County of Cheshire Request for Proposals

Cheshire EMS Facility Expansion Study

Cheshire County is requesting detailed proposals from qualified architectural or engineering firms to conduct a comprehensive facility expansion study. The full request for quotes is posted on the county website: https://co.cheshire.nh.us/work-with-us/rfps/.

Submissions and Timeline

1. RFP release date: Monday, November 23, 2026.
2. To receive RFP addendums, questions and answers, and any available additional documents to assist in preparing the proposals, please submit intent to apply notice by email containing name and email address to the person listed under the county contact information below. Intent to apply notice is not required to apply.
3. **Questions are due by 12:00pm on Tuesday, December 15, 2026.** Questions must be submitted in writing via email to the person listed under the county contact information. Responses will be made available to all bidders within three business days.
4. **Project proposals are due by 12:00pm on Tuesday, January 5, 2027**. Proposals must be sent via PDF attachment to an email sent to the person listed under the county contact information below.
5. The *estimated* date for selection of contract awardee is Friday, January 15, 2027.
6. The *estimated* start date for contract is Monday, February 1, 2027.
7. The completion date for the *draft* Study is June 30, 2027.
8. The completion date for the *final* Study is July 31, 2027.
9. Presentation to County commissioners, County's review and acceptance of plan, contractor's incorporation of change requests is *estimated* to occur in August 2027.
10. County commissioners final review and acceptance of the plan by September 30, 2027.

County Contact Information

- Suzanne Bansley, Grants Manager, sbansley@co.cheshire.nh.us, 603-355-3023.

Scope of Work and Deliverables

The Contractor shall conduct a comprehensive facility expansion feasibility study for the Cheshire County EMS facility located at 66 Lake Street, Swanzey, New Hampshire. The study shall assess existing site and building conditions; analyze projected fleet, staffing, service-area, and call-volume growth over a 20-year planning period; evaluate code, zoning, regulatory, and site constraints; develop three conceptual expansion options, which may include renovation, reconfiguration, and/or additions to the existing facility; and provide a cost-benefit analysis and capital improvement plan for each option, including phased implementation where practicable. The contractor shall perform the following tasks:

1. Existing Facility and Site Assessment: Conduct a detailed assessment of the existing EMS facility and site, including:
    a. Field verification of existing conditions;
    b. Review of available plans, drawings, and records provided by the County;
    c. Measurements and photographic documentation sufficient to support the space-needs analysis and conceptual plans;
    d. Evaluation of vehicle and pedestrian circulation, apparatus ingress and egress, and parking;
    e. Evaluation of utilities, information technology and communications infrastructure, and other building systems (e.g., structural, mechanical, electrical, plumbing, and fire protection);
    f. Analysis of the capacity and functionality of interior spaces, including apparatus bays; crew quarters and sleeping areas; kitchen and dayroom; restrooms and showers; administrative and training areas; clinical, supply, medication, and equipment storage; decontamination and laundry areas; and other operational support spaces;
    g. Identification of current deficiencies and operational constraints; and
    h. A space-needs analysis and facility program based on current operations and projected staffing, fleet, service-area, and call-volume growth over the planning period.
2. Regulatory Requirements and Site Constraints: Identify and evaluate federal, state, and local requirements and site conditions that may affect the feasibility, design, permitting, cost, or phasing of an expansion, including:
    a. U.S. Environmental Protection Agency (EPA) and New Hampshire Department of Environmental Services (NHDES) requirements;
    b. Applicable building and fire codes;
    c. Life-safety and accessibility requirements, including the Americans with Disabilities Act (ADA);
    d. Local zoning, land use, and permitting requirements;
    e. Utility capacity and service requirements;
    f. Stormwater management and drainage;
    g. Environmental constraints, such as wetlands, floodplains, and soils; and
    h. Any other conditions that may affect feasibility, design, permitting, cost, or phasing.
3. Conceptual Expansion Options: Develop three feasible conceptual expansion options. Each option shall include:
    a. A summary of the Task 1 and Task 2 findings that inform the option;
    b. Proposed renovation and/or reconfiguration of existing space, and any proposed additions;
    c. A phased implementation approach, where practicable;

d. Conceptual site and floor plans or equivalent schematic drawings showing the proposed building footprint and approximate square footage; apparatus bays and circulation; employee and visitor parking; crew and administrative spaces; storage and support areas; and the relationship between new and existing construction;

e. Operational advantages and disadvantages, site and code implications, and impacts on the continuity of EMS operations; and

f. A cost-benefit analysis and capital improvement plan, as described in Task 4.

