

**TOWNSHIP OF CUMRU,  
BERKS COUNTY, PENNSYLVANIA  
1775 Welsh Road  
Mohnton, PA 19540**

**REQUEST FOR PROPOSALS (RFP)  
FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES:  
*FOR MASTER PLANNING, SITE ANALYSIS, AND PRELIMINARY  
PROGRAMMING FOR A CENTRAL FIRE STATION***

**And**

**Qualification for full Architectural/Engineering Design Services including  
detailed Programming, Schematic Design, Design Development, Construction  
Documents, and Construction Administration.**

Request for Proposal # 1

The receipt of a response does not bind the Township to any contract for said services, nor does it guarantee that a contract for the project will be awarded.

**RFP and all associated documents can be found at  
[www.cumrutownship.org](http://www.cumrutownship.org)**

**September 22, 2016**

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## **I. INTRODUCTION**

### **A. GENERAL RFP INFORMATION:**

The Township of Cumru, Pennsylvania, invites the five shortlisted firms to submit a response to this Request for Proposals (RFP) for **MASTER PLANNING** services to locate a Central Fire Station within the Cumru municipal complex. This RFP also seeks to determine qualifications of a single Architectural/Engineering (A/E) firm for full design services of the Central Fire Station once the master planning effort concludes. The five shortlisted firms are:

- Bergmann Associates
- Bernardon Architects
- KCBA Architects
- Manns Woodward Studios
- SGS Architects/Engineers

Award of the Master Planning contract does not ensure award of full Design and Construction phase services. The Township of Cumru reserves the right to accept or reject any or all proposals.

**This RFP is soliciting fees for Master Planning/preliminary programming services at this time. However, this RFP is NOT soliciting a price proposal for full A/E design services at this time.**

### **B. BACKGROUND INFORMATION:**

The Township is proceeding with planning for a new Central Fire Station to include fire administration and fire prevention offices, training facilities, living quarters for personnel, apparatus bay, fitness room, supply and equipment storage, and parking. See Appendix B for a full background.

The Cumru Township Fire Department is a combination fire department, supported by both volunteer and career personnel. It is a municipal agency that provides fire suppression, prevention, vehicle rescue, and hazardous material response to a population of 15,000 in an area of approximately 21 square miles. The Fire Department provides its services and programs with 38 volunteer members, and 3 full time and 2 part time career staff working out of three fire houses.

The site, and specifically the wetlands (See Appendix E), are a critical component of the Master Planning effort, and will to a large extent determine key aspects of the fire station design and vehicular flow.

## **2. PROJECT**

### **A. PROJECT GOALS:**

#### Goals/expectations:

The overall goal of the current RFP is to solicit master planning and preliminary programming services from a highly qualified Architectural/Engineering (A/E) team for incorporation of a Central Fire Station into the municipal campus, on the east side of Welsh Road. The project is anticipated to range between 17,000 GSF and 20,000 GSF. The exact square footage will be determined after programming is completed. At this time, the Central Fire Station is envisioned to include, but is not limited to, apparatus bays, living quarters for personnel, parking (for career firefighters, hot spots for responding volunteers from off site, volunteers staffing the station, training events, and visitors), supply and equipment storage, fire administration and fire prevention offices, and other fire station associated features. **For additional site background please see Appendix B**

**MASTER PLANNING** effort will include evaluation of and an in-depth examination of both programmatic needs and the site, including traffic, existing wetlands, storm water facilities, water supply, and opportunities from the adjacent public works facility and parking lot. This effort will include detailed site tours and examination of existing facilities as well as utilizing any reports generated on the site previous to this effort (survey, EIR, etc.). **Two scenarios are to be planned**: one with lands currently owned by the Township and a second with the Schnader property conceptually incorporated into the Township's holdings. This effort would also aid/vet the development of a Needs Assessment. **For additional information on site and wetland report, please see Appendix E.**

The goal of the current RFP is to also select a highly qualified and A/E team for full design services which would tentatively start upon conclusion of the master planning effort and upon Township approval. **FULL A/E DESIGN AND CONSTRUCTION SERVICES** would include the ability to provide detailed programming, schematic design, design development, prepare construction/bid documents, conduct thorough construction administration, cost estimating, and help with third party inspections and commissioning. The qualified A/E team will need to demonstrate the ability to use industry best practice design and have significant fire station design experience.

## **B. PROJECT INFORMATION:**

### Architectural context:

The station is to be designed to complement neighboring historical landmarks, including the Cumru Township municipal complex, in architectural style and scale.

