



# Atkinson Police Department



27 Academy Avenue

Atkinson, New Hampshire 03811

Bus. (603) 362-4001

Fax (603) 362-4785

**Albert Brackett**  
Chief of Police

## REQUEST FOR PROPOSAL POLICE FACILITY SPACE NEEDS

The Town of Atkinson, New Hampshire is accepting Requests for Proposals (RFP) for a Police Building Feasibility Study and general site evaluation for a Police Station. Currently, the Police Station is located in the Rockwell Building at 27 Academy Avenue. The current police facility was renovated in 1994 and the building itself was built in 1840.

Atkinson is located in Southern New Hampshire on NH State Route 121, only twenty-seven (27) miles from Manchester to its west, and thirty-three (33) miles from Portsmouth to its northeast. Atkinson has an estimated population of approximately 7,000.

The Atkinson Police Department has seven (7) full-time employees and + / - eleven (11) part-time employees, which includes a part-time Chief of Police and an 8 hour / 5 day Communications Center that dispatches all police emergency services.

For the purposes of this space needs report, future growth will include an additional seven (7) full-time officers / one (1) full-time support staff / a full-time Chief of Police / and an estimated community population of 7,229 by the year 2040. This would put staffing at fourteen (14) full-time officers / one (1) full-time support staff / and a 24 hour / 7 day Communications Center. This period of growth is estimated for the next 25 years.

The police vehicle fleet consists of seven (7) marked & unmarked cruisers, and two (2) investigation vehicles. For the purposes of this study an additional three (3) cruisers will be added.

The below chart illustrates the activity of the Atkinson Police Department.

### Police Department Statistical Overview

Category	2016	2015	2014	2013	2012	2011	2010
Call for Service	7297	6288	4094	3930	3269	2696	3311
Crime Incidents	287	265	221	211	241	210	
Non Crime Incidents	37	60	80	63	50	55	
Arrests	85	64	54	45	54	37	
MV Accidents	99	76	82	83	57	76	
MV Stops	2778	1838	982	1584	1270	1231	1621
Homicide	1	0	1	0	0	0	



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In depth information on calls for service / arrest statistics for previous years are available upon request.

Deficiencies of our current police facility can be located at:  
<https://www.atkinsonpolice.com>

## General Instructions

Request for Proposal packets must be received by the Town by June 6<sup>th</sup>, 2017 at 16:00 hrs. to be considered.

It is the sole responsibility of the responder to have the packet at the designated location prior to the deadline date and time. Each response must be sealed in an envelope which has been clearly marked "RFP Police Facility Space Needs".

All questions concerning the RFP should be directed to Albert M. Brackett, Chief of Police at 603-362-4001 or via e-mail at [abrackett@atkinson-nh.gov](mailto:abrackett@atkinson-nh.gov). All responders shall submit one (1) signed original RFP, ten (10) copies of the original, and a pdf copy on a thumb drive to:

Albert M. Brackett, Chief of Police  
Atkinson Police Department  
27 Academy Avenue  
Atkinson, NH 03811

The Town reserves the right to modify or cancel in part, or in its entirety, this RFP.

## Proposals submitted by responder:

Responders who submit Proposals do so entirely at their own expense. There is no expressed or implied obligation by the Town of Atkinson to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when



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requested by the Chief of Police or building committee, or for participating in any selection interviews. The selection of the Consultant shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation. The Town of Atkinson is an Equal Opportunity Employer.

## Scope

The Town of Atkinson, NH is seeking a Consultant to prepare a space needs study and building design layout for a new police facility.

### Task #1 – Space Needs Assessment/Program Development

The spatial needs assessment is an essential part of a comprehensive planning approach to achieve a new police station. The professional firm shall provide a detailed analysis that will define the functional needs of the Police Department given the current staffing, including room for growth, as included below. The space needs assessment should also provide a detailed report of the current facility:

1. Conduct an independent analysis of the current police facility and document current deficiencies including but not limited to:
  - a. Including ingress / egress/ lack of natural lighting, lobby area, ventilation, parking (sworn – public – fleet, storage, etc.)
2. Evaluate the possibility of expanding current facility:
  - a. Options for build out on existing lot
  - b. If not feasible, documentation as to why not

### Task #2: – Program Development

Prepare a comprehensive and complete program addressing the space needs including, but not limited to: public access, communications, administrative offices, interview area, booking, evidence lockers, training facilities, holding cells, and equipment lockers/storage areas.

1. Program list with function and square footage to accommodate fourteen (14) full-time officers / four (4) full-time Dispatchers / one (1) full-time support staff.
2. Feasibility study to determine the space needs of the Police Department including:
  - a. Lobby area – with small private interview room
  - b. Community meeting room which can accommodate EOC activities (Multimedia hookups)



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- c. Booking room with three (3) adult / one (1) juvenile holding cells
  - d. Locker rooms, break room
  - e. Evidence rooms (separate air handling system) – large evidence storage area
  - f. Interview rooms with audio visual recording
  - g. Parking lot size and flow
  - h. Fitness room
3. Communications Center.
  4. Two car sally-port with small kennel area for animal's / police motorcycle / OHRV.
  5. Optional canopy over ten (10) parking spots.
  6. Room for building expansion possibilities.
  7. Identify other police facilities which serve similar populations, square miles of service area, and similar staff size.

