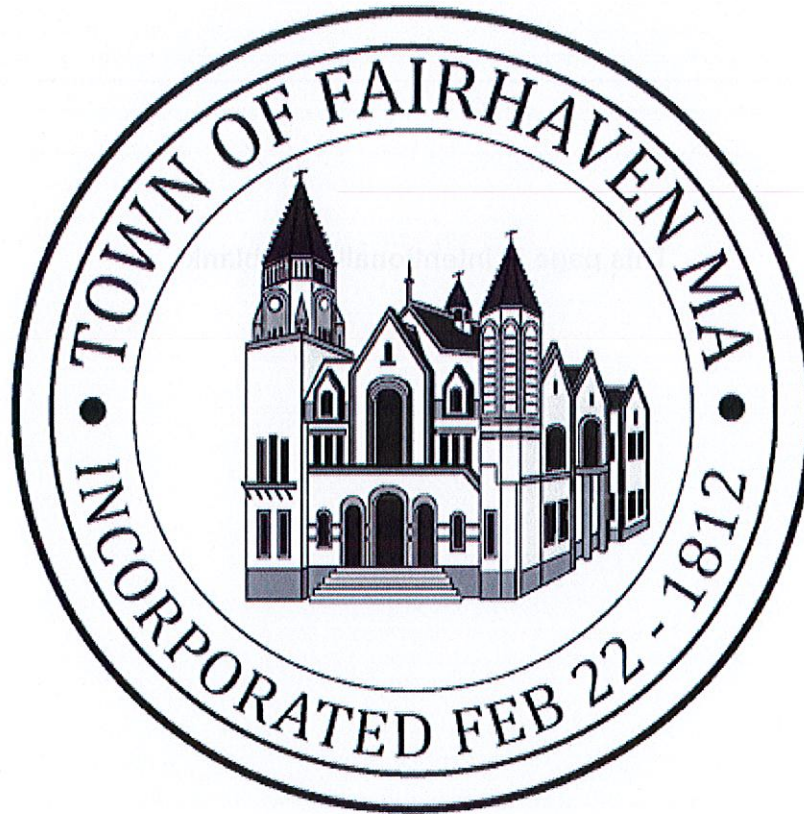


REQUEST FOR QUALIFICATIONS (RFQ)

Public Safety Facilities Needs Assessment and Strategic Planning Project



**Town of Fairhaven
40 Center Street
Fairhaven, Massachusetts 02719**

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

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Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

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Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 1: Request for Qualifications (RFQ)

Public Safety Facilities Needs Assessment and Strategic Planning Project

Issued By:

Town of Fairhaven
40 Center Street
Fairhaven, Massachusetts 02719

Procurement Contact:

Keith Hickey
Town Administrator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719
Phone: (508) 979-4023
Email: khickey@fairhaven-ma.gov

Issue Date:

(To Be Determined)

Qualifications Due:

(To Be Determined)

SECTION 2: Procurement Process

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

The Town of Fairhaven, acting through the Office of the Town Administrator, is issuing this Request for Qualifications (RFQ) to identify the most qualified multidisciplinary consulting firm to provide professional services for the **Public Safety Facilities Needs Assessment and Strategic Planning Project**.

The Town intends to conduct this procurement in accordance with all applicable provisions of the Massachusetts General Laws governing municipal procurement, including all applicable statutes, regulations, and policies pertaining to the procurement of professional services. The Town reserves the right to determine the appropriate procurement method and statutory authority applicable to this project and to modify the procurement process as permitted by law.

The purpose of this RFQ is to identify the consultant or consulting team whose qualifications, experience, technical expertise, and demonstrated understanding of public safety facilities planning are determined to be most advantageous to the Town. Selection shall be based upon qualifications, experience, project approach, and the evaluation criteria established within this RFQ. Contract negotiations shall be conducted with the highest-ranked respondent in accordance with applicable Massachusetts law.

The Town reserves the right to reject any or all Statements of Qualifications, waive minor informalities or irregularities, request additional information or clarification from respondents, conduct interviews, negotiate with the highest-ranked respondent, cancel or amend this procurement, or take any other action determined to be in the best interest of the Town.