### Minimum fire station design parameters:

- Anticipated square footage: 17,000-20,000
- Number of stories: 2-3
- Number of front bays: 4-5
- Number of rear bays: Minimum of 2
- Separation of Hot Zones
- Number of day staff: 6
- Number of evening and weekend staff: 12
- Spatial administrative needs: offices, conference, copy, break, file, lobby, etc.
- Front line and reserve apparatus storage (2-3 pumpers, aerial ladder truck, rescue truck, 1-2 staff vehicles, brush truck)
- Living quarters for shift personnel (day room, kitchen, dorm(s), lavatory/showers/lockers)
- Training (classroom and props)
- Storage
- Mechanical spaces
- Apparatus/equipment maintenance
- Fitness/safe room(s)
- Staff/Guest/Employee parking
- Exterior drill tower
- Imbedded training opportunities
- Emergency generator
- Staff outdoor space
- If, due to funding or other current and unforeseen circumstances, the station cannot be built to the complete design, architectural drawings are to be organized to allow for construction of different phases at a later date either as structural add-ons and/or completion of interior finishes.

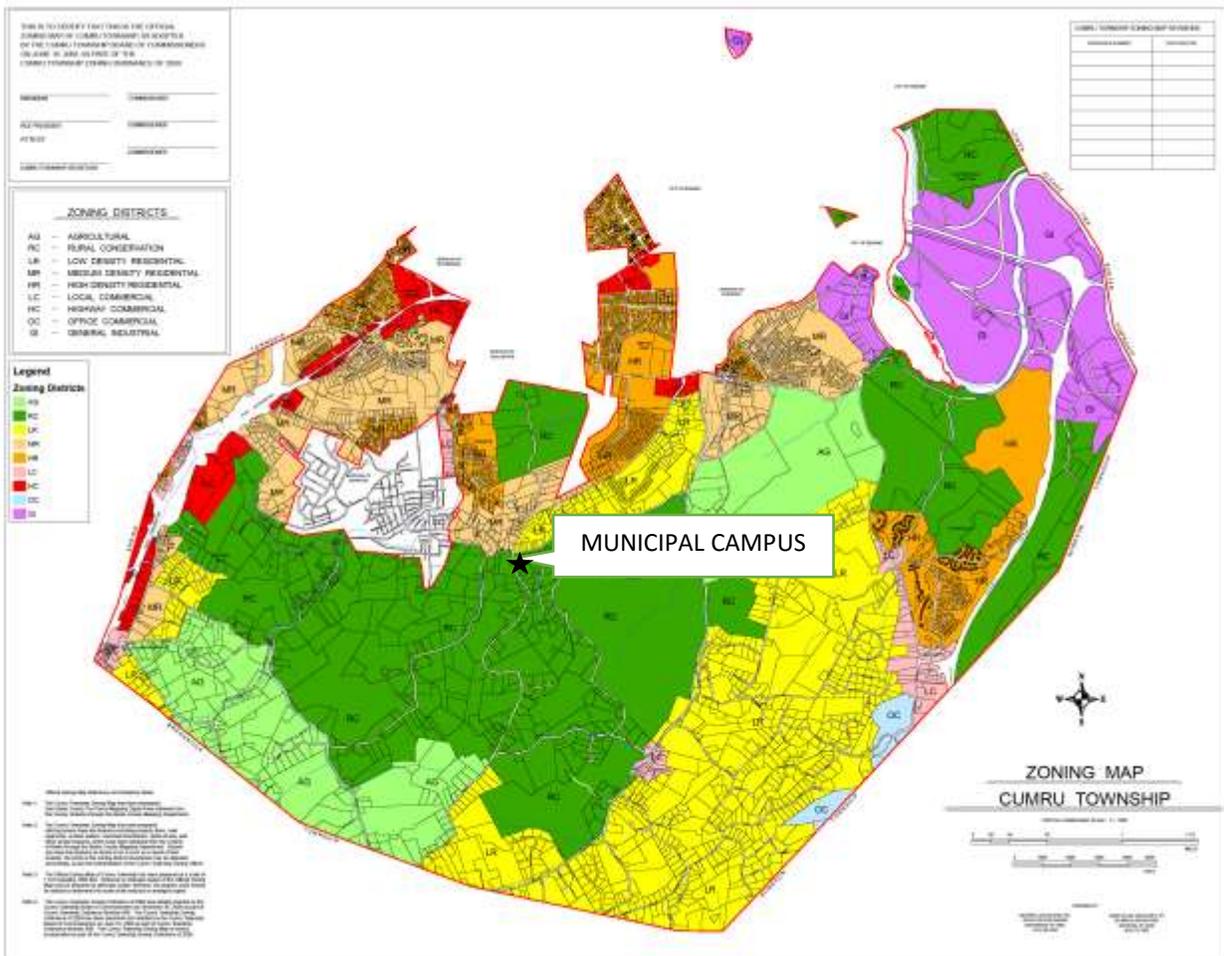
**Note: the Master planning effort will include a cost estimate of the two site options, inclusive of all site, traffic, water, and programmatic elements in order to develop a design-to budget within the allocated Township parameters.**

