

**FROM KBA RFQ CONTRACT 5/3/2022**

**Milestone #1**

Assessment of Potential Properties for the Site of a New Fire Station, Milestone #1 will conclude with a graphically enhanced report and presentations detailing the assessment of two non-municipally owned properties that have been determined to be advantageous to fulfill the Fire Department's needs with a new station. The Designer shall guide the Town by suggesting the most significant criteria to determine a property's attributes. Primary areas of concern include: a centralized location, lot size, the availability of public utilities including sewer, price, site improvement costs to rectify existing conditions and on-going expenses to secure a property during its undeveloped state. Equally important is to facilitate discussions on the appropriateness of acquiring property and the effect it will have on the community's "socioeconomic fabric". A component to affecting the community's socioeconomic fabric is how and when the town notifies owners, of potential properties, about the town's elevated interest. Through decades of operation and past response time data, the Fire Department has determined that the east end of Eldredge Park Way appears to be highly advantageous with respect to addressing the town's overall needs for emergency responses. It will be incumbent on the Designer to confirm that hypothesis and determine the locale limits for maintaining acceptable response times. Taking into account the issues above, the following tasks will form the basis for completing Milestone #1:

1. Assist the Town with developing a general solicitation of inviting the submission of proposals for acquiring real property in accordance with Mass. General Law Chapter 30B, Section 16.
2. Complete a desk top evaluation, using publicly available GIS data, of no fewer than eight properties. Develop a criteria matrix to establish a ranking order.
3. Meet with Town Officials to refine the possibility of properties to two sites. In a parallel track, the town will explore opportunities with acquiring municipal property.

**Milestone #2**

Development of Building Models With the Town's agreement of Milestone #1's Assessment of Properties, the Designer will then complete two virtual building models in sufficient detail allowing the Town to choose one for further development. Generally, these models will include:

1. A building and site layout conveying a functionally efficient, attractive, and inviting environment for employees and visitors.
2. Evidence that the prospective lot sizes will address current and future department needs. This level of detail should also include conceptual space allocations and locations for mechanical and electrical areas.
3. A proposed schematic layout to address traffic flow within the building to accommodate staff-to-public and staff to-staff interactions.
4. A refinement of Milestone #1's overall projects costs including property acquisition.

**Milestone #3** – Refinement of Conceptual Design Advance Milestone #2's chosen concept design to achieve the equivalent of a DCAMM certified solution.

1. This would include a publicly presented final written report for approval by the Select Board. Additionally, the Design Team will also be required to participate in two public presentation meetings.
2. Include preliminary site and floor plans, building elevations, and overall assessments.
3. Provide a feasibility level estimate, by an independent Estimator and a Commercial Property Assessor, for the acquisition of property, proposed new facility and Owner's development costs such as Designer fees, Owner's Project Manager (OPM) fees, furnishings, contingency, etc.
4. Milestone #3's finished product shall be in sufficient detail, to serve as a basis for continuation into the Design Development and Construction Bidding Phases.
5. The report should be concise and clear, summarizing the findings. The report shall be prepared in 8 1/2" x 11" format with fold outs as required.
6. The Designer shall also provide a complete collection of electronic sketches, preliminary designs and models used during the initial development of the Building Information Modeling program.