REQUEST FOR QUALIFICATIONS (RFQ)

Public Safety Facilities Needs Assessment and Strategic Planning Project

Town of Fairhaven
40 Center Street
Fairhaven, Massachusetts 02719

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SECTION 1: Request for Qualifications (RFQ)

Public Safety Facilities Needs Assessment and Strategic Planning Project

TOWN OF FAIRHAVEN
REQUEST FOR QUALIFICATIONS FOR DESIGNER SERVICES
Public Safety Facilities Needs Assessment and Strategic Planning Project

The Town of Fairhaven invites sealed Statements of Qualifications from qualified multidisciplinary teams to assess the Town's Police, Fire, and Emergency Management facility needs and develop a strategic implementation plan. Services include evaluating existing facilities and potential sites, developing a space needs program, comparing renovation, expansion, adaptive reuse, and new construction options, and preparing planning-level cost estimates and recommendations. The Town anticipates completing the initial planning services within **six months of the Notice to Proceed**. The space needs program and construction cost estimates will be developed as part of the assignment.

Applicants must be qualified designers under M.G.L. c. 7C, § 44. The individual responsible for the project must be an architect or professional engineer registered in Massachusetts in the discipline appropriate to the assignment. Teams must include appropriately licensed professionals, demonstrate experience with comparable public safety facility projects, and meet the minimum qualifications in the RFQ, including knowledge of applicable building codes, accessibility requirements, and Massachusetts public bidding laws.

Applicants must identify their project manager, key personnel, and proposed subconsultants by name and discipline. The proposed team should address architecture, engineering, public safety operations, space programming, site analysis, cost estimating, and public engagement.
The Town will negotiate the fee with the highest-ranked applicant. Applicants shall omit fees from their Statements of Qualifications.

The RFQ will be publicly available beginning **Monday, November 30, 2026, at 8:00 a.m.**
https://fairhaven-ma.gov/beacon/

Written questions must be submitted through the Q&A section for this opportunity by **Monday, December 21, 2026, at 5:00 p.m.**

Sealed Statements of Qualifications must be received by **Wednesday, December 30, 2026, at 12:00 noon** by Keith Hickey, Town Administrator, Town of Fairhaven, 40 Center Street, Fairhaven, MA 02719. The sealed package must be clearly marked **"Public Safety Facilities Needs Assessment and Strategic Planning Project."**

The Town is conducting this procurement pursuant to M.G.L. c. 7C, §§ 44–57 and the Town of Fairhaven Designer Selection Procedures. The Town reserves the right to reject any or all submissions, waive minor informalities, and make an award in the best interest of the Town.

The Town of Fairhaven complies with applicable federal, state, and local equal opportunity, affirmative action, and nondiscrimination requirements and encourages submissions from minority- and women-owned businesses.

SECTION 2: Procurement Process

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**.

This procurement is being conducted pursuant to M.G.L. c. 7C, §§ 44-57 and the Town of Fairhaven Designer Selection Procedures adopted by the Select Board. The Town Administrator and/or Designer Selection Committee shall evaluate qualifications and recommend finalists in accordance with those procedures.

The selected Consultant shall work with the Public Safety Complex Committee, Town officials, and the Police, Fire, and Emergency Management departments to complete the needs assessment, space programming, facility and site evaluations, alternatives analysis, and strategic implementation plan described in this RFQ.

The Town intends to select a designer capable of providing continuity from initial needs assessment and strategic planning through potential future design, bidding, and construction administration. Authorization of future phases is subject to available funding, Town approval, and negotiation of scope and compensation.

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 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.

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.

Instructions

All Submission of Qualifications must be received by the Town Administrator, 40 Center Street, Fairhaven, MA 02719 by **12:00PM on December 30 , 2026**. Any Submission of Qualifications received after this time will be returned unopened to the applicant regardless of the cause of delay in the receipt of such submission. No exceptions will be allowed. Facsimile submissions will not be accepted, and postmarks will not be considered. Respondents shall submit six (6) printed copies and one (1) electronic copy of their Submission of Qualifications in a sealed envelope indicating the respondent's name and address and clearly marked **"Public Safety Facilities Needs Assessment and Strategic Planning Project"**.

