

**AVON VOLUNTEER FIRE DEPARTMENT FIRE STATION
EXPANSION, RENOVATION & BUILDING COMMITTEE
MEETING MINUTES
JUNE 22, 2023**

I. CALL TO ORDER

The meeting was called to order at 7:00pm by Chairperson Speich in the Avon Room at the Avon Town Offices. Members Present: Raz Alexe, Jamie DiPace, Gina Kline, Mark Massaro, Brian McDermott, Brian Mirizzi, James Speich. Staff Members Present: Brandon Robertson, Town Manager, Grace Tiezzi, Assistant Town Manager, Bruce Appell, Fire Marshall/EMD and Volunteer Fire Chief, Nick Hogan, Town Clerk

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson James Speich.

III. OATH OF OFFICE

The Oath of Office was led by Nick Hogan, Town Clerk.

IV. INTRODUCTIONS AND SELECTION OF VICE CHAIR/SECRETARY

Mr. Speich started by making the committee aware they need to complete the Annual Disclosure Form Request for elected/appointed officials and return to Nick Hogan, Town Clerk. The committee also needs to complete the sexual harassment training within 30 days of being sworn into office. Mr. Hogan stated the certificate of sexual harassment training completion should also be forwarded to him.

Mr. Speich suggested the committee provide introductions. Mr. DiPace introduced himself as a member of the Avon Volunteer Fire Department and has lived in Avon all his life. Ms. Kline introduced herself as an Avon resident for about 20 years and a member of the Avon Fire Department for the same time and is the President of the Avon Volunteer Fire Department Board of Directors. Ms. Kline also works as a Project Manager for Traveler's. Mr. McDermott introduced himself as an Avon resident of 18 years. He grew up in Wallingford and was on the Town Council and Planning & Zoning Commission as well as State Senator 8 years and moved to Avon in 2003. Mr. Mirizzi introduced himself as an Avon resident for about 17 years previously as resident of Colebrook and on the volunteer fire department there as well as Winsted. Currently Mr. Mirizzi works at Litchfield County dispatch in Torrington, a 911 dispatch center for about 58 agencies, including 3 police departments, in charge of 25+ radio simulcast system and he does all the IT and basically anything infrastructure based. Mr. Speich introduced himself as an Avon resident for about 40 years and a member of the Fire Department for about the same time and comes from a long line of family public service. Mr. Speich stated he worked at Pratt & Whitney for about 46 years doing project management and is currently retired but still consulting and teaching for them. Mr. Alexe introduced himself as an Avon resident, previously from Florida. Mr. Alexe stated his wife works for the Town of Avon in Youth Services for about 12 years and Mr. Alexe is currently working in Litchfield as the Public Works Director/Town Engineer and Tree Warden. Mr. Massaro introduced himself as an Avon resident for 18 years and a 27-year employee for Eversource in Community Relations and Economic Development.

Avon Staff Members introduced themselves: Ms. Tiezzi, Assistant Town Manager, Nick Hogan, Town Clerk, Bruce Appell, Fire Marshall/EMD and Volunteer Fire Chief, Brandon Robertson, Town Manager.

On a motion from Chairperson James Speich and second from Mr. McDermott, Mark Massaro was appointed Vice Chair/Secretary for the Avon Volunteer Fire Department Fire Expansion, Renovation, & Building Committee by unanimous approval.

V. PRESENTATION – REVIEW OF STATEMENT OF NEED AND CHARGE OF THE COMMITTEE

Mr. Speich stated he would like to discuss the presentation and review the Statement of Need (attached and made part of these minutes). Mr. Speich stated that one of the consulting firms, CGR out of Rochester, NY, went through all fire department stations, looked at membership, and helped to develop a facilities and equipment master plan which is also available on the website.