### C. REVISED PROJECT SCHEDULE

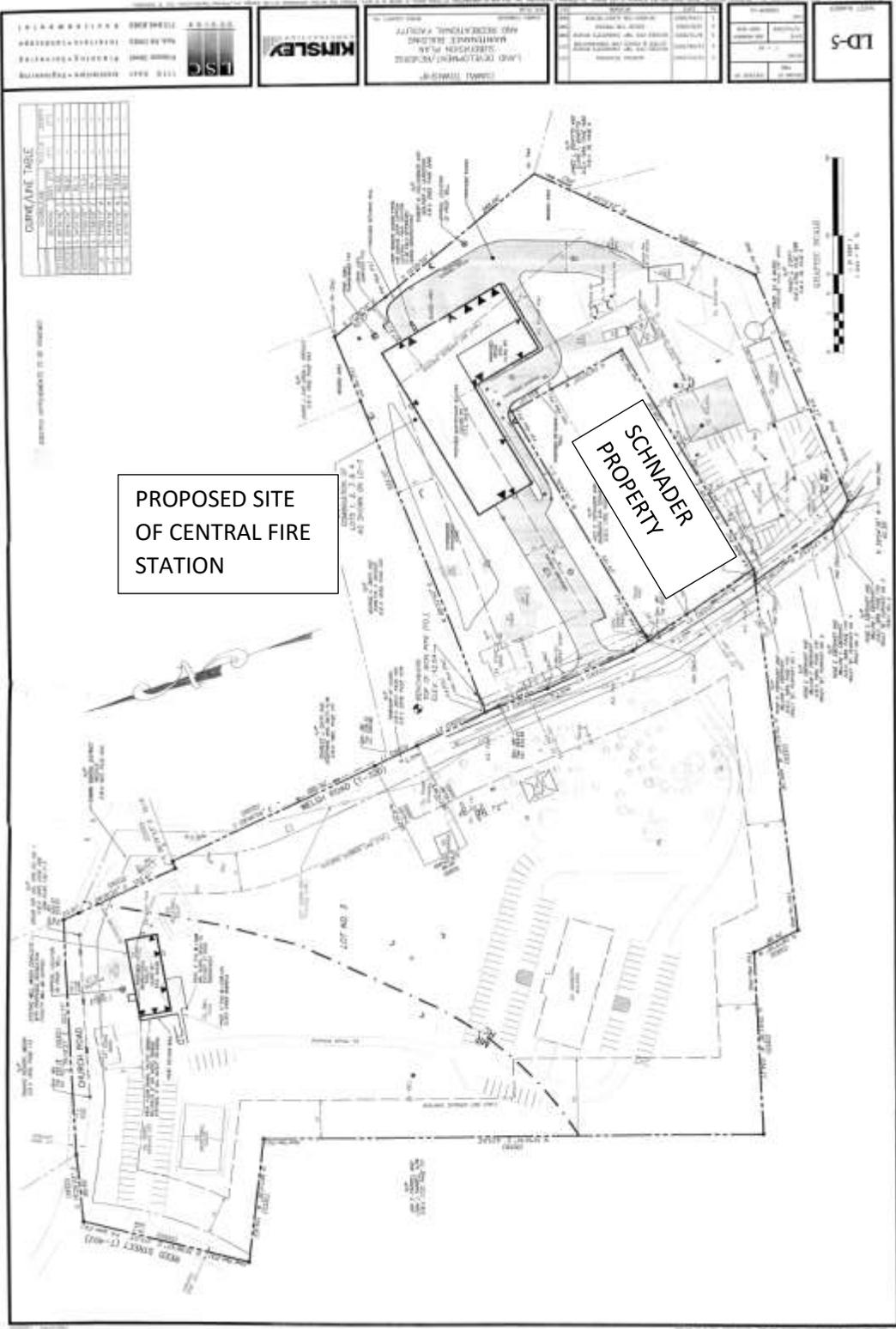
- RFP issued to shortlisted firms Thursday, September 22, 2016
- Pre-Proposal Site Visit..... Thursday, Oct 13, 2016
- RFP submission deadline..... Friday, November 4, 2016
- Shortlisted firms interviews..... Tuesday and Wednesday Nov 8-9 2016
- Notification of selected Firm.... Monday, December 5, 2016

