Request for Proposals
Fire Station Consulting Services
November 14, 2014
Tilton-Northfield Fire & EMS, a Special Village District, herein after referred to as the District is issuing this request for proposals (RFP) for fire station consulting services to include the feasibility and costs associated with options listed in a Report to the Fire Commissioners issued on November 12, 2014. Proposal and all correspondence relating to this RFP shall be submitted to:

Michael W. Sitar, Jr.
Fire Chief
12 Center Street
Tilton, NH 03276
603-286-4781
mwswitar@tnfd.org

Copies of the RFP may be picked up at the above address during regular business hours: Monday to Friday 8:00 AM to 4:30 PM, or by email request to the above. To receive a copy of the Request for Proposal by mail, please send a request to the above address. Please allow 5 days for delivery. Copies will not be faxed. A pre-bid conference will be held at the Tilton-Northfield Fire Station at 12 Center Street, Tilton, New Hampshire at 2:00 pm on December 3, 2014, followed by a visit to the Park Street Station.

One original and three copies of the complete proposal must be received at the above address no later than 2:00 PM Thursday, December 23, 2014. Late proposals will not be considered.

The District reserves the right to reject any or all proposals and/or to limit the award to a portion based on the availability of funds and/or as deemed in the best interest of the District.
Section 1: Scope of Services
The selected Contractor will be required to provide a document to the Fire Chief and the Fire Commissioners containing the feasibility of and costs associated with the options listed in a report to the Fire Commissioners dated November 12, 2014 titled Fire Station Needs Report (Appendix A). The Selected Contractor is free to offer additional options and their associated feasibilities and costs within the document. The selected Contractor will also be required to conduct as many as four presentations in a public meeting an overview of the findings contained within the document and be available to answer any questions presented to them during and after said public meetings.

The District looks to the Contractor to propose the most efficient and cost effective options. Each Contractor responding to this RFP represents that (i) this document has been read and fully understood, (ii) it has visited the proposed sites and has included in its bid all appropriate labor, material, and cost provisions to account for site conditions, and (iii) that the proposal submitted is based upon a full understanding of the requirements and specifications described in this RFP.

- Technical Requirements:
  - Five (5) written copies of the document will be supplied to the District.
  - An electronic copy of the document will be supplied to the Fire Chief.

- General Requirements:
  - The Contractor acknowledges that the District will rely on the Contractor’s ability, expertise and knowledge.
  - The Contractor shall be obligated to exercise the highest standard of care in performing its obligation.
  - The Contractor will direct its personnel to respect and abide by the authority of the District and/or its consultants on all matters related to the Contractors operation within the District.
  - The Contractor must be appropriately professionally licensed or registered with governmental entities.

Section 2: Pre-bid Conference
A pre-bid conference will be held at Tilton-Northfield Fire Headquarters, 12 Center Street, Tilton, New Hampshire, at 2:00 pm on December 3, 2014. Representatives of the District will be present to discuss the project. After meeting at Fire Headquarters, the Contractors will follow the District representatives in caravan fashion to the Park Street Fire Station located at 149 Park Street, Northfield, New Hampshire. The District will transmit to all prospective Bidders on record such Addenda, as the District considers necessary, in response to questions arising at the conference. Oral statements made at the pre-bid conference may not be relied upon and will not be binding or legally effective.

Section 3: Content of Proposal
The proposal shall follow the sections identified below and contain the information required in the sections where the information is requested. The lack of information in the required section cannot be addressed by providing additional information in other sections. If the information is not found in the appropriate section it will be considered as missing and therefore non-responsive. This format is designed to provide all Contractors with a format to provide both basic and enhanced information. Reviewing the entire RFP prior to completing this section is strongly advised. For the purpose of this RFP, Contractor is defined as: persons, firm, corporation, business or any other entity filing a proposal as the principal contractor who shall be solely responsible for all deliverables, coordination, and assurances. All material submitted by Contractors becomes the irrevocable and sole property of Tilton-Northfield Fire & EMS unless otherwise specified in this RFP. The District shall be under no obligation to return any proposals or
material submitted by a Contractor in response to this RFP unless specified in this RFP. The proposals shall remain confidential until completion of the evaluation of all proposals. However, the District cannot assure the confidentiality of any materials or information, which may be submitted by a Contractor in response to this RFP. Thus, Contractors who choose to submit confidential information do so at their own risk. No costs or expenses incurred by the Contractors in responding to this RFP or in particular in this competitive procurement will be borne by the District.

