



TOWN OF CHESTER, NEW HAMPSHIRE

REQUEST FOR PROPOSALS

The Town of Chester, New Hampshire is accepting Requests for Proposals (RFP) for a Police Facility Space Needs Assessment.

All responders shall submit one (1) signed original proposal, ten (10) copies of the original, and a pdf copy on a thumb drive, all in a sealed envelope plainly marked:

Police Facility Space Needs RFP 07-12-2018

Aaron P. Berube, Chief of Police
Chester Police Department
84 Chester Street
Chester, NH 03036

All proposals must be received no later than **Friday, August 31st, 2018 at 4:00 PM** (time period may be extended at the discretion of the Board of Selectmen) to be considered. It is the sole responsibility of the responder to have the packet at the designated location prior to the deadline date and time.

Proposals will be opened at the next regularly scheduled Board of Selectmen's meeting, estimated to be on **Thursday, September 6th, 2018**.

The Town reserves the right to modify or cancel, in part or in its entirety, this RFP. The Town reserves the right to accept or reject any or all proposals.

All questions concerning the RFP should be directed to Aaron P. Berube, Chief of Police, at 603-887-2080 or via e-mail at aberube@chesternhpolice.org.

REQUEST FOR PROPOSAL POLICE FACILITY SPACE NEEDS

The Town of Chester Police Station is located in the old Chester Academy building located at 84 Chester Street. The current police facility was renovated/retrofit in 1999 by funds that were donated to the Town. The building itself was built in 1960.

Chester is located in Southern New Hampshire on New Hampshire State Route 102, only 12 miles from Manchester to its west, and thirty-three (33) miles from Portsmouth to its northeast. Chester is only 8 miles from Exit 4 of Route 93.

For the purposes of this space needs report, future growth will include an additional seven (7) full-time officers / one (1) full-time support staff and an estimated community population of 7000 by the year 2045. This would put staffing at fourteen (14) full-time officers / two (2) full-time support staff / and a 24 hour / 7 day Communications Center staffed by (4) full time Dispatchers. This period of growth is estimated for the next 25 years.

The police vehicle fleet consists of four (5) marked & unmarked cruisers, and one (1) investigation vehicles. For the purposes of this study an additional three (3) cruisers will be added.

The below chart provides a brief overview of the activity of the Chester Police Department.

Police Department Statistical Overview

Category	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Call for Service	6,461	7,458	4,817	4,373	5,263	7,246	5,061	3,589	3,838	3,236	2,900
Crime Incidents	483	461	394	364	442	445	411	391	322	272	329
Non Crime Incidents	2,207	2,270	1,946	2,358	2,463	2,665	2,748	2,550	2,309	1,990	2,211
Arrests	239	329	186	218	204	262	251	212	150	164	99
MV Accidents	94	77	102	82	85	76	70	75	92	71	81
MV Stops	4,065	4,950	2,664	2,291	3,049	5,009	2,926	1,733	1,602	1,602	1,193

In depth information on calls for service/arrest statistics for previous years are available upon request.

Proposals submitted by responder:

Responders who submit Proposals do so entirely at their own expense. There is no expressed or implied obligation by the Town of Chester to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when requested by the Chief of Police, or for participating in any selection

interviews. The selection of the Consultant shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation.

The Town of Chester is an Equal Opportunity Employer.

Scope

The Town of Chester, N.H. is seeking a Consultant to prepare a space needs study including the evaluation of expanding the current facility or a design layout for a new police facility.

Task #1 – Space Needs Assessment

The spatial needs assessment is an essential part of a comprehensive planning Strategy for the Town of Chester. The professional firm shall provide a detailed analysis that will define the functional needs of the Police Department and should incorporate the results of Task #2 Program Development.

1. Conduct an independent analysis of the current police facility, document current deficiencies and Evaluate the possibility of renovating or/and expanding current facility to meet future needs.
 - a. Options for renovation and build out of existing building.
 - b. Options for new construction at a location TBD

Task #2 – Program Development

Prepare a comprehensive and complete program addressing the space needs including, but not limited to: public access, communications, administrative offices, interview area, booking, evidence lockers, training facilities, holding cells, and equipment lockers/storage areas.

1. Program list with function and square footage to accommodate fourteen (14) full-time officers / four (4) full-time Dispatchers / two (2) full-time support staff.
2. Feasibility study to determine the space needs of the Police Department including:
 - a. Lobby area – with small private interview room
 - b. Community meeting room which can accommodate EOC activities (Multimedia hookups)
 - c. Booking room with three (3) adult / one (1) juvenile holding cells
 - d. Locker rooms, break room
 - e. Evidence rooms (separate air handling system) – large evidence storage area
 - f. Interview rooms with audio visual recording
 - g. Parking lot size and flow
 - h. Fitness room
3. Communications Center.
4. Two car sally-port with small kennel area for animals / police motorcycle / OHRV.

5. Optional canopy over ten (10) parking spots.
6. Room for building expansion possibilities.
7. Identify other police facilities which serve similar populations, square miles of service area, and similar staff size.

Task #3 – Pre-Schematic Design Plan

Develop preliminary design drawings and floor plan layout. Process should be interactive facilitating maximum involvement by police and town staff.

1. Prepare draft schematic design plan for a Police Station. Also, develop communication tools including plans, models, color renderings, and sketches to use for a presentation at a Board of Selectmen meeting at a date yet to be determined.
2. 3-D computer modeling of the above plan for illustration purposes.
3. The applicant's proposal should describe in detail the quality of the plans and any other promotional materials that will be provided within the maximum overall project budget.
4. Facilitate a public discussion to establish architectural aesthetics.

