

REQUEST FOR QUALIFICATIONS
INDEPENDENT REVIEW OF SPACE NEEDS AND BUILDING OPTIONS
FOR PROPOSED PUBLIC SAFETY FACILITIES
for the
TOWN OF BOXBOROUGH, MASSACHUSETTS

I. INVITATION

The Town of Boxborough, Massachusetts requests statements of qualifications and quote for services of architects, engineers, and related professionals to review a 2015 Public Safety Space Needs and Site Constraints Study:

- to evaluate the study's adequacy and thoroughness.
- to recommend revisions in order to bring the study up to date.
- to analyze the options and costs of separate or combined safety facilities.
- to analyze the options and costs of construction phasing.
- to consider the suitability of a primary site option.

This document describes the background for the project, and details regarding the scope of services, submittal requirements, and selection criteria. Award of any contract pursuant to this request is subject to appropriation and availability of funds.

II. EARLY STUDIES

In 2013, the Town began assessing its fire, police, and dispatch facilities, and the future safety needs of the Town. In the fall of 2014, Boxborough engaged HKT Architects of Charlestown, Massachusetts, to address these questions:

- What are the conditions of the existing fire, police, and dispatch facilities?
- What are the current and future space needs of fire, police, and dispatch?
- If existing facilities are not adequate to meet future needs, what space is required for offices and high bay space for large equipment?
- How might these needs be met through renovation, additions, or new construction of separate or combined facilities?
- What would be a reasonable range of hard and soft costs for the various construction options?

In May 2015, HKT Architects responded to the questions with a “Public Safety Space Needs Assessment Report” based on equipment and staffing projections through 2030. This report can be found at <https://bit.ly/3q2cLx7>

The report recommended the construction of a combined facility on a new site, leading the Boxborough Building Committee (BBC) to consider 14 building site options. A town-owned parcel on Stow Road was identified for further study. In 2020, HKT was re-engaged to provide a Site Constraint Study to evaluate whether the Stow Road site would be adequate for a combined fire, police, and dispatch facility. The study considered options for water and septic needs; the topography, ledge, wetlands, and adjacent condos and apartments; and preliminary construction cost estimates. A detailed study of equipment access and roads was not included. The Site Constraint Study can be found at <https://bit.ly/3qPBX9u>

III. NEED FOR PROFESSIONAL REVIEW

Assumptions have aged in the seven years since the HKT Space Needs Study was completed. Consequently, the BBC seeks independent evaluation of the Town’s public safety needs projected for the next 20 years. The committee needs assurance that the programming assumptions are comprehensive and neither deficient nor excessive. The BBC also needs professional help to examine industry benchmarking and to compare Boxborough’s public safety needs and facilities requirements with those of similar Massachusetts communities.

History of the BBC’s efforts can be found at <https://bit.ly/3G6ezeg>. Additional documents of relevance may be found on the Building Committee web page <https://bit.ly/3d2kFCY>

Design Possibilities: Assuming the Town has adequately prepared specifications and requirements to begin the design phase, the firm selected to evaluate the Space Needs is eligible to apply for subsequent design work under a separate solicitation in accordance with applicable law.

IV. SAFETY DEMANDS

Population: Located in Middlesex County, Massachusetts, Boxborough is a community of about 5,700 residents living in an area of 10.39 square miles, 28 miles west of Boston at the intersection of State Route 111 and Interstate 495. The population may grow to 6,500 during the next 20 to 30 years, with the eventual disposition of significant acres of land under Chapter 61 and 61A and the possible addition of assisted living and cluster housing.

Commercial Growth: Two large Office Park District tracts could potentially accommodate 7-10 additional buildings totaling about 1.3M square feet. Life sciences research and development, and biologicals manufacturing are emerging as viable uses, typically occupying single-level high-bay space.

Emergency Response: In addition to serving Town residences and commercial properties on the 30 miles of Town roads, Boxborough emergency crews respond to a significant number of incidents on Massachusetts Avenue (State Route 111) and a major interstate highway (Route I-495). Mutual aid agreements with other towns are in place for both fire and police. Yearly emergency response statistics for fire, ambulance and police can be found in Annual Town Reports on the Town website <http://bitly.ws/pCLC>. The Boxborough fire and police chiefs' revised staffing projections through 2040 can be found in Appendix A

Space Demands and Deficiencies: The Boxborough police station houses both police and the dispatch center, the joint responsibility of the fire and police chiefs; the police chief oversees the daily operation. The police station also has two detention cells and a small server room for the Town's core IT equipment as well as 911 answering. The HKT report describes some of the existing fire and police station building deficiencies. A more recent summary of deficiencies can be found in Appendix B.