**PROJECT PROPOSAL FOR CONSULTING**

The content shall include any and all information required for fire station consulting services as outlined in this RFP. The proposal shall include sections with specific details the feasibility and associated cost outlined for each option.

The District reserves the right to reject any or all proposals and/or to limit the award to a portion based on the availability of funds and/or as deemed in the best interest of the District. Each Contractor must furnish all requested information in the formats specified by this RFP. Promotional materials and other documents are not wanted and will not be considered as meeting any of the requirements of this RFP, unless they answer questions related to the below sections and or are otherwise allowed in this RFP. To enable the District to perform a fair comparative analysis and evaluation of proposals, it is desired that a uniform format be employed in structuring each proposal. The Contractor’s degree of compliance with the requirement of this RFP and their clarity in proposal will be a significant factor in the subsequent evaluation of the proposal.

**Section 4: Proposal Format**

1. **Letter of Transmittal:** Each proposal must include a letter of transmittal containing the signature of a representative authorized to enter into contracts for the prime contractor. Beyond this, the Contractor can provide any information desired in the letter. The transmittal letter should not exceed two pages in length.

2. **Knowledge and Experience:** Provide a description of the firm’s knowledge and experience in public safety building design, evaluation, and or construction. Highlight your company’s experience. The Bidder will list specific examples where the Bidder’s work was associated with a project where the culmination was a completed structure. The Bidder must have been successful in the business of providing products as described herein for a period of not less than five years.

3. **Reference List:** List all projects from separate municipalities and businesses where consulting services similar to this proposal was provided. Cite municipality/business, contact, address, project costs, project status, role of firm if not principal Contractor, and a brief description of the project. A minimum of five references for projects of similar type and scope within the three years that the District may contact is required.

4. **Marketing Materials:** The Contractor may attach in an Appendix, any supplemental marketing or other materials. However such materials shall not be used to answer the above questions nor shall they contain price quotations. They shall be for the purpose of providing further product information and business clarity.

5. **Cost Proposal Submittal Forms:** Include the completed Cost Proposal Submittal Forms as provided on page 8 herein. This should accompany the full cost proposal detail and the total shall include all associated costs.

**Section 5: Proposal Delivery**

The proposals must be clearly labeled and formatted according to the instructions of this RFP. The marked original and THREE (3) duplicates must be submitted in a sealed package. Proposals must be delivered, during regular business hours, no later than 2:00 PM December 23, 2014 to the
Delivery will be at the Contractor’s expense. Any and all damages that may occur due to packing or shipping will be the sole responsibility of the Contractor. Late submissions including those mailed or delivered to the wrong address will be rejected. Postmark does not count for being delivered within the due date and time.

**Section 6: Contractor Limitations**

The Contractor should include any latitudes, prohibitions or limitations placed on the services presented in the Contractor’s proposal. If some services or personnel cannot be provided as specified in the proposal, this should be stated. The objective is to clarify all service options and personnel.

1. Assignment Rights: To meet the requirements of the Scope of Work the District reserves the right to use the Technical and other services of other Contractors, unless specifically limited by the Contractor in the response.
2. Negotiation Rights: The District reserves the right to negotiate with Contractors regarding variation to the original RFP and Contractor, to include cost, which may be in the best interest of the District.
3. District Rights: The District reserves the right to waive any item, which is in the opinion of the District, an informality. The District has the right to accept or reject any or all proposals in whole or in part if it is deemed to be in the public interest to do so.

**Section 7: Proposal Evaluations**

- Procurement shall follow a rating of qualifications and a final proposal process with the following format:
  1. December 3rd Meeting: Pre-bid meeting at Fire Headquarters.
  2. December 23rd Filing: Bidders file proposals.
  3. December 23rd Proposal Review: The District Commissioners opens the proposals and reviews the Bidders’ proposals.
  4. On or before February 11, 2015 Award: A letter of intent to award will be sent to the successful VENDOR. The District will notify all registered bidders that the bid has been awarded.
  5. On or before April 1, 2015 Work Commences: Contract and services to begin.

- The selection of a Contractor shall be based on a combination of the results of the cost proposal, services proposed, Contractor experience and references for what is in the best interest of the District. Final payment is contingent on signed acceptance of completed services from Tilton-Northfield Fire & EMS.