### D. PROJECT SITE/CAMPUS/WETLANDS PLAN

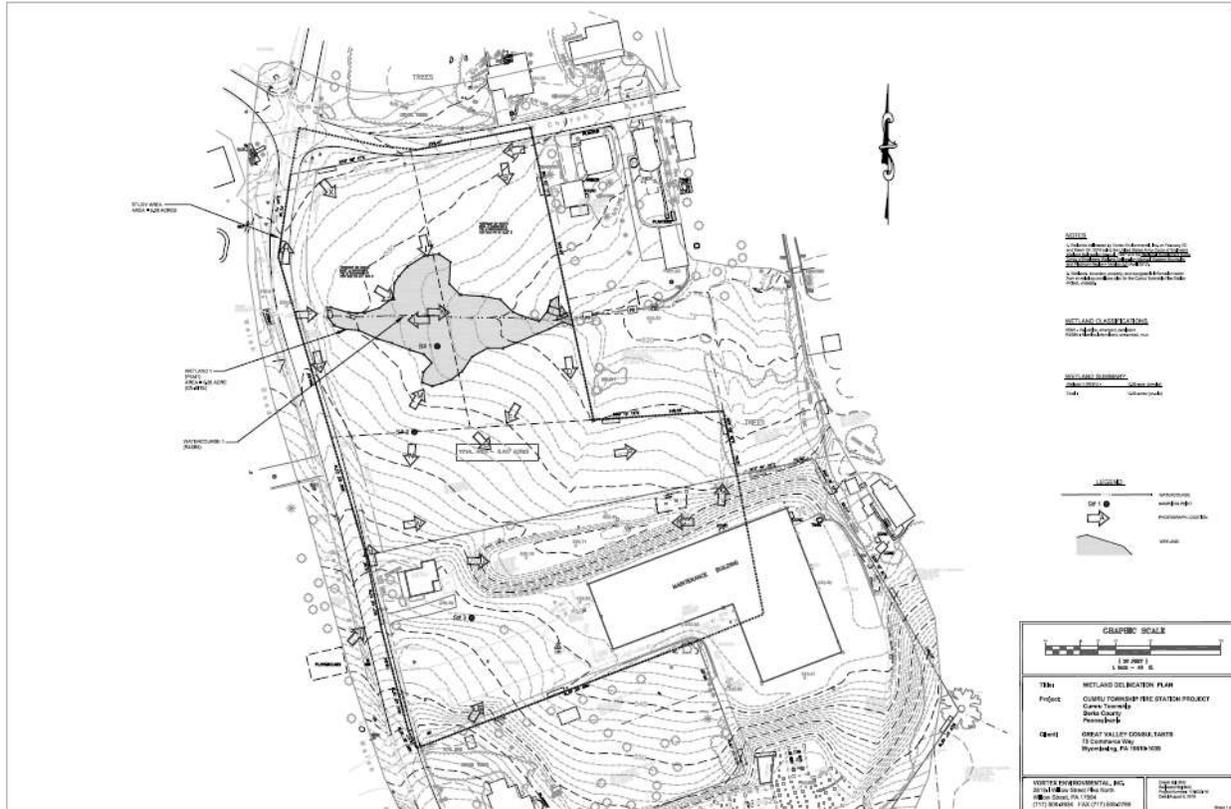
Cumru zoning map (see Appendix B)



Current Municipal Campus plan layout (See appendix B)



## Fire Station Site Wetlands plan (See Appendix C)



### E. CRITICAL CONSIDERATIONS:

- Wetlands
- Well Water Supply
- Tie in to existing Fire suppression tank
- Traffic
- Neighborhood
- Site Access
- Municipal Campus
- Site mitigation costs
- Potential re-orientation of existing storm water pond
- Architectural character
- Timely completion of Master Plan(4 months from NTP)
- Cost estimate of approved Master Plan and massing/schematic program

**F. MINORITY BUSINESS ENTERPRISE:**

The Township of Cumru encourages participation by MBE, minority business enterprises.

**G. LEED CERTIFICATION:**

The Township of Cumru encourages that all new capital projects are LEED certified. Respondents are encouraged to address their capabilities in regards to LEED in the proposal. More importantly, the selected A/E team will be required to give a life cycle analysis of building systems costs at critical points during design, i.e. DD's and CD's, as well as during Value management sessions if needed.

**H. COST ESTIMATING:**

Respondents to the RFP will need to indicate how they intend to provide cost estimating services at the following phases: Master Planning, Schematic Design (SD's), Design Development (DD's), 90% of Construction Documents (CD's). If the respondents are using an estimating consultant, indicate past performance and partnership.

**I. VALUE MANAGEMENT**

If estimates at conclusion of DD's or 95% of CD's come in much higher than the Design-to budget allows, the selected A/E firm will be expected to engage in a value management exercise with the client and this exercise will include the primary consultants.

