

REQUEST FOR RESPONSES
CITY OF BELFAST
ARCHITECTURAL AND ENGINEERING SERVICES
PUBLIC SAFETY BUILDING
SUBMISSION DEADLINE: 12:00PM, MONDAY, MARCH 31ST, 2025
CORRECTED MARCH 21ST, 2025 (CORRECTIONS HIGHLIGHTED)

1. PURPOSE OF THIS REQUEST

The City of Belfast, a midcoast Maine community of 6,938 persons, is seeking architectural and engineering services in order to prepare and generate opinions of probable cost, engineering and design plans, and requests for responses in support of a planned Public Safety Building.

The City currently has its Ambulance and Fire Departments operating out of a two-building facility with a total approximate area of 11,600 square feet, located at 273 Main Street, and has its Police Department operating out of a single-building facility with a total approximate area of 5,600 square feet, located at 112 Church Street. The City has determined that these facilities cannot meet either the current or the future anticipated operational needs of their respective departments.

The City now proposes to construct a new Public Safety Building that will serve as the unified home for its Ambulance, Fire, and Police Departments. The City is planning to locate this new Public Safety Building within the approximately 2.5-acre parcel that is the home of its current Ambulance and Fire Department facility at 273 Main Street, as this site is already owned by the City and is well situated in close proximity to Belfast's major transportation corridors. The construction of a new Public Safety Building at this location will necessitate the removal/demolition of the existing Ambulance and Fire Department facility and the associated museum (and for these departments to establish temporary operations at an offsite location during the period of construction).

The City has already performed significant due diligence regarding this property and the construction of this Public Safety Building in the form of generating: 1) a boundary and topographic survey, with wetlands delineated; 2) a phase I environmental site assessment, a phase II environmental site assessment, and an environmental media management plan; 3) a preliminary geotechnical report; and 4) a facilities assessment and site fit plan report, which included an assessment of the existing Ambulance and Fire Department facility, a site fit plan for the new Public Safety Building, recommendations for the new Public Safety Building, facility relationship diagrams for the new Public Safety Building, and an inventory of the types and amounts of space desired/needed in the new Public Safety Building (program workbook).

The City has been awarded funding that will be anticipated to cover a portion of the project's costs, in the form of a \$1,500,000 fiscal year 2023 Congressionally Directed Spending award/Community Facilities Grant from the United States Department of Agriculture, Rural Development (USDA RD). Though these funds are expected to be the last funds injected into the project (during construction), USDA RD does have a role in the oversight and approval of all processes and contracts for this project from now until project completion, including this request for responses and the contract with the selected entity. The City has also been awarded \$963,000 in fiscal year 2024 Community Project Funding/Byrne Discretionary Grant Program funding, which will be used for the purchase of equipment to be used by the Police Department, some of which will be used for the first time in the new Public Safety Building; this grant may also be used to pay to install/set up this equipment in the new Public Safety Building. The remainder of needed funds for this project will be provided by the City of Belfast, likely through a bond issue or another form of borrowing.

The City hopes to be able to put the construction of this Public Safety Building out to bid in 2026, and to see construction begin during 2027.

2. CURRENT ENVISIONED PROJECT

As mentioned above, the City of Belfast has already performed significant due diligence for this project, including the development of a detailed inventory of the types and amounts of space needed by its Ambulance, Fire, and Police Departments, taking into account both their immediate and their forecasted (20-25 years into the future) operational needs. This information was utilized in crafting a site fit plan, to be confident that the desired facility and related site improvements could fit on the City-owned parcel at 273 Main Street.

The major aspects/components of the project that are indicated on the current site fit plan include the following:

2.1.1: a 2-story building with a total area of approximately 37,070 square feet, with 23,586 square feet for the Ambulance and Fire Departments, and the remaining 13,484 square feet for the Police Department;

2.1.2: within the Ambulance and Fire Department portion of this building, 6 vehicle bays (drive in and out, not drive through), each measuring approximately 80' long by 20' wide;

2.1.3: within the Police Department portion of this building, a lobby, a sally port, and a museum space (with an approximate area of 2,000 square feet);

2.1.4: a total of 93 parking spaces, consisting of 85 standard parking spaces, 5 handicap parking spaces, and 3 spaces located in a fenced-off impound area (of these 90 non-impound area spaces, 20 are intended for ambulance and fire department employee parking, 30 are intended for police department employee parking, 10 are intended for police vehicle parking, and the remaining 30 are intended for public parking);

2.1.5: the entrance to the property is aligned with the width and orientation of Starrett Drive (the street running north-south and ending at the south side of the parcel);

2.1.6: a radio tower to support Public Safety Building communications (underground conduit from the radio tower to the Public Safety Building is not shown however); and

2.1.7: no construction is to take place within any identified wetlands (this is a condition of utilizing USDA RD funding).