- Rejection of Proposals
The District reserves the right to reject any and all proposals received in response to the RFP. A Contractor’s proposal may be rejected if the Contractor:
  1. Fails to adhere to one or more of the provisions established in the RFP.
  2. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information.
Section 8: Responsibilities of the CONTRACTOR

1. Prime Contractor: The successful Contractor will be considered as the prime contractor for those services indicated in their proposal and will be required to assume total responsibility for the services offered in this proposal whether or not the firm is the firm delivering all of the services. The District will consider the successful Contractor to be the sole point of contact with regard to all contractual matters, including performance or service unless otherwise stated. Prior to final selection, Contractors may be required to submit any additional information, which the District may deem necessary to determine the Contractor’s qualifications to respond to the RFP. Should any of the information requested by the District be considered by the Contractor to be confidential it should be so stated. The District will attempt to treat any information submitted by the Contractor as confidential if requested to do so; however, the District cannot ensure such confidentiality.

2. Firm Price: Prices offered by the Contractor will be firm and not subject to increase during the term of any contractual agreement arising between the District and the successful Contractor as a result of this RFP. Changes in product specifications to increase the technological ability and capacity may occur with the approval of the District.

3. No Assignment: Assignment by the successful Contractor to any third party of any contract based on the RFP or any monies due shall be absolutely prohibited and will not be recognized by the District unless approved in advance by the District in writing.

4. Statement of Time: Time when stated, as a number of days, shall include Sundays through Saturdays.

5. Guarantees and Warranty: All labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the District, in writing, prior to any work being performed.

6. Defaulting on the Bid: If during the contract period, the successful Contractor fails to supply the District with the products/service (s). The District will purchase this product/service(s) on the open market and the Contractor will compensate the District with the difference between the bid price and the price incurred on the open market.

7. The Contractor shall comply with all local, state, and federal regulations as they pertain to the associated project.

8. The successful Contractor must provide a certificate of insurance prior to award showing general liability insurance and a standard workmen's compensation policy. A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:
   Commercial General Liability $ 1,000,000.00  Workmen’s Compensation & Employers Liability $ 500,000.00 per accident

9. The Contractor shall maintain for the duration of this project Workmen’s Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project. Contractor shall require any subcontractor providing on-site work to carry insurance coverage’s in a form and amount consistent with the insurance requirements specified. If an authorized subcontractor is used, the primary Contractor must show the subcontractor as additionally insured.

10. The contractor shall purchase and maintain insurance in the amounts and types shown below for the protection from claims caused by the Contractor's personnel or work, or by any subcontractor performing work for the Contractor.

11. Insurance shall not be for amounts less than those required by law.

Section 9: General Information
• **Non-Discrimination in Employment and Affirmative Action**

1. The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, or physical/mental handicap. The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment.

2. If a complaint or claim alleging violation by the Contractor of such statutes, rules, or regulations is presented, the Contractor agrees to cooperate in the investigation and disposition of complaint or claim.

3. In the event of the Contractor’s non-compliance with the provisions in this section, the District shall impose such sanctions as it deems appropriate, including but not limited to the following: a. Withholding of payments due the Contractor until the Contractor complies, and, b. Termination or suspension of any contract or agreement pursuant to this RFP.

4. **Force Majeure:** Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather, but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

• **Availability of Funds**

If the District should not, for any reason at any time, appropriate or otherwise make available funds sufficient to purchase services procured pursuant to this RFP, the District may unilaterally terminate upon seven (7) days written notice to the successful Contractor, any and all contractual or other obligations without penalty. The District will make every effort to give timely notice of any termination due to unavailability of funds. However, the failure to give notice will not legally preclude the District from claiming termination.

• **Confidentiality**

The New Hampshire State statutes regarding the public right to know applies to the proposals, except for financial information regarding the Contractor, which shall be returned to the Contractor upon award.

• **Rights to Submitted Material**

All proposal, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by Contractor shall become the property of the District when received.

**Section 10: Cost Proposal**

Cost Proposal Form: The Contractor shall use the Cost Proposal Form. All instructions for the Cost Proposal are on the form. Contractors should quote all costs associated with the services outlined in the Scope of Services herein and the proposal submitted by the Contractor. All costs shall provide line item detail. All costs associated with the project must be identified in the cost proposal.
Cost Proposal Form

Tilton-Northfield Fire & EMS
12 Center Street
Tilton, NH 03276
(603) 286-4781 Fax (603) 286-4787

This Sheet Must Be Returned With Bid

It is the intent of Tilton-Northfield Fire & EMS to purchase Fire Station Consultant Services. The obligations incurred by the acceptance of any bid are limited to the purchase of the District’s actual requirements. The below signature shall certify that the CONTRACTOR understands the requirements of this request for proposal and agrees to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved.