Mr. Speich stated there are a lot of inadequacies with the fire stations and a lot of changes that need to be made to build for the future. Mr. Speich stated that the recommendation for the Company 1 station is a refurbishment; Company 3 station plans to build a new station across the street; Company 4 station needs expansion. Mr. McDermott asked what happened to Company 2. Mr. Speich stated Company 2 is owned by Avon Volunteer Fire Department and asked Mr. Appell to describe its function. Mr. Appell stated that Company 2 sits on the Avon/Canton town line and membership has fluctuated over the years and due to the location, it is not a station conducive to do training. It is still an active station with 2 trucks parked there, but there is not enough manpower to keep the station staffed at this time. Mr. Alexe stated that basically CGR's sum of their recommendations are captured in their Statement of Need and questioned to what extent the Fire Chiefs, the Fire Marshall had input and collaboration with CGR. Mr. Appell stated he had a lot of input with CGR as well as the Board of Directors, Members, Fire Chiefs, and a survey was conducted of all the members, so the master plan is a pretty comprehensive report. Mr. Appell stated that CGR additionally contracted out a fire service specialist that came and visited each of the fire station with LaBella Architects and they combined their information together in master plan. Mr. Speich stated the next job of the committee will be to select an architect to do some of the work. Mr. McDermott asked if future meetings could be held at different fire stations. Mr. Speich stated that was a possibility or Mr. Appell could arrange to provide a tour of those facilities. Ms. Tiezzi stated the committee can meet wherever they want to meet, the meeting location just needs to be put on the agenda.

Mr. Speich reviewed the charge of the committee (which is attached and made part of these minutes).

VI. NEXT STEPS – INCLUDING POSSIBLE APPROVAL OF A REQUEST FOR QUALIFICATIONS

Mr. Speich asked Mr. Robertson to review financing of the project. Mr. Robertson stated that this is kind of a two-phase project. The first phase is the getting up and running phase where the RFQ/RFP, the committee will make a recommendation to the Town Council, based on the recommendation of the Committee and Architect. Mr. Robertson stated that cost will be a factor in that process, but as you will see we are looking for the firm that is best suited to serve the needs of the scope of services. Mr. Robertson stated the Committee is not restricted to the lowest bidder and there is funding available in the fiscal year 2024 capital budget to cover architectural design services.

Mr. Robertson stated once the architect is chosen, and from that point on it's basically developing a set of specifications for the scope of work and the project budget. Mr. Robertson stated the point he wanted to make is that the primary focus for the Committee to be thinking about is not cost, but the best plan that satisfies the scope of work that is outlined in the Committee charge. That work effort will be taken to the Town Council to get their feedback and if it looks like the budget is coming in way too high, however that is defined at the time, the Town Council may then charge the Committee with prioritizing the companies.

Mr. Robertson reiterated it is the Committee's job to satisfy the scope and come up with recommendations based on the scope and the primary concern is not cost. Mr. Alexe asked if the focus will be on one firm for renovation and construction or would it be feasible to have two different firms, one that maybe more specializes in renovation or expansion versus one that a firm that specializes in construction. Mr. Robertson

stated that right now an architect will be hired for design and once the project is ready to go out to bid, then the process will go through a separate contractor in the procurement phase. Mr. Alexe asked if this will be asked in the context of a design/build approach. Mr. Speich stated it depends where the budget ends up going. Mr. Alexe stated that traditionally the RFQ is running out the ground to select the firm, so at that point the RFP is going to tell us to what extent that architectural firm is going to put together the scope and present in conjunction with CGR and what they bring to the table in terms of experience. Mr. Alexe addressed Ms. Tiezzi to ask if there is a template for the RFQ. Ms. Tiezzi responded yes. Mr. Alexe asked if there is a process after the RFQ is put out. Ms. Tiezzi responded yes. Mr. Alexe asked if there are questionnaires. Ms. Tiezzi responded she has a plan.

Mr. Speich stated that he attended a fire station seminar in St. Louis with Mr. DiPace and Mr. Appell, and the architects there looked at the master plan and suggested many different structural and cost saving ideas. Mr. Speich stated the good things about the RFQ that Ms. Tiezzi has put together is that we are looking for someone that is specific with fire stations, which is one of the requirements for this project. Mr. McDermott inquired about the design versus the design build experience of Mr. Alexe. Mr. Alexe responded he is not familiar with Avon's procurement policy but would be able to assist. Mr. Robertson stated that by starting with the request for qualifications, we are casting a really wide net so they will provide resumes, experience, approach, then through a process we will whittle it down for the committee and have specific questions for the firms that this group feels meets the basic requirements and then we will move on to a request for proposals. Mr. McDermott stated that the charge of this committee is concept today through ribbon cutting. Mr. Robertson replied ultimately assuming it gets there, this will be the group that sees this project all the way through, subject to Town Council approval. Mr. McDermott asked if there is a target date. Mr. Robertson stated one of the timelines with the referendum was Fall of 2024. Ms. Tiezzi stated it depends if you were to fulfill your charge that you have been tasked with by October 2024, through schematic design, present to Town Council, then Town Council then has 3 options. Council can say, sorry we are done, we will go to referendum right now with this amount of work that has been done, or we want you to take it all the way to basically shovel-ready project, permits, full design which is kind of how the Town has been doing recent larger projects. It is really up to the Council and will really jive for when the referendum is so it could be a year and a half from now or it could be longer than that. Member asked it shovel-ready means having contractors picked before going to referendum. Ms. Tiezzi responded no, but you have a project with approved permits where as soon as have a referendum approval, you can advertise a bid.