Issuance of this RFQ does not obligate the Town to award a contract, reimburse respondents for costs incurred in preparing a Statement of Qualifications, or proceed with any phase of the project. The Town reserves the right to modify the project scope, negotiate individual phases of work, procure future phases separately, or discontinue the project at any time, subject to applicable law and available funding.

The Town is committed to conducting this procurement through a fair, open, transparent, and competitive process that promotes public confidence while ensuring the selection of the consultant best qualified to assist the Town in planning for its long-term public safety facility needs.

Multidisciplinary Team Approach

The Town encourages responses from multidisciplinary consulting teams that collectively possess the experience and expertise necessary to successfully complete this strategic planning effort. Respondents are encouraged to demonstrate qualifications in public safety planning, municipal facility assessments, architecture, engineering, site evaluation, capital planning, public engagement, cost estimating, and other disciplines relevant to the scope of services.

The Town recognizes that the complexity of this project extends beyond traditional building design and seeks a consultant team capable of evaluating operational needs, facility requirements, site opportunities, financial considerations, and long-term strategic planning. The

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

selected Consultant shall demonstrate the ability to integrate these disciplines into a comprehensive planning process that results in practical, objective, and financially responsible recommendations.

The Town encourages innovative solutions and collaborative approaches that support informed decision-making while recognizing Fairhaven's operational needs, fiscal responsibilities, community values, and long-term public safety objectives.

Equal Opportunity

The Town of Fairhaven is committed to conducting all procurement activities in a fair, open, transparent, and nondiscriminatory manner. The Town encourages Statements of Qualifications from all qualified firms and multidisciplinary consulting teams with demonstrated expertise relevant to the scope of this project.

The Town of Fairhaven is an Equal Opportunity Employer and shall not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, veteran status, military service, genetic information, marital status, or any other protected classification under applicable federal or Commonwealth of Massachusetts law.

All respondents shall comply with all applicable federal, state, and local laws, regulations, executive orders, and policies relating to equal employment opportunity, nondiscrimination, affirmative action, and accessibility throughout the procurement process and the performance of any resulting contract.

The Town strongly encourages participation by Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Veteran-Owned Business Enterprises (VBEs), Service-Disabled Veteran-Owned Business Enterprises (SDVOBEs), and other qualified small and diverse businesses consistent with applicable Massachusetts laws and procurement policies.

SECTION 3: Public Interest Statement

The Town of Fairhaven recognizes that public safety facilities represent one of the community's most significant long-term public investments. These facilities directly support the delivery of emergency services, protect the health and safety of residents and visitors, and provide critical infrastructure necessary for emergency preparedness, disaster response, and continuity of government.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Through this Public Safety Facilities Needs Assessment and Strategic Planning Project, the Town seeks to establish an objective, data-driven framework for evaluating current and future facility needs. The Town's objective is to ensure that future capital investments are guided by operational requirements, sound planning principles, fiscal responsibility, and meaningful public engagement.

The Town believes that decisions regarding public safety facilities should be supported by comprehensive professional analysis, transparent public discussion, and thoughtful long-range planning. This project is intended to provide Town officials and residents with reliable information to help evaluate alternatives, prioritize future investments, and ensure that public safety services remain effective, resilient, and responsive to the community's needs for decades to come.

SECTION 4: Invitation to Submit Qualifications

The Town of Fairhaven, Massachusetts ("Town"), acting through the Office of the Town Administrator, is requesting Statements of Qualifications from qualified multidisciplinary consulting firms to provide professional services for a **Public Safety Facilities Needs Assessment and Strategic Planning Project**.

The Town seeks a qualified consultant to assist in evaluating the current and future facility needs of the Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division. The selected consultant will provide a comprehensive assessment of existing facilities, operational requirements, future service demands, and potential facility solutions to assist the Town in making informed long-term capital planning decisions.

This Request for Qualifications (RFQ) is intended to identify the consultant best qualified to perform a comprehensive public safety facilities assessment. The Town has not predetermined the ultimate solution and encourages innovative, objective, and data-driven recommendations.

The selected consultant shall possess demonstrated experience in public safety facility planning, municipal facilities assessments, architecture, engineering, strategic planning, site evaluation, public engagement, and capital improvement planning.

