

## **Request For Qualifications**

### **Public Safety Facility Assessment Town of Freeport, Maine**

**May 30, 2025**

- **PURPOSE OF REQUEST:** The Town of Freeport seeks a qualified firm to aid Town leadership and staff through the process of assessing the current Public Safety Facility. In the effort to make sound and informed decisions regarding actual space needs and to identify existing and projected facility updates. The successful firm will be asked to work with Town staff to assess the space needs of the Freeport Police and Fire/Rescue Departments and conduct a general review of the overall structure and its critical systems. Qualified firms should have a significant background in designing police and fire/rescue stations or combined public safety buildings and be familiar with operations associated with municipal police and fire/rescue departments. Preference will be given to interdisciplinary teams with engineering project leads.
- **DEADLINE FOR RESPONSE:** Six copies of a statement of qualifications that responds to all aspects of this request for qualifications (RFQ) in a sealed envelope clearly marked “PUBLIC SAFETY BUILDING CONSULTING SERVICES” by **4:00 PM on Thursday, June 26, 2025**. The Town reserves the right to accept or reject any and all responses to this request and, if deemed necessary, re-open the search.
- **RESPONSE REQUIREMENT:** Two (2) hard copies and one (1) electronic copy
- **SEND RESPONSE TO:**  
Town Manager’s Office - PS Building RFQ Team  
Town of Freeport  
30 Main Street  
Freeport, Maine 04032
- **RFQ CONTACT:**  
Sophia L. Wilson, Town Manager  
[swilson@freeportmaine.com](mailto:swilson@freeportmaine.com)

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- **BACKGROUND:**

Freeport is a small Maine community with a population of just under 9,000 year-round residents. Along with this population, Freeport is the home of the LL Bean flagship store and headquarters as well as a vibrant commercial sector, rich natural resources, and seasonal rental properties that attract in excess of four million visitors annually. The Freeport Police and Fire/Rescue Departments currently operate out of a 17,000 square foot public safety building located at the edge of the village commercial district. Built in 1995, the structure still utilizes most of its original mechanical systems and has had no significant upgrades.

Presently the one-story building houses 24/7 law enforcement and combined fire/EMS services. Along with fire/rescue vehicles and equipment necessary to support public safety response, minimum daily staffing usually includes four on-duty firefighters (comprised of 8 full-time and per diem/call personnel), 2-5 on-duty police officers (16 in total), and six weekday administrators and support personnel. In 2024, the Freeport Police Department responded to approximately 12,600 calls for service with Freeport Fire/Rescue handling approximately 1,800 fire and emergency medical calls.

The Town of Freeport is seeking technical advisors with experience in municipal operations and space needs, both current and long-term, and recent success planning for modern public safety operational and facility needs. The highest priority is to methodically move through a comprehensive process that identifies:

- Current and long-term municipal facility needs;
- Reasonable immediate projects that improve current working conditions in a cost-effective manner; and
- Cost-effective and sustainable options that best position Town operations into the future.

Given this scope, the Town is seeking an engineering led process that is fact-based and assists the Town Council in making significant capital facilities investments over the next thirty years. Environmental and fiscal sustainability are important to the Freeport community and need to be addressed in the final recommendations. While the Town Council wants to improve current conditions to better support highly professional and modern departmental operations, the final recommendations should reflect needs with adequate space to allow for future operational needs; however, they must reflect the Town's financial constraints.

- **GENERAL SCOPE OF WORK**

1. **Major Task Categories:** A detailed scope of work and fee schedule will be negotiated with the firm chosen to be the most qualified to meet the Town's needs. The successful firm will be asked to work in conjunction with the Town Manager, or designee(s), to:

- ✓ Conduct needs assessments for the Police and Fire/Rescue Departments with the intent of determining the minimum building size needed to provide

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a level of service in line with generally accepted standards, best practices, and benchmarks for safety used by Fire and Police Departments with similar response needs. These standards should be based upon on the delivery of modern-day Fire and Police services currently in practice and sized appropriately for long-term, sustainable operations and the Town's fiscal capacity.

- ✓ In the event that it is determined that additional space (addition or new construction for one or both departments) is needed, conduct a high-level review of the buildings and associated operational needs at the Buildings & Grounds building (adjacent to the Public Safety Building), Town Hall (30 Main Street), and Public Works Facility (7 Hunter Road) as needed to assess current space usage and future needs necessary to identify opportunities for consolidation or reallocation of space.
- ✓ Determine whether building renovations, addition to the current building, and/or new construction are most feasible.
- ✓ Establish high-level cost opinions, including construction of the facility, land acquisition (if applicable), permitting, and other costs associated with the initial construction costs along with potential long-term annual costs.
- ✓ Present a report that includes space needs assessment, building assessment, cost opinions, and any conclusions or recommendations generated by the process. This includes presentations to the Freeport Town Council Municipal Facilities Committee and the Freeport Town Council.

**2. Deliverables:** Include, but may be modified based on negotiation of final project scope and pricing:

- ✓ Two progress check-ins with the Town Council Municipal Facilities Committee to present and receive feedback on initial assessment information and discuss options under consideration;
- ✓ A detailed report with findings and recommendations;
- ✓ Conceptual plans, diagrams, or other methods that clearly illustrate proposed solutions;
- ✓ High level cost estimates and phasing options for implementation; and
- ✓ Presentations to the Town Council Municipal Facilities Committee (draft report) and Town Council (final report).

**3. Timing:** Final reporting is expected by no later than January 31, 2026.

- **SUBMISSION REQUIREMENTS FOR THE RFQ: No fee schedule or detailed scope of work should be included with this submission.** A detailed scope of work and fee

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schedule will be negotiated with the selected firm. Accepted responses to this RFQ must consist of the following minimum requirements:

- ✓ **Understanding of Objectives:** A statement of the firm's understanding of the goals and objectives of the Town as outlined in this RFQ.
- ✓ **Approach:** A statement of the firm's typical approach to a project such as this as well as any planned deviations from the typical approach to meet the expectations for this project.
- ✓ **Familiarity with the Community and Region:** A demonstration of the firm's familiarity with the Town of Freeport and its place in the greater Portland and Mid Coast regions.
- ✓ **Personnel:** Establish the project team members with supporting documentation that provides each team member's names, positions, disciplines, and qualifications. If the team involves collaborations with other firms, please note this and outline that firm's involvement with the project. Include an organizational structure that includes all members of the team and how they fit in this structure.
- ✓ **Capacity to Meet Desired Schedule:** Demonstrate that the team can complete the project under a somewhat limited time constraint.
- ✓ **Previous experience:** Provide specific examples of projects that have been completed by the firm which are similar to this project. Experience with fire stations, police stations, or combined public safety facilities is recommended. Also, address the firm's experience level with regulatory institutions and departments like the Department of Labor Bureau of Labor Standards Workplace Safety, Maine Department of Environmental Protection, Maine Law Enforcement Accreditation Program, and National Fire Protection Association, etc.
- ✓ **Other Qualifications:** Provide additional information regarding the firm's qualifications that set it apart specifically for this project.

- **SELECTION CRITERIA**

1. **Understanding of the goals/objectives of the project (30%)**
2. **Qualifications and experience of team members (25%)**
3. **Project approach (15%)**
4. **Experience with public safety operational and facility needs (15%)**
5. **Familiarity with municipal operations (10%)**
6. **Experience of public funding process (5%)**

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