**J. PROJECT TEAM/CONTRACTUAL ISSUES:**

The selection of the chosen respondent will be based in part by the strength of the exact make-up of the project team, by firm, but more importantly, by key personnel. To ensure that the appropriate staff is assigned to the project, the Township intends to make the inclusion of a "key persons" clause a part of the contract negotiations. This needs to be clearly addressed in the RFP response. Substitutions of project team members can only be done with 30 day notification and Township approval. The Township reserves the right to removal of any team member or request a substitution, in writing, if that team member is seen as detrimental to the project in experience or conduct.

### **3. PROPOSAL REQUIREMENTS:**

- A. A letter of not more than two (2) pages addressing the advertised criteria and stating specifically the team's experience in successfully completing very similar fire station facilities in campus and/or other similar settings. **If the A/E team is an association of consulting firms, include information regarding previous collaborations and a clear statement of the organization and responsibilities of each firm proposed.**
- B. Statement of not more than one (1) page addressing the firm's philosophy and methodology for working with Township and Fire Department stakeholders to develop a successful project.
- C. An outline of the firm's proposed project plan to deliver the required Master Plan, including consultants, meetings, reviews, and a final report.
- D. A detailed description of the proposed deliverable at the end of the Master Planning Phase.
- E. Statement of the firm's current workload and capacity to provide the requested services on schedule and on budget.
- F. Chart identifying each proposed team member's experience and responsibility in the project process. **This is to be done for both the Master Planning phase and for full design/construction services.**
- G. Pertinent images and related explanatory text which show three (3) relevant fire station **master planning** projects **completed** by the firm within the last ten (10) years. Indicate all relevant consultants on those projects, (Civil, MEP). Use only two (2) pages for each project.
- H. Pertinent images and related explanatory text which show five (5) relevant **fire station full design services** projects **completed** by the firm within the last ten (10) years. Indicate all relevant consultants on those projects. For each of these five projects, include the following:
  - 1. Clear, well oriented site plan;
  - 2. Clear floor plans at a legible scale;
  - 3. Date of completion; Original budget and final cost;
  - 4. LEED certification status of the project;
  - 5. Names of all major consultant firms involved;
  - 6. Role each firm performed in these projects; and

7. Current reference and contact information for each project listed above. Include an owner's representative, a user client, and a construction manager/GC for each project.
- I. Experience using BIM or other 3D platforms during design and construction document phase.
  - J. Sustainable design experience with USGBC LEED certification attained successfully, including innovative point acquisition.
  - K. Budgeting/cost control methodology.
  - L. Adherence to schedule **and lessons learned**; the selection panel is particularly interested in any lessons learned on previous fire station projects.
  - M. Value Management / life cycle cost analysis skills; describe methodology.
  - N. Letters of Recommendations/Client testimonials
  - O. Experience in introduction of new building systems into building. Reference innovative approaches to MEP/energy issues.
  - P. Experience of the proposed consultants working together on similar fire station projects.
  - Q. A completed Professional Liability Disclosure form. See Appendix C.
  - R. Describe in detail the teams approach during Construction Administration: personnel (same or different than during design); % of full design services contract; typical number of meetings per month on a project this size; deliverables like site reports, etc., and turnaround time for RFI's, Submittals.
  - S. A separately sealed price proposal for the master planning/preliminary programming phase setting forth rates per hour for the professionals to be assigned to the Township project, an estimate of the hours to be expended by each such professional, and a not-to-exceed maximum price quote that will apply unless the Township agrees otherwise in connection with a change in scope of the engagement.

**Firms may propose sub-consultants (e.g. civil, MEP, structural, landscape, sustainability/LEED) for reference and/or recommendation but the Township will review and approve, or may request a substitution, during the contract negotiation.**

**All of these items, A through S, should be in a binder with dividers between each section.**

All of the items above should clearly demonstrate the firm's qualifications for this specific project and the firm's ability to contribute positively to the underlying goals of the Cumru Fire Department and Cumru Township.

