



REQUEST FOR PROPOSAL + Price

Project: Fire Station #3 Feasibility Study

City of Lancaster
P.O. Box 1149
216 S. Catawba Street (29720)
Lancaster, SC 29721

Tuesday, December 14, 2021

Submittal Deadline January 18, 2022 by 4:00 P.M. EST

Overview:

The City of Lancaster is seeking proposals from qualified professional consulting firms to provide a fire station feasibility study for the City of Lancaster's Fire Department. The City is looking for a partner who is experienced with planning, needs assessments, location identification, and funding source study and is familiar with construction and design of fire departments. The plan should assess our current situation, future needs, the financial feasibility of construction and maintenance of a new building along with possible funding sources. A project budget, timeline, and action items should be clearly defined.

The purpose of this study is to review current fire station locations, facilities, and deployment of equipment and to provide long term recommendations for fire station facilities and infrastructure taking into consideration future planned growth.

About the City of Lancaster:

The City of Lancaster is located in Lancaster County, South Carolina adjacent to the state line and less than one hour from Downtown Charlotte, North Carolina. The City has a population of 9,134 people based on the 2016 US Census population estimate.

The City has issued 30+ permits for new construction in 2021 to include residential and commercial buildings. A newly approved Cluster Development will contain 179 single family homes and is located off Highway 9 Bypass West. A second approved Cluster Development, Lancaster Crossing, will contain 357 single family homes and will be located off University Drive across from Arrowood Estates, with construction to start in 2-3 years. A third Cluster Development, Homes of Lancaster, has proposed a neighborhood of 102 single family homes located off Anderson Drive.

Two new apartment complexes have started construction within the City limits. Willowlake Apartments consist of a 40-unit apartment complex located off North Willowlake Road. Oakleaf Senior Apartments consist of a 48-unit apartment complex located off Highway 9 Bypass East and Woodland Drive.

This City has also added a new restaurant, Cook-Out, located at 12623 Highway 9 Bypass West that is currently under construction

About Lancaster Fire Department:

Established in 1908 the Lancaster City Fire Department provides all hazard emergency and non-emergency services to the City of Lancaster and its partner of Lancaster County. The City of Lancaster Fire Department has an ISO (Insurance Services Office) rating of 1.

The Lancaster City Fire Department provides a wide range of services to the community, which include in part:

- Fire Suppression
- Technical rescue
- Hazardous materials response
- Building, fire and life safety inspections
- Community Code enforcement

- Education and fire prevention
- Emergency Medical Response at the First Responder Level
- Training and education

The Lancaster City Fire Department responds to approximately 2000 service calls ranging from structure fires to car accidents to fire alarms. Emergency responses are handled by a 32 member fire department. The department responds out of two fire stations and has a diverse fleet consisting of 4 engines, 1 ladder truck, 2 heavy rescues, 1 grass truck, Incident Support Trailer, and various support vehicles.

- Station 1 is located at 401 East Arch Street (construction in 1971)
- Station 2 is located at 453 Hubbard Drive (construction in 1985)
- Both facilities have accommodations for 24/7 staffing (sleeping, shower facilities, kitchen, etc.)
- The office of the Fire Chief, Fire Marshal, and Administrative Assistant are located at Station #1

Contractual Partners and Mutual Aid Agreements:

All Lancaster City Fire Department personnel are City employees, and all facilities, apparatus, and equipment are owned and maintained by the City, with the exception of one rescue truck.

The City of Lancaster Fire Department is also part of a County wide hazardous materials team capable of operating at the technician level to safely mitigate releases anywhere in our county. Through the mutual aid agreement with surrounding communities, Lancaster firefighters assist and are assisted by fire departments throughout the immediate area, ensuring the highest level of safety and protection.

