

City of Port Jervis
20 Hammond Street
Port Jervis, NY 12771 tel 845.858.4000

REQUEST FOR QUALIFICATIONS 2025-01

ARCHITECTURAL SERVICES
Central Fire Station

PROPOSALS DUE:
November 17, 2025
4:00 p.m.

**REQUEST FOR QUALIFICATIONS
2025-01**

SCHEDULE

RFQ Available: October 1, 2025

Deadline for questions about the RFP : November 3, 2025

RFQ Responses due: November 17, 2025 by 4:00pm EST at

City of Port Jervis
20 Hammond Street
Port Jervis New York 12771
Attn: City Clerk Treasurer

Request for Qualifications (RFQ) Central Fire Station

1.BACKGROUND INFORMATION

a. Overview of the City, Fire Department, and Equipment

The Port Jervis Fire Department (hereinafter the “PJFD”) is a 177-year-old, ISO 3, and 100% volunteer-based fire department which proudly serves the City of Port Jervis, New York, (hereinafter the “City”), a rural community of 8,625 residents.

With a roster of 234 members, we have seventy-five (75) members who actively respond to emergencies, and are based out of our seven (7) stations that operate from five (5) distinct firehouse locations. In addition to providing emergency shelter, we respond to fire suppression, swift water, rope, confined space, and vehicle accident extrication calls. The first due area is the City (2.6 sq. mi. landmass) and its waterways (0.17 sq. mil water). Ranging from river flood zones to a tightly packed urban core, to the increased elevations of the mountains that rim the City, the City holds 3,893 housing units, and 24% of the City is undeveloped land.

Our fully walkable city is densely populated: as an older, northeastern city with newly updated zoning, the vast majority of residences, schools, factories, and service-commercial locations are located in close proximity to one another. Currently, the downtown red brick/wooden frame multi-use buildings range up to three stories in height. Most homes are one-to two-family dwellings, and 81% of said dwellings were built before 1980..

The PJFD is part of the Orange County Mutual Aid Agreement, which covers 812 sq. mi., 401,310 persons, and 139,757 households. Additionally, we provided informal mutual aid up to ten (10) miles into Sussex, New Jersey, nineteen (19) miles into Pike County, Pennsylvania, thirty (30) miles into Sullivan County, New York, and fifty (50) miles to Dutchess County, New York. These areas add 492 sq. mi, and 66,874 citizens to our responsibilities for emergency response and care.

CURRENT FIRE STATIONS & OFFICES

Address	City of Port Jervis SBL	Purpose	Year Built
21 Ulster Place	8-4-1	EOC	1850
8 Orange Street	8-3-6	Chiefs Office	1884
257 ½ East Main Street	20-7-1	Engine 6	1890
22 Hammond Street	13-8-30.-1	Tech Rescue & Engine	1974
141-143 West Main Street	11-4-14.2	Engine 5 & Fire Police	1986
25-27 Orange Street	8-4-1.-1	Squad 1 & Truck 7	1990
31 Owen Street	14-2-6.1	Engine 4	1997

Current Vehicles:

Vehicle Year	Use of Vehicle	Water Capacity
2002	Pumper	1500 gpm (500 gal.)
2005	Pumper	2000 gpm (500 gal.)
2007	Pumper	1500 gpm (500 gal.)
2022	Pumper	1500 gpm (500 gal.)
1999	Quint	1500 gpm (500 gal.)
2014	Aerial	n/a
2023	Light Rescue	n/a
2015	Response vehicle	n/a
2017	Response vehicle	n/a
2021	Response vehicle	n/a
1995	Traffic Control	n/a
2020	Pick-up/utility vehicle	n/a

b. Contact Information for the City

Mayor Dominic M. Cicalese
mayor@portjervisny.gov
845-858-4017
20 Hammond Street
Port Jervis, New York 12771

Questions regarding the RFQ should be sent via e-mail to the address above by the date specified in the SCHEDULE set forth on page two (2) of this document.

2. STATEMENT OF PURPOSE AND CURRENT CONDITIONS**a. Narrative**

The City is seeking architectural services to evaluate the feasibility of replacing its seven buildings, five station house apparatus, one fire museum, the Fire Chief's space, and one Emergency Operations Center (EOC) to replace the current fire station facilities with new, state-of-the-art facilities at 8 Sullivan Avenue Port Jervis, New York. To this end, the City will hire an architect to complete a feasibility study. This study includes evaluation of the existing conditions, programming, space analysis, budgeting, tax impacts, public awareness and education, and conceptual design. The City seeks only firms with extensive experience in fire station design and study. The City requires a long-term solution to its current issues that will be acceptable to the Fire Department membership. A detailed description of the purpose and project need is outlined below:

b. Description of Existing Conditions

1. Current facility square footage does not adequately serve the needs of PJFD
2. Structures may need to be updated and maintained to stay in compliance with the City's building code.
3. Current facilities do not adequately address the response or operational needs of the City and PJFD
4. Current facilities do not have sufficient inside storage for all equipment utilized by PJFD
5. Facilities do not have adequate equipment to provide effective decontamination of chemicals, carcinogens, or other toxins.