4. Cost-Benefit Analysis and Capital Improvement Plan: For each option developed under Task 3, prepare a cost-benefit analysis and capital improvement plan covering the 20-year planning period. Cost estimates shall be conceptual (order-of-magnitude), stated in 2027 dollars, with all assumptions clearly identified. Each analysis and plan shall include:

    a. Construction;

    b. Site work;

    c. Utilities;

    d. Design and engineering;

    e. Code compliance and permitting;

    f. Furnishings, fixtures, and equipment;

    g. Contingencies;

    h. Cost escalation assumptions;

    i. Operating and maintenance cost impacts;

    j. Operational benefits, such as improved functionality, capacity to meet projected demand, and resolution of deficiencies identified in Task 1;

    k. Implementation and construction phasing, including anticipated project phases, sequencing, and measures necessary to maintain continuity of EMS operations throughout construction; and

    l. Potential funding sources, including federal and state grants, loans, and other programs for which the project may be eligible.

5. Report and Public Presentation

    a. Submit a draft report addressing Tasks 1 through 4 to the County for review and comment no later than June 30, 2027;

    b. Revise the report to address County comments and submit the final report no later than July 31, 2027;

    c. Prepare a slide presentation and printed handouts summarizing the final report; and

    d. Present the final report in person at a public meeting of the Cheshire County Board of Commissioners, anticipated in August 2027 on a date set by the County, and respond to questions from the Commissioners and the public.

6. Project Coordination

a. Participate in a kickoff meeting with County staff to confirm the schedule, communication protocols, data needs, and site access;

b. Submit written progress reports with each invoice describing work completed, work planned, and any issues affecting schedule or scope; and

c. Coordinate all site visits with County EMS staff in advance to avoid disruption of emergency operations.

7. Deliverables: Written deliverables shall be submitted in editable electronic format (Microsoft Word and PowerPoint) and PDF. Drawings shall be submitted in PDF and native CAD format.

    a. Draft report (Task 5a).

    b. Final report, professionally formatted, with conceptual drawings and supporting attachments, including:

        i. Executive summary;

        ii. Existing facility and site assessment, including the space-needs analysis (Task 1);

        iii. Regulatory requirements and site constraints evaluation (Task 2);

        iv. Three conceptual expansion options (Task 3); and

        v. A cost-benefit analysis and capital improvement plan for each option (Task 4).

    c. Slide presentation and printed handouts (Task 5c).

    d. In-person presentation to the Board of Commissioners (Task 5d).

    e. Progress reports (Task 6b).

Proposal Content

1. Approach: Describe how your organization will approach this project and accomplish the scope of work in terms of preparation, research, work flow and process, and communication with the County and its partners.

    a. Include details regarding methodologies, number units/hours and rates for laborers/equipment, materials and supplies, and any other items to be used in the calculation and consideration of this proposal.

    b. Describe warranties and/or guarantees offered for the work, materials, and/or services.

    c. Disclose/list all subcontractors that you intend to use on this project, their scope of work, and the amount that is included in the price proposal to cover their work.

    d. Ensure all aspects of the selection criteria are addressed in this section, if not clearly covered in another section.

    e. The bidder may provide an alternate approach if the bidder feels that there is a better solution that can be offered.

2. Schedule/timeline: Indicate how long the project will take to complete and confirm that you are able to meet the project deadline. Provide a schedule with anticipated milestones from the execution of a contract through final completion of the project.

3. Organizational description: Provide a description of your organization's history, staffing (education and relevant work experience), and products or services offered, as it relates to the scope of work in this RFP.
    a. Indicate if the organization is a qualified disadvantaged business (DBE), women-owned, veteran-owned, or minority-owned.
    b. Provide UEI and EIN registered to the applicant business.
    c. Ensure all aspects of the eligibility requirements are addressed in this section.
4. Example work: Provide one or more examples, a brief description, and contact information (name, title, email, phone) for at least three projects similar to the scope of work in this RFP that your organization has undertaken in the past three (3) years. Example work may be provided in the form of an attachment to the proposal or as a web link to the source.
5. Price Proposal: Provide details and a total amount needed to complete the project according to the scope of services described above.
    a. Provide units, rates, and extended cost for all cost categories, including, at a minimum, the following: labor (rate and number of hours), materials/supplies (rate and quantity), equipment (cost per equipment hour or another basis).
    b. If providing an alternate approach, also supply an additional, separate price for it.
    c. Type of contract: firm fixed price.
6. Signed and dated copy of Appendix D: "Contractor Assurances."