The fee for providing the required services is:
(Attach Titled and Signed additional detail sheets as necessary.)

TOTAL $_______________________________

Options/Comments: __________________________________________________________________________________________

Estimated Date of Delivery: ______________________________________________________________________________________

Price Firm Until: ______________________________________________________________________________________________

Date: ________________________________________________________________________________________________

Business Name: ______________________________________________________________________________________

Business Address: ______________________________________________________________________________________

Business Phone: ___________________________ Fax ___________________________

Business Type: ___________________________ (Individual, Partnership, Corporation etc.)

____________________________________________________________________________________

Name/Title of Person Authorized to sign proposals

____________________________________________________________________________________

Signature of Above Person
Appendix A

Tilton-Northfield Fire & EMS
Michael W. Sitar Jr., Chief
Michael J. Robinson, Deputy Chief

Report: Amended

To: Fire Commissioners
From: Chief Sitar
CC: Fire Station Committee
Date: November 12, 2014
Re: Fire Station Needs

**Background:** This committee was formed to perform a needs assessment on whether the District would benefit from a new, a rehabbed, an addition, or any combination of the listed options to our present facilities. The Committee met over several months to deliberate over what the District’s current facilities needs are and what the District’s needs would be up to 50 years in the future. The Committee also looked at what limitations on the District’s operations are in place due to our present facilities. The Committee also discussed possible facility options that might be put in place that would meet the District’s needs presently and up to fifty years going forward. The committee additionally discussed what qualities would be required in a new or rehabilitated facility.

**History:** The District presently has two facilities, one located in Tilton at 12 Center Street and one located in Northfield located at 149 Park Street. These facilities are eight tenths of a mile apart with both located in what is known as the “Village District”. The facility at 12 Center Street was originally built in 1867 with an addition that effectively doubled the building’s size added in 1895. It has been remodeled many times since. It has two apparatus bays, living quarters for three firefighters, and administration space for Fire Prevention, the Administrative Assistant, and the Fire Chief. The facility at 149 Park Street was built in 1986, has five apparatus bays and a restroom. My understanding is that this station was built with possibility that at some time in the future, an addition of living quarters might be added.

There have been numerous attempts since 1986 to address the fire station situation with specific consideration of replacing the Center Street facility. The dissolution of the Winnisquam Fire Department and subsequent sale of the Winnisquam Fire Station has highlighted the difficulties of providing a response to the East Tilton area of the District in a timely fashion.

In the early 2000s, there was an effort to add an addition to the Park Street Station. The addition was to mainly include living quarters at a cost of approximately $450,000. That effort failed. Around 2008 the Town of Tilton bought a building on Business Park Drive that might be used as a combined police and fire station, a public safety building if you will. After careful investigation and debate that attempt was abandoned due to many unresolved questions as to the implementation and cost of the plan. The building was then sold to a private entity.
In 2010 there was discussion and debate on the dissolution of the fire district. The proposed result would have split the fire district into two departments, one serving Tilton and one serving Northfield. The result of the discussion was a warrant article at District meeting. The vote on the Warrant Article was resoundingly supportive of keeping the District intact.

Since then, there has been plenty of conversation, but no real effort to address the fire station issue. It is generally recognized throughout the District, that the Center Street Station must be replaced. It is also recognized that any solution must meet the needs of both the towns of Tilton and Northfield, as well as the Fire District and that any solution proposed should meet those needs for 50 years into the future.

**Procedure:** The Committee met bi-weekly for the months of July, August, and September. The committee researched and discussed what function spaces would be needed in a new or rehabbed facility. They discussed the advantages and disadvantages of different floor plan layouts, multi-purpose areas, and finish materials. The committee researched and discussed the limitations placed upon the Departments operations because of our facilities. The Committee further researched and discussed the location of fire stations both present and possible future locations. Finally, the Committee discussed different scenarios and options for the future of the department’s stations.

**Limitations:** The committee listed some limitations that the department currently has now due to the facilities we presently have. Some of the limitations are operational in nature, some are functional, and some are safety and health related.