V. SCOPE OF SERVICES

1. Review, evaluate, and recommend revisions to “Programming” in the HKT report, including:

- A review of fire and police assumptions.
- Benchmarking based on current best practices, including an assessment of similarities and difference between Boxborough's staffing, equipment, space, and future needs as compared with the same factors in comparable Massachusetts' towns.
- An estimate of the square footage needed by fire, police, dispatch and possible shared spaces.

2. Compare the options of separate or combined buildings. Given the revised “Programming” assumptions, analyze the advantages and disadvantages of constructing and maintaining separate fire and police facilities as compared to a combined facility with shared spaces and utilities.

3. Study phased construction of public safety facilities, including an estimate of the additional cost of first building a fire station, followed by police and dispatch in a second phase, whether combined in a single building or not; consider the costs of additional design work, site work, hard construction, and the cost of borrowing for these options.

4. Evaluate site selection to see if the Stow Road site will support the equipment, space and personnel needs of new public safety facilities, independent of construction phasing.

5. Consider sustainable design options in order to evaluate the benefits and costs of sustainable design principles, including net zero construction.

6. Participate in three public meetings with the BBC to outline progress, explain recommendations, and answer citizens' questions. The meetings may be virtual or in person, in compliance with current Massachusetts open meeting laws.

Provide any subconsultants necessary to provide the scope of work described above.

All services to be completed within 60 days of executing a contract with the Town.

VI. SUBMITTAL REQUIREMENTS

1. All documents must be submitted electronically in PDF format no later than 4:00 PM, September 16, 2022, to Rajon Hudson, the Town's Assistant Town Administrator at RHudson@boxborough-ma.gov.
2. A proposed approach to the work, plan and schedule, including any recommendations for modifying or improving the scope or goals of the project.
3. A duly executed contract template in the form of the Model Contract in **Exhibit A**.
4. A description of three, and preferably five projects comparable in size and complexity to the Boxborough project. Ideally, these should be recent projects involving fire and police space needs studies and possibly design services.
5. At least five references, with contact information, especially related to the projects listed in Item #4.
6. Introduction of project team members. Describe their responsibilities, qualifications, and experience. Include resumes and business or professional licenses. Identify and provide qualifications of any sub-consultants.
7. A description of Town assistance and services the respondent expects to receive.
8. A completed Certificate of Good Faith and Tax Compliance Certificate – **Exhibit B**.
9. A completed Certificate of Corporate Authority – **Exhibit C**.
10. Assurance of knowledge of the Massachusetts Building Code, the Regulations of the Architectural Access Board, and all statutes and regulations governing public building projects including the requirement of the Federal Americans with Disabilities Act.
11. Additional information the respondent believes will add weight to their submission, including work samples or photos.
12. Respondent's fees for providing the work for each item as described in Section V, Scope of Services. Fees to be inclusive of subcontractors' fees. Provide a breakout for estimated reimbursable expenses.

VII. SELECTION CRITERIA

1. Qualifications and Experience scoring

Ratings for Qualification and experience of respondents will strongly consider the following points:

- Training, educational background.
- Demonstrated understanding of and experience with sustainable design.
- Depth of experience with space needs analysis.
- Prior experience with public safety construction projects.
- Strength and credibility of client references.

Three ratings scores will be determined as follows:

Highly Advantageous

- Shows a depth of experience working on five or more public safety projects in Massachusetts.
- Presents a project team whose members have qualifications and experience in similar projects and a thorough understanding of the project requirements.
- Demonstrates a thorough understand of fire, police, and dispatch facilities and local, state, and federal standards.
- Gives evidence of significant experience in completing similar projects on time and within budget.
- References show that the firm and key team personnel have positively and successfully completed similar projects on time and within budget.

Advantageous

- Shows experience with up to three public safety projects in Massachusetts.
- Presents a project team in which some members have experience on similar projects and have an understanding of this project's requirements.
- Demonstrates some experience working on like projects with similar local, state, and federal standards.
- References show that the firm and team personnel have some experience with similar projects and generally met deadlines on time and within budget.

Not Advantageous

- Has no experience working on public safety projects in Massachusetts.
- Presents a project team which does not demonstrate qualifications and experience in similar projects.

- References show that the firm or team members have limited experience with similar projects and/or do not have a record of successfully completing projects on time and within budget.

2. Interviews

In the interviews, finalists will be evaluated on:

- Demonstrated understanding of the tasks to be performed and the deliverables.
- Approach to project and demonstrated understanding of the community's public safety needs.