The Town reserves the right to reject any or all submissions, waive informalities, request additional information, negotiate with the highest-ranked respondent, or cancel this procurement if determined to be in the best interest of the Town.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 5: Community Profile

Town of Fairhaven

The Town of Fairhaven is a historic coastal community located in Bristol County, Massachusetts, with an estimated population of approximately **16,000 residents**. Situated along the western shore of Buzzards Bay, Fairhaven serves as a regional gateway to southeastern Massachusetts and is bordered by the City of New Bedford, the Town of Acushnet, the Town of Mattapoisett, and the waters of Buzzards Bay.

Fairhaven operates under an Elected Town Meeting form of government with a Select Board serving as the executive authority and a Town Administrator responsible for the daily administration of municipal operations.

The Town provides a comprehensive range of municipal services through multiple departments, including the Fairhaven Fire Department, Fairhaven Police Department, Emergency Management, Department of Public Works, and numerous other municipal divisions dedicated to serving residents, businesses, and visitors.

The Fairhaven Fire Department provides fire suppression, advanced life support emergency medical services, rescue operations, hazardous materials response, fire prevention, code enforcement, and emergency preparedness. The Fairhaven Police Department provides law enforcement, criminal investigations, community policing, emergency communications coordination, and public safety services throughout the community. Emergency Management coordinates disaster planning, emergency operations, and continuity of government functions in partnership with local, regional, and state agencies.

Recognizing the importance of maintaining effective public safety services for future generations, the Town has initiated this Public Safety Facilities Needs Assessment and Strategic Planning Project to objectively evaluate existing facilities, identify current and future operational needs, and develop long-term recommendations for public safety infrastructure investments.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 6: Project Background

The Town of Fairhaven is committed to ensuring that its public safety facilities continue to support the operational, administrative, training, and emergency response needs of the community for decades to come. As public safety responsibilities continue to evolve, the Town recognizes the importance of evaluating its facilities to ensure they remain safe, functional, efficient, and capable of supporting modern emergency services.

The Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division provide critical services twenty-four (24) hours a day, seven (7) days a week. These services include emergency medical response, fire suppression, rescue operations, law enforcement, emergency preparedness, disaster response, public education, code enforcement, and community safety initiatives. These operations require facilities that support current service demands while remaining adaptable to future operational growth, technological advancements, regulatory changes, and community needs.

In recent years, Town officials have identified the need to undertake a comprehensive review of existing public safety facilities to determine whether current buildings continue to meet operational requirements and to identify long-term facility solutions. Rather than beginning with a predetermined outcome, the Town seeks an objective, data-driven evaluation that will assist elected officials and the community in making informed capital planning decisions.

The Town intends for this project to establish a long-range strategic roadmap that identifies facility needs, evaluates potential solutions, and prioritizes future investments in public safety infrastructure.

Initial funding for this project was appropriated by the Fairhaven Town Meeting during the May 2025 Annual Town Meeting and the November 2025 Special Town Meeting. These appropriations authorized the Town to begin the planning process necessary to evaluate current public safety facilities and future facility needs.

The Town has not retained an architect, engineer, or planning consultant for this project and seeks qualifications from multidisciplinary consulting teams capable of providing comprehensive planning, operational analysis, facility assessments, and strategic recommendations.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 7: Previous Planning Efforts

The Town recognizes that previous studies and planning efforts have examined municipal facilities and public safety infrastructure. The selected Consultant shall review available reports, studies, and supporting documentation provided by the Town and determine the applicability of those materials to this project.

Previous planning documents are intended to provide background information and historical context only. The selected Consultant shall independently verify all findings, assumptions, recommendations, and conclusions through its own analysis and professional judgment.

At a minimum, the Consultant shall review and consider, as applicable:

- 2018 HKT Architects Municipal Facilities Assessment
- Public Safety Facilities Committee meeting minutes and recommendations
- Existing facility assessments
- Capital Improvement Planning documents
- Existing building plans and available record drawings
- Public safety operational data and call volume statistics
- Existing staffing plans and organizational information
- Relevant Town planning documents
- Available GIS mapping, utility information, and property records

The Consultant shall identify recommendations from previous studies that remain applicable, those requiring modification, and those that are no longer appropriate based upon current operational needs, applicable codes, industry best practices, and anticipated future growth.