- We are unable to house student firefighters, which not only limits the number of responders, especially at night, but also inhibits our ability to evaluate students in our work environment for possible future employment.
- The on duty crew is restricted as to what apparatus that they can choose from initially to respond to an emergency. There are times when an emergency is better suited with a response of one of the vehicles stationed at Park Street. In those cases the on duty crew or a member of the on duty crew has to first respond to Park Street to get the most appropriate vehicle before they respond to the emergency scene.
- The travel path from the living quarters to the apparatus floor at Center Street is very poor. The members must go down a relatively steep set of stairs, duck under the second floor header, take a left at the first landing, and then must descend three more stairs to the apparatus floor. If it is an engine response, you must work your way around the ambulance to get to the engine.
- We are unable to properly wash the apparatus at Center Street as there are no floor drains. This is especially true in the cold weather. All the vehicles must be washed outside and the water runoff often freezes. Additionally, the undercarriages of the engines have corrosion problems due to the road chemicals used during the cold weather which does not get washed off. Each station should have a dedicated wash bay.
- There are no bays for vehicle maintenance. Any maintenance done at Park Street on a vehicle now blocks access and possible a response of other vehicles in that station. Each station should have a dedicated maintenance bay.
- Both apparatus bays are full and there is no room for additional apparatus. If and when the department obtains an additional engine or ambulance, there is no garage space left to store the vehicle out of the weather.
- There is no apparatus apron at Center Street. When the vehicles are pulled outside for any reason, they are actually sitting in the middle of Center Street and block any through traffic.
- Access to and from Center street is very poor both physically and visually. The space to maneuver our apparatus is narrow. The sight lines when exiting are blocked by vehicles parked on
Main Street; which makes for a dangerous exit. The Center Street Station cannot be easily seen from Main Street.

- The size of the Center Street station doors limit the size of apparatus that can be stationed there. The height clearance is 9 feet 5 inches.
- The size of the doors and bays at both Park Street and Center Street are too small. One must be very careful when backing into the station. The size of the doors and bays leave little room for maneuverability. Apparatus bay doors should be 14 feet high by 14 feet wide and the bays should be 20 feet wide. This allows for proper access and egress to and from the vehicles. Additionally this allows for proper inspection of the vehicles and equipment.
- There is no emergency back-up power at Park Street. When commercial power is lost, there are no lights, no heat, and the doors must be raised and closed manually.
- Park Street has no area within the station that is isolated from the apparatus bay where one can get away from the noise and heat or cold. Additionally there is also no office space there as well; there is no space where officers or EMTs can fill out incident reports after returning from a response. There is also no space where a private conversation can take place.
- There is no adequate area at either station to test, clean, or dry hose.
- The floor drains at Park Street do not comply with current environmental standards.
- Neither Park Street nor Center Street is ADA compliant for members and especially visitors.
- The exterior lighting at Park Street is inadequate. This makes for a dangerous situation when members respond to the station in the night time hours.
- There are no living quarters at Park Street such as kitchen, locker room, and shower facilities thereby limiting our ability to house firefighters there for more than a few hours.
- We are restricted in size of fire apparatus that can be stationed at Center Street because of the door and bay size. Neither the Ladder, Tanker, nor Rescue can fit in the Center Street Station. Any new engines or ambulances must be special ordered so that they fit within the station. It is especially difficult trying to specify a vehicle that meets the department’s operational needs with the limitations placed on the size of the vehicles.
- There is no separation from the public access area and the members living area at Center Street. The fire station is a firefighter’s home. It is where they live for their 24 hour shift period and they should have some private space available to them during that time.
- The fitness area at Center Street is not separate from the apparatus room. The apparatus room is where vehicles are stored and is not an area designed or clean enough for a fitness area. Park Street has no fitness area.
- There are no public rest rooms at either station.
- Both stations lack appropriate space for storage of firefighting and rescue equipment, EMS equipment, cleaning and other supplies, and file archive storage.
- There is inadequate space and facilities to store member’s turnout gear. Each member should have 2 sets of gear and we should have enough gear storage for 50 members.
- There is inadequate turnout gear washing and drying facilities. Turnout gear should be washed after each and every fire to remove the harmful chemicals and soot from them. We need to limit our firefighter’s exposure to these materials for their health now and in the future. We do have a washer for turnout gear at Park Street, but there is none at Center Street. The washed gear is dried currently by throwing the gear over a pipe in the apparatus room.
- There is no clean area to fill and maintain the SCBAs. The SCBAs provide our firefighters with the air they need to breathe in a hazardous environment. It is imperative that this equipment be maintained in the best environment possible as our firefighters lives depend on this equipment.
• There is no area for equipment and personal cleaning or decontamination. Every fire produces hazardous chemicals and soot. This equipment and our personnel must be cleansed of these materials immediately after every fire to limit their exposure to these hazardous materials.
• There is no area to display the antique hand tub currently displayed at AutoServ or any of the department’s historical memorabilia.

