



TOWN OF WESTFORD
**PERMANENT TOWN
BUILDING COMMITTEE**
TOWN HALL
WESTFORD, MASSACHUSETTS 01886
(978) 692-5501

ADDENDUM NO.1
REQUEST FOR QUALIFICATIONS

**NEW FIRE STATION AND COMBINED DISPATCH CENTER
DESIGN SERVICES**

A Briefing Session was held on **Thursday, March 31, 2016 at 10:00 a.m.** at the Police Station Training Room, 53 Main Street, Westford, MA. An overview of the project was provided by the Permanent Town Building Committee. After the Briefing Session a tour of the Center Fire Station was conducted.

A copy of the attendance sheet is attached to this addendum along with the Space Needs Analysis developed by Dore & Whittier in September 2015. Copies of the Schematic Design Documents for the Combined Dispatch Center and Fire Station developed by Dore & Whittier were provided for viewing. The following list represents all additional documents that will be provided electronically on the town website:

1. Fire Station Schematic Design Drawings – November 2015
2. Combined Dispatch Center Schematic Design Drawings – November 2015
3. Space Needs Analysis – September 2015
4. Schematic Design Cost Estimate (PM&C, LLC) – December 2015
5. Boston Road Site Plan (LandTech Consultants) – August 2015

The deadline for questions or requests for additional information has been extended to 2:00 p.m. Thursday, April 7, 2016. All questions or requests must be submitted in writing to John Mangiaratti, Assistant Town Manager, Westford Town Hall, 55 Main Street, Westford, MA 01886 or via email to jmangiaratti@westfordma.gov. All parties who have registered to receive a copy of the Request for Qualifications will be notified of any addenda or published answers to substantive questions.

All proposals must be received at the Office of the Town Manager, 55 Main Street, Westford, MA 01886 by no later than 2:00 p.m. on Thursday, April 14, 2016.

All proposals must be submitted in a sealed envelope or package, clearly marked:

REQUEST FOR QUALIFICATIONS
NEW FIRE STATION AND COMBINED DISPATCH CENTER
Town of Westford
Permanent Town Building Committee
55 Main Street
Westford, MA 01886

End of Addendum No.1

Westford Public Safety - Space Needs Analysis

Updated 09/02/2015

PROGRAMMED SPACE	PRIORITY LEVEL (net)			SUGGESTED NEEDS	REMARKS
	HIGH	MED.	LOW		

CENTRAL FIRE STATION

PUBLIC AREAS

Entry Vestibule	100			78	
Lobby / Waiting Room	206			250	
Public Toilet (1 sets of 2 rooms)	583			750	290 sf each
Community/ Training Room	1,429			1,390	Back-up EOC
Training Room Storage/Break-out	374			320	
Hospitality	0		126		
Triage Room	0	120			used available plan space
SUBTOTAL	2,693	120	126	2,788	

ADMINISTRATION

Chief's Office	202			192	
Exec T/SH + Conference	214			195	shared Chief & Deputy Chief
Deputy Chief	202			192	
ALS Office	166			200	
Office Manager	158			165	
Fire Investigator/ Training Office (2 rooms)	357			360	2 offices at 180 each
Fire Prevention	330			322	Inc. counter space, current Plan Storage
Report Room / Dispatch	279			260	2 rooms, Shared Dispatch/Report, Level 2 Report
Conference Room	371			333	seating for 16
Admin Storage (General Storage)	126			200	100% Archive
Office	109			100	
Workroom/supplies	65				not in original program
Server	139				not in original program
Admin Toilet (1 sets of 2 rooms)	396			179	
SUBTOTAL	2,515	0	0	2,519	

LIVING SPACES

Dorm Rooms	878			810	6 rooms, 135 sf each
Fitness	440	600		500	
Restrooms / Showers	212			200	1 men, 1 women
Restroom	77			64	no unisex per code
Officers Dorm Rooms	545			462	3 rooms (cold sheets), 1 shared shower
Day Room	394			450	10 occupants
Kitchen/Dining	654			651	dining for 9, Access to exterior gas grill
Domestic Laundry	63			88	
SUBTOTAL	3,261	600	0	3,225	

OPERATIONS

Apparatus Bays	5,934		1360	7,040	(4) 80'D Bays H Priority, (1) Bay M Priority
Mezzanine	712			540	Mezzanine, stair (if required)
SUBTOTAL	6,646	0	1,360	7,580	

Westford Public Safety - Space Needs Analysis

Updated 09/02/2015

PROGRAMMED SPACE	PRIORITY LEVEL (net)			SUGGESTED NEEDS	REMARKS
	HIGH	MED.	LOW		

CENTRAL FIRE STATION

OPERATIONS SUPPORT

Hose Storage	75			78	2 Movable Hose Racks 4'Wx18'L, Shelving
Turnout Gear Storage	383			396	(40) Lockers, 20"X20" Lockers
EMS Storage	365			360	
Decontamination	213			208	
Dirty Restroom	77			68	
SCBA Bottle Storage Room	222			238	
General Storage	205			234	
Work Shop	243			273	
Compressor Room	71			48	vertical air compressor
Radio Charging Station	0			33	in TOG Storage @ lockers
Storage	0			25	in Report/Dispatch
Janitor's Closet (3) total	120			90	Admin, Living, and Operations
Fuel Storage	65			60	
SUBTOTAL	2,040	0	0	2,111	