A respondent may correct, modify or withdraw a submission by written notice received by the Town prior to the deadline for receipt of submissions. Modifications must be submitted in a sealed envelope clearly labeled "**Modification – Public Safety Facilities Needs Assessment and Strategic Planning Project**". The name and address of the respondent should also be documented on the envelope.

After the receipt of the deadline, a respondent may not change any provision of the submission. Minor informalities may be waived and/or the respondent may be allowed to correct them. If there is a mistake and the intent is clearly evident on the face of the document, the mistake will be corrected to reflect the intended correct submission, and the respondent will be notified in writing; the respondent may not withdraw the submission. A respondent may withdraw a submission if a mistake is clearly evident on the face of the document, but the intended correct submission is not similarly evident.

Any clarification of requirements or requests for additional information by bidders must be made in writing in the Q&A section under the bid opportunity on the Town site: https://fairhaven-ma.gov/beacon/ by **5:00PM December 21, 2026.** Answers to all questions will be made in writing and posted online as an addendum https://fairhaven-ma.gov/beacon/. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Submissions may be withdrawn prior to the time of receipt of submissions, only on written request to the Town. No applicant shall withdraw his or her submission within a period of sixty (60) days after the date set for the receipt of submissions.
If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed to all applicants on record as having received the RFQ.

Unexpected Closures

If at the time of the scheduled receipt deadline, the Town Offices, 40 Center Street, Fairhaven, MA, 02719 is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc., the receipt of submissions will be postponed to the next normal business day at the time posted in the RFQ. Submissions will be accepted until that date and time.

Licensing

The selected consultant shall possess and comply with all required and necessary licenses as may be specified by federal, state and/or local authorities, related to the delivery of services referred to in this RFQ.

Submittal Requirements

To receive consideration, all submissions must include the following information:

1. A completed "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (updated 2016)" as published by the Commonwealth of Massachusetts. An electronic version is available at the mass.gov website.

2. Responses shall be signed as follows: (1) if the respondent is an individual, by her/him personally; (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

3. Each Respondent must designate an individual who will serve as the lead consultant and include resumes of key personnel that will be assigned to this project.

4. Provide a proposed scope of work and services for the Project.

5. Designer must carry the insurance as stated in the Town's Standard Design Contract (attached hereto).

6. Completed Certificate of Corporate Authority, Certification of State Tax Compliance and Certificate of Non-Collusion (copies attached).

7. Designer must meet the Minimum Qualifications provided herein.

Minimum Qualifications

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the minimum requirements detailed below. Any response that fails to include such certification in its response demonstrating that these criteria have been met, will be rejected without further consideration.

1. The Respondent shall be a qualified designer within the meaning of M.G.L. c. 7C, § 44. The individual responsible for the project shall be an architect or professional engineer registered in Massachusetts in the discipline appropriate to the assignment. The proposed team shall include appropriately licensed professionals for all required architectural and engineering services and

demonstrate the capacity to continue through design, permitting, bidding, and construction administration if the Town authorizes those services. Future phases are subject to Town approval, available funding, and negotiation of scope and compensation. Respondents shall identify the responsible professional and provide applicable registration numbers.

2. The Consultant must demonstrate a thorough knowledge of the Massachusetts State Building Code, Stretch Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.

3. The Consultant must demonstrate a thorough knowledge of all public bid laws, including without limitation, M.G.L. c. 149, § 44A-H.

4. The Consultant must have prior experience acting as Designer on projects of similar size and scope, especially police and fire station projects, emergency management, and combined public safety complex projects. Respondents shall provide references from projects of similar type and size completed within the last five (5) years.

5. The Consultant must have the financial and operational ability to perform design services on the project within established budget limits and time schedules.