Station Requirements: The committee researched multiple sources, architectural engineering, and professional journals to help determine what a new or rehabilitated fire station would need. The committee members also relied on their own personal experience within the fire service on station requirements. Additionally, one member of the committee recently attended a conference on fire station design. The information brought back from this conference included not only station design methodology, but also best practices used for materials and finishes.

Apparatus Bays

• The number of Apparatus Bays is determined by the number and size of the apparatus the department has plus what the department may have in the future. In this department’s case. We currently own and need a place for 12 pieces of apparatus. The Department should plan for 6 more spaces for a total of 18. In the very near future, we will gain an engine and ambulance within our fleet. Each bay should have the appropriate utility drops such as electrical, compressed air, vehicle exhaust extraction, and water.
• A Maintenance Bay should be included within the district so that a piece of apparatus can be worked on in house without affecting the response of other vehicles within the fleet. This should be located near the shop and tool storage area of the station. The vehicle maintenance bay should be a drive through bay.
• A Wash Bay should be included in any station the department plans to build or remodel. The inclement weather here in Central New Hampshire requires the State and towns to treat the roads with sand, sodium chloride, and calcium chloride to help maintain safe driving conditions in the cold weather. These chemicals are very corrosive to the vehicles we own. To help prevent the vehicle from corroding, they must be thoroughly washed on a regular basis, including the undercarriage, to remove these chemicals from the vehicles. This will only help to extend the useful life of our apparatus.

Auxiliary Spaces off Apparatus Bays

• Gear Storage is required in any fire station. There must be enough gear storage available for every full-time and call member of the department. Additionally the storage should be sufficient enough so that each member can store 2 complete sets of turnout gear. We currently need space for 35 members. We should plan for space for 50 members. There should be an additional secure room available to store new and used turnout gear that is issued to new members and as replacement gear for when issued gear is damaged.
• Gear washing and drying is very important and the department must have these facilities available. Carcinogenic soot and hazardous chemicals are deposited on the gear at every fire. These carcinogens and hazardous chemicals must be washed off the gear to reduce exposure of these materials to our firefighters. This area will contain large commercial extractors and drying equipment. This room must be accessible from the apparatus bays and the outside.
• As with turnout gear, it is very important to have Decontamination and Cleaning Facilities for equipment and personnel. Any gear used and all personnel exposed to any products of combustion must be decontaminated and cleaned immediately after returning to the station and prior to going back in service. Firefighters are on average more than 1 ½ times more likely to be inflicted with some forms of cancer. Male firefighters are more than 2 times more likely to acquire testicular cancer than the general population. Studies have shown this is likely due to the firefighter’s exposure to the byproducts of combustion. Studies have also shown that many of the

12 Center Street  ●  Tilton, New Hampshire  ●  (603) 286-4781  ●  fax (603) 286-4787  ●  www.tnfd.org
products of combustion were absorbed through the firefighter’s skin. This is why it is so imperative that firefighters and their equipment and turnout gear must be cleaned after every fire.

- **There must be an area within the station where the Self Contained Breathing Apparatus (SCBAs) can be filled and maintained.** Each time an SCBA is used and after it is cleaned, the SCBA must be inspected for any defects or damage and then must be filled so it can be ready for its next use. The SCBA is one of the firefighter’s most important pieces personal protective equipment. The SCBA provides the fire fighter with clean air while the firefighter is in an immediately dangerous to life and health (IDLH) environment.

- **A Hose Storage area** is needed to store spare hose so when it is needed it can be easily placed on the apparatus.

- **Areas for Technical Training** must be provided so that firefighter can practice technical rescue skills to maintain their proficiency in those skills. Technical rescues are high hazard low incidence occurrences and possess the highest risk for firefighter injury or death. This why it is imperative that firefighters maintain their skills for those types of rescues. Trench rescue, Confined Space, and High Angle Rescue are some of the technical training props or areas that should be present. These areas are easily incorporated into a fire station. The hose drying tower is an area where many of these props can be placed.