Mr. McDermott asked about the fire apparatus when is that due in and is there any issue fitting in the buildings. Mr. Appell stated the new apparatus is due in December 2024/January 2025, so they will move the trucks around temporarily and make do with their stations. Mr. Speich asked Ms. Tiezzi to review the RFQ and timeline provided in the meeting packet (attached and made part of these minutes). Mr. McDermott asked if there is a date for interested parties to come and tour all the facilities. Ms. Tiezzi responded they will be given a full request for proposals package which will include terms and conditions and, in that narrative, the scope of work we are asking for, we would offer the opportunity to get in touch with Chief Appell and tour the fire houses. Mr. McDermott stated the timeline is aggressive, and not doubting the Town's capability to get this done but did the Town help looking at the timeline or looking at the scope of things for this, was there other people consulting on the best timeline. Ms. Tiezzi responded that the timeline can be adjusted in terms of procurement. Mr. Robertson reiterated there is not a cookbook, but it is very similar to other processes. Mr. Appell stated that these firms may want to visit the firehouses for price scheduling and scope of work. Ms. Tiezzi stated that the timeline is flexible for procurement. Mr. Speich stated the Committee is in the driver's seat essentially. Ms. Tiezzi provided an overview of the RFQ draft (attached and made part of these minutes).

On a motion from Mr. Alexe and second from Mr. McDermott, Ms. Tiezzi was permitted to forward the RFQ as shown in the meeting packet by unanimous approval.

VII. DISCUSS FUTURE MEETING DATES/SCHEDULE

Mr. Speich addressed the future meeting dates and schedules to leave as is and cancel as needed. Mr. Robertson responded with a suggestion to keep the dates. Ms. Tiezzi suggested cancelling the July meeting

due to lack of member availability and reaching a quorum. Discussion continued regarding future meeting dates. Ms. Tiezzi stated she would update the meeting dates for Mr. Speich to sign and file with the Town Clerk and provide dates for a tour of the firehouses coordinated with Mr. Appell. Mr. Speich asked for a list of names and phone numbers as a contact list for the committee. Ms. Tiezzi stated she would provide a list of contacts.

On a motion from Mr. Mirizzi and second from Mr. McDermott, the meeting dates and schedule with exception of the July 12th meeting were accepted by unanimous approval.

Mr. Robertson stated he would like to notify all the neighbors near these projects to let them know what is going on, send out a letter now, point them to the resources posted on the website and perhaps reach back out to them at the end of August or September we will be back in touch with them to schedule a meeting at Company 3, for instance, just so they can come in to get a brief presentation, answer any questions so they aren't reading about it in the paper for the first time or coming in cold.

VIII. ADJOURNMENT

Mr. McDermott moved to adjourn the meeting at 8:15pm, Mr. Speich seconded and the motion was unanimously approved.

Respectfully Submitted:
Mark Massaro, Vice Chairperson/Secretary

Attest: Nicole Chambers, Clerk

AVFD Fire Station Expansion, Renovation & New Construction Building Committee

Preliminary Meeting

June 22, 2023

1

Background

- AVFD provides fire suppression and prevention, life safety and rescue support and other emergency community support.
- The department is entirely volunteer.
- Town and AVFD are independent legal organizations that provide each other with mission critical services and benefits.
- AVFD has operational control of three Town-owned fire stations and all Town-owned apparatus.