There are additional components of the overall project to be installed/built, which are not shown on the current version of the site fit plan, which shall be incorporated into the engineering and design plans that are part of the required tasks:

2.2.1: individual specific rooms/spaces within the Public Safety Building (*please refer to the Program Workbooks and the Facility Relationship Diagrams*);

2.2.2: a vehicle wash bay for vehicles for Ambulance, Fire, and Police Departments, estimated to be 1,200 square feet in area;

2.2.3: access/connections to utilities: the current Ambulance and Fire Department facility has access from Main Street to 3-phase electrical power (4.5.1), public sewer (4.1), public water (4.1), and fiber internet (4.5.3) (*numbers refer to specific numbered sections in the Public Safety Building Recommendations*);

2.2.4: mechanical, electrical, and plumbing systems: elevator; lighting (4.5.2); electronic security (4.5.4); station alert; fire alarm (4.5.5); heating (4.4); cooling (4.4); ventilation (4.4); and exclusively for the Ambulance and Fire Departments, vehicle exhaust (4.4) (*numbers refer to specific numbered sections in the Public Safety Building Recommendations*);

2.2.5: other indoor fixtures: for the Police Department: ballistic glass; ballistic wallboard; dry cabinet; evidence lockers; fume tank; sliding document storage vault; and for the Ambulance and Fire Departments: secure personal lockers; open air gear racks; and a cabinet-type hose dryer;

2.2.6: a backup generator (installed outside of the Public Safety Building, and including underground conduit connecting it to the Public Safety Building);

2.2.7: 2 K-9 kennels (installed outside of the Public Safety Building, closer to the Police Department portion of the building); and

2.2.8: an indoor shooting range (or an unfinished space that could be made into an indoor shooting range in the future), anticipated to consist of 4 or 5 lanes, with each lane typically being 4 feet wide, and being 25-50 feet in length, with ceilings of 10-12 feet in height.

3. TASKS REQUIRED (WORK PROGRAM) AND DEADLINES

The following is the list of tasks that the entity chosen will be required to perform (work program) and their proposed deadlines:

3.1. Generation of an Opinion of Probable Cost for the Public Safety Building and all related site improvements, **including the removal of the existing Fire and Ambulance Department facility and the associated museum**, to be shared with/presented to the City of Belfast Public Safety Building Committee (a group established to represent the City of Belfast in overseeing this project). This is to assist the City of Belfast in planning financially for this project, for the July 1st, 2025-June 30th, 2026 fiscal year and for subsequent fiscal years. **The proposed deadline for this task is May 15th, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.2. Completion of a set of 20% engineering and design plans (schematic design) for the project site, the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee, and to be presented to the public at one Belfast City Council meeting (where the public will be given an opportunity to provide comments). This set of 20% engineering and design plans/schematic design is expected to include at the appropriate level of detail: schematic level floor plans and building elevations; building envelope system design; material recommendations; mechanical, electrical, and plumbing systems; the amount of square footage devoted to specific spaces and a preliminary layout of individual programmatic spaces; pedestrian site circulation; vehicular site circulation; parking lot design; stormwater management facilities; landscaping; fencing; and buffers. **The proposed deadline for this task is June 18th, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.3. Working with the City of Belfast, creation of a Request for Responses for a *Construction Manager as Constructor*, to be shared with the City of Belfast Public Safety Building Committee. **The proposed deadline for this task is July 2nd, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.4. Working with the selected *Construction Manager as Constructor*, completion of a set of 60% engineering and design plans for the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee, and to be presented to the public at one Belfast City Council meeting (where the public will be given an opportunity to provide comments). **The proposed deadline for this task is October 23rd, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.5. Working with the selected *Construction Manager as Constructor*, completion of a set of 90% engineering and design plans for the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee. *This task is included in the work program as it is a condition for USDA RD funding, as USDA RD is required to review the engineering and design plans at a 90% stage (or later).* **The proposed deadline for this task is December 31st, 2025. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

3.6. Working with the selected *Construction Manager as Constructor*, completion of a set of 100% engineering and design plans for the Public Safety Building and all related site improvements, to be presented at one meeting of the City of Belfast Public Safety Building Committee, and to be presented to the public at one Belfast City Council meeting (where the public will be given an opportunity to provide comments). **The proposed deadline for this task is January 29th, 2026. The City expects that the entity will confirm/address the reasonableness of this deadline for this specific task as part of its response, for the *Project Approach* evaluation factor (4.2.).**

4. RESPONSE FORMAT AND EVALUATION FACTORS

Responding entities are instructed to follow the format by providing a cover letter and responding to each of the 5 evaluation factors (4.1-4.5) listed below; the percentage weight for each evaluation factor follows. Responses that do not follow this format or do not contain the requested information may be considered unresponsive and will not be considered by the City.

