

REQUEST FOR PROPOSALS  
DATE

The ECFD is a volunteer fire company located in Clinton Corners, New York. It serves approximately two thousand households in the Town of Clinton and several neighboring communities. The existing firehouse—which was built in 1957—is outmoded and badly in need of either renovation or replacement.

**SCOPE OF WORK**

The ECFD is investigating options for construction of a new firehouse or the renovation of its existing facility. We are seeking an architectural/engineering contractor to assist with the decision-making process, public information campaign prior to a referendum, and all phases of architectural design and construction management are described below.

Budget estimates with consultant fees and incidentals should be listed for each phase. All anticipated contract exclusions and associated anticipated A/E services should be provided with possible costs and hourly rates. Projected cost of incidentals should be included.

**A. Program and Feasibility Study**

The consultant will provide the feasibility of the renovation of the existing building or construction of a new facility on a site to be determined to meet current and future needs and standards for the fire service. This cost comparison should encompass all aspects of fire station operation—including but not limited to storage of equipment, meeting space, parking space and temporary living quarters for paid personnel. Should a new building site be selected, it should consider SEQRA, impact on neighboring properties and site evaluation (if the property currently owned by the ECFD north of the current firehouse is selected for construction of a new facility access to Salt Point Turnpike across from the E. Free Church, the well and septic on site will be evaluated) The analysis should also consider the feasibility of the potential future sale of the original building if a new structure is built. Full budget costs (including A/E fees), environmental and community impacts are to be identified.

**B. Preparation for Referendum**

Once an alternative is selected, the consultant should provide an estimate of the total project cost—including A/E fees and incidentals, conceptual design floor plans, site plan, building elevations, and a rendering of the building. Describe services, budget including A/E fees and incidentals, deliverables, and percent of project cost.

**C. Public Support Campaign**

The consultant should include a plan for educating the public on the importance of the undertaking—including leading public meetings, creating articles and press releases, comparing the operational costs between the existing and proposed facility, and outlining

the tax implications and projections for the community. Describe services, budget including A/E fees and incidentals, deliverables, and percent of project cost.

#### **D. Schematic Design**

The consultant should describe how they will work with the ECFD to finalize the scope of the project. They will verify existing conditions, confirm that the scope of the project is adequate for the district needs, and prepare preliminary design documents. They will describe services, budget including A/E fees and incidentals, deliverables, assisting with grant feasibility assistance and percent of project costs budget line items such as design development, construction document, bid and negotiation services and construction administration services.

Proposals should be submitted by April 7th, 2021 to:

Kevin Fierro, Chair  
Facilities Committee  
c/o East Clinton Fire District  
Firehouse Lane  
Clinton Corners, NY 12514