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Issues

- Fall 2021, Town contracted with CGR to develop a facilities and equipment master plan for AVFD.
- Final report found the following:
 - AVFD volunteer workforce is robust and active
 - Town and AVFD have made investments to serve community
 - Potential challenges on the horizon including aging fire station infrastructure

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Issues

- Changing needs of department and recent planning work have led to deferral of certain maintenance and improvement projects.
- Facilities cannot meet the needs and requirements of a modern department
 - Changes in the typical size and function of apparatus
 - Industry-wide adoption of new safety practices
- Expected future population growth
- Ultimate goal is to remain 100% volunteer but to prepare for eventual future transition to a combined department

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Recommended Solutions

- CGR Plan recommends the development of a capital building program to serve department needs for 20+ years.
- Prioritize improvements to Company #1, Company #3, and Company #4 in the near term.

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Company #1

- 25 Darling Drive
- Primary headquarters; near center of call volume.
- Built in 1973. Owned by Town.
- Structure built into side of a hill with apparatus bays opening directly onto Darling Drive.
- Three bays that are two apparatus deep.
- Second floor includes offices, living space, restrooms and meeting spaces.

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Company #1

- Recommendations:
 - Maintenance, reorganization and renovations
 - Expansion to accommodate additional storage space
- Renovation and expansion project should include:
 - Additional apparatus bays that are appropriately sized for modern apparatus
 - Dedicated space for gear wash and SCBA storage
 - Additional restrooms
 - Additional meeting space, living space, office/flex spaces, storage space
 - Updated mechanicals
 - Exterior updates
 - Parking area updates
 - Complete identified maintenance projects

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Company #3

- 490 West Avon Road
- Station located closest to geographic center of Town; one of the most active companies.
- Built in 1963. Owned by Town.
- Expanded and renovated in recent years to accommodate department needs.
- Station has outlived its usefulness. Several issues limit its functionality: location on site; proximity to the road, AHS and CT Water Co. property; and bay dimensions.

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Company #3

- AVFD's needs cannot be addressed with a renovation and expansion to existing facility.
- CGR recommended a new station on Town/AVFD owned parcels across the street (503, 511 and 519 West Avon).
- New station should include the following: drive through apparatus bays, office space, conference space, restroom facilities, storage space, gear wash, decontamination space, day room, and radio room.
- Should be positioned on parcels in a way that would allow for future expansion.
- Storage solution for antique engine currently garaged on 511 parcel.

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Company #4

- 365 Huckleberry Hill Road
- Serves south and west ends of Town.
- Built in 1968. Owned by Town.
- Recent renovations to improve appearance and function.
- Additional maintenance items should be completed.
- Following additions should be considered to optimize the use of the facility: new office and training room space, designated front entry on main level, ½ bath on main floor, additional bay and storage space on lower level, new stairway to access lower level from main level.

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Charge of Building Committee

Phase I:

- (1) Conduct an open and competitive process to identify a qualified architectural firm to provide the scope of services;
- (2) Recommend said firm to the Town Council for a contract award; and
- (3) Work with the selected firm to carry out the scope of services.

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Scope of Services

- a. Determine how the permanent additions and renovations to Co #1 can be fulfilled, including informal reviews by appropriate land use commissions.
- b. Determine how the new Co #3 can be constructed on the available W Avon Road parcels (503, 511,519) including reviews by appropriate land use commissions.
- c. Determine how permanent additions and renovations to Co #4 can be fulfilled including reviews by appropriate land use commissions.
- d. Provide sketches, schematics and detailed cost estimates to the Town Council to determine next steps.

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Timeline

June 1, 2023	Town Council appoints building committee – 7 members with no more than three members of the AVFD.
June 22, 2023	Committee has first organizational meeting and sets a meeting schedule. Committee approves an RFQ to invite firms to submit their qualifications to provide architectural services for the project.
June 28, 2023	Advertise RFQ
July 26, 2023	RFQ Deadline
July 26 – August 16, 2023	Town staff and Committee review and score qualifications packages
September 13, 2023	Town staff provide Committee with a summary of the top 4-5 firms based on scoring, draft questions for each firm to prepare for their interview, and a draft request for price proposals. Committee decides which firms to invite to the next stage.
October 4, 2023	Deadline for proposers to submit price proposals to Town. Proposals provided to the Committee.
October 11, 2023	Committee holds interviews with each firm using the questions that were approved at the September 13 th meeting and shared with proposers in advance.
November 8, 2023	Based on discussion following October 11 th interviews, Committee makes a recommendation for a contract award to the Town Council to be considered at the Council's December 7 th meeting.

