

Request for Proposal (RFP) for Architectural Services

Renovation of LHFD Station 1

Date Issued: 10/16/2024

Response Due By: 11/06/2024



LHFD
Long Hill Fire Department
Serving Trumbull, CT Since 1921

Contact Information:

Liam Baker
Commission Chairman
Long Hill Fire District
5400 Main St
Trumbull, CT 06611
203-452-0779
LBaker@longhillfd.com

Greg Sanfanandre
Fire Chief
Long Hill Fire Company
5400 Main St
Trumbull, CT 06611
(O) 203-452-0779 / (C) 203-814-0983
Gsanfanandre@longhillfd.com

1. Introduction

The Long Hill Fire District is seeking qualified architectural firms to submit proposals for the design, planning, and permitting of a comprehensive renovation and future addition project for our existing firehouse at 6315 Main St, Trumbull, CT 06611. The project aims to upgrade and expand the facility to better meet our department's needs and enhance operational efficiency.

2. Project Overview

This project will be executed in two phases to ensure comprehensive development and future growth.

Phase 1: This initial phase will focus on upgrading and enhancing the site's existing infrastructure and structural elements. It will involve necessary improvements to the current structures to meet the required standards. Additionally, this phase will include renovating and reimagining current spaces within the building. The renovation plans should incorporate and take into consideration phase 2 and planning for future expansion, laying the groundwork for subsequent development.

Phase 2: Details of Phase 2 will be outlined and designed along with Phase 1 but shall remain in the design phase. The District will not require anything for phase 2 other than schematic drawings. This will give the architect and District the ability for phase 1 to best meet the needs of both phases.

This phased approach ensures that the project is manageable and adaptable, addressing immediate needs while preparing for future growth.

The scope of the project includes:

- **Design and Planning:** Develop architectural plans to upgrade and expand the existing firehouse. The design should address both functional and aesthetic improvements, including but not limited to:
 - Modernization of current spaces
 - Planning for the addition of new spaces (e.g., training rooms, offices, living quarters)
 - Enhanced emergency response features
 - Improved accessibility and safety
- **Permitting and Approvals:** Help navigate the local building code and permitting process, including submitting plans for approval and addressing any comments or revisions required by permitting authorities.
- **Construction Assistance:** Provide oversight and consultation during construction to ensure adherence to design specifications, quality standards, and project timelines

3. Scope of Services

The selected firm will be expected to provide the following services:

1. Pre-Design Phase:

- Conduct an initial assessment of the existing firehouse.
- Meet with fire department officials to understand project needs and goals.
- Develop a project scope, budget, and timeline.

2. Design Phase:

- Prepare conceptual designs and present options to the fire department.
- Refine designs based on feedback and finalize architectural plans.
- Create detailed drawings, floor plans, specifications, 3D Renderings, elevations, and cost estimates (cost estimates for phase 1 only).

3. Permitting Phase:

- Prepare and submit all necessary documentation for building permits and approvals.
- Address any feedback or revisions requested by permitting authorities.

4. Construction Phase:

- Provide guidance and oversight during construction.
- Coordinate with contractors to resolve any issues that arise.
- Ensure compliance with the approved design and specifications.

4. Proposal Requirements

Firms interested in this project should submit a proposal that includes the following:

1. Firm Overview:

- Company background and history
- Relevant experience in designing and managing renovation projects, particularly for public safety facilities
- Key personnel and their qualifications

2. Project Approach:

- Detailed description of the approach and methodology for the project
- Preliminary project timeline and milestones
- Outline how the firm will handle design revisions and stakeholder feedback

3. References:

- Examples of similar projects completed
- Contact information for references from previous clients

4. Cost Proposal:

- Fee structure for design, planning, and permitting services
- Estimated costs for the construction oversight phase

5. Additional Information:

- Any additional information or documentation demonstrating the firm's capability to handle the project.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and key personnel
- Understanding of the project scope and approach
- Quality of previous work and client references
- Cost-effectiveness and value for services provided
- Ability to meet project deadlines and manage budget

6. Submission Instructions

Proposals must be submitted in a sealed envelope or package marked "Proposal for Architectural Services" before 11/6/2024. Packages may be submitted via US Mail, UPS, FedEx, or in person.

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5400 Main St
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7. Contact Information

For any questions regarding this RFP, please contact:

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Fire Chief
Long Hill Fire Company
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We look forward to reviewing your proposal and working with a firm that shares our commitment to excellence in serving our community.

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