The final recommendations presented to the Town shall represent the Consultant's independent professional opinion and shall not rely solely upon previous planning efforts.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 8: Project Philosophy

The Town of Fairhaven has intentionally chosen **not** to predetermine the outcome of this project.

The purpose of this Request for Qualifications is to obtain objective professional expertise that will assist the Town in identifying the most effective long-term strategy for providing public safety facilities capable of serving the community for the next several decades.

The Town encourages innovative thinking and expects the selected Consultant to objectively evaluate all practical alternatives, including but not limited to:

- Renovation of existing facilities
- Expansion of existing facilities
- Adaptive reuse of existing municipal buildings
- Acquisition of existing commercial or institutional buildings
- Construction of new facilities
- Construction of a combined Public Safety Complex
- Construction of separate Police and Fire Department facilities
- Phased implementation strategies
- Other innovative alternatives identified during the planning process

Recommendations shall be based upon operational effectiveness, fiscal responsibility, long-term sustainability, community benefit, resiliency, lifecycle costs, and the ability to support future public safety operations.

The Town expects the selected Consultant to approach this project as a strategic planning effort rather than solely as a facility design project.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 9: Project Objectives

The primary objective of this project is to develop a comprehensive Public Safety Facilities Strategic Plan that will guide future capital investment decisions for the Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division.

Specific project objectives include:

1. Evaluate the condition, functionality, and operational suitability of existing public safety facilities.
2. Identify current and projected facility deficiencies that affect operational efficiency, employee safety, emergency response capabilities, and public service.
3. Determine existing and future space requirements based upon staffing, apparatus, equipment, technology, training, and administrative needs.
4. Evaluate existing municipal buildings, Town-owned properties, and potential acquisition opportunities for future public safety facilities.
5. Develop conceptual alternatives for addressing identified facility needs.
6. Prepare planning-level cost estimates for each recommended alternative.
7. Identify implementation priorities and potential phasing strategies.
8. Conduct public engagement and stakeholder meetings throughout the planning process.
9. Present findings and recommendations to the Public Safety Facilities Committee, Select Board, Finance Committee, and other Town boards as requested.
10. Prepare a final Strategic Planning Report suitable for use in future capital planning, grant applications, and Town Meeting presentations.

SECTION 10: Scope of Services

A. General Scope

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

The selected Consultant shall provide all professional services necessary to complete a comprehensive Public Safety Facilities Needs Assessment and Strategic Planning Project for the Town of Fairhaven.

The Consultant shall assemble and manage a multidisciplinary team possessing expertise in municipal planning, public safety operations, architecture, engineering, facility programming, site evaluation, cost estimating, public engagement, and related disciplines as necessary to successfully complete the project.

The Consultant shall coordinate all work with the Town Administrator or their designee and shall work collaboratively with the Public Safety Facilities Committee, Fairhaven Fire Department, Fairhaven Police Department, Emergency Management, and other Town departments as required.

The Scope of Services is organized into three phases. The Town reserves the right to modify the scope, negotiate individual phases, or discontinue the project at the completion of any phase.

PHASE I: Public Safety Needs Assessment

The purpose of Phase I is to determine the current and future operational, functional, and facility needs of the Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division.

At a minimum, the Consultant shall perform the following tasks:

Task 1 – Existing Facilities Assessment

Evaluate all existing public safety facilities including, but not limited to:

- Fire Headquarters
- Police Headquarters
- Emergency Management facilities
- Apparatus bays
- Administrative offices
- Training areas
- Storage areas
- Public meeting areas
- Employee support areas
- Communications and technology infrastructure

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Building systems
- Parking and site circulation
- Accessibility
- Security
- Building condition
- Code compliance

The assessment shall identify operational deficiencies, building limitations, deferred maintenance concerns, health and safety issues, and opportunities for improvement.

Task 2 – Operational Assessment

Meet with department leadership and personnel to evaluate operational requirements including:

- Emergency response operations
- Fire suppression
- Emergency Medical Services
- Rescue operations
- Law enforcement
- Emergency Management
- Dispatch coordination
- Administrative functions
- Community risk reduction
- Fire prevention
- Evidence management
- Fleet maintenance
- Training
- Community meeting functions

The Consultant shall identify operational challenges that may be addressed through facility improvements.

