Arlington Fire District

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For Emergencies
DIAL 911

"Safeguarding Our Community"

Request for Proposals (RFP)
Building Plans and Renovations for Arlington Station 4
Issued By: Arlington Fire District
RFP Number: 2026-01
Issue Date: 06/01/2026
Proposal Due Date: 11/30/2026
Point of Contact: Battalion Chief William Tompkins

Introduction

Arlington Fire District is soliciting proposals from qualified architectural, engineering, and construction firms to provide professional services for the planning, design, renovation, and potential expansion of Arlington Station 4.

The selected firm or team will assist with evaluation of the existing facility, development of renovation plans, preparation of construction documents, permitting support, cost estimating, and construction administration services.

The goal of this project is to modernize Arlington Station 4 to improve operational efficiency, safety, code compliance, accessibility, energy performance, and long-term functionality.

Project Background

Arlington Station 4 currently operates as a full-time career fire station. The facility requires renovations and upgrades to address aging infrastructure, operational limitations, compliance requirements, and evolving service needs.

The Fire District anticipates that the project may include:

- Renovation and/or addition of firefighter bunk rooms
- Creation or modernization of a day room or lounge area
- Reconfiguration of interior spaces to support living quarters and personnel needs
- Interior renovations
- Exterior improvements(That are needed to support interior renovations)
- Structural upgrades(That are needed to support interior renovations)
- Mechanical, electrical, and plumbing (MEP) system improvements
- ADA accessibility improvements
- Energy-efficiency upgrades
- ~~Apparatus bay modifications~~
- Administrative and personnel space upgrades
- Site and parking improvements(That are needed to support interior renovations)

• Technology and communication improvements
• Life safety and security system enhancements

The selected consultant(s) or team will collaborate closely with the Arlington Fire District throughout all phases of the project. Additional considerations may include maximizing the functionality of the existing footprint while integrating modern living quarters and support areas for career staffing.

Project Objectives

The primary objectives of the project include:

• Extending the useful life of Arlington Station 4
• Improving safety and operational efficiency
• Ensuring compliance with applicable codes and regulations
• Enhancing functionality for staff and public users
• Improving sustainability and energy performance
• Minimizing operational disruptions during renovation activities
• Delivering a cost-effective and maintainable facility

Scope of Services

The selected firm or team shall provide all necessary professional services required to complete the project, including but not limited to the following:

Existing Conditions Assessment
• Conduct site visits and facility evaluations
• Review existing drawings and documentation
• Identify deficiencies and operational constraints
• Evaluate structural, architectural, civil, MEP, and life safety systems
• Meet with District representatives and stakeholders
• Prepare an assessment findings and recommendations report

Programming and Conceptual Design
• Develop space programming requirements
• Prepare conceptual design alternatives
• Provide preliminary construction cost estimates
• Develop proposed schedules and project phasing recommendations

Design Development and Construction Documents
• Prepare schematic design documents
• Develop design development drawings
• Prepare complete construction documents and technical specifications
• Ensure compliance with local, state, and federal requirements
• Prepare permit submission documents

Bidding and Procurement Support
• Assist with preparation of bid packages
• Respond to contractor questions and RFIs
• Provide recommendations for contract award

Construction Administration
• Attend construction meetings
• Review submittals and shop drawings
• Respond to RFIs during construction
• Conduct periodic site observations
• Review change order requests
• Assist with punch list development and project closeout

Deliverables

The selected firm or team shall provide the following deliverables at a minimum:

• Existing conditions assessment report
• Programming report
• Conceptual design options
• Schematic design package
• Design development package
• Construction documents
• Technical specifications
• Construction cost estimates at each phase
• Project schedule
• Permit application support documents
• Final record drawings, if applicable

Electronic and hard-copy formats shall be provided unless otherwise approved by the Fire District.

Project Schedule

The anticipated project schedule is as follows:

RFP Issued: 06/01/2026
Pre-Proposal Meeting / Site Visit: TBD
Proposal Due Date: 11/30/2026
Interviews (if required): TBD
Notice of Intent to Award: 12/07/2026
Contract Execution: TBD
Project Kickoff: TBD

The Fire District reserves the right to modify this schedule at any time.

Proposal Requirements

Proposals should include the following information, in the order listed:

Cover Letter
• Firm name and address
• Primary contact information
• Statement of interest
• Authorized signature

Firm Qualifications
• Firm history and overview
• Relevant licenses and certifications
• Experience with similar renovation or public safety facility projects
• Experience with municipal or public sector clients
• Local or regional project experience

Project Team
• Organizational chart
• Roles and responsibilities
• Subconsultant information

Relevant Project Experience

Provide descriptions of at least three similar projects completed within the past ten years, including:
• Client name
• Project location
• Scope of work
• Construction value
• Completion date
• Reference contact information

Project Approach
• Understanding of project requirements
• Proposed methodology
• Stakeholder engagement approach
• Quality control procedures
• Schedule management approach
• Cost control approach
• Phasing and operational continuity considerations

Schedule
• Proposed project timeline with major milestones and durations

Fee Proposal
• Lump sum fee and/or hourly rates
• Fee breakdown by phase
• Reimbursable expenses
• Assumptions and exclusions

References
• Provide at least three professional references for similar projects

Evaluation Criteria

Proposals will be evaluated using the following criteria:
• Relevant Experience and Qualifications – 25%
• Project Understanding and Approach – 25%
• Schedule and Capacity – 15%
• Cost Proposal – 25%
• References – 10%

The Fire District reserves the right to conduct interviews with shortlisted firms.

Submission Instructions

Proposals must be received no later than:
11/30/2026 1500hrs

Submit proposals to:
Arlington Fire District
11 Burnett Blvd
Poughkeepsie, NY 12603

Electronic submissions are acceptable. Late submissions may not be considered.

Questions and Information

All questions regarding this RFP shall be submitted in writing to:

Battalion Chief William Tompkins
wtompkins@afd.org
Responses will be issued as required.

Insurance Requirements

The selected firm or team shall maintain insurance coverage including, at minimum:
• Commercial General Liability
• Professional Liability
• Workers' Compensation
• Automobile Liability

Coverage limits shall comply with Arlington Fire District requirements and applicable laws.

Compliance Requirements

The selected firm or team shall comply with all applicable:
• Federal, state, and local laws
• Building and fire codes
• ADA requirements
• Procurement regulations
• Environmental regulations
• Prevailing wage requirements, if applicable

Terms and Conditions

The Arlington Fire District reserves the right to:
• Reject any or all proposals
• Waive informalities or irregularities
• Request additional information
• Negotiate scope and fees
• Cancel or reissue this RFP
• Award the contract in the best interest of the Fire District
All proposal materials submitted become the property of the Arlington Fire District.

Attachments

The following documents may be included with this RFP:
• Existing facility drawings
• Site plans
• Facility photographs
• Existing reports or studies
• Standard contract template
• Insurance requirements
• Proposal forms
• Bid forms

The Arlington Fire District appreciates your interest in this project and looks forward to receiving proposals from qualified firms for the Arlington Station 4 Building Plans and Renovations Project.