6. Structures may not meet the requirements set forth in the Americans with Disabilities Act.
7. Adequate back-up power supply is not currently present at the facilities operated by PJFD. A
8. Current facilities do not provide adequate room for the growth of the PJFD, as needed, based on the yearly increase in service calls required within the PJFD service area.

c. Project Site

1. The proposed site is located at 8 Sullivan Avenue (Section 8 Block 8 Lot 17)
2. The proposed site is approximately 76 'X 359' ft.
3. Attachment is a property map of the site.

d. Additional Project Requirements

1. Training facilities and other training props will be required to be stored and utilized inside the facilities
2. Net Zero or Net Positive carbon emission rating
3. Stand-by power/ micro-grid systems will be needed to provide adequate power back-up to the PJFD facilities
4. EOC Center with state-of-the-art equipment

3. SCOPE OF WORK, DELIVERABLES, AND INFORMATION PROVIDED

a. Scope of Services requested from the Architect. The following scope of work represents a non-exhaustive list of services that the City may require of any architect that is selected to work with the City and PJFD for purposes of servicing the existing PJFD facilities:

1. Physical Assessment of Existing Facility(s) (Site, Envelope, Interiors, Structural, MEP)
2. Detailed Project Program
3. Space Utilization
4. Budgeting
5. Conceptual Designs
6. Project Rendering
7. Preliminary Code Analysis
8. Value Engineering
9. A minimum of three (3) meetings with the City and a representative of the PJFD
10. A minimum of two (2) presentations for the City and the PJFD based on findings and proposed solutions to the requested work set forth above.
11. Bond vote
12. Preliminary tax impact calculations
13. Integral assistance with the Public Awareness/Education Campaign
14. Coordination assistance with a geotechnical engineer and surveyor
15. Draft and Final Report

b. Deliverables. Any architect selected by the City to assist in the renovations to the PJFD facilities shall deliver, at a minimum, the following work product to the City:

1. Program Document
2. Space-Utilization Document
3. Conceptual Site Plan
4. Conceptual Floor Plan
5. Project Rendering
6. Hard and Soft Cost Project Budgets

7. PowerPoint Presentation(s)
8. Informational Documents
9. Draft and Final Report

c. Information to be provided by the City. The City (or the PJFD) shall provide any architect selected by the City to assist with the renovations to the PJFD facilities with the following:

1. Access to the existing facilities
2. Access to current budgets, tax information for tax impact calculations
3. Bond Financial Advisor
4. Bond Counsel
5. Geotechnical Report

THE CITY RETAINS ALL RIGHTS TO REVISE THE REQUIRED SCOPE OF WORK, DELIVERABLES, OR INFORMATION PROVIDED BY THE CITY, AS THEY MAY REASONABLY DETERMINE BASED ON THEIR INDEPENDENT INVESTIGATIONS

4. QUALIFICATIONS OF THE TEAM & PROJECT UNDERSTANDING

Acceptable candidates must have substantial experience with emergency response facilities, specifically fire stations, including feasibility studies, design, and construction. The following criteria outline the minimum information and standards the City requires for review of any individual or team submitting a response to this RFQ.

a. Project Team and its Members. The Project Team shall be any group of individuals that an architect intends to work in conjunction with as a means to deliver the scope of work outlined in this RFQ. Any response to this RFQ shall include the following information:

1. The names, addresses, associated architecture/engineering firm, and relationship to the lead architect
2. State when the firm(s) was/were started and how long it has been in business under the current corporate structure.
3. Include resumes of all key individuals of the firm who would be involved in this project, which shall adequately describe educational background, specific area of expertise, licenses, and related experience with Emergency Response Facilities and fire stations.
4. Indicate experience working with each Project Team member, including all consultants.

b. Work Experience of the Architect and Project Team. Any architect (and their proposed team) who submits a response to this RFQ shall provide specific details of prior work projects completed that meet the following criteria:

1. Describe specific experience and knowledge of Emergency Response Design.
2. Describe fire station projects, completed within the last five (5) years, that are similar to this project and required a comparable scope of work to that described above.
3. Provide references (including names and telephone numbers of the owner's representative or project manager) for at least five (5) of these projects. Projects completed while employed by another firm may not be used towards the required experience, but may be included in overall experience with proper attribution.

c. Qualifications of Architect (and combined team, if applicable). Any architect (and their selected Project Team) that submits a response to this RFQ shall have the following minimum qualifications:

1. Successfully completed studies of at least three (3) similar fire stations in the last five (5) years and at least five (5) individual fire stations in the last five (5) years.
2. Demonstrate experience in fire station land, site, and building issues, including:
 - a. Critical negotiations with agencies, governing authorities, or utility companies
 - b. Site location for fire stations that demonstrate experience with Insurance Services Office (ISO) and NFPA criteria in station location, response safety issues, and firematic criteria as regards land usage and station design.
3. Demonstrate a thorough understanding of relevant codes and regulations that consider NFPA, ADA, FEMA, and the International Building Code in relation to Emergency Response Facilities.
4. Have a thorough knowledge of emergency response programming that addresses a broad range of relevant issues and be able to demonstrate this knowledge in your response.
5. Demonstrate knowledge of emergency response training issues and the means to integrate them into the building design.
6. Provide any other special provisions that relate to the specifics of your project.
7. Include any honors, awards (must list the actual firm that acquired awards), or other professional engagements in the field of Emergency Response.