Proposal Specifications

1. Submit 1 electronic file of the proposal in a single PDF file; all fonts shall be Times New Roman or Ariel, 12-point font, and in sentence case.

Minimum Eligibility Requirements

1. Organization is registered with Sam.gov, has a verifiable UEI number and an unexpired registration date.
2. Organization and any key employees to work on the project are not debarred, suspended, or otherwise restricted from receiving federal funds.
3. Organization is registered as a licensed business.
4. Organization has the requisite certifications, licenses, degrees, diplomas, etc. necessary to legally and ethically perform the work.
5. Proposal contains all content required and addresses and/or acknowledges all aspects of the scope of work and technical requirements.

Selection Criteria

Before making its award or issuing a contract, the County shall consider the project proposal, work, and/or services or products delivered that best serves the needs and financial interests of the County. Organizations whose proposal meet the eligibility requirements will be evaluated and selected on the basis of the following criteria. Unless otherwise indicated, all criteria shall be evaluated with equal weight.

1. Approach is logical, reasonable, appropriate, and thorough; and can be realistically completed according to the scope of work in this RFP and the provided schedule in the organization's proposal.
2. Organization's experience with similar work and projects resulted in meeting client expectations with a high level of quality and craftsmanship.
3. Organization and employees to work on the project have excellent character, reputation, and judgment, relevant and adequate experience, education/training, knowledge, skills, and ability to perform the work and complete the project.
4. In the event of a tie, preference shall be extended to organizations that are known minority businesses, veteran-owned, women's business enterprises, and labor surplus area organizations.

The County reserves the right to reject any or all proposals, to award any proposal, to waive as an informality any irregularities on proposals received, and to omit any item or items as it may deem to be in the best interest of the County. The decision of the County shall be final and not subject to review or appeal.

Source of Funding

This project is supported by a Governor's Office of New Opportunities & Rural Transformational Health Planning Grant Agreement as part of a federal pass-through award totaling $50,000. The contents of this request for funding proposal are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the grantor, their parent agency, or the U.S. Government. Approval and award of a contract is contingent upon the continued availability of funding to accomplish the project.

Federal Compliance

Contractor must agree to adhere to all applicable Federal guidelines including but not limited to: 1) Purchase of American-Made Equipment and Products 2) Environmental, Safety and Health Performance of Work 3) Affirmative Action and Pay Transparency Requirements.

Privacy, Confidentiality, and Publicity

Information provided through the application process is the responsibility of each applicant. Applicants agree not to hold Cheshire County, NH, its affiliates, members, partners, and staff liable for any losses, damages, costs, or expenses of any kind relating to the use or the adequacy, accuracy, or completeness of any information appearing in an application.

Depending on the individual circumstances of this RFP and applications, any or all parts of this process and corresponding submissions may be considered public information. Any confidential information, including trade secrets, shall be redacted or removed by the applicant prior to submission.

If awarded, be advised that the business/applicant's application information, name, statements, and other information provided during the award process may be used for promotional purposes in all forms and media and the business/applicant may be contacted by Cheshire County, NH for such purposes. Until notified, applicants must agree not to share any status as a finalist publicly, including but not limited to all social media platforms, news media, or local publications.

Conflict of Interest

Any employee, officer, or agent of Cheshire County participating in the selection, award, or administration of funds must disclose to the Board in writing if they have a real or apparent

conflict of interest regarding any applying entities. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for funding. The officers, employees, and agents of Cheshire County may neither solicit nor accept gratuities, favors, or anything of monetary value from fund recipients. Cheshire County employees, officers, or agents with a conflict of interest must disclose the conflict in writing to the Board, recuse themselves of any vote pertaining to the contract, and dismiss themselves from any conversation(s) relating to a contract or its terms or conditions.

EEO/Affirmative Action Statement

This is an equal opportunity/ affirmative action agency. All qualified firms will receive consideration without regard to race, color, religion, creed, age, sex, or national origin. Consultant selection will be qualifications based, including experience with CDBG project regulations.