Cover Letter: the entity's response shall be preceded by a cover letter that: 1) expresses the prime entity's and subsidiaries', if applicable, interest in working with the City of Belfast Mayor, City Council, and City Manager, the City of Belfast Public Safety Building Committee, USDA RD representatives, and other potential stakeholders; 2) identifies the prime entity and provides their contact information, as well as similar information for any included subsidiaries, if applicable; 3) provides an explanation of the proposed working relationship between the prime entity and any and all subsidiaries, if applicable; 4) identifies and

provides the contact information for the prime entity's representative that the City of Belfast can directly contact regarding questions about the entity's response to this request during the time period when the City is evaluating responses; 5) provides a brief profile of the prime entity, including form of organization, types of services offered, and date founded, and the same information for any subentities, if applicable; 6) provides a statement that commits the entity's project team to their availability to perform work identified in the response in the roles proposed during the course of this project and that they will not be reassigned, removed, or replaced without the consent of the City; 7) affirms that the prime entity and all subentities, if applicable, will meet all requirements of the USDA RD Community Facilities Grant Program, meet all requirements of the Community Facilities Grant Agreement and Letter of Conditions, and will not be found to be debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs, unless an exception has been obtained from USDA RD under 2 CFR 180.135; 8) confirms that the entity's response will be valid for not less than 90 days after the submission deadline; and 9) is placed on the entity's letterhead and signed by an officer of the (prime) entity authorized to bind the entity to all comments made in the response and shall include the name, e-mail address, and phone number of the person(s) to contact who will be authorized to represent the entity. (This cover letter serves as a threshold criteria and therefore will not contribute to the response's score.)

4.1: Experience: the entity will provide a list of its recent (within the last 5 years) and current projects that are most similar in nature, scope, and/or complexity to the current proposed project. For each project, the entity shall include the following information: project status; project start and end dates; services performed; overall project cost; and the client's contact information name (for reference verification purposes). (This evaluation factor is worth 20% of a response's score.)

4.2: Project Approach: for each of the 6 tasks (3.1-3.6), the entity will describe their proposed approach they will take towards their successful completion, including addressing/confirming the reasonableness of the task's proposed deadline. For this evaluation factor, the entity will address each task individually. If applicable, the entity may also propose variations to the work program, with their explanation/justification. (This evaluation factor is worth 40% of a response's score.)

4.3: Personnel: the entity will identify any and all personnel that would be anticipated to be involved to any significant degree in the implementation of this work program and to describe their expertise. The entity will also provide background information for any subentities expected to be used, if applicable. The entity will also provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the entity personnel and any subentities if applicable. (This evaluation factor is worth 15% of a response's score.)

4.4: Capacity: the entity will identify and state its current project workload and address its capacity to undertake this project. Also, the entity will demonstrate that it possesses sufficient insurance coverage in place for the work program, and that it also possesses sufficient financial capacity to successfully and efficiently complete projects such as this. The entity should identify its projects that are most similar in nature, scope, and/or complexity to the current proposed project and how it was able to perform its work in a timely manner. (This evaluation factor is worth 10% of a response's score.)

4.5: Cost of Services: the entity will provide a budget, in table form, for each of the 6 tasks (3.1-3.6), with each of the 6 tasks receiving their own separate budget table. Each of these budget tables will identify the specific employee(s) assigned to that task (prime entity and subentities, if applicable), their hourly rate(s), and their estimated number of hours to be spent, along with any applicable non-labor costs. The entity will also indicate how hourly rates for the entity and any subentities, if applicable, will or will not be adjusted during the course of the project. (This evaluation factor is worth 15% of a response's score.)

5. QUESTIONS REGARDING THIS REQUEST

Questions regarding this request can also be emailed to economicdevelopment@cityofbelfast.org such that they are received by 3:00 p.m. local time on Thursday, March 13th, 2025 in order to be answered. The City of Belfast will provide confirmation of successful receipt of a question to the sender via email. All questions submitted by this deadline will be answered and posted only on the City of Belfast's website at www.cityofbelfast.org/publicsafety by 5:00pm local time on Saturday, March 15th, 2025. Answers to questions will not be emailed to entities.