VIII. SELECTION PROCESS

1. The BBC will evaluate and score *Qualifications and Experience* for each respondent, rating each selection criteria as "Highly Advantageous," "Advantageous," "Not Advantageous." A composite score will be assigned to each respondent for *Qualifications and Experience*.

2. Using the composite scores for *Qualifications and Experience*, at least two of the highest scoring respondents will be designated as finalists and invited for interviews. The interviews will be conducted via Zoom during a public meeting of the Building Committee. Instructions for attending the meeting will be distributed in advance to the finalists. At the interview, each finalist will present an overview of the team's approach to accomplishing the work of this project as outlined in the Statement of Work. The finalist which communicates in the most logical, clear and understandable manner will be rated *Highly Advantageous*. Others will be rated *Advantageous* or *Not Advantageous*.

3. The BBC will assign an overall composite score for each finalist respondent, considering their rating on both *Qualifications and Experience* and *interview*. The BBC will recommend the Select Board award the contract to the respondent offering the best value considering ratings and price.

IX. TIMELINE

Approximate timeline, subject to change:

- A. Aug 29, 2022 – RFQ posted and mailed
- B. Sept 8, 2022, 10:00 AM -- Pre-submission conference via Zoom
- C. Sept 16, 2022, 4:00 PM – Required RFQ submittal documents due
- D. Sept – Oct 2022 – Interviews and Contract award
- E. Oct -- Nov 2022 – Contract award and initial project meeting
- F. Jan 15, 2023 – Final written report and presentation

X. CONTRACT INSURANCE REQUIREMENTS

The consultant must provide proof of insurance, naming the Town of Boxborough as insured, for general liability, automobile, workers' compensation and professional services liability.

In no case shall the limits of liability be less than the following:

- a. Contractor's Liability Insurance
- b. Workers' Compensation:
 1. State: Statutory
 2. Employer Liability:
 - \$1,000,000 Bodily Injury by Accident
 - \$1,000,000 Bodily Injury by Disease - policy limit
 - \$1,000,000 Bodily Injury by Disease - each
- c. Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Broad Form Property Damage):
 1. Bodily Injury:
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Each Individual Claim per Occurrence
 - \$3,000,000 Aggregate All Claims per Occurrence
 2. Products and Completed Operations
 - \$1,000,000 Each Occurrence (bodily injury and property damage)
 - \$3,000,000 Aggregate All Claims per Occurrence
 3. Property Damage Liability (including coverage for XCU hazards).
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Each Individual Claim per Occurrence
 - \$3,000,000 Aggregate All Claims per Occurrence
 4. Products and Completed Operations insurance shall be maintained for a minimum period of 2 years after final payment and Contractor shall continue to provide evidence of such coverage to Owner on an annual basis during the aforementioned

5. Contractual Liability (Hold Harmless Coverage):

\$1,000,000 Bodily Injury Each Occurrence
\$1,000,000 Property Damage Each Occurrence
\$3,000,000 Property Damage Aggregate

6. Personal Injury, with Employment Exclusion deleted:

\$2,000,000 All Limits

d. Comprehensive Automobile Liability (owned, non-owned, hired):

Bodily Injury & Property Damage
\$1,000,000 Combined Single Limit

e. Umbrella Liability Coverage

\$2,000,000 Each Occurrence
\$2,000,000 Aggregate

APPENDICIES

APPENDIX A

Police, Dispatch, and Fire staff projections through 2040 as estimated by Boxborough police and fire chiefs.

	2020	2030	2040
Police occupancy – FT	6	10	12
Police occupancy – PT	0	1	1
Dispatch occupancy	2	2	3
Fire occupancy	7	9	9
TOTAL OCCUPANCY	15	22	25

APPENDIX B

POLICE DEPT. BUILDING ISSUES	FIRE DEPT. BUILDING ISSUES
No proper evidence room, chain of custody	Exterior brick and concrete masonry in poor condition, cracking
No secure/safe area for interviews	No insulation in vehicle bays, doors, windows
Not ADA compliant	Not ADA compliant
No acoustic privacy, dispatch comms. Issues	No male/female separation, bunks, toilets
No locker/storage space for dispatch	Apparatus bays too small for vehicles
No safety/security for dispatch personnel	Turnout gear stored in apparatus bay
No proper armory	No decontamination area for equipment and personnel
Records storage beyond capacity	No climate-controlled storage areas
Sally port and garage used for storage, unsafe	HVAC system at or near end-of-life
No separate female locker room	Parking lot needs repaving
Access to lower level through male locker room	No public areas
Booking and detention area inadequate	Existing concrete and brick walls not to code
Extensive interior/exterior repairs required	Second-story roofing requires structural upgrade