The tentative timeline is:

<u>Task</u>	<u>Target Date</u>
RFP Released	December 14, 2021
RFP Due	January 18, 2022
Review by Selection Committee	January 24 – January 28, 2022
Selection by City	February 4, 2022

Scope

The Lancaster City Fire Department is seeking an innovated fire service consulting firm with experience proposing long-range solutions for fire station facilities. The work to be completed includes the following:

1. Gather pertinent data and information. The consultant is responsible for all cost associated with obtaining third-party data, such as GIS.
2. Collaborate with City staff and City Fire Department staff to gather information and to evaluate current and future needs as it pertains to fire stations and personnel/apparatus deployment.
3. Conduct an operational efficiency evaluation and analysis of existing fire stations with a focus on Fire Station #1, including an inspection to identify existing conditions of the building (structural, design, layout, expansion opportunities, HVAC, energy efficiency, electrical, space needed, etc.) to form recommendations for a remodel or construction of a new facility (including location, see #4)

4. Identify recommended future fire station locations and a phasing plan for station development/construction based on but not limited to:
 - a. Land use
 - b. Population
 - c. Density
 - d. Physical or other barriers
 - e. Future residential and commercial development
 - f. Transportation infrastructure, including the ability for on-call firefighters to respond to the fire stations(s)
 - g. Apparatus and equipment deployment
5. Prepare draft report for review and comment by the City and Lancaster City Fire Department leadership before drafting final report.
6. Present final report to the Lancaster City Fire Department leadership, the City Administrator, and City Council

Required Meetings:

The consultant shall propose a meeting schedule based on the scope of work. The City, at a minimum, anticipates the following meetings (either in person or electronically):

1. Project kickoff meeting with City staff and Lancaster City Fire Department leadership to review the scope of work, allowing all parties the opportunity to present data and information request.
2. Facility inspection/review.
3. Stakeholder meeting
4. Meeting with the City administration and Lancaster City Fire Department leadership to review preliminary results and to make corrections or adjustments before drafting a final report
5. Meeting to convey findings and results to City Administrator and the City Council (Council meeting in person)

Proposal

Proposals must include the following:

1. A list (at least 5) of similar studies, including contact information.
2. The name of the lead consultant/project manager who will be conducting the majority of the work.
3. A meeting outline listing number and type (in person or electronic) of meetings included, the purpose, and with whom those meetings would be held
4. A cost for each additional meeting
5. A timeline for project completion.
6. A “not to exceed” cost and innovative cost saving techniques.
7. A list of additional recommended study options for completing those options.
8. Recommendations of other areas or item(s) not listed in the study scope that would be beneficial to the outcome of this study and the cost of each.

Bid Preparation and Submission:

Five (5) copies of the bid must be provided in a sealed envelope clearly marked “**Response: RFP Fire Station Feasibility Study # 649-12-14-01-18-22**” by 4:00 p.m. on Tuesday, January 18, 2022. **Electronic (email) or facsimile submissions will not be accepted, and late submittals will be rejected.** The City will not be responsible for any cost incurred by any firm to respond to this request.

Proposals should be submitted to:

**Tracy Rabon, City Clerk
P.O. Box 1149
Lancaster, SC 29721**

All questions must be in writing and directed to:

**Tracy Rabon, City Clerk
P.O. Box 1149
Lancaster, SC 29721
(803) 289-1453
trabon@lancastercitysc.com**

Proposal Format

1. **Coversheet / Cover Letter:** This should include the highlights of the proposal, such as an overview of the firm’s organization, most relevant experience, specific staff specialty and facilities involved in servicing the City, and the name, mailing address, telephone number, and e-mail address of a contact person for questions concerning the proposal submitted (preferably who will be in responsible charge of the project).
2. **Qualifications & Experience of the Firm:** Brief history and organization of the firm, legal entity that will enter into the contract, location of the office where the work will be performed, and the name and title of the person that is authorized to enter into a master contract agreement. List any sub-consultant firms that will support your firm.

Provide a narrative of your firm’s prior experience and qualifications as it pertains to the above scope of work and provide a list of projects with similar scopes. Include firm’s direct experience with operational experience.

The selected firm must obtain a business license from the City of Lancaster and provide proof of professional authorization in the State of South Carolina (Certificate of Authorization) prior to the execution of the agreement.

3. **Project Team:** Provide a list of the project team members (including the office location where they currently work) that you propose to use and identify the responsibility of each team member. You do not need to list all of your subconsultant employees that may be on the team, but you should list your subconsultants and the primary contact at your subconsultants. Provide a brief resume for each

person listing specific similar project experience, educational experience, and licensure/certifications. List any their specialty or role on the team. Provide an hourly rate summary for project team members.