6. The Consultant must not be debarred under M.G.L. c. 149, § 44C or disqualified under M.G.L. c. 7C, § 47.

Comparative Evaluation Criteria

Respondents meeting the Minimum Qualifications will be evaluated using the following criteria. Each criterion will receive a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable. The Committee shall document the reasons for each rating and its overall ranking. Qualifications shall be evaluated before fee negotiations. Respondents shall not include proposed fees with their Statements of Qualifications.

1. **Relevant Public Safety Facilities Experience**

Respondents shall describe comparable assignments involving public safety needs assessments, space programming, facility and site evaluations, alternatives analysis, and subsequent design and construction administration. Identify the services performed by the proposed project manager and key personnel, the project's current status, and client references.

Highly Advantageous: Documents experience covering both police and fire facilities, including needs assessment and alternatives analysis, and demonstrates experience carrying comparable projects through design and construction administration.

Advantageous: Documents directly relevant police or fire facility planning experience and experience providing subsequent design and construction administration services.

Not Advantageous: Documents primarily general municipal building experience with limited public safety planning or subsequent design experience.
Unacceptable: Provides insufficient information to evaluate relevant experience.

2. **Qualifications and Coordination of the Proposed Team**

Respondents shall identify the project manager, key personnel, subconsultants, professional registrations, responsibilities, and experience working together. Address architecture, engineering, public safety operations, space programming, site analysis, cost estimating, and public engagement.
Highly Advantageous: Identifies qualified personnel for all major disciplines, clearly assigns responsibilities, and documents successful collaboration among the proposed project manager and key team members on comparable projects.
Advantageous: Identifies qualified personnel for all major disciplines and provides a clear management and coordination plan.
Not Advantageous: Identifies qualified personnel but provides limited explanation of responsibilities, interdisciplinary coordination, or the project manager's relevant experience.
Unacceptable: Does not identify sufficient personnel or expertise to perform material portions of the scope.

3. **Project Understanding and Technical Approach**

Respondents shall explain their approach to assessing existing facilities, forecasting operational and space needs, evaluating sites, and comparing renovation, expansion, adaptive reuse, separate facilities, and a combined public safety complex.
Highly Advantageous: Provides a detailed approach tailored to Fairhaven that links operational findings and space needs to objective evaluation of alternatives, addresses coastal and flood risks and continuity of emergency operations, and explains how recommendations will be supported by documented evidence.
Advantageous: Provides a complete, workable approach addressing the required assessments, alternatives, and recommendations.
Not Advantageous: Provides a general approach with limited explanation of how findings will support alternatives analysis or recommendations.
Unacceptable: Omits a material component of the scope or assumes a predetermined facility solution without evaluating alternatives.

4. **Cost Estimating and Implementation Planning**

Respondents shall describe their approach to planning-level estimates, capital and operating cost comparisons, escalation, contingencies, project phasing, and implementation. Provide examples demonstrating how estimates and recommendations supported municipal decisions.

Highly Advantageous: Demonstrates an integrated approach to capital and operating costs, clearly identifies assumptions and uncertainty, and documents comparable assignments resulting in actionable, phased implementation plans.
Advantageous: Provides a workable estimating and implementation approach addressing the required cost components, assumptions, contingencies, and phasing.
Not Advantageous: Addresses costs and implementation generally but provides limited detail concerning assumptions, operating costs, uncertainty, or phasing.
Unacceptable: Does not provide a credible method for developing the required estimates and implementation recommendations.

5. **Municipal Coordination and Public Engagement**

Respondents shall describe how they will work with department leadership, Town officials, committees, and the public. Include methods for gathering input, presenting alternatives, documenting feedback, and explaining recommendations.
Highly Advantageous: Provides a coordinated engagement plan tailored to the project, with clear decision milestones, accessible presentation methods, and examples showing how stakeholder feedback informed comparable municipal projects.
Advantageous: Provides a workable engagement plan identifying participants, meeting purposes, communication methods, and documentation of feedback.
Not Advantageous: Proposes meetings and presentations but provides limited explanation of how input will inform the work or resolve competing priorities.
Unacceptable: Does not provide an adequate approach to required municipal coordination and public participation.