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Timeline (cont.)

December 7, 2023	Council considers Committee's recommendation for contract award to selected architectural firm
January – June 2024	Architect works with Committee to develop preliminary schematic design and budget
July 2024	Informal review to P&Z
August 2024	Review by P&Z
September 2024	Committee and architect present preliminary schematic design and budget to Town Council for review and acceptance
October 2024	Either proceed to referendum or continue to final design/permitting.

**STATEMENT OF NEED FOR
AVON VOLUNTEER FIRE DEPARTMENT FACILITY
EXPANSION, RENOVATION & NEW CONSTRUCTION**

Approved by Avon Town Council

May 4, 2023

THE BACKGROUND

Since its incorporation in 1943, the Avon Volunteer Fire Department (AVFD) has provided fire suppression and prevention, life safety and rescue support, and other emergency community support, to the citizens of the Town of Avon. The department is entirely volunteer and there are currently 170 members including 58 active firefighters, and nine fire police.

The Town and the AVFD are independent legal organizations. Though not formally affiliated, each entity provides the other with benefits that are critical to operations and fulfillment of mission. The Town provides the AVFD with the majority of its annual operating funds, totaling just over \$1 million for Fiscal Year 2022-2023. Along with other Town departments and agencies, the AVFD submits capital funding requests for facilities improvements and equipment purchases to the Town each year. Funding is ultimately appropriated in consideration of the Town's infrastructure and equipment priorities as a whole.

The AVFD has operational control of the three Town-owned fire stations: Company #1 located at 25 Darling Drive, Company #3 located at 490 West Avon Road, and Company #4 located at 365 Huckleberry Hill Road. A fourth station, Company #2 located at 106 Secret Lake Road, is owned by the AVFD. The stations were built between 1966 and 1979 and all have extensive capital needs. AVFD also maintains operational control of Town-owned apparatus including a ladder truck, rescue vehicle, tanker and pumpers. The department's twenty-piece fleet also includes a number of vehicles and equipment owned by the AVFD including an amphibious utility vehicle, boats and duty vehicles.

THE ISSUES

[Chapter 8](#) of the Town's 2016 Plan of Conservation and Development provides a brief overview of recommendations for capital improvements for each of the four fire stations.

Using these recommendations as a baseline, the Town and AVFD leadership conducted a number of preliminary efforts to develop a prioritized capital improvement program for the fire department's facilities to serve the current department and also address anticipated future needs. Efforts included a 2017 in-house study of the need for a new fire station on the northwest side of Town to replace the existing Company #2, as well as informal planning efforts such as preliminary design efforts for individual facilities for capital budgeting purposes, and interviews and focus groups with AVFD members regarding the needs of the department.

In fall 2021, the Town contracted with the Center for Governmental Research (CGR) of Rochester, NY to develop a facilities and equipment master plan for the AVFD to serve as a road map for the future development and operation of AVFD facilities and the purchase of replacement apparatus

and equipment. The final report, [“Avon Fire Department Plan for the Future”](#) (‘The Plan’), was accepted by the Town Council at its December 1, 2022, meeting. The report found that the AVFD has a robust and active volunteer workforce and that the Town and the AVFD have made necessary investments to serve the community. However, there are potential challenges on the horizon, including an aging fire station infrastructure that has not been seriously renovated for over 30 years.

The Town works with the AVFD to provide consistent maintenance for the buildings, but the changing needs of the department and the recent formal and informal planning efforts have led to the deferral of certain maintenance and improvement projects. Additionally, the changes in the typical size and function of apparatus, combined with the industry adoption of new safety practices over the last decade, have resulted in facilities that cannot meet the needs and requirements of a modern fire department.

In addition to these functional issues, Avon’s population has grown approximately 5% in the last decade and an additional 5-10% is anticipated in the decade to come due to residential and commercial development that is in progress or on the horizon. This growth will only result in an increased demand for fire services in the future.

Ultimately, the goal of the Town and the AVFD is to continue to cultivate and maintain a fire service that is 100% volunteer. In order to adequately serve Avon’s growing population with a volunteer force, the AVFD will require updated facilities in order to recruit and sustain its numbers, and to provide its volunteers with the facilities needed to serve the community efficiently, effectively, and safely.