Task #4 – Total Project Cost Estimate and Schedule

Provide a Total Project Cost Estimate that includes all soft costs related to the design and renovation or construction of the police facility (i.e. construction cost estimate, security system features, furniture/ equipment / locker / evidence room storage fixtures cost, project management, fees, contingencies, etc.). Provide a complete estimated project schedule for future design development and construction phases.

1. A report summarizing the estimated costs of all project elements as noted above.

Project Deliverables

Complete the above tasks and provide a written report as noted below. The report and preliminary plans shall also be provided in an electronic format. Town of Chester shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services. The Consultant should anticipate attending at least one (1) Board of Selectmen's meeting to present / discuss report.

Project Schedule and Meeting

It is the goal of the Town to complete the work in this Scope of Services section within approximately ninety days (90 days) following a Notice to Proceed.

Submittal Content Requirements

Consultants are encouraged to submit concise and clear responses to the RFP.

All pages shall be 8.5 x 11-inch format. Provide one (1) signed original RFP, ten (10) copies of the original and an electronic copy. The following information will be required in each proposal:

1. Letter of Interest.
2. Project Approach: A brief description of the Consultant's philosophy, approach to the project, and value to the Town.
3. Scope of Work: Describe approach to accomplish the scope stated in the RFP and identify the methodology proposed. The Consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness.
4. Schedule: Include a timeline showing the estimated length of time required for completion of the phases as described in the scope of work. Text may be provided to describe the schedule.
5. Cost Summary: Provide a preliminary cost summary of the work to be completed.
6. Project Team: Identify the proposed team, including Sub-Consultants, general qualifications and experience. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).
7. Minimum Qualifying Criteria: Describe Consultant experience in preparing scope as outlined in the Minimum Qualifying Criteria. Include at least all projects the Consultant has completed that are similar to the project described in the request within the last ten (10) years. For each project, provide the following information:
 - Name and location of each project.
 - Year completed.
 - Name and contact information of each client and their project manager.
 - Elements of the project that are common to the scope elements described in this request.
 - Project Budget.
8. Project Team Resumes (provide appendix in proposal, one-page resume per team member, no page limit): Include a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief list of individual project experience.

Evaluation Criteria

The Town will award this project to the Consultant which has demonstrates the best value, quality and options for the community.

The Consultant will be required to carry comprehensive general liability insurance in the amount of \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

Minimum Qualifying Criteria

The Consultant will have a minimum of ten (10) years of experience providing design services for building renovation and construction with a minimum of three projects of size and scope for a municipality.

The Consultant must demonstrate expertise in the following areas: Building Code Expert, Architect – MEP, Structural, Civil, Landscape - Engineers, Public Safety Communications Engineer, Public Safety Consultant, ADA Expert.

Consultant must be licensed in the appropriate discipline(s) to do business in the state of New Hampshire, and all personnel assigned to this project must have the appropriate licenses, certifications, and/or designations required to perform their task.

Response to this RFP does not preclude Consultant from future participation in this project or RFPs.

Questions, Addendum or Proposal Modification

All questions concerning the RFP should be directed to Aaron P. Berube, Chief of Police Chester Police Department, 84 Chester Street, Chester, NH 03036 / 603-887-2080 or by email at aberube@chesternhpolice.org

All inquiries received four (4) or more days prior to the opening will be considered. If any changes are made to this RFP, an addendum will be issued to Aaron P. Berube, Chief of Police, Chester Police Department, 84 Chester Street, Chester, NH 03036 / 603-887-2080 or by email at aberube@chesternhpolice.org.

An agenda will be mailed or e- mailed to all known proposers on record as having picked up or requested acknowledgement of submitting an RFP. All proposals, if any, submitted in response to this RFP shall remain firm for forty-five (45) days following the opening. The contract will be awarded within forty-five (45) days after the opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the highest ranked responsive and responsible applicant. An applicant may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening.

Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No.____". Each modification must be numbered in sequence, and must reference the original RFP. After the opening, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the town or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.

The Town of Chester reserves the right to select any Consultant who is determined to be qualified and may not correlate to a number 1, number 2 or number 3 ranked Consultant. The Town reserves the right to reject any or all proposals submitted, and/or request additional information for clarification. The Town of Chester is not required to award a contract as a result of this Request for Proposal.

PRODUCER Some Insurance Agency Name 100 Main Street City or Town, NH Zip		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
		INSUREERS AFFORDING COVERAGE				
INSURED Name of Provider or Vendor 111 Some Street or Drive City or Town, NH Zip		INSURER A: USA INSURANCE COMPANY				
		INSURER B: AMERICAN INSURANCE INCORPORATED				
		INSURER C: NH WORKERS' COMPENSATION INSURANCE CO.				
		INSURER D:				
		INSURER E:				
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREDN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Additional Insured <input type="checkbox"/> GENERAL AGGREGATE <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/>	000P96298-A11 (Example #)	01/01/18	01/01/19	EACH	\$1,000,000
					FIRE DAMAGE	\$
					MED EXP (Any one)	\$
					PERSONAL & ADV	\$
					GENERAL	\$2,000,000
				PRODUCTS-	\$	
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Additional Insured <input type="checkbox"/>	3KL3-0294993 (Example #)	01/01/18	01/01/19	COMBINED (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY (Per accident)	\$
					AUTO ONLY-EA	\$
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C	WORKERS COMPENSATION AND EMPLOYEE BENEFIT	A4145-33-PJ37 (Example #)	01/01/18	01/01/19	WC	OTH-
					E.L. EACH	\$100,000
					E.L. DISEASE-EA	\$500,000
					E.L. DISEASE -	\$100,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE						
CERTIFICATE HOLDER Town of Chester ATTN: Board of Selectmen 84 Chester Street Chester, NH 03036	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER CANCELLATION LETTER: A & B	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)				