to:

- Garage bays for 7 Fire/ Rescue/ Ambulance trucks
- District administration center
- District Meeting/ Training Room
- District critical equipment storage

When these buildings were constructed the equipment used by the DPW and Fire District wasn't nearly as large as it is today. Modern day equipment requires much more room for storage and repair than is now available at our DPW and Fire District building. Consequently, this has placed a significant strain on the functions performed within the facilities.

## **Proposed**

The proposed combined DPW and Fire District footprint for the garage is shown on the attached sketch. Conceptually, the size of the garage will be  $\pm 93'$  x  $\pm 221'$  and include the following:

- Room to store 5 plow trucks, and 7 fire rescue apparatus
- Restrooms

- Storage areas
- Decontamination room
- Lunch/break/meeting room
- DPW Supervisor's office
- Fire Commissioners office
- Radio room
- Mechanical room
- Spare parts storage
- Oil/water separator
- Tool storage room
- Hazardous material storage
- Other rooms and amenities needed based on the Architectural teams code review and programming effort with DPW and Fire District personnel.

Construction is seen as Steel, pre-engineered, or a wood frame building with slab-on-grade. Secure separation in non-combined areas. An oil/water separator will be needed for the floor drains. Municipal sewer is not available.

**The Town of Westport is requesting proposals from qualified firms for the following scope of services.**

### **Building Programming Requirements**

This task shall consist of the development of a schematic design, including:

- Functional floor plan
- Site plan
- Systems required for the facility
- Consideration for future expansion
- Recommendations for the bidding packages
- Recommendations for the sequence of construction
- An opinion of probable cost

During this task, all design criteria and solutions shall be developed within the program requirements.

The selected consultant will meet with the DPW and the Fire District to understand their needs and program the building space. It shall be explicitly understood that there shall be 2 meetings with the DPW, 2 meetings with the Fire District and 4 visits to the site in developing the programming plan. Further, it shall be understood that the Consultant will be responsible for providing professional services for not only programming and designing the space needed for the DPW/ Fire District Garage function but also for providing programming and design services for specialty features such as an oil/water separator.

Heating and cooling systems to be evaluated shall include but not be limited to:

- Oil fired boilers, central air handler, and in-slab radiant heat
- Wood fired boilers, central air handler, and in-slab radiant heat

Criteria considered in the selection of the preferred HVAC systems will include but not necessarily be limited to: installed cost, energy consumption, space requirements, freeze prevention, system cooling and heating capacity, centralized maintenance, short and long term costs, and stability of control.

**Deliverables for the building programming phase are as follows:**

1. Programming sessions in a number required to complete these tasks/requirements with the Town.
2. Provide minutes of all meetings.
3. Evaluate alternative HVAC systems for the building (ex; solar DHW, solar heat, solar electric, heat pumps/geothermal, wind)
4. Provide a schematic design development letter report with an opinion of probable cost that describes the scope of work and basic development program. It shall describe the overall design philosophy and operational characteristics of the entire site.
5. Consider and propose “Green” energy saving technologies that would be appropriate and should be considered in the building , such as energy saving windows, high R building insulation, LED Lighting, CO2 sensors for fresh air recirculation, etc.
6. Prepare concept drawings for the front, sides, and rear elevations of the building depicting the appearance of the building and proposed landscaping.
7. Concept drawings and descriptions for:
  - Location plan
  - Site plan - shall include location of the existing buildings in relation to new building addition and the immediate area of construction, all existing and/or proposed utilities, grading, existing and proposed lighting, walks, roads, parking, and fueling facilities
  - Floor plans (1/8” scale or as agreed upon by Town) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits, major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical, electrical, plumbing, telecommunications/data and security services
  - Sections (1/8” scale or as agreed upon by Town) – shall include major cuts in two directions for all structures with basic vertical dimensions and material descriptions; Elevations (1/8” scale minimum)
  - Flow diagram to show circulation and compliance with NYS Building Code
  - General description of the Project including use, architectural concept, conformance to requirements, zoning, before and after lot coverage, code compliance and security systems
  - Outline specifications for site development, architectural, structural, mechanical, plumbing, electrical, and site utilities
8. Six copies of study shall be produced.

9. Final Design Service is not included in the scope of work. The consultant shall not proceed directly to the Design Services. The Town will elect to move forward to design services after another selection process.

**Services Provided by the Town of Westport:**

The Town will make available any drawings and surveys, data from previous studies and efforts that exist for the site.

**Rights to materials:**

All ownership rights to materials produced lie with the Town of Westport for their sole use and discretion, it may not be used by any other party without written authorization from the Town of Westport.

**Project Schedule**

- Town of Westport Department of Public Works Committee and Westport Fire District committee recommends award of Professional Services Contract (PSC) ..... , 2013
- Town of Westport Board approves PSC ..... , 2013
- PSC executed ..... , 2013
- Programming documents complete ..... , 2013

**Form of Proposal**

Prospective Consultants shall agree that the cost for their proposals to address the scope as described above, for the Building Programming Services, will be a lump sum, post service payment.

Proposals shall also include the Consultant’s qualifications, similar work experience, references, Project schedule, and a listing and qualifications for all sub consultants that will be used.

Proposals will be evaluated upon the experience and service that the Consultant will bring to the project. The Town reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of the Town of Westport. The successful Consultant will be expected to execute a Standard Form Contract with the Town of Westport.

The selection process may or may not include formal interviews and will be based primarily upon the following criteria that are presented in no formal order:

- Experience with work on similar municipal building construction projects
- Cost of service
- Staff and team experience
- Schedule
- Ability to service Town of Westport
- Demonstrated ability to maintain Design and Construction costs within established budgets

### **Town of Westport Contractor Insurance Requirements**

The coverage parts and amount of insurance required are as follows:

1. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$1,000,000 annual aggregate. Coverage shall include bodily injury, property damage, and blanket contractual liability.
2. Automobile Liability with minimum limits of \$1,000,000 each accident. Coverage shall provide for any vicarious liability of the Town of Westport and be applicable to all owned, non-owned, hired, borrowed or temporarily used vehicles of the AGENCY.
3. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
4. Professional liability insurance with a minimum of \$1,000,000 per occurrence and a \$1,000,000 annual aggregate.