THE SOLUTIONS

The Plan recommends that the Town and the AVFD develop a capital-building program for the department in order to create the physical space necessary to address its needs for the next twenty years and beyond. While the Plan identifies needs related to Company #4, and Company #2, it recommends that the Town prioritize improvements to Company #1 and Company #3 first. Given the current function of the AVFD and the demand for services in the community, these projects are more crucial to the near term needs and current operations of the AVFD and should be prioritized. The other capital needs should be considered a lower priority and only considered once these needs have been addressed.

Company #1 is located at 25 Darling Drive in the commercial center of Town (Route 44/Route 10/Avon Village Center). Company #1 currently operates as the primary headquarters of the department and is near the center of the call volume.

The station was built in 1973 and is owned by the Town. The structure is built into the side of a hill and the apparatus bays open directly onto Darling Drive. There are three bays that are two apparatus deep. There is a parking lot located up the hill at grade level with the second floor. The second floor includes administrative offices, living space (day room and kitchen), restrooms, and meeting spaces.

The following apparatus are typically kept at Company #1: Engine 7, Marine 1, Rescue 8, Truck 15, Truck 19, Light Tower, Truck 17, HazMat Trailer and the ARGO Vehicle. The existing bays dimensions are functional, however there is equipment stored in the bays that limits their functionality. In order to make full use of the bays as designed, storage space for gear, SCBA, and gear wash will need to be added elsewhere.

In general, Company #1 is in need of maintenance, reorganization and renovations that respond to the wear of the facility, the changing demands of the department, and address modern fire department operations. The building is also in need of additional storage space. The following is a list of deficiencies that have been identified, some of which can be addressed by repair or renovation. Others should be addressed by building new spaces:

- **Repair or Renovation**

- Metal framed windows and doors in need of paint. Window glazing is failing and requires replacement along with the glass.
- Exterior metal railings are rusted and in need of replacement.
- Exterior concrete stairs are deteriorated and do not appear to be used frequently. Should be repaired or removed.
- Concrete retaining wall finish is spalling and needs to be removed and reapplied. Stone cap needs to be repointed.
- Exterior concrete needs to be repainted.
- Building fenestration needs to be caulked.
- Additional lighting needed in the parking lot.
- Asphalt is in need of milling/paving/stripping.
- Exiting parking lot is unsafe due to blind curve in Darling Drive.
- Carpet is generally worn and in need of replacement.

- **New Spaces**

- Aisles between the apparatus bays are narrow.
- General lack of garage, storage, office, meeting and living space that cannot be accommodated within the existing footprint
- Gear wash is currently in one of the bays rather than a separate room which cannot be accommodated within the existing footprint.
- SCBA room should have a separate room, which cannot be accommodated within the existing footprint.
- Decontamination shower and eyewash station are needed and cannot be accommodated within the existing footprint.

In order to address all the deficiencies outlined above, the renovation and expansion project should include additional apparatus bays, appropriately sized to fit modern fire apparatus, dedicated space for gear wash and SCBA storage, additional restrooms, additional meeting space, living space (day room), office/flex spaces, additional storage space, updated mechanicals, and site work to update the exterior of the building, as well as the parking area.

Once the above maintenance, renovation and expansion projects are addressed, Company #1 will be well situated to serve the people of Avon now and into the future.

Company #3 is the station located closest to the geographic center of Town. It was built in 1963 to replace the former West Avon Volunteer Fire Department facility, a one-bay station located across from the Avon High School. Today, Company #3 is one of the most active companies in the AVFD due to its location and complement of apparatus. It houses Ladder 12, Tanker 20, Engine 14, and Truck 16.

Company #3 has been expanded and renovated in recent years to accommodate a growing department. However, the station has outlived its usefulness and, despite additions and repairs the following issues limit the functionality of Company #3 compared to a new, more appropriately sized facility: location on the site; proximity to the road, Avon High School and property owned by the CT Water Company; and bay dimensions.

