

Julie Goodyear, Town Manager Marizelena Rivera, Town Clerk Junnifer Helma, Financial Officer Kelsey Gallagher, Administrative Assistant Frik Gruener, Town Engineer Line Hatfield, Town Solicitor

# Request for Proposal (RFP)

**Project Name:** Police Station Build - Engineering, Drafting, Design, and Construction

Services

**Date Issued:** January 15th, 2025

**Proposal Due Date:** February 28th, 2025

#### I. Introduction

The Town of Townsend (hereinafter referred to as the "Owner") is soliciting proposals from qualified firms ("Proposers") to provide comprehensive services for the design, engineering, and construction of a new Police Station. The selected firm will be responsible for delivering a fully functional facility that meets the Town's operational needs, local building codes, and budget requirements.

## II. Project Overview

Location: 661 South Street Townsend, DE 19734

**Estimated Budget:** \$375,000 (Project not to exceed budgeted amount)

**Project Description:** 

The project involves the design and construction of a modern, secure, and operationally efficient police station. The facility will include but is not limited to:

- Storage Room (6x10)
- Multi-purpose Room with Storage Closet (22x12)
- Lobby (10x10)
- Public Restroom (8x8)
- Reception Records Room (8x12)
- Lieutenant's Office (11x12)
- Chief's Office (14x12)
- Officer Work Stations (10x12)
- Evidence (7x8)



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- Server Room (6x8)
- Electric Room (6x8)
- Breakroom (12x10)
- Male & Female locker rooms with showers (12x8)
- Janitor basin within one of the locker rooms
- Soft Interview Room (8x12)
- Sally Port (12x20)
- Concrete Pad for Building Foundation

The design in mind would lean more towards a "modular" build for cost efficiency.

## III. Scope of Services

The successful Proposer will be required to provide the following services:

## A. Engineering and Design

- 1. Conduct a site assessment, including geotechnical studies and surveys.
- 2. Develop a conceptual design in collaboration with the Owner and stakeholders.
- 3. Provide detailed architectural and engineering drawings, including:
  - o Civil, structural, electrical, mechanical, and plumbing systems.
  - Security systems and IT infrastructure.
- 4. Ensure compliance with all applicable codes, regulations, and ordinances.
- 5. Obtain necessary permits and approvals.

### **B.** Construction Services

1. Prepare a construction plan, including a detailed timeline and cost estimates for each phase of the project.



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- 2. Manage all aspects of construction, including procurement of materials and labor.
- 3. Implement quality assurance/quality control (QA/QC) measures.
- 4. Coordinate with the Owner for regular progress updates and adjustments.
- 5. Deliver a final, fully operational facility, including testing and commissioning of systems. "Turn-key" delivery is an expectation.

### C. Post-Construction Services

- 1. Provide as-built drawings and maintenance manuals.
- 2. Conduct training for the Owner's staff on the use of systems and equipment.
- 3. Address any warranty-related issues during the warranty period.

# IV. Proposal Requirements

Proposals must include the following information:

### 1. Cover Letter

- o Firm name, address, and primary contact information.
- Statement of understanding of the project.

## 2. Qualifications and Experience

- Overview of the firm's history and expertise.
- Resumes of key personnel.
- Examples of similar projects completed within the last five years.

## 3. Technical Approach

- o Description of the approach to design, engineering, and construction.
- Proposed project schedule.



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o Risk management plan.

# 4. Fee Proposal

- Detailed cost breakdown for all services.
- Payment terms. Supplemental Documents to include, Delaware Business License, W-9, valid Certificate of Insurance.

### 5. References

o Contact information for at least three references from similar projects.

## V. Bond Requirements

## 1. Bid Bond

Each bidder must submit a bid bond, in the amount of 5% of the total bid amount, executed by a reputable surety company, guaranteeing that if awarded the contract, the bidder will enter into a formal contract with the Owner within 30 days and provide all necessary performance and payment bonds as required.

## 2. Agreement to Bond

The successful bidder shall, within 15 days of contract award, provide a fully executed performance bond issued by a reputable surety company acceptable to the Town as a guarantee of their ability to fulfill the contract obligations outlined herein.

#### 3. Performance Bond

The successful bidder must provide a performance bond in an amount equal to 100% of the total contract value, issued by a reputable surety company acceptable to the Town of Townsend, guaranteeing faithful performance of all contract obligations.

## 4. Labor and Material Payment Bond

The Contractor shall provide a labor and material payment bond in an amount equal to 100% of the contract value, guaranteeing payment to all subcontractors, laborers, and material suppliers for work performed and materials furnished in



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accordance with the contract documents. This bond shall be issued by a reputable surety company acceptable to the Town.

#### **VI. Selection Process**

Proposals will be evaluated based on the following criteria:

- 1. Firm's/ Companies qualifications and experience.
- 2. Technical approach and understanding of the project.
- 3. Fee proposal.
- 4. References and past performance.
- 5. Compliance with RFP requirements.

The Owner may invite shortlisted firms for interviews or presentations.

### VII. Submission Instructions

Submission Deadline: February 28th, 2025

**Submission Method:** All bids are required to be sealed and identified on the outside referencing the bid as they will be kept sealed until the close of the bidding timeframe.

At the close of the bidding process, February 28<sup>th</sup>, 2025, the bids will be opened and reviewed publicly at the next Town Council meeting, currently scheduled for March 5<sup>th</sup>, 2025.

Proposals must be submitted via attention to the Town Manager:

Julie Goodyear, Town Manager jgoodyear@townsend.delaware.gov 141 Main Street Townsend, DE 19734

Late submissions will not be accepted.



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## **VIII. Terms and Conditions**

- o The Owner reserves the right to reject any and all proposals.
- The Owner is not responsible for any costs incurred by Proposers in the preparation of proposals.
- o All proposals become the property of the Owner upon submission.
- This RFP does not commit the Owner to award a contract or to pay any costs incurred in the preparation of a proposal.

## IX. Attachments

- Site location map
- o Preliminary project requirements or design concepts examples





