

Request for Proposals (RFP)
Consolidation of Ossining Firehouses
Village of Ossining



ISSUE DATE:

Tuesday, March 22, 2022

SUBMISSION DATE:

Wednesday, April 13, 2022 *revised date*

Office of the Village Manager, 16 Croton Avenue, Ossining NY 10562

OR Maddi@villageofossining.org

Mayor Rika Levin

Deputy Mayor Manuel R. Quezada

Trustee Robert M. Fritsche

Trustee Omar Lopez

Trustee Dana White

www.villageofossining.org

INTRODUCTION

The Village of Ossining is a community of about 27,000 residents in central Westchester County, roughly 40 miles north of downtown Manhattan. Incorporated in 1813, the Village of Ossining has a rich and storied history—the world famous Sing Sing Prison stands along the banks of the Hudson River, and the downtown is filled with period architecture that remains from Ossining’s heyday before Urban Renewal. Culturally and economically diverse, the Village of Ossining has a Median Household Income of \$70,177. Major employers include the Ossining Union Free School District, Sing Sing Correctional Facility, and General Electric. Ossining is an express stop on the Metro North Hudson Line, 46 minutes from Grand Central Terminal.

BACKGROUND

The Ossining Volunteer Fire Department, which serves the Village of Ossining and several districts within the Unincorporated Town of Ossining (a combined total service area of 5.6 square miles), was established in 1812 as Westchester County’s first all-volunteer fire company. Today, the Department boasts (9) companies and nearly 450 members, making it perhaps the largest volunteer force in New York State. The companies are disbursed across (7) firehouses within the Village boundaries, (5) of which are owned by the Village and (2) of which are owned by specific companies.

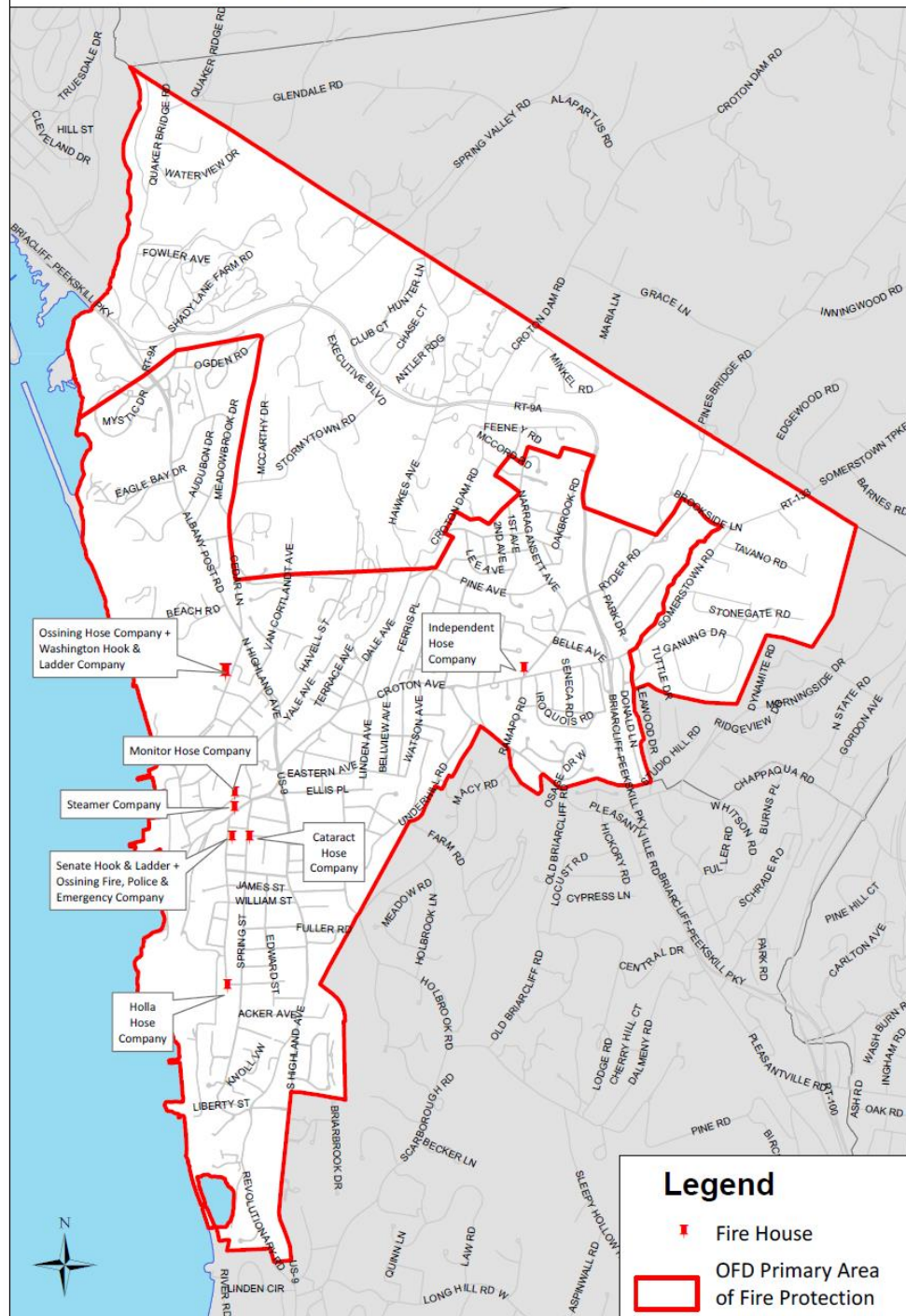
In 2009, the Village of Ossining commissioned a study to learn more about the composition and operations of the Ossining Fire Department, which is under contract with the Village of Ossining to provide fire protection services. The Town of Ossining contracts directly with the Village of Ossining to provide fire protection services to roughly two-thirds of the Unincorporated Town. The Ossining Fire Department operates under the “Company System”, where all nine (9) fire companies (Washington Hook & Ladder, Ossining Hose, Senate Hook & Ladder, Cataract Hose, Steamer, Monitor Hose, Holla Hose, Independent Hose, and Fire Police/ Emergency) function under the operational control of Chief Officers, who are elected by OFD membership, and who sit atop the Department’s chain of command.