4. Project Management Approach to the Project & Quality Control: This should include a proposed project schedule (project milestones including but not limited to the initial meeting/conference to kick off the project implementation, periodic progress meeting, and project completion), and detailed approach to complete this project, familiarity with this project, identification of unique issues related to the project, potential grants or financial assistance options, and the process proposed for communications with City stakeholders. Briefly describe anticipated roles and responsibilities of the City and the firm.
5. Capacity and Response Capability: Provide a statement of your firm's current workload, and capacity to meet the project schedules.
6. References: Must provide a list of projects or clients served within the last ten (10) years that demonstrate the applicants' skill and capabilities with the type of service being requested. Please include the project name, date, location, description, budget, current client contact name and telephone number. The firm's role in the project should also be described (planning, preliminary design, construction management, prime consultant, subconsultant, etc.). For each project, indicate which proposed team member worked on the project and describe the role/work they performed and their levels of involvement. By submission of the references, you are authorizing the City of Lancaster to contact these references.
7. Fee Estimate: The proposal should include consultant's staff fee hourly rates, along with applicable escalation clauses, and miscellaneous billable costs. Furthermore, the proposal shall include a project fee.

The City reserves the right to accept or reject any proposal submitted and/or negotiate terms with firms who submit proposals. The City reserves the right to select the firm that best meets the needs for the City in the sole judgement of the City, and the selection will be based on experience, qualifications, and/or economic benefit to the City.

Evaluation Criteria

The following factors will be used in evaluating the proposals and awarding a contract:

- Demonstrated understanding of the project, and the firm's overall experience with similar projects comparable in type, size, and complexity. (30 points)
- Qualifications of the firm's staff assigned to perform the work with the project (25 points)
- Demonstrated ability of the firm to perform high quality work, to be creative, to control costs, and to meet project schedules (20 points)
- References (5 points)
- Proposed cost and schedule (20 points). Committee members will first rate all responses on technical qualifications. The proposed cost will be considered last.

Qualifications will be ranked and graded on what has been submitted. It is possible that the City may develop a shortlist of candidates who will present their qualifications and answer questions presented by staff.

The City of Lancaster will rank all responsive offers and select not only the highest ranked firm but also the one most advantageous to the City. If contract negotiations with the selected firm is unsuccessful, the City will discontinue the negotiations and begin negotiations with the second highest ranked firm.

The City has the absolute and sole discretion in making an award under this RFP. The City may, at its sole and absolute discretion, decide not to issue an award if the city deems it to be in the best interest of the City.

RFQ Revisions

If a proposing firm finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretations shall be submitted to Tracy Rabon, City Clerk. Any interpretation of or changes made to the RFP will be made by written addendum to each proposing firm and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals.

All addenda will be posted to the City's website at:
<https://www.lancastercitysc.com/bids-rfps-and-rfqs>

City Conditions

- No proposals will be accepted from any person or organization that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff.
- The City of Lancaster is not obligated to enter into any contract as a result of the RFP.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.
- The City reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of the City of Lancaster.
- The City reserves the right to negotiate with any, none, or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The City will not return proposal materials to those submitting proposals.
- No agreements with any selected firm shall be binding until a contract is approved and signed and executed by the City Administrator and authorized representatives of the firm.
- The City requires the selected firm and any subcontractors to provide proof of insurance to include professional liability, workers compensation, employer's liability, error and omissions, general liability, and auto liability prior to commencing work.
- The selected firm and any subcontractor, upon award of the proposed contract, shall obtain a City of Lancaster Business License for the project. The business license fee is calculated on a rate base of the project's gross income. For more information on the estimated license fee please contact Karen Proctor, Business License Specialist at (803) 289-1462 or kcproctor@lancastercitysc.com

The City of Lancaster is an Equal Opportunity employer. The City of Lancaster reserves the right to disqualify from consideration statements received after the date and time specified above. Any proposals may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the City of Lancaster reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the statements offered; and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.