**4. SELECTION CRITERIA/INTERVIEW**

**INTERVIEW: GENERAL A-F**

- A. There will be a **mandatory** site visit prior to submission of RFP response on Thursday October 13, 2016, from 11am to 4 pm. Site visit from 11 am to 1 pm, lunch will be provided from 1pm to 2 pm, and questions and answers from 2pm to 4 pm.
- B. All shortlisted firms will be interviewed. The dates listed in the project schedule are tentative. Firm dates and times will be provided following the mandatory site visit.
- C. Firm should bring no more than five (5) total members of the proposed team, including key staff and key consultant team members who will be directly responsible for this project.
- D. Interviews will last for 90 minutes; the first 10 minutes for set up and introductions, 50 minutes for the firm's presentation, and the remaining 30 minutes for questions from the committee. **There will be a series of set questions asked of all respondents.**
- E. Cumru Township will have AV equipment available. Firms are expected to use PowerPoint as part of their presentation and must bring a digital copy of their presentation to be loaded prior to the interview AND bring their own laptop as backup. Firms are encouraged to include projects highlighted in the RFQ as part of their RFP presentation.
- F. **The following items should be addressed during the interview:**
  - 1. The individual qualifications of the proposed personnel to be assigned to the Project and their experience with working together successfully.
  - 2. The methodology and schedule proposed for the project formulation (pre-design), subsequent design process, cost estimation, value management, document preparation, and construction administration.
  - 3. Examples of innovative design strategies used in previous projects.
  - 4. The "lessons learned" from previous similar project experiences.

5. Detailed presentation of three (3) of the master planning projects and two (2) of the full design/construction services projects detailed in the RFP response packet.
6. Demonstration of experience designing sustainable and LEED certified fire station projects.
7. Discussion of experience incorporating design information from the CM/GC and trade/subcontractors.
8. Initial thoughts on the challenges and opportunities of this project.

**G. WEIGHT OF EACH COMPONENT:**

- **Proposal:** 15%
- **Firm relevant experience** 20%
- **Consultants relevant experience** 15 %
- **Project Team specific personnel** 10%
- **Interview Presentation** 15%
- **Response to interview questions** 15%
- **Current and relevant references** 10%

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<b>Total</b>	<b>100%</b>
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**Note: Though a price proposal for the master planning/preliminary programming is required as part of the RFP, it will be a separately sealed fee proposal setting forth rates per hour for the professionals to be assigned to the Township project, an estimate of the hours to be expended by each such professional, and a not-to-exceed maximum price quote that will apply unless the Township agrees otherwise in connection with a change in scope of the engagement. Notwithstanding a proposer’s ranking based on the weighted factors identified in the RFP, the Board of Commissioners may consider price as a deciding factor, if it so chooses.**

## **5. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

- A.** No Gratuities – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the Township for the purpose of influencing this selection. Any attempt by any representatives of a respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contact with members of the Evaluation Panel, which is outside of the established process, should not be initiated.
- B.** All Information True – By submitting a response, respondents represent and warrant to the Township that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the Township of Cumru for consideration in the selection process may be excluded.
- C.** Interviews – Interviews will be conducted at the Cumru Township office, tentatively scheduled for Tuesday and Wednesday, November 8-9, 2016. Exact times will be determined after the mandatory site visit.
- D.** Inquiries – Do not contact the elected officials, Township Manager, any member of the Fire Department, or any member of the Evaluation Panel to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Jeanne Johnston, no less than 7 days before the RFP is due.
- E.** Cost of Responses – The Township will not be responsible for the costs incurred by any firm in the submittal of responses.
- F.** Contract Negotiations – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the Township the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- G.** No Obligation – The Township reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all respondents submitting responses, should it be deemed in the Township’s best interest; or (6) cancel the entire process.

- H. Professional Liability Insurance – The firm shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Pennsylvania. See Appendix C.

## **6. SPECIFIC SUBMITTAL INSTRUCTIONS**

Sealed submittals are required. Submittals must be delivered to Jeanne Johnston, Township Manager, Township of Cumru, at the address set forth below at or before **4:30 pm on Friday, November 4, 2016**. All submittals must be labeled on the outside with the respondent's name, the name of the Project – "Cumru Central Fire Station Project." Late submittals will not be considered.

Three (3) copies of the response are to be addressed to:

**Township of Cumru  
Jeanne Johnston, Township Manager  
1775 Welsh Road  
Mohnton, PA 19540**

To enable the Township to efficiently evaluate the responses, it is important that respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.**

- Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost.
- Each Binder shall have dividers delineating each item in "Section 3: PROPOSAL REQUIREMENTS" A through S.
- Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (A-S) shall be separated by a tabbed divider.
- Include 2 thumb drives of the RFP response as well as the PPT proposal.
- include an outside cover and/or first page, containing the name of the project and the firm's primary point of contact.

## **APPENDIX A: ORIGINAL RFQ**

### **REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS CUMRU TOWNSHIP FIRE DEPARTMENT, BERKS COUNTY, PA MASTER-PLANNING AND FULL DESIGN SERVICES RFQ #1**

The Township of Cumru, Berks County, PA, invites highly qualified architectural consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide Master-planning services towards the new construction of a Central Fire Station for Cumru Township Fire Department **with the option, at the Township's discretion**, for architectural and engineering design services, including full design, Construction Documents, and Construction Administration services. All responses to this Request for Qualifications (RFQ) must submit all appropriate documentation listed in this notice.