5. SUBMISSION REQUIREMENTS

a. Submissions. Respondents should submit 3 hard copies of the response to this RFQ as well as a USB flash drive with a complete PDF electronic copy of their response. Submissions should include a cover letter, and hard copies are to be 8 ½"x11" bound, tabbed proposals in the following order:

1. Cover with Firm Name(s), Project Name and RFQ #2025-01
2. Firm Profile(s)/ Resumes/ References
3. Contact information for the primary contact for firm(s)
4. Names of lead architect and list of key personnel on the proposed Project Team and respective roles of all parties
5. Table of Contents
6. Executive Summary
7. Proposed Scope of Services
8. Proposed cost of professional services
9. Proposed cost of remodel of existing facilities
10. Project Experience
11. List of proposed consultants that the architect may need to rely upon
12. Proposed schedule to complete the scope of work set forth herein
13. Any terms or conditions that the architect would reasonably request as part of completing the scope of work set forth herein.
14. Disclosure of any real or perceived conflicts related to this project.

6. EVALUATION AND REVIEW PROCESS

a. Evaluation of Proposals. The City intends to select up to three finalists for face-to-face interviews. As part of the selection process, the City will review and screen all proposals. Proposals will be evaluated

with respect to the following:

1. Firm and individual qualifications and experience designing Emergency Response Facilities
 2. Team qualifications
 3. The quality of the proposal includes completeness, technical competence and clarity of the proposal as well as understanding of project scope, and proposed project approach and methodology.
 4. Demonstrated willingness and ability to meet deadlines, control costs, and complete projects.
 5. References related to similar projects.
- b. **Timeline for Review.** The City shall, at its sole discretion, review all applications within a commercially reasonable timeframe prior to selecting any architect for an in-person interview. The City further retains all rights to discontinue this RFQ process, or any subsequent processes that the City engages in, including but not limited to requests for proposals, requests for bids, or any other request for information, as reasonably determined by the City.

7. GOVERNING PROVISIONS

- a. **Governing Law.** This RFQ, and any matters arising from or relating to it, shall be governed by and construed in accordance with the laws of the State of New York, without regard to its conflict of laws principles.
- b. **Venue.** Any disputes or proceedings arising from this RFQ shall be brought exclusively in the state courts located in Orange County, New York.
- c. **Non-Binding Nature of RFQ.** This RFQ does not constitute a contract or an offer of employment, services, or procurement. The issuance of this RFQ does not obligate the City to accept any statement of qualifications or to proceed with any subsequent procurement process. The City reserves the right to reject any and all submissions, to withdraw or modify this RFQ at any time, and to proceed with alternative methods of procurement.
- d. **Non-Collusion.** By submitting a response to this RFQ, each respondent certifies that its submission has been prepared independently and without collusion, consultation, or agreement with any other respondent or potential respondent for the purpose of restricting competition.
- e. **Reservation of Rights.** The City reserves the right, in its sole discretion, to:
1. accept or reject any or all responses, in whole or in part;
 2. waive any informalities, irregularities, or technicalities;
 3. request clarification of any response; and
 4. negotiate with any or all respondents as deemed in the best interest of the Municipality.
- f. **Costs of Preparation**
All costs associated with preparing and submitting responses to this RFQ are the sole responsibility of the respondent. The Municipality shall not be responsible for any such costs, regardless of the outcome of this RFQ process.
- g. **Public Records and Confidentiality.** All submissions shall be subject to applicable public records laws. Respondents should clearly mark any proprietary or confidential information; however, the Municipality makes no guarantee that such information will be exempt from disclosure as public records.

h. **Disclaimer of Representations.** Respondents acknowledge and agree that:

1. The City makes no representations or warranties, express or implied, as to the accuracy or completeness of the information provided in this RFQ;
2. Respondents shall conduct their own independent investigation and analysis of all matters deemed relevant to their submission; and
3. No respondent shall rely on any statement, representation, or information provided by the Municipality, its officials, employees, agents, or representatives, except as expressly set forth in any final executed contract.

**CITY OF PORT JERVIS
ORANGE COUNTY, NEW YORK**

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed and submitted with bid.

NON COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Wherefore, this statement has been subscribed by the bidder and affirmed by the bidder as true under penalties of perjury.

Dated: _____ 20____

Signature: _____

Printed Name & Title: _____

Company: _____

General Municipal Law Section 103-d

"The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of sub-paragraph one (a)".