- **Equipment storage** is always an area that is necessary near the apparatus bay. All apparatus spare equipment and tools are stored there. This area should be large enough to store supplies that would be used for Hazmat incidents and should also be able to accommodate firefighting agent (Foam) storage.

- **There must be an area within the station near where the ambulances are house where EMS Supplies can be securely stored.** There are medical supplies such as needles, syringes, and medications that must be maintained in a locked area.

**Living Areas**

- **A Kitchen** of commercial quality is required for any station where meals will be prepared. As many surfaces as possible including the counter tops should be stainless steel. Stainless steel is durable and will never wear out. The appliances should also be of commercial quality so that they may also last a much greater time than those of residential quality.

- **A Dining Room area** is needed so that meals can be consumed in a comfortable environment.

- **A Day Room** is an area where firefighters can spend time in the evening after all their work and training is completed. This area usually is furnished with chairs and a television.

- **Dorm Rooms** are needed so that firefighters can have a place to sleep during the time when they are not responding to incidents when working at night. Each firefighter should have a separate room. Separate rooms promote better health and sleep. There should be enough dorm rooms so that each firefighter on duty and any live in students should have their own room. Each room should contain a twin bed, night stand, desk, and chair. Rooms that will accommodate students should also have a dresser. Additionally, there should be space where call company members can rest when they are covering the station at night while the full time members are at an incident.

- **A Locker Room** should be provided where each member of the fire department has their own private lockable locker. An option to having a locker room is to provide lockers in the Dorm rooms or have the lockers located in the dorm room hallway.

- **Bath and Shower** facilities are needed just as in anywhere people reside. There should be enough sinks, water closets, and showers to accommodate the number of firefighters working in the station.
• A **Laundry Room** that includes a washer and dryer with a folding table for firefighter’s uniforms. This facility is not to be used to wash turnout gear. Turnout gear should not be brought into the living quarters of the fire station.

• A **Fitness Area** should be provided so that firefighters can exercise to help maintain their fitness and strength levels. Firefighting is a very strenuous and physically demanding job. It is very important that our firefighter maintain their strength and fitness for the performance of their job. This area must be durably constructed so that it can withstand the machines and heavy use of a fitness area. Typically these rooms contain a treadmill, stair machine, elliptical machine, free weights, dumb bells, exercise mats as well as other fitness equipment.

• An **Outdoor Patio/BBQ Area** should be provided for cooking and eating outdoors when the weather permits. This area should ideally be located next to the kitchen and be a private space from the public’s general view.

### Public Space

• It is a requirement (American Disabilities Act 28CFR Part 36) that any new public building be equipped with **ADA Bathroom(s)**. These bathrooms should be located in the lobby area or near the Community/Training room area.

• A **Lobby** area serves as the entrance to the building for the general public. It is a waiting and gathering place that should be adjacent to the administrative area of the building.

• The **Training/Community Room/EOC** room serves a class room setting for departmental staff and can also be used by the public for meetings as well. The room should be sized to accommodate the entire department staff. During times of a declared emergency, the room can also serve as an Emergency Operating Center (EOC), Alternate EOC, or community warming or cooling station.

### Administration Area

• The **Chief’s Office** is where the Chief performs his administrative functions. This office should be adjacent to the Deputy Chief’s office, the Administrative Assistant’s office and the conference room.

• The **Administrative Assistance’s Office** must be located next to the Chief’s office and must also be the gateway into the Administrative area from the lobby.

• The **Deputy Chief’s Office** is where the Deputy Chief performs his administrative functions.

• The **Fire Prevention Office** is where the Fire Prevention Officer performs his administrative tasks. This officer also meets with individuals from the public often so this office should be located in an area convenient to the public. This office should be large enough to accommodate storage files and building plans.

• The **EMS Office** is where the EMS Officer performs his administrative functions. This office can also be used by EMTs and Paramedics to fill out their EMS run reports. Much of the information on an EMS run report is confidential in nature. The office should be set up so that only the person entering data into the computer can see the computer screen.

• A **Station or Duty Officer Office** is required so that the station officer or duty officer can perform their administrative functions.

• A **Conference Room** sized to accommodate 10 to 12 people seated at a table is needed for smaller staff meetings as well as meetings with small groups who have business with the department.

• The **IT/Communications Room** houses all the termination points for all data and communication utilities in the facility. It is mainly occupied with racks for the installation of the facilities computer networks, telephone, and communication feeds.