## Task #3 – Pre-Schematic Design Plan

Develop preliminary design drawings and floor plan layout. Process should be interactive facilitating maximum involvement by police and town staff.

1. Prepare draft schematic design plan for a Police Station. Also, develop communication tools including plans, models, color renderings, and sketches to use for a presentation at a Board of Selectmen meeting at a date yet to be determined.
2. 3-D computer modeling of the above plan for illustration purposes.
3. The applicant's proposal should describe in detail the quality of the plans and any other promotional materials that will be provided within the maximum overall project budget.
4. Facilitate a public discussion to establish architectural aesthetics.

## Task #4 – Total Project Cost Estimate and Schedule

Provide a Total Project Cost Estimate that includes all soft costs related to the design and construction of the building (i.e. construction cost estimate, security system features, furniture/equipment / locker / evidence room storage fixtures cost, project management, fees, contingencies, etc.). Provide a complete estimated project schedule for future design development and construction phases.

1. A report summarizing the estimated costs of all project elements as noted above.



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## Project Deliverables

Complete the above tasks and provide a written report as noted below. The report and preliminary plans shall also be provided in an electronic format. Town of Atkinson shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services. The Consultant should anticipate attending at least one (1) Board of Selectmen's meeting to present / discuss report.

## Project Schedule and Meeting

It is the goal of the Town to complete the work in this Scope of Services section within approximately ninety days (90 days) following a Notice to Proceed.

## Project Budget

The budget dollar amount is dependent on the extent of tasks identified in the final scope of work of the executed contract. Consultant should propose a budget to complete these tasks.

## Submittal Content Requirements

Consultants are encouraged to submit concise and clear responses to the RFP.

All pages shall be 8.5 x 11-inch format. Provide one (1) signed original RFP, ten (10) copies of the original and an electronic copy. The following information will be required in each proposal:

1. Letter of Interest.
2. Project Approach: A brief description of the Consultant's philosophy, approach to the project, and value to the Town.
3. Scope of Work: Describe approach to accomplish the scope stated in the RFP and identify the methodology proposed. The Consultant is encouraged to include suggestions or supplemental tasks which may enhance the project, or streamline the scope of work and improve cost effectiveness.



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4. Schedule: Include a timeline showing the estimated length of time required for completion of the phases as described in the scope of work. Text may be provided to describe the schedule.
5. Cost Summary: Provide a preliminary cost summary of the work to be completed.
6. Project Team: Identify the proposed team, including Sub-Consultants, general qualifications and experience. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).
7. Minimum Qualifying Criteria: Describe Consultant experience in preparing scope as outlined in the Minimum Qualifying Criteria. Include at least all projects the Consultant has completed that are similar to the project described in the request within the last ten (10) years. For each project, provide the following information:
  - Name and location of each project.
  - Year completed.
  - Name and contact information of each client and their project manager.
  - Elements of the project that are common to the scope elements described in this request.
  - Project Budget.
8. Project Team Resumes (provide appendix in proposal, one-page resume per team member, no page limit): Include a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief list of individual project experience.

## Evaluation Criteria

The town will award this project to the Consultant which has demonstrates the best value, quality and options for the community.

The Consultant will be required to carry comprehensive general liability insurance in the amount of \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

## Minimum Qualifying Criteria





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The Consultant will have a minimum of ten (10) years of experience providing design services for building construction with a minimum of three projects of size and scope for a municipality.

The Consultant must demonstrate expertise in the following areas: Building Code Expert, Architect – MEP, Structural, Civil, Landscape - Engineers, Public Safety Communications Engineer, Public Safety Consultant, ADA Expert.

Consultant must be licensed in the appropriate discipline(s) to do business in the state of New Hampshire, and all personnel assigned to this project must have the appropriate licenses, certifications, and/or designations required to perform their task.

Response to this RFP does not preclude Consultant from future participation in this project or RFP's.

## Questions, Addendum or Proposal Modification

All questions concerning the RFP should be directed to Albert M. Brackett, Chief Atkinson Police Department, 27 Academy Avenue, Atkinson, NH 03811 / 603-362-4001 or by email at [abrackett@atkinson-nh.gov](mailto:abrackett@atkinson-nh.gov)

All inquiries received four (4) or more days prior to the opening will be considered. If any changes are made to this RFP, an addendum will be issued on-line at the Atkinson Police Department's website: [www.townofatkinson-nh.com/police](http://www.townofatkinson-nh.com/police). Also, agenda will be mailed or e-mailed to all known proposers on record as having picked up or requested acknowledgement of submitting an RFP. All proposals, if any, submitted in response to this RFP shall remain firm for forty-five (45) days following the opening. The contract will be awarded within forty-five (45) days after the opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the highest ranked responsive and responsible applicant. An applicant may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening.

Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_\_". Each modification must be numbered in sequence, and must reference the original RFP. After the opening, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the town or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.



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The Town of Atkinson reserves the right to select any Consultant who is determined to be qualified and may not correlate to a number 1, number 2 or number 3 ranked Consultant. The Town reserves the right to reject any or all proposals submitted, and/or request additional information for clarification. The Town of Atkinson is not required to award a contract as a result of this Request for Proposal.