#### **Purpose and Background of Project:**

The Township is proceeding with phased planning for a new Central Fire Station to include, but not limited to, apparatus bay, living quarters for personnel, parking, supply and equipment storage, fire administration and fire prevention offices, fitness room, and other fire station associated features.

The Cumru Township Fire Department is a combination Fire Department, supported by both volunteer and career personnel. The Department provides its services and programs with 42 volunteer members, three full-time and two part-time career staff that all work out of three fire stations.

The Cumru Township Fire Department is a municipal agency providing fire suppression, prevention, vehicle rescue, and hazardous material response to a population of 15,000 in an area of approximately 21 square miles.

The overall project is anticipated to range between 17,000 GSF and 20,000 GSF. The exact square footage will be determined after Programming is completed.

The Master-planning effort will include evaluation of and an in-depth examination of both programmatic needs and the site, including traffic, existing wet lands, a surface runoff pond, water supply, an adjacent municipal owned parcel containing a house, and opportunities from the adjacent public works facility and parking lot.

## Qualifications:

Firms must demonstrate significant experience in master planning and programming for Fire Stations, as well as designing, documenting, and providing construction administration for Fire Station projects, preferably in the region. Part of the qualification process will include evaluating the proposed consultants on the proposed team and their prior experience with **Fire Stations**.

## Selection Process Schedule:

- RFQ Advertised..... Wednesday, June 1, 2016
- RFQ response deadline..... Tuesday, July 5, 2016, 4:30 p.m.\*\*
- Short list firms notified..... Wednesday, August 31, 2016
- RFP issued to shortlisted firms Thursday, September 22, 2016
- Pre-Proposal Site Visit..... Thursday, Oct 6, 2016
- RFP submission deadline..... Friday, October 28, 2016
- Shortlisted firms interviews..... Tuesday, Nov 8, 2016
- Notification of selected Firm... Monday, December 5, 2016

***\*\*Late submissions will not be accepted for any reason.***

## Submittal Requirements and Process:

Where possible, all materials submitted should be fully recyclable. Submissions must be collated, three-hole-punched, on standard 8.5 x 11 letter-sized paper and be clipped together **without** staples or binding. Double-sided printing is strongly encouraged. In addition, provide the submissions in .pdf. format on CD-ROMs/thumb drives described in item no. 3 below. CD-ROMs or thumb drives should be labeled with the Firm's name and "Cumru Township Fire Station RFQ #1," and affixed in a sleeve or envelope in the first section of the paper version of the submission. Interested firms must submit **three (3)** of each of the following:

1. Letter of Interest addressed to the Fire Department Board of Directors, which is no longer than two (2) pages in length, and which states specifically the firm's successful experience in planning and designing Fire Stations.
2. Statement of Qualifications
3. CD-ROM or thumb drive shall contain Items 1 and 2 above and a Microsoft Power-Point presentation (provide in .pdf. format) with images of at least five (5) relevant projects and related, explanatory text. The projects must collectively demonstrate the firm's experience with the planning and design of relevant structures. The RFQ PP presentation must not exceed twelve (12) slides. *Note: Short-listed firms will present these slides, among other presentation materials, at the RFP process interviews.*
4. If proposal is a joint venture or association of two or more firms, the proposed division of A/E services clearly indicated by firm and by individual staff members is required.

5. Sub-consultants must be listed with address and relevant information indicated for each.
6. Current references and current contact information for each project (five project minimum) featured in the Power Point presentation. Include contact information for an owner's representative, a user client, and a project manager from a contractor or CM firm for each project.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities and projects with **Fire Stations**; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; experience with completion of sequential trade packages for construction; and other criteria as the Fire Department Board of Directors may determine. The following factors, listed in order of importance, will be considered by the Township of Cumru during evaluation of the firms submitting acceptable Letters of Interest:

- a. Specialized expertise and technical compliance for Fire Station projects;
- b. Project team composition;
- c. Project team experience;
- d. Demonstrated ability to maintain schedule and budget;
- e. Past performance;
- f. Current workload;
- g. References
- h. Location of lead consultant.

Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP) and be invited to present a more detailed response and make an oral presentation.