• There must be an adequate **File Storage Area**. State and Federal Laws require that certain documents be kept for varying periods of time. Some documents can never be disposed of.
An **Office Machine Area** should be located within the administrative area so that the copier, printer, scanner, and fax machine(s) can be shared by all the administrative staff.

**Outside**

- **Employee parking** should be adequate in size so that both the on duty crew and oncoming duty crew as well as all the administrative staff have parking spaces available to them. This area should be separate from visitor parking.
- **Visitor parking** should have enough spaces so that if the training/community room where to be used by the public, there will be enough spaces available.
- **HP Parking** must be provided per the American Disabilities Act.
- **Exterior Lighting** should be adequate enough to provide safe lighting during the nighttime hours as well as during inclement weather.
- **Landscape** around the exterior of the building should be attractive and not require a lot of maintenance.
- **Exterior Drainage** should be designed to ensure that there will be adequate runoff from the site and that there will not be any standing water on site. The design must take into account for any environmental conditions that must be protected.
- **Vehicle Access** must be designed so that there is adequate room for large fire apparatus to maneuver safely. Additionally the public vehicle access and the department’s vehicle access should be separate from each other.

**Additional Systems**

- An **Automatic Fire Protection Sprinkler System** will protect the entire station per NFPA
- A **Fire Alarm System** will monitor the building and some of its systems such as the automatic sprinkler system and the kitchen hood and duct system.
- The **Heating Ventilation and Air Conditioning** must be designed so that air flow within the building does not allow air from the apparatus room and adjacent areas to flow into the living quarters. This will prevent any possible hazardous substance in dust or aerosol form from contaminating the living quarters.
- A **Kitchen Hood and Duct System** will be installed in the kitchen to remove the vapors and steam from cooking. This system will be monitored by the fire alarm system for fire within the duct work.
- A **Diesel Exhaust Removal System** will be installed to remove any diesel particulates from vehicles. These systems are directly connected to the exhaust pipes of the vehicles and disconnect automatically when the vehicle leaves the station.
- An **IT Network** will be installed within the building that will be for computer usage and building system monitoring and control.
- A **Phone Intercom System** will be installed within the building for both internal and external voice communications.
- A **Emergency Generator** to be used for when there is a commercial power failure and sized to run the entire building and all of its systems will be required. This is an emergency facility and may also be used for the public in a limited fashion during weather emergencies.
- An **Uninterruptable Power Supply System (UPS)** will be installed to maintain vital facility systems such as communication and computer during the time in between when commercial power fails and the emergency generator comes on line.
- An **Air Compressor** will be required for vehicle maintenance and should be located in the maintenance area of the station.
- A **Breathing Air Compressor** will be required to fill the department’s self-contained breathing apparatus (SCBAs).
• **A Communications Tower** will be erected outside the building. The department’s communication antennas will be installed on this tower. The tower may also accommodate commercial cellular carriers for a fee.

• **A Fire Station Alert/lighting/PA system** will be required to alert personnel and turn on lights when an emergency incident is dispatched.

• **An Access Control System** will be installed to help secure portions of the building from unauthorized visitors or personnel.

• **A Closed Circuit TV System (CCTV)** will be installed so that certain interior and exterior spaces can be monitored.

**Possible Options:** The committee discussed several possible options for the construction of a new station or the addition and renovation of the Park Street Station or a combination of the two. Any option that relied on a single facility would require that the new facility be large enough to accommodate the department’s entire fleet. Additionally, any option where collaboration with another entity is considered, must meet the needs of both entities or departments. Some of the options were:

• Building an entirely new facility at a location still to be determined.

• Construct an addition to and renovate the Park Street Station.

• Construct an addition to and renovate the Park Street Station and erect a new station at a location to be determined.

**Recommendation:** After careful consideration, it is recommended that the Commissioners support the formation of a committee of stakeholders from both communities to review the facts and options contained within this report. This committee may also consider additional information presented. This committee would then make a recommendation to the District that would resolve the District’s facility needs and shortfalls going forward up to fifty years into the future. It is further recommended that the Fire Chief serve on this committee as an advisor to the committee. It is further recommended that committee consist of a member of the Tilton-Northfield Fire Commission, a member of the Tilton Board of Selectmen, a member of the Northfield Board of Selectmen and up to four additional members. It is also recommended that the Commissioners submit a warrant article at the 2015 District Meeting requesting an amount to be determined from the Building Fund be appropriated towards the expenses of design and engineering for facilities.