The City will also hold an optional pre-response conference at 11:00am local time on Monday, March 17th, 2025, in Belfast City Council Chambers, located at 131 Church Street, Belfast, Maine. The questions posed and answers provided at this conference will also be posted in written format, only on the City of Belfast's website at www.cityofbelfast.org/publicsafety by 5:00pm local time on Wednesday March 19th, 2025. Answers to questions will not be emailed to entities.

6. SUBMISSION REQUIREMENTS AND DEADLINE

Entities who wish to have their responses considered must follow these submission requirements:

6.1: the entity will submit 8 bound paper copies of their response;

6.2: the entity will also submit 1 electronic copy of their response, as a single Adobe Portable Document Format (.pdf) file on a USB flash drive, with both the file and the flash drive being PC-compatible;

6.3: the entity will submit both the paper and electronic copies of their response in a single package that is sealed and clearly marked "City of Belfast Public Safety Building" on its exterior;

6.4. the entity will either hand deliver or mail this package such that it is received by 12:00pm local time on Monday, March 31st, 2025;

6.5. the entity will see that this package is delivered to the following address/point of contact by the aforementioned deadline:

Thomas Kittredge
Economic Development Director
City of Belfast
Belfast City Hall
131 Church Street
Belfast, Maine 04915

(The office of the Economic Development Director is located on the top floor of Belfast City Hall at 131 Church Street, Belfast.)

6.6. All submissions will become the property of the City of Belfast and no materials will be returned. The City of Belfast reserves the right to accept or reject any or all responses without indicating reasons for such rejection, and further reserves the right to waive any defect or informality in any response, should it be in the best interest of the City of Belfast. While the cost of an entity's services is an evaluation factor, the City of Belfast is not required to select the lowest-cost entity. The City of Belfast is not liable for any costs incurred by entities prior to the issuance of a contract, including any costs incurred in responding to this request. It is expressly understood and agreed that the submission of a response does not require or obligate the City of Belfast to pursue an agreement or a contract with any entity.

7. EVALUATION PROCESS AND CONTRACT AWARD

Following the receipt of the responses, a working group comprised of members of the City of Belfast Public Safety Building Committee shall evaluate the responses and recommend an entity to hire to the Belfast City Council. The working group, at its discretion, may decide to conduct interviews of one or more entities prior to providing a recommendation to the Belfast City Council; entities are asked to keep the time period of **12:00pm to 5:00pm local time on Tuesday, April 8th, 2025** available, in the event that interviews will be conducted.

Final authority to hire an entity and authorization to execute a contract with that entity rests exclusively with the Belfast City Council; it is anticipated that the Belfast City Council will do this at their regularly scheduled meeting on the evening of **Tuesday, April 15th, 2025**. The hired entity is expected to begin work swiftly after this approval is granted by the Belfast City Council. The contract between the entity and the City of Belfast will have to be approved by USDA RD. The hired entity agrees to defend, protect, indemnify, and hold harmless the City of Belfast, its officers, agents, and employees from any and all causes of action or claims arising out of or related to the entity's performance on this project, including negligent acts or omissions. The entity shall ensure that all services provided to the City comply with appropriate standards or guides developed by professional organizations such as the American Consulting Engineers Council, the American Society of Civil Engineers, the National Society of Professional Engineers, and/or the American Institute of Architects, as appropriate.

8. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION

Entities considering responding to this request may find the following documents and information to be helpful and informative, in preparation of a response and for an interview, if selected:

Assessment of Existing Ambulance and Fire Department Facility
Boundary Survey
Community Facilities Grant Agreement
Community Facilities Grant Letter of Conditions
Environmental Media Management Plan
Facility Relationship Diagrams
Information and Forms for Architects and Engineers of Community Facility Projects
Phase I Environmental Site Assessment
Phase II Environmental Site Assessment
Preliminary Geotechnical Report
Program Workbooks
Public Safety Building Recommendations
Sewer Utilities Map
Site Fit Plan
Three-Phase Power Map
Topographic Survey with Wetlands
Water Utilities Map

(All of these above documents, along with the Request for Responses itself, are available for download at www.cityofbelfast.org/publicsafety (see under "Related Documents") or may be requested to be e-mailed by contacting Thomas Kittredge, Economic Development Director, City of Belfast, via e-mail at economicdevelopment@cityofbelfast.org.)