One of the main findings from the 2009 report was that the facilities at most firehouses are largely inadequate for the needs of a modern department, including but not limited to the lack of sufficient decontamination accommodations and safety equipment, and truck bays that can reasonably accommodate the size and weight of a 21st century apparatus. In addition, while the Ossining Fire Department regularly recruits new members through recruitment drives or the Venturing Crew Program, ensuring that levels of volunteerism can either be maintained or increased will largely depend on the Department’s ability to attract an active volunteer base, which will be made easier by providing safer and more accessible facilities.

Through the assistance of a CFA grant from the Department of State, the Village and Town of Ossining seek to learn more about how the firehouses could be consolidated, optimally, from (7) to fewer either on existing sites and or new sites, to improve the safety and accessibility of facilities, to increase operational efficiency, emergency response times, volunteer safety and to better house Village-owned apparatus so as to extend its useful life.

MAP OF OSSINING FIREHOUSES

OFD Primary Area of Fire Protection Village & Town of Ossining



GOALS AND OBJECTIVES

The Village and Town of Ossining hope to achieve the following:

- a) Objectively measure the deficiencies (condition, operational, location) of each of the seven (7) firehouses in the Village of Ossining
- b) Explore how existing facilities may be expanded, or new sites acquired and built out, to appropriately combine fire companies and maximize safety, maintain or decrease response times, and discover operational efficiencies for training, storage of vehicles, meeting space, etc.
- c) Develop an Action Plan for all recommendations, include proposed order of importance and timeline, estimated costs for each component, and suggested funding sources for implementation.

PROJECT SCOPE

Communications and deliverables at all stages must be reflective of plans that will be favorably considered by the Ossining Fire Department as their participation and concurrence is critical to the ultimate success of this project.

The final deliverable is expected to include all of the below components. Specifically for Items #2-4, a detailed report of findings must be included as an attachment to the final report and must be considered in making recommendations.

1. Literature Review/ Kickoff Meeting

- a) Study must demonstrate an understanding of work to date, both locally ([the annual Village of Ossining budget](#), [the Village of Ossining Comprehensive Plan "Ossining Tomorrow"](#), [the Town of Ossining Comprehensive Plan "Sustainable Ossining"](#), [the 2020 Westchester County Hazard Mitigation Plan Update](#), [the Route 9 Road Diet study performed by Creighton Manning in 2021](#), and [the study performed in 2009 by Mitchell Associates Architects and Manitou Incorporated](#)) and more broadly (best practices in modern spatial and safety requirements for fire facilities, and volunteer retention).
- b) The Consultant, Village and Fire Department will establish a team to meet weekly/ biweekly throughout the duration of the project, starting with an introductory Kickoff Meeting upon contract execution. Organizing these meetings will be the responsibility of the selected firm.

2. Department & Consultant Engagement

- a) A review and compilation of Department data on membership trends and training participation and between 2009 and 2021
- b) Engagement with members of the OFD will be of critical importance in the study. The expectation is that no fewer than four (4) forums at varied times of day/ locations to encourage input from current volunteers and leadership throughout the OFD. Engagement must involve a survey of the composition of OFD volunteers, including gender identity, age, state and Village/ Town of residence, and OFD status (active/ inactive/ social, interior/ exterior etc.) as well as a forum to discuss what motivates

and challenges our volunteers, as well to identify specific concerns (geographic, operational, training availability, etc.) faced overall/ by company/ by firehouse, and gauge attitudes on facility consolidation. Organizing and conducting these forums will be the responsibility of the selected firm.

3. Site Inventory

- a. Perform a comprehensive inspection of each of the seven (7) existing sites and identify areas of concern and potential improvement including, but not limited to:
 - i. Structural needs
 - ii. Deferred maintenance issues indicating any significant capital improvements needed
 - iii. HVAC systems
 - iv. Vehicle/ Apparatus parking and storage
 - v. Communal areas/ training spaces
 - vi. Safety equipment storage
 - vii. Decontamination facilities and equipment

4. Apparatus Inventory

- a. Work with Fire Chiefs to assemble an updated inventory of all fire apparatus, including assigned company, date put into active service, cost new, anticipated useful life, condition, how stored, etc.

