



TOWN OF WINCHESTER – CITY OF WINSTED
TOWN HALL – 338 MAIN STREET
WINSTED, CONNECTICUT 06098
Request for Proposals (RFP) for
Winsted Fire Department Feasibility Study

Date Issued:	Tuesday, September 1, 2026
Submission Deadline:	10:00am EST, Wednesday, September 30, 2026
RFP Opening:	10:00am EST, Wednesday, September 30, 2026
Primary Contact:	Paul Harrington, Town Manager
Send Proposals To:	Winchester Town Hall
(Sealed and marked as RFP submission)	338 Main Street Winsted, CT 06098

1. Introduction

The Town of Winchester is seeking qualifications from qualified Architectural/Engineering (A/E) firms to provide professional services for the preliminary design and planning of the following projects:

1. A 2-story addition to the Winsted Fire Department (WFD) located at 27 Elm Street Winsted CT.

The selected firm will be responsible for conducting a thorough analysis of both projects, making recommendations, and producing concept-level layouts for the proposed facilities. The expected content of such deliverables is outlined in Section 4 “Scope of Work”.

The Applicant that receives the award presented by this RFP may also be considered for the final design services contract at the Town’s sole discretion. Any contract resulting from this RFP is subject to the availability and appropriation of funds.

2. Pre-Proposal Site Walk

The first pre-proposal site walk will be held at the WFD Facility located at Station #1, 27 Elm Street Winsted, CT at 10:00am EST on Monday, September 14, 2026. Fire Chief John Field of the Winsted Fire Department will be available to answer questions about the site. Attendants to this site walk should arrive at 27 Elm Street and not the Town Hall or another town property.

Bidders are highly encouraged to attend the site walk but are not required to attend as a prerequisite to submitting a bid.

3. Background

The Town of Winchester is committed to enhancing public safety, emergency response capabilities, and municipal infrastructure by establishing modern, efficient, and functional public safety facilities that meet the current and future needs of the community.

John Field
Fire Chief

Phillip Bascetta Jr.
Assistant Chief

Ben Ludwig
Deputy Chief



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The existing Winsted Fire Department facility, located at 27 Elm Street, has exceeded its useful life and no longer adequately supports the operational, administrative, and emergency response needs of a modern fire department. The facility was constructed for a different era of firefighting and lacks the space necessary to accommodate today's apparatus, equipment, and administrative functions.

4. Scope of Work

The selected Architectural/Engineering (A/E) firm shall be responsible for completing a comprehensive feasibility study for the proposed expansion of the Winsted Fire Department headquarters located at 27 Elm Street, Winsted, Connecticut. The study shall be prepared in accordance with United States Department of Agriculture (USDA) feasibility study requirements and shall provide the Town with the information necessary to pursue state and federal funding and advance the project into final design and construction.

A. Programming

- i. Meet with Town officials, Fire Department leadership, and project stakeholders to evaluate the existing facility and define the operational, administrative, and functional requirements of the proposed expansion.
- ii. Identify current and future space needs for emergency response operations, apparatus storage, administrative offices, support spaces, storage, and related functions.
- iii. Evaluate opportunities to improve operational efficiency, firefighter safety, workflow, and future expansion capabilities.

B. Existing Facility and Site Analysis

- i. Conduct a comprehensive assessment of the existing fire station and site located at 27 Elm Street to determine the feasibility of constructing the proposed two-story addition.
- ii. Evaluate existing building conditions, including structural, architectural, mechanical, electrical, plumbing, and life safety systems.
- iii. Document existing site conditions, access, circulation, parking, utilities, drainage, and available space for the proposed addition.
- iv. Identify deficiencies in the existing facility that necessitate the proposed expansion, including apparatus accommodation, administrative space, code compliance, and operational limitations.

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- v. Evaluate ADA accessibility and identify existing deficiencies and improvements necessary to achieve compliance with applicable accessibility standards.
- vi. Review available information regarding hazardous materials, environmental concerns, structural reports, and other existing conditions that may affect the project.