6. **Availability and Project Management**

Respondents shall provide a schedule measured from Notice to Proceed, identify major tasks and Town review periods, and explain staff availability, current commitments, quality control, and management of subconsultants.
Highly Advantageous: Provides a detailed, achievable schedule supported by identified staff availability, task assignments, dependencies, review periods, and procedures for managing delays and maintaining quality.
Advantageous: Provides an achievable schedule, adequate staffing commitments, and defined project management and quality control procedures.
Not Advantageous: Provides a general schedule or staffing plan with limited support for availability, coordination, or timely completion.
Unacceptable: Does not demonstrate sufficient capacity or provide a credible schedule for completing the required services.

Evaluation

Submissions that do not meet the Minimum Qualifications will be judged unacceptable.
Submissions will be evaluated by the Town of Fairhaven Public Safety Committee. Submissions will be evaluated for Minimum Requirements. Those that meet the Minimum Requirements will be evaluated

on “comparative evaluation criteria”. The Public Safety Committee shall select at least three (3) finalists. Finalists may be requested to participate in an interview with the Town. Finalists will then be evaluated and ranked in order of qualification, and the reasons for the ranking will be documented. The Town Administrator will select the most qualified applicant and negotiate a fee. If the Town is unable to negotiate a satisfactory fee with the first-ranked consultant, negotiations shall be terminated and undertaken with the remaining applicants, one at a time, in the order in which they were ranked by the Town until an agreement is reached. Upon agreement of a negotiated fee, the Town will incorporate into its standard contract form (see **Attachment A** for Sample Contract), appropriate specifics for this procurement (e.g., a detailed scope of services and negotiated fee schedule based on this RFQ and ensuing contract negotiations) and submit the contract to the successful consultant for execution. In the event that the successful consultant fails, neglects or refuses to execute the contract within ten (10) days after receiving the contract, the Town may, at its option, and without incurring any liability to the consultant, terminate negotiations with the consultant and award the contract to the next most qualified applicant.

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 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.”

SECTION 3: 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 4: 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.

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 5: 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.

SECTION 6: 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.

SECTION 7: 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.

SECTION 8: 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.

SECTION 9: 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.

SECTION 10: 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 11: Scope of Services

A. General Scope

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
- 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:

- 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
- 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

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
- 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.

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

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

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.

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
- 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
- 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:

- 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
- 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 to six (6) months from notice to proceed for the actual project completion.

Milestone	**Estimated Completion**
RFQ Issued	Month 1
Consultant Selection	Month 2
Contract Execution	Month 2
Project Kickoff Meeting	Month 2
Existing Facility Assessment	Months 2–3

Milestone	Estimated Completion
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 13: 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)
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
- 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 five (5) years involving:

- Public Safety Facilities
- Police Facilities
- Fire Stations
- Municipal Strategic Planning
- Facility Needs Assessments
- Site Evaluations
- Experience with Massachusetts public construction and designer selection requirements.
- 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
- 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 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
8. Reference Checks
9. Award Recommendation
10. Contract Negotiations
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.

SECTION 16: Submission Checklist

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

☐ Letter of Transmittal

☐ Standard Designer Application Form for Municipalities/Public Agencies not within DSB Jurisdiction (updated 2016)

☐ 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

SECTION 17: 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

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: _____

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: _____

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: _____

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: _____

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: _____

APPENDIX F: REFERENCE FORM

Project Name: _____

Client: _____

Contact Person: _____

Phone: _____

Email: _____

Completion Date: _____

Project Description:

_____

_____

APPENDIX G: ADDENDA ACKNOWLEDGEMENT

Addendum No.	Date	Initials

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: _____