The following is a list of deficiencies that have been identified. In order to address them all in a cost-effective manner and improve the operations of the AVFD, a new facility should be constructed:

- Traffic congestion due to proximity of the High School entrance/exit.
- Bay widths are too narrow resulting in clogged, narrow aisles.
- Bay doors are too narrow requiring apparatus to be modified to fit the building
- Bay ceilings are too low.
- Bays are not deep enough.
- Unable to walk around apparatus.
- Gear washroom is inadequate.
- Gear storage room is needed and cannot be accommodated within the current floor plan.
- Decontamination shower and eyewash is needed and cannot be accommodated within the current floor plan.

Based on the structural deficiencies and inadequacies of Company #3 and the restrictions imposed by the current parcel, the needs of the AVFD cannot be addressed with a renovation and expansion to the existing facility. Therefore, a new station is needed. A new Company #3 facility could be constructed on existing parcels owned by the Town and the AVFD located across the street from the current structure at (503, 511, 519 West Avon Road) or in another location in the same general area of Town. The new station should be larger than the existing Company #3 and include drive through apparatus bays that are sized to fit modern fire apparatus without modification, office space, conference space, restroom facilities, equipment storage space, gear storage, a gear wash space, decontamination space, a day room, and a radio room. The facility should be situated on the lot to enable future expansion for additional apparatus bays or living space, if needed. The project should also address a storage solution for the antique engine owned by the AVFD that is currently stored in a garage located on the 511 West Avon Road parcel.

Company #4 serves the south and west ends of Town. The facility was built in 1968. The facility operates primarily as an engine/rescue company with specialty equipment for brush fires and water rescues and houses Engine 11, Engine 9 and Marine 2. The bays are minimum width but functional.

The Town has recently completed renovations to the facility that have approved its appearance and function. With the completion of the following maintenance/improvement items, Station #4 can continue to effectively serve the community:

- Replace exterior mechanical room doors.
- Replace/repair/repoint damaged brick.
- Decontamination shower and eyewash needed.

Additionally, the AVFD has identified that the following features/additions may be considered in order to optimize the use of the Company #4 facility:

- New office and training room space
- A designated front entry on the main level
- A ½ bath/powder room on the main floor
- An additional bay and storage space on the lower level
- A new stairway to access the lower level from the main level.

DRAFT

TOWN OF AVON, CONNECTICUT

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING SERVICES FOR THE
RENOVATION, EXPANSION & NEW CONSTRUCTION OF FIRE FACILITIES**

RFQ Closing Date/Time: July 26, 2023 at 12 p.m.
Submission Location: Avon Town Hall, Office of the Town Manager

The Town of Avon seeks a qualified architectural/engineering firm to provide services in connection with the design and construction of: (1) permanent additions and renovations to the existing Fire Company #1; (2) a new Fire Company #3 facility; and (3) permanent additions and renovations to the existing Fire Company #4 facility (collectively “the Projects”).

The Town requests that interested firms submit qualifications packages in accordance with the Submittal Requirements outlined below. The Town, through its Avon Volunteer Fire Department (AVFD) Fire Station, Expansion, Renovation and New Construction Building Committee, will review the qualifications packages and develop a short list of respondents that will be invited to submit proposals (including fee proposal) based on a Scope of Work that will be provided to invited respondents at a later date.

PROJECT BACKGROUND:

At its May 4, 2023 regular meeting the Town Council approved a [“Statement of Need”](#) for the expansion and/or renovation of existing AVFD facilities and the construction of a new Fire Company #3 facility on West Avon Road. The Statement of Need provides background information on the work that has been completed to date and outlines the projects the Town would expect to complete in order to address the AVFD’s current and future needs.

At its June 1, 2023 regular meeting, the Town Council appointed the AVFD Fire Station Expansion, Renovation and New Construction Building Committee and [CHARGED](#) the Building Committee with conducting an open and competitive process to identify a qualified architectural firm and working with them to carry out the specified scope of services.

SUBMITTAL REQUIREMENTS:

The RFQ response should clearly and concisely (50 pages or less) address the following:

1. Firm name and location of the office where the work will be performed.
2. Brief overview and history of the Firm.
3. Demonstrated Firm experience in design of fire stations, including experience in architectural and public space planning, design and construction management – with emphasis on the description of any relevant work performed in the New England area.
4. Demonstrated experience in publicly funded projects in the New England area. Please note the sources of the funding.