Task 3 – Staffing and Service Analysis

Evaluate:

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Current staffing
- Future staffing projections
- Population trends
- Call volume trends
- Service demand
- Future operational growth
- Best practices

The Consultant shall prepare recommendations for facility planning based upon anticipated needs over a minimum planning horizon of twenty (20) years, with consideration for long-term adaptability.

Task 4 – Space Needs Programming

Develop a comprehensive Space Needs Program identifying recommended square footage and functional relationships for all public safety operations.

The program shall include, but not be limited to:

Fire Department

- Apparatus bays (Wash/Repair bay)
- Administrative offices
- Fire prevention offices
- EMS office
- EMS Treatment room/Vaccination Room
- EMA office
- Shift Supervisor Office (4 desks)
- Training classroom
- Communication area/Report Writing Area
- Physical fitness
- Decontamination Fire & EMS
- Laundry Room/EMS
- Gear storage
- SCBA maintenance

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- EMS supply storage
- Fire supply storage
- Workshop
- Dormitories
- Kitchen and day room
- Training building
- Emergency Operations Center
- Public meeting room

Police Department

- Administration
- Patrol operations
- Detective Bureau
- Evidence storage
- Interview rooms
- Records
- Holding areas
- Breakroom/Kitchenette
- IT Room/Server Room
- Reception/Dispatcher Communication Area
- Training room
- Locker rooms
- Fitness area
- Shooting range (Gun/Taser) feasibility
- Community room
- Garage Bay/Sally Port
- Garage Bay/Evidence
- Covered Carport
- Garage Bay/Storage of equipment

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Task 5 – Existing Facility Deficiency Report

Prepare a written report identifying:

- Code deficiencies
- ADA deficiencies
- Operational deficiencies
- Safety concerns
- Security issues
- Functional limitations
- Building system deficiencies
- Deferred maintenance
- Capacity limitations

The report shall include photographs, diagrams, and supporting documentation where appropriate.

PHASE II: Facility and Property Assessment

The purpose of Phase II is to identify and evaluate feasible long-term facility solutions.

The Consultant shall objectively evaluate all reasonable alternatives including:

Existing Facilities

Evaluate the feasibility of:

- Renovation
- Expansion
- Adaptive reuse

of existing Police and Fire facilities.

Municipal Properties

Evaluate Town-owned buildings and properties for potential public safety use.

Property Acquisition

Identify and evaluate privately owned properties that may be suitable for:

- Purchase
- Lease

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Lease-to-purchase
- Redevelopment

Site Evaluation

For each viable alternative, evaluate:

- Site size
- Access
- Traffic circulation
- Emergency response
- Utilities
- Environmental constraints
- Floodplain impacts
- Stormwater considerations
- Future expansion potential
- Zoning
- Permitting considerations

Comparative Analysis

Prepare a comparative evaluation matrix for each alternative considering:

- Operational effectiveness
- Public safety
- Community impact
- Construction feasibility
- Capital cost
- Operating cost
- Long-term maintenance
- Expandability
- Sustainability
- Overall project risk

The Consultant shall recommend one or more preferred alternatives.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

PHASE III: Future Design Services (Optional)

Subject to future funding and authorization by the Town, the selected Consultant may be requested to provide additional professional services including:

- Schematic Design
- Design Development
- Construction Documents
- Permitting support
- Cost estimating
- Bidding assistance
- Construction administration
- Owner representation support
- Post-construction services

The Town reserves the right to negotiate these services with the selected Consultant or procure such services through a separate procurement process in accordance with Massachusetts General Laws.

Consultant Meetings and Public Participation

Throughout all phases of the project, the Consultant shall attend meetings as required, including but not limited to:

- Public Safety Facilities Committee
- Select Board
- Finance Committee
- Capital Planning Committee
- Town Meeting (if requested)
- Public information meetings
- Department workshops
- Stakeholder interviews

The Consultant shall prepare agendas, presentation materials, meeting summaries, and responses to questions arising during the planning process.

Phase Deliverables

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

At the completion of each phase, the Consultant shall submit draft and final deliverables for Town review.

All reports shall be provided in both electronic and editable Microsoft Office formats, together with searchable PDF versions. Drawings, exhibits, GIS data, and supporting documentation shall become the property of the Town of Fairhaven upon completion of the project.