Net Total Fire Department | 17,155 | 720 | 1,486 | 18,223

BUILDING SYSTEMS + VERTICAL CIRCULATION

Elevator + machine room	276			160	2 floors + equipment room (code minimums)
Stair	499			300	2 floors + Pole
Stair	499			300	2 floors + Pole
Mechanical Room	455			500	
Electrical Room	214			250	
Generator	0				Outdoor; Natural Gas
SUBTOTAL	1,943	0	0	1,510	

SUMMARY

Fire Department	17,155	720	1,486	18,223	
Infrastructure @ 12.5%	2,144	90	186	2,278	
Building Circulation	2,402	72	149	1,822	Estimated at 10%
SUBTOTAL SF	21,701	882	1,820	22,323	

Building Systems + Vertical Circulation	1,943	0	0	1,510	
Infrastructure @ 12.5%	291	0	0	189	
SUBTOTAL SF	2,234	0	0	1,699	

CENTRAL FIRE GRAND TOTAL SF	23,936	882	1,820	24,022	Cost estimate based on 22,300 sf
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Westford Public Safety - Space Needs Analysis

Updated 09/02/2015

PROGRAMMED SPACE	OPTION A	SUGGESTED NEEDS	REMARKS
COMBINED DISPATCH			
Existing Training Room	1,066	1,066	
Police Department Stations (2)	112	172	7'6" x 7'-6" each
Fire Department Station (1)	56	80	7'6" x 7'-6"
Spare Station (1)	56	80	7'6" x 7'-6"
Supervisor Station/Office (1)	150	113	
Kitchenette / Break Room	145	166	
Storage	0	0	
New Restrooms	56	100	1 unisex
Existing Restrooms	0	0	
SUBTOTAL SF	575	711	
Circulation (ramp, risers, etc.)	491	355	
TRAINING ROOM SUBTOTAL SF	1,066	1,066	
Existing Dispatch	2,060	2,060	
Server Rooms	172	172	
Restroom	48	48	
Remaining Circulation Space	217	217	
SUBTOTAL SF	437	437	
Additional remaining space	557	557	Conference Room, Storage, Restrooms, etc.
SUBTOTAL SF	994	994	
DISPATCH GRAND TOTAL SF	2,060	2,060	Cost estimate based on 2,060 sf

ATTENDANCE SHEET

New Center Fire Station & Combined Dispatch Center – Request for Qualifications

Briefing Session

Location: Police Station Training Room, 53 Main Street, Westford, MA

Date: Thursday, March 31st, 2016 - 10:00 a.m.

	Name	Representing	Email
1.	Thomas J. Mahanna	Permanent Town Building Committee	tmahanna@westfordma.gov
2.	Chief Joseph Targ	Westford Fire Department	jtarg@westfordma.gov
3.	Deputy Chief Dan Britko	Westford Fire Department	dritko@westfordma.gov
4.	Chief Thomas MacEnaney	Westford Police Department	tmacenaney@westfordma.gov
5.	Tim Whitcomb, Operations Administrator	Westford Police Department	twhitcomb@westfordma.gov
6.	Jeff Shaw	Donham and Sweeney	jshaw@donhamandsweeney.com
7.	CHRIS LOGAN	DONHAM & SWEENEY	clogan@donhamandsweeney.com
8.	KEN BEST	DRA ARCHITECTS	kbest@draws.com
9.	TASHA LUDOVICI	Creative Environment Corp.	tludovici@cec-engineering.com
10.	DAN TENNEY	WESTON & SAMPTON	TENNEYD@WSEINC.COM
11.	Michelle Pachico	CA Crowley Eng	mpachico@crowleyeng.com

12.	John Tripp	Green Intl Affiliates CIVIL & STRUCTURAL	JTRIPP@greenintl.com
13.	THAD CONSTANTINE	DIMARWISI & WOLFE	THAD@DIMARWISIANDWOLFE.COM
14.	STEVE MOORE	VJ ASSOCIATES	SMOORE@VJASSOCIATES.COM
15.	Larry Trim	Kaestle Boos Assoc.	Ltrim@kba-architects.com
16.	John Severtz	CSS ARCHITECTS INC	JSAVASTA@CSSARCHITECTS.COM
17.	Andrea Willett	CBI CONSULTING	awillett@cbiconsultinginc.com
18.	GEORGE RYAN	SAMIOTES CONSULTANTS	GRYAN@SAMIOTES.COM
19.	W. ERIC KLUEZ	HKT ARCHITECTS INC.	ekluez@hktarchitects.com
20.	TED GALANTE	GALANTE ARCHITECTURE	tg@galantearchitecture.com
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