C. Schematic Design

- i. Develop conceptual site plans, floor plans, building elevations, and schematic renderings for the proposed two-story addition.
- ii. Design the first-floor addition to accommodate one apparatus bay capable of housing the department's aerial ladder truck, including appropriate apparatus access, circulation, and support areas.
- iii. Design the second floor to provide administrative office space and associated support functions that improve department operations and overall building functionality.
- iv. Describe proposed building systems, structural framing, exterior construction materials, interior finishes, and energy-efficient building components.
- v. Evaluate opportunities to incorporate sustainable design practices, improve building performance, reduce long-term operating costs, and enhance community resilience.
- vi. Identify all applicable building codes, fire codes, NFPA standards, OSHA requirements, accessibility standards, and other regulatory requirements applicable to the project.
- vii. Identify the proposed building area (square footage) of the addition and any modifications to the existing facility.
- viii. Identify all required federal, state, and local permits, approvals, and utility coordination necessary for project implementation.
- ix. Identify existing rights-of-way, easements, and property constraints that may affect the proposed expansion.

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D. Site Constraints and Project Challenges

Identify and evaluate factors that may impact project feasibility, construction costs, or project implementation, including but not limited to:

- Existing utility conflicts
- Site grading and drainage
- Soil conditions and geotechnical considerations
- Environmental constraints
- Hazardous materials
- Historic preservation considerations, if applicable
- Construction phasing while maintaining uninterrupted emergency operations
- Apparatus access during construction
- Traffic circulation and emergency response impacts
- Supply chain considerations
- Contractor mobilization and site logistics

E. Operational and Facility Recommendations

- i. Provide recommendations for the preferred building layout, apparatus bay configuration, office space, site circulation, parking, storage, and support functions.
- ii. Recommend improvements that enhance firefighter safety, emergency response efficiency, operational effectiveness, and long-term adaptability of the facility.
- iii. Identify opportunities to improve ADA accessibility, energy efficiency, sustainability, and resilience to support the Town's long-term capital investment objectives.

F. Cost Estimating and Financial Analysis

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- i. Prepare an Opinion of Probable Construction Cost for the proposed project, including architecture and engineering fees, site development, utilities, construction, construction administration, environmental compliance, permitting, testing, contingencies, furnishings and equipment, and other associated project costs.
- ii. Provide projected annual operating and maintenance cost estimates for the expanded facility.
- iii. Provide life-cycle cost considerations for major building systems where appropriate.
- iv. The cost estimate shall be prepared by a qualified Construction Manager or Cost Estimator experienced in the construction of public safety facilities, specifically fire stations or similar municipal buildings.

G. Final Feasibility Study Report

- i. Prepare a comprehensive feasibility study documenting findings, evaluations, conceptual designs, cost estimates, implementation recommendations, and project schedule.
- ii. Include sufficient information to satisfy USDA feasibility study requirements and support future applications for state or federal funding opportunities.
- iii. Present the completed feasibility study and conceptual design recommendations to Town officials, Fire Department leadership, and other designated stakeholders.

5. Submission Requirements

Parties interested in responding to this RFP are invited to submit a proposal in accordance with the following terms and conditions. With submission of a response to this RFP, the proposer acknowledges that they have read and understand the requirements and conditions herein.

Each proposer shall submit three (3) paper copies of the proposal via mail or personal delivery to the Office of the Town Manager, 338 Main St, Winsted, CT 06098, no later than the date and time as marked at the beginning of this RFP. The sealed proposal shall be marked as “RFP Submission”.

Responses to the RFP must include all required documents, completed, and signed per the instructions and attached forms included in this RFP package. Emailed and faxed

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proposals will not be accepted and will be deemed non-responsive and will not be evaluated. No proposals submitted after the above-referenced deadline will be accepted

All proposals must include the following materials:

A. Firm Profile:

- i. Provide an overview of the firm's qualifications, experience on similar projects, and relevant project examples.
- ii. Identify key personnel who will be involved in the project, including their roles and qualifications.
- iii. Describe the proposed approach to addressing the scope of work and achieving the project objectives.

B. Scope of Services:

- i. Proposers must articulate, in great detail, the services that they will provide to the Town of Winchester under the proposed contract. Write-ups with more detail will score higher than those with less detail.
- ii. Outline the proposed timeline and milestones for completing the project.

C. Price Proposal:

- i. Proposers must state the price they propose be paid by the Town for the services as outlined in the Scope of Work document.

D. References:

- i. Each proposer shall include the names, telephone numbers, and email addresses of no less than three (3) professional references who have either worked for or worked with the proposer to offer services who can speak to the quality of the services provided by said firm. Please state the relationship with each reference.