SECTION 12: Deliverables and Project Schedule

A. General Requirements

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

The Consultant shall provide all reports, presentations, drawings, cost estimates, schedules, meeting materials, and supporting documentation necessary to successfully complete each phase of the project.

All work products shall become the property of the Town of Fairhaven upon completion of the project.

Unless otherwise approved by the Town, all reports shall be submitted in both draft and final form. Draft reports shall be reviewed by the Town prior to final submission.

All electronic documents shall be provided in editable Microsoft Office formats and searchable PDF format. Drawings shall also be provided in AutoCAD and/or GIS-compatible formats where applicable.

The Consultant shall maintain complete project files throughout the duration of the project and provide all electronic data to the Town upon completion.

B. Phase I Deliverables

Public Safety Needs Assessment

At the completion of Phase I, the Consultant shall provide, at a minimum, the following:

Existing Conditions Report

A comprehensive assessment documenting existing conditions of all public safety facilities including:

- Building condition
- Functional assessment
- Operational deficiencies
- Accessibility
- Building code compliance
- Life safety considerations
- Mechanical, electrical and plumbing systems
- Site circulation
- Parking
- Security
- Deferred maintenance

Photographs shall be included where appropriate.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Operational Assessment Report

A report summarizing:

- Current operations
- Department interviews
- Organizational structure
- Staffing analysis
- Emergency response requirements
- Future operational needs
- Technology requirements
- Emergency Management requirements
- Operational challenges

Public Safety Space Needs Program

The Consultant shall prepare a comprehensive Space Needs Program identifying recommended square footage and functional relationships for each department.

The report shall include:

- Department-by-department space requirements
- Functional relationships
- Adjacency requirements
- Growth projections
- Twenty-year planning recommendations
- Long-term expansion considerations

Existing Facility Deficiency Matrix

Prepare a matrix identifying deficiencies including:

- Operational
- Structural
- Mechanical
- Electrical
- Accessibility

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Security
- Code compliance
- Employee wellness
- Training
- Storage
- Apparatus accommodation

Each deficiency shall be prioritized as:

- Critical
- High Priority
- Moderate Priority
- Long-Term Improvement

C. Phase II Deliverables

Facility and Property Assessment

Upon completion of Phase II, the Consultant shall submit:

Property Evaluation Report

Evaluation of:

- Existing Police Headquarters
- Existing Fire Headquarters
- Existing Town-owned buildings
- Municipal properties
- Privately-owned properties
- Acquisition opportunities

Each property shall include:

- Site description
- Advantages
- Limitations
- Operational suitability
- Utility availability

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Accessibility
- Expansion potential
- Environmental considerations

Facility Alternatives Report

Develop conceptual alternatives including:

- Renovation
- Expansion
- Adaptive reuse
- New construction
- Combined Public Safety Complex
- Separate Police and Fire facilities

Each alternative shall include conceptual floor plans or diagrams sufficient to illustrate the proposed arrangement.

Comparative Evaluation Matrix

Prepare a comparison of all viable alternatives utilizing evaluation criteria including:

- Operational effectiveness
- Public safety
- Community impact
- Constructability
- Capital costs
- Operating costs
- Long-term maintenance
- Sustainability
- Expandability
- Overall project risk

The Consultant shall identify preferred alternatives together with supporting justification.

Planning-Level Cost Estimates

Prepare planning-level cost estimates for each recommended alternative including:

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Property acquisition
- Design
- Permitting
- Construction
- Furnishings
- Equipment
- Site development
- Contingencies
- Escalation
- Soft costs

Cost estimates shall be prepared using current industry standards and clearly identify all assumptions.

D. Phase III Deliverables

Future Design Services (Subject to Funding)

Should the Town authorize Phase III services, anticipated deliverables may include:

- Schematic Design
- Design Development
- Construction Documents
- Updated Cost Estimates
- Bid Documents
- Permitting Support
- Construction Administration

These services are not included within the initial contract unless specifically authorized by the Town.

E. Presentations and Public Meetings

The Consultant shall prepare professional presentation materials suitable for public meetings and committee review.

At a minimum, presentations shall be made to:

- Public Safety Facilities Committee

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Select Board
- Finance Committee
- Capital Planning Committee
- Department leadership
- Public information meetings, if requested

Presentation materials shall include graphics, conceptual layouts, cost summaries, schedules, and recommendations.