5. Resumes of the lead project architect and key personnel who would be involved in this project. Please include their qualifications and experience related to fire station projects and publicly funded projects in the New England area, as well as their anticipated assignments on the Avon Projects. Specific information related to their background, training and experience with similar projects should be included.
6. Other work commitments the lead project architect and other key personnel may have during the project period.
7. Demonstrated knowledge of Town design standards as well as state and local permitting requirements.
8. Description of proposed approach to the Projects (to include schematic design, detailed design development, permitting, referendum assistance, bidding assistance and construction administration phases). Include understanding of any siting constraints or other issues that you might identify in completing the Projects. The Town welcomes any commentary, suggestions or advice relative to the design, implementation, management of the Projects.
9. Describe any experience with green building standards and energy efficient design.
10. Describe any experience with identifying and assisting municipalities in applying for grants for fire station construction or any part thereof. Describe your experience with assisting municipalities in administering such grants.
11. Describe the extent of work on this project that you would expect to be completed by consultants or subcontractors. Provide the name, location, discipline and training of each consultant.
12. Provide a list of client references for related fire station projects you have completed in the past ten years. Include the name, address, telephone number and contact person most involved with the project and person with your firm that participated in the design of the project.
13. Historical data on all government projects completed over the past ten (10) years showing schedule, performance, and change order history. Include original budget, pre-bid estimate and final cost. Include experience in delivering publicly funded projects on time and on budget.
14. Documented evidence of professional, general liability and errors and omissions policies and coverages that meets or exceeds the Town's requirements as outlined in Attachment A.
15. Document any history of litigation or arbitration associated with project performance and/or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out of court.

EVALUATION CRITERIA:

The criteria used to evaluate the submitted RFQs will include, but not be limited to the following items (listed in no particular order):

1. Qualifications of the Firm as they relate to the Projects.
2. Firm's experience in New England area fire station projects.
3. Firm's experience with similar projects.

4. Firm's commitment to the Projects' objectives as outlined in the Statement of Need and Charge of the Building Committee.
5. Firm's proposed approach to the Projects.
6. Available resources to complete the project, including available personnel, design tools, and resources used by the Firm that may be applicable to the Projects.
7. Experience in identifying, applying for and administering construction grants.
8. Professional references.

KEY DATES:

RFQ Advertised:	June 28, 2023
Questions due to Town:	July 19, 2023 by 12:00 p.m. All questions must be emailed to the Town Contact listed below.
Responses issued by Town:	July 21, 2023
RFQ Closing Date/Time:	July 26, 2023 by 12:00 p.m.
RFP released to short-listed firms:	September 14, 2023 (anticipated date)
Deadline for short-listed firms to submit price proposals:	October 4, 2023 (anticipated date)
Interviews:	October 11, 2023 (anticipated date)
Contract Award	December 7, 2023 (anticipated date)

SUBMISSION FORMAT:

All submissions must be received by the Town Manager's Office (60 West Main Street, Building #1) no later than July 26, 2023 by 12:00 p.m. Please submit the original, **ten (10) copies and a digital PDF copy**. Digital copy should be submitted using a USB drive.

TOWN CONTACT INFORMATION:

Questions regarding this project must be submitted in writing to Grace Tiezzi, Assistant Town Manager, at gtiezzi@avonct.gov no later than July 19, 2023 at 12:00 p.m. All relevant questions will be answered by issuing one or more addenda, which will be made part of this RFQ. The Town will post any addenda on the Town's website www.avonct.gov (under "Find it Fast") Public Bids & RFPs on or before July 21, 2023. Each respondent is responsible for checking the website to determine if the Town has issued any addenda and if so to complete the submission in accordance with the RFQ as modified by the addenda.

END OF REQUEST FOR QUALIFICATIONS



Town of Avon

60 West Main Street
Avon, Connecticut 06001-3719
(860) 409-4300 • www.avonct.gov

AVON VOLUNTEER FIRE DEPARTMENT FIRE STATION EXPANSION, RENOVATION & BUILDING COMMITTEE 2023 MEETING SCHEDULE

The Avon Volunteer Fire Department Fire Station Expansion, Renovation & Building Committee will meet the second Wednesday of the month at the Avon Town Hall, Avon Room – Building #1, 60 West Main Street at 7:00 p.m.

July 12, 2023
August 9, 2023
September 13, 2023
October 11, 2023
November 8, 2023
December 13, 2023

James Speich, Chairman