Fire Station Building Committee Charge

Purpose:
The Norfolk Fire Station Building Committee is charged by the Select Board to undertake a feasibility study to explore options either renovate or replace the existing Fire Station at 117 Main Street in its current location. The committee is also charged to begin the schematic design process for the station based upon the findings of the Feasibility Study, funding for which has been previously approved at the December 2015 Special Town Meeting. It is anticipated that sufficient funding is available for all phases of design, however the Committee shall not proceed to each future phase until they have obtained approval from the Select Board for the previous phase. The Town will be asked at a later time to approve construction funding for the Station, and, should such funding be approved, the Committee shall anticipate serving as the construction oversight body as well. The Committee has final authority on all design decisions and will make recommendations to the Select Board on all financial, contractual and schedule matters. The Fire Station Building Committee shall be the point of contact for all community groups for all issues regarding the project. The Committee shall ensure community engagement throughout the planning and execution of the final design and construction. It is the expectation that there will be multiple opportunities throughout the process to solicit community feedback. It is anticipated that this project will span several years.

Powers and Duties:
During the Feasibility Study Phase:

- Develop a process for the selection of the Owner’s Project Manager and recommend to the Town Administrator the awarding of a contract to the selected OPM;
- Review and approve the RFP for the selection of a qualified professional or firm to conduct the Feasibility Study;
- Review the responses to the RFP, select the person or firm most qualified to perform the work, and recommend to the Town Administrator the award of a contract to the selected firm;
- Review the draft Feasibility Study Report and suggest changes and refinements to incorporated in the Final Report;
• Implement a process for selecting a design firm to undertake schematic design for a new Fire Station, based on the findings of the Feasibility Study. Interview firms responding to the RFP/RFQ for design services and recommend the selected firm for award of a contract by the Town Administrator.

During Schematic and Design Development Phases:

• Assist with the Selection of a Project Manager, who will serve as the Owner’s Representative for the project, during both design and construction;
• Issue a Request for Proposals for Design services; interview several designers and make a recommendation to the Town Administrator for a contract for design services;
• Assess the current fire, rescue and medical response demands served by the Norfolk Fire Station, and evaluate projected growth and the associated increase in calls for service. Plan for the space needs of apparatus to carry out the department’s mission and personnel to staff such apparatus;
• Ensure that the station will meet all applicable NFPA standards;
• Solicit input from fire department staff, neighbors of the station and the community as a whole concerning the design of the new building, including any public spaces;
• Consider utilizing sustainable construction methods and building design that is appropriate for a public safety facility and evaluate the financial impact to the Town to meet this standard;
• Consider any “lessons learned” or other useful experience gained from earlier public safety construction projects;
• Select a member of the Committee to be the liaison to other Town Boards who will have jurisdiction over the project;
• Evaluate and recommend whether or not to retain a Clerk of the Works to monitor the construction project as part of the budget process;
• Ensure the development of a comprehensive and accurate construction cost-estimate to be used when recommending construction funding to Town Meeting and the voters;
• Develop a projected construction schedule to include estimated completion and occupancy dates, timing for the demolition of the existing building, temporary facilities needed if any, and full completion of the project.

During Construction Phase:

• Supervise architect(s) to prepare construction documents and all architectural services during construction;
• Review construction bids and recommend a general contractor or contractors to the Town Administrator who will approve and execute all contracts;
• Monitor the construction of the building;
• Evaluate for cost and effectiveness all proposed change orders and recommend to the Town Administrator approval of change orders;
- Recommend to the Town Administrator the payment of contractor requisitions;
- Manage the work of the architectural firm and its consultants and recommend action by the Town Administrator as it relates to the firm’s contract with the Town, including payments, negotiations and change-orders or contract modifications;
- Ensure that the project comes in on schedule, within budget, and minimizes the expenditure of contingency funds;
- Serve as the point of contact for all individuals and community groups for all issues regarding the project, including but not limited to safety policies and procedures for building and site users, an occupancy plan, communication, etc.;
- Establish regular communication channels with the Town, and neighbors regarding the project progress through periodic notices and public meetings.
- Make a final report to the Select Board upon substantial completion of the project. The report shall include information concerning final costs for the project; a list of unfinished projects not included in the as-built plan with an estimated cost and timeline; and any recommendations the Committee may have concerning on-going operation and maintenance of the building. The report may also include any recommendations from the Committee concerning lessons learned from this project that may be applicable to future Town construction projects.

Additional Responsibilities:

- Consider the future of fire and emergency medical services and ensure that the building is designed to meet these needs
- Committee members shall familiarize themselves with State requirements for designing and constructing public buildings [https://www.mass.gov/doc/designing-and-constructing-public-facilities-legal-requirements-recommended-practices-and/download](https://www.mass.gov/doc/designing-and-constructing-public-facilities-legal-requirements-recommended-practices-and/download)
- Develop and conduct public presentations about the project to various Town Boards and the public

Committee Composition:

The Fire Station Building Committee shall be comprised of seven members. Five of the members will be from the community with collective skills in architecture, engineering, construction, building systems, law, accounting, and project management, the remaining two members filled by the Fire Chief and the Town Administrator. The Committee shall be responsible for overseeing and expeditiously delivering the final design and construction of a new Fire Station to the citizens of Norfolk in a manner that is transparent, efficient, and fiscally responsible. The Committee shall elect a chair, keep minutes of its deliberations, observe the Open Meeting and Public Records Law, and comply with all other relevant laws and regulations pertaining to public construction in Massachusetts.
Staff assistance for the Committee shall be coordinated through the Town Administrator and will be supported by the Building Commissioner, Facilities Director, Finance Director and Public Works Director.

**Timeframe:**

The feasibility study shall be completed within one year from appointment of the committee.

Approved by the Select Board at their January 19, 2021 meeting.