F. Final Strategic Planning Report

The Consultant shall prepare a comprehensive Final Strategic Planning Report incorporating all work completed during the project.

The report shall include:

- Executive Summary
- Existing Conditions
- Needs Assessment
- Space Needs Program
- Property Evaluation
- Facility Alternatives
- Comparative Analysis
- Cost Estimates
- Recommended Implementation Strategy
- Phasing Plan
- Funding Considerations
- Conclusions and Recommendations

The report shall be suitable for presentation to Town Meeting and serve as the foundation for future capital planning and funding initiatives.

G. Proposed Project Schedule

The Town anticipates completing this project in approximately **eight (8) months** following issuance of a Notice to Proceed.

Milestone	Estimated
------------------	------------------

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

	Completion
RFQ Issued	Month 1
Consultant Selection	Month 2
Contract Execution	Month 2
Project Kickoff Meeting	Month 2
Existing Facility Assessment	Months 2–3
Department Interviews	Months 2–3
Public Safety Needs Assessment	Months 3–4
Space Needs Program	Month 4
Property Evaluation	Months 4–5
Alternatives Analysis	Months 5–6
Public Presentations	Months 6–7
Draft Strategic Planning Report	Month 7
Final Strategic Planning Report	Month 8

The selected Consultant may propose an alternative schedule if it demonstrates improved efficiency while maintaining the quality and completeness of the project.

SECTION 12: Submission Requirements

A. General Requirements

Respondents shall submit one (1) original signed Statement of Qualifications, six (6) bound copies, and one (1) electronic copy in searchable PDF format on a USB flash drive or other media acceptable to the Town.

Statements of Qualifications shall be enclosed in a sealed package clearly marked:

Request for Qualifications (RFQ)

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Public Safety Facilities Needs Assessment and Strategic Planning Project

Responses shall be delivered to:

Keith Hickey

Town Administrator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Responses received after the deadline shall not be accepted.

B. Required Contents

Statements of Qualifications shall contain, at a minimum, the following information in the order listed:

1. Letter of Transmittal

Including:

- Name of Firm
- Principal Contact
- Address
- Telephone Number
- Email Address
- Statement committing the firm to the proposal
- Signature of an authorized representative

2. Firm Profile

Provide:

- Company history
- Office locations
- Organizational structure
- Years in business
- Areas of expertise

3. Project Team

Identify:

- Project Manager

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Key personnel that will be assigned to the project.
- Subconsultants
- Disciplines represented
- Individual responsibilities
- What is their current workload, and how will they manage this project?

Include resumes for key personnel.

4. Relevant Experience

Describe at least five (5) projects of similar scope completed within the last ten (10) years involving:

- Public Safety Facilities
- Police Facilities
- Fire Stations
- Municipal Strategic Planning
- Facility Needs Assessments
- Site Evaluations
- Experience with Massachusetts General Law Chapter 30B
- Experience with Historical Buildings

Include owner references with contact information.

5. Project Understanding

Describe the firm's understanding of:

- Fairhaven's goals
- Project challenges
- Proposed approach
- Public engagement philosophy

6. Proposed Work Plan

Describe:

- Methodology
- Schedule

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Meetings
- Deliverables
- Quality Control procedures

7. References

Provide a minimum of five (5) client references.

8. Insurance

Provide evidence of:

- Professional Liability
- General Liability
- Workers Compensation
- Automobile Liability

9. Litigation

Please list any involvement, either as a plaintiff or defendant, of any legal action and the outcome regarding contract disputes over the last 5 years.

10. Required Certifications

Include all certifications contained within this RFQ.

SECTION 13: Evaluation Criteria

An Evaluation Committee appointed by the Town shall review all Statements of Qualifications.

The Committee reserves the right to interview one or more firms prior to final ranking.

The Town intends to select the respondent determined to be most advantageous to the Town based upon demonstrated competence and qualifications.

Evaluation Criteria

Criteria	Weight
----------	--------

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

	t
Public Safety Facilities Experience	25%
Qualifications of Project Team	20%
Understanding of Project	15%
Approach and Methodology	15%
Municipal Experience	10%
References	10%
Capacity to Perform	5%

The Town may consider additional factors including:

- Responsiveness
- Quality of Submission
- Demonstrated Innovation
- Availability
- Interview Performance

The Town reserves the right to request interviews with one or more respondents.