**Three (3)** copies of written materials and three (3) copies of the CD ROM/thumb drive must be received no later than **4:30 p.m., prevailing time, on July 5, 2016,** at the following address:

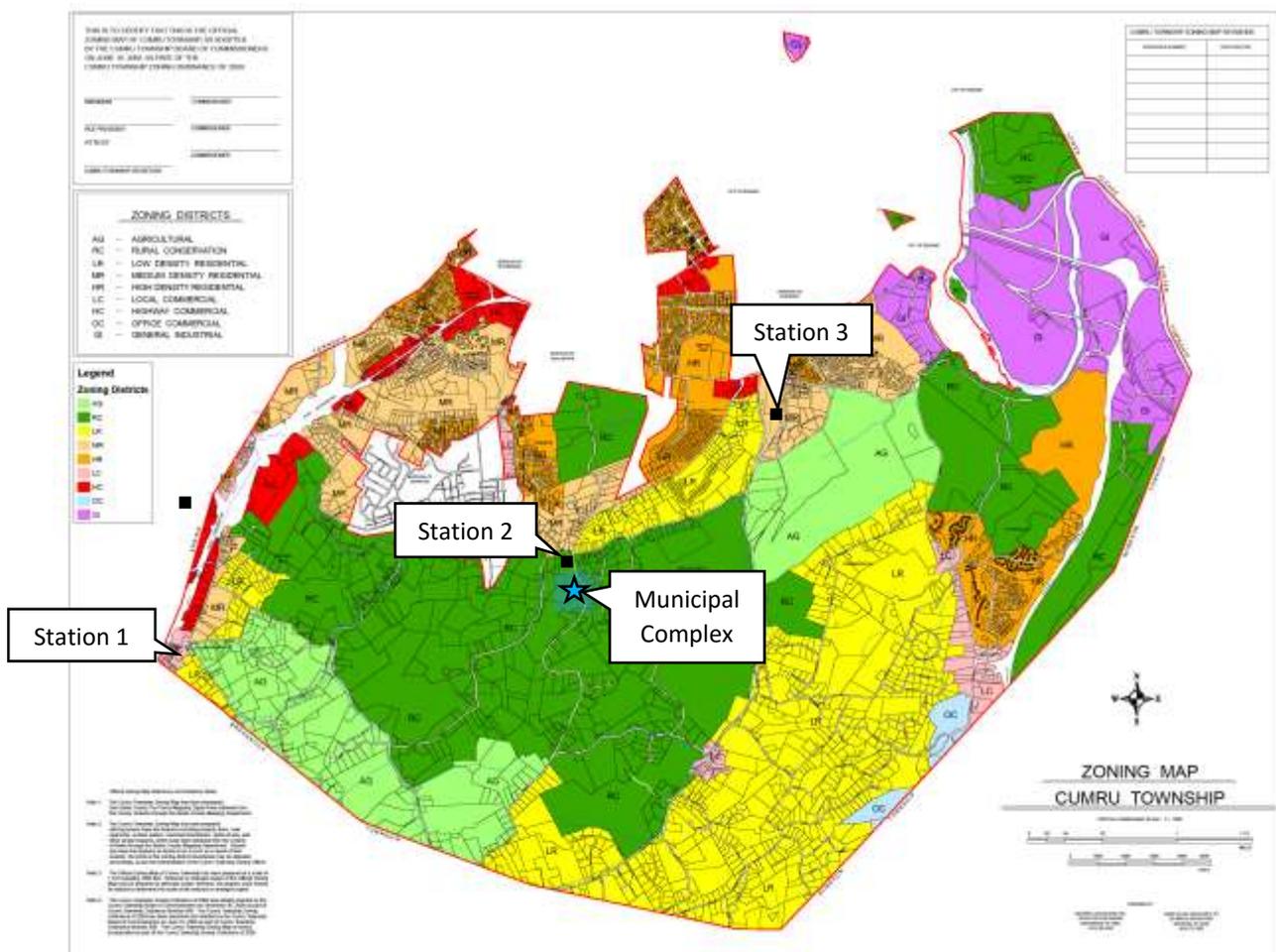
Township of Cumru  
Jeanne E. Johnston  
Township Manager  
1775 Welsh Road  
Mohnton, PA 19540

**The receipt of a response does not bind the Township to any contract for said services, nor does it guarantee that a contract for the project will be awarded.**

To enable the Township to efficiently evaluate the responses, it is important that respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED**

## **APPENDIX B: CUMRU BACKGROUND**

Cumru Township, Berks County, PA, is a Township of the First Class located about 90 minutes northwest of Philadelphia. Takings and secessions by other municipalities from 1850 to 1969 are, collectively, the origin of the extremely irregular boundary of Cumru Township over approximately 21 square miles. This bizarre boundary includes two small “islands,” disconnected from the rest of Cumru, and completely surrounded by the City of Reading and the Borough of West Reading. Conversely, Cumru Township completely surrounds the Borough of Mohnton. In fact, Cumru Township shares 11 municipal boundaries, more than any other municipality in Berks County. This fact highlights the importance of mutual aid for fire protection in the Township.



Another consequence of the aforementioned takings and secessions has been the transformation of Cumru Township into primarily a bedroom community. Although annexations by and formations of other municipalities reduced both the population and land area dramatically in the early part of the 20<sup>th</sup