E. Other:

- i. The proposer should include in this section any other information which the proposer believes the Town should know to fully evaluate the proposal, or any special conditions to the proposal.
- ii. If a proposal is missing any of the required materials, or the required materials are combined, the Town reserves the right to evaluate the proposal if, in the sole discretion of the Town, the overall proposal is responsive to the evaluation criteria and required material.

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6. Evaluation Criteria

The Town may, but is not required to, select a list of responders to invite to an interview. The use of an interview is dependent on the number and scope of the proposals submitted. The Town's evaluation criteria will include:

A. Criterion 1: Proposer Qualifications and Experience

- i. Has the proposer been in business for a reasonable period and had actual experience with similar service offerings?
- ii. Does the proposer have examples of similar work and related materials?
- iii. Has the proposer included at least 3 references for past offerings?
- iv. Has the proposer demonstrated that they have a solid understanding of the technical and logistical aspects of the work to be completed?

B. Criterion 2: Quality of the Proposed Work

- i. Has the proposer demonstrated an understanding of the Town's needs and expectations?
- ii. Do they have sufficient staff and/or contractors/sub-contractors to carry out the terms of the contract for the full duration of the contract without additional changes to the terms of the contract?

C. Criterion 3: Financial Costs

- i. Is the proposed cost of the service reasonable?
- ii. Will the Town be able to afford the proposed costs?

D. Criterion 4: Detailed Response

- i. Has the responder included all required components of the submission package?
- ii. Has the responder been clear and detailed in their description of the work to be completed and the proposed price?

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7. Additional Considerations

If any changes are made to this RFP, an addendum will be issued. Each addendum will be emailed to all people on record as having requested the RFP. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from the obligation to comply with the terms of such addenda. All addenda so issued shall become part of this RFP.

Proposers are cautioned that it is the responsibility of each individual proposer to assure that their proposal is in the possession of the responsible official or a designated alternate prior to the stated time and at the place of proposal by the due date. The Town is not responsible for proposals delayed by mail and/or delivery service of any nature. Late responses will not be accepted, nor will additional time be granted to individual respondents unless the Town extends the required submittal date for all proposers.

All proposals become the property of the Town of Winchester upon receipt. All proposals are deemed to be public records under Connecticut General Statutes. The Town will not be liable for any costs incurred by any respondents in the preparation and presentation of responses to this RFP, or in the participation in views, interviews, negotiations, or any other aspect of this RFP process.

The Town may, at its option, interview submitters as part of this selection process. However, selection may take place without such interviews. Therefore, proposals should be complete as initially submitted. The Town reserves the right to reject any and all proposals, to negotiate any and all nonmandatory contract terms with the successful proposer, or to cancel this procurement at any time if it is in the Town's best interest to do so.

Failure to meet the submittal requirements may be sufficient cause to reject a proposal. Proposers are solely responsible for reviewing all the provisions of this RFP and any attachments prior to submitting the proposal. Proposals that are incomplete, not properly endorsed, or are otherwise in conflict with the requirements of this RFP, may be rejected.

The Town reserves the right to conduct a standard criminal and business background check of each proposer which may include but is not limited to contacting contractual business associates and practices, researching employment histories, conducting background checks with former colleagues or customers, and verifying a bidder's financial wherewithal to complete the proposed project. By submitting qualifications to the Town of Winchester, the submitter consents to such an inquiry and agrees to make available to the Town financial books, records, and references as the Town deems necessary to conduct the inquiry.

The Town reserves the right to accept or reject any or all submitted proposals for any reason at any time.

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The selected firm will be required to enter into a formal contract with the town, subject to negotiation of terms and conditions.

The selected firm may be required to possess an active Unique Entity Identifier (UEI) status in <https://sam.gov/>. An entity with a suspended or debarred UEI status may be disqualified from Town projects that involve federal or state funds. The selected firm will be made aware of the need to possess an active UEI status prior to engagement with the Town via a formal contract.

All services not specifically mentioned in this request for proposal that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

8. Correspondence

Any questions regarding this RFP should be directed to Paul Harrington, Town Manager, at tmoffice@townofwinchester.org.

9. Equal Opportunity

The Town of Winchester is an Affirmative Action/Equal Opportunity Employer. MBE's, WBE's, and SBE's are encouraged to apply.

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