SECTION 14: Selection Process

The Town anticipates utilizing the following process:

1. RFQ Issued
2. Written Questions
3. Addenda Issued
4. Statements of Qualifications Received
5. Evaluation Committee Review
6. Interviews (if required)
7. Ranking of Respondents

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

8. Reference Checks
9. Contract Negotiations
10. Award Recommendation
11. Contract Execution

The Town reserves the right to revise this process as determined to be in its best interest.

SECTION 15: General Conditions

The Town reserves the right to:

- Reject any or all Statements of Qualifications.
- Waive informalities.
- Request clarification.
- Request additional information.
- Modify the Scope of Services.
- Negotiate with the highest-ranked respondent.
- Cancel this procurement.
- Re-advertise this procurement.
- Procure future phases separately.

All submitted materials shall become public records in accordance with Massachusetts Public Records Law unless exempt by law.

The selected Consultant shall comply with all applicable federal, state, and local laws.

The Consultant shall maintain all required insurance throughout the contract period.

The Consultant shall not assign the contract without prior written approval of the Town.

The Town shall retain ownership of all reports, drawings, studies, electronic files, and other documents prepared under the resulting contract.

Submission Checklist

Before submitting a Statement of Qualifications, Respondents shall verify that the following documents are included:

Letter of Transmittal

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Statement of Qualifications

Firm Profile

Project Team and Organizational Chart

Resumes of Key Personnel

Relevant Project Experience

Project References

Project Understanding and Technical Approach

Proposed Work Plan and Schedule

Insurance Information

Appendix A – Certificate of Non-Collusion

Appendix B – Tax Compliance Certification

Appendix C – Certificate of Authority

Appendix D – Conflict of Interest Certification

Appendix E – Insurance Certification

Appendix F – Reference Form(s)

Appendix G – Addenda Acknowledgment

Appendix H – Required Submission Certification

Electronic Copy of the Statement of Qualifications

Town Rights

The Town reserves the right to request additional documentation, certifications, or supporting information from any Respondent prior to final selection. The Town may reject any Statement of Qualifications that is incomplete, contains material omissions, or fails to include the required certifications and forms.

RFQ Appendix Forms

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX A: CERTIFICATE OF NON-COLLUSION

I certify under the penalties of perjury that this Statement of Qualifications has been made and submitted in good faith and without collusion or fraud with any other person, in accordance with applicable Massachusetts law.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me personally appeared _____, proved to me through satisfactory evidence of identification to be the person whose name is signed above and acknowledged the foregoing instrument to be his/her free act and deed.

Notary Public

My Commission Expires: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX B: TAX COMPLIANCE CERTIFICATION

The undersigned certifies compliance with M.G.L. c.62C, §49A.

Firm Name: _____

Federal Tax ID: _____

Authorized Representative: _____

Signature: _____

Date: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX C: CERTIFICATE OF AUTHORITY

I certify that the individual signing the Statement of Qualifications is duly authorized to bind the Respondent.

Business Entity: _____

State of Organization: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX D: CONFLICT OF INTEREST CERTIFICATION

The Respondent certifies compliance with M.G.L. c.268A and that no conflict of interest exists that would impair performance of this contract.

Firm Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX E: INSURANCE CERTIFICATION

Coverage	Policy Information
Professional Liability	Carrier: _____ Policy #: _____ Exp: _____
Commercial General Liability	Carrier: _____ Policy #: _____ Exp: _____
Automobile Liability	Carrier: _____ Policy #: _____ Exp: _____
Workers Compensation	Carrier: _____ Policy #: _____ Exp: _____
Umbrella/Excess	Carrier: _____ Policy #: _____ Exp: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX F: REFERENCE FORM

Project Name: _____

Client: _____

Contact Person: _____

Phone: _____

Email: _____

Completion Date: _____

Project Description:

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX G: ADDENDA ACKNOWLEDGEMENT

Addendum No.	Date	Initials

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX H: REQUIRED SUBMISSION CERTIFICATION

I certify that the information contained in this Statement of Qualifications is true and complete and that I am authorized to bind the Respondent.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of _____

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____