5. Feasibility Analysis

- a. Establish a suitability matrix for the existing seven (7) facilities, comparing age, improvements, cost to maintain, ability to expand, proximity to coverage area
- b. Assess each of the seven (7) existing facilities against suitability matrix
- c. Explore options for a) expansion on current Village-owned sites to incorporate additional companies; b) acquisition of potential new sites for rehousing of two or more companies; c) a combined approach
- d. Work with Village staff and possibly NYSDOT to understand traffic pattern challenges that may affect emergency response to and from various areas of the Village and Town.
- e. Ensure that all recent state, county and local hazard data and mitigation plans, strategies and projections are considered in planning for anticipated local and regional emergency response.
- f. Provide recommendations, conceptual floor plans and test fits for existing and potential new sites (potentially outside Village boundaries in the Unincorporated Area—Village will provide a comprehensive list) that optimize consolidation.

6. Action Plan- Recommendation and Timeline for Implementation

- a) Develop a detailed Action Plan, containing all recommendations based on data collected throughout the process, along with a timeline of ordered action steps for the Village of Ossining Board of Trustees and Village Administration to consider.
- b) All components of the Action Plan shall also include an estimated cost to implement each measure as prescribed, including staff involvement and potential funding

opportunities. All recommendations must also relate to, and work in concert with, zoning and planning concepts adopted in the Village and Town Comprehensive Plans. Recommendations shall incorporate decarbonization, energy efficiency and sustainability strategies.

- c) This stage will also encompass a public presentation to share findings, explain the Action Plan, and field questions from the Board of Trustees, the community and the OFD. Once complete, a final version shall be released to the Village of Ossining for their publication and use.

RFP PROCESS

Proposals, inclusive of all the below, must be received by the Village of Ossining, either in hard copy or via email as instructed, no later than **Wednesday, April 13th, 2022 at 10AM**. The Village of Ossining reserves the right to accept or reject any and all submissions, or any part of a submission, as may be in the public interest.

Candidates shall thoroughly respond to all listed items set forth below. Proposals must be organized in the format and order listed; failure to do so may cause the proposal to be eliminated from consideration.

Candidate Qualifications:

- Provide a brief history of the firm submitting the proposal response.
- Provide description of comparable work performed by the firm within the past five (5) years, along with a list of clients for whom work was performed and contact information for references. A minimum of three (3) professional references with contact information is required.
- Identify the proposed team. Submit qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.
- Provide a list of all proposed subcontractors, as well as a detailed description of the work they will be expected to perform, as well as the percentage of work out of the total project for which they will be responsible. Provide a brief history of each firm listed as a subcontractor, along with qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.

Project Details:

- Demonstrate an understanding of the Purpose and Goals for the project, and submit a proposal describing the firm's proposed approach to the work. For each delineated task, describe team members assigned, and allocate percentage of time/ funding expected to complete.
- Demonstrate the ability to complete the project and submit all deliverables no later than three (3) months following contract execution.

Submissions will be evaluated based on the following:

- Firm background and prior applicable work
- Number and type of subcontractors
- Subcontractor backgrounds and prior applicable work
- Demonstrated understanding of project scope and deliverables
- Proposed timeframe to completion
- Proposed cost to complete planning and design work described in this RFP

Village Administration, along with the Village Engineer, will conduct preliminary evaluations of all submissions for compliance. Any submissions that do not comply with the requirements of the RFP may be disqualified.

Village staff may wish to conduct interviews with candidates following RFP submission. These interviews may be for clarification of details within the submission, to learn more about the proposed approach, or cost allocation. The Village also reserves the right to share RFP results with other members of Village of Ossining staff, Village of Ossining boards and committees, and community partners as part of the deliberation process.

Once consensus is reached, Village staff will make recommendation to the Village Board of Trustees and contract negotiations may begin. Prior to contract execution, the Village of Ossining reserves the right to halt or terminate negotiations at any time.

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for this Request for Proposal:

- RFP Release Date: Tuesday, March 22, 2022
- Deadline to Submit for Questions/ Clarification by Village of Ossining: **COB Friday, April 8, 2022**
- Proposals Due: **Wednesday, April 13, 2022 at 10AM.**
 - Hard copies: (5) delivered to Village Manager's Office, 16 Croton Avenue, Ossining NY 10562 **AND**
 - By email to Maddi@villageofossining.org with subject line "Village of Ossining-Firehouse Consolidation RFP".

The contract is anticipated to commence in April 2022.

PROJECT MANAGER

The Project Manager for this study will be Village of Ossining Assistant Village Manager Maddi Zachacz. All RFP questions and/or inquiries should be directed to her. She may be reached at:

- Phone: (914) 941-3554 ext. 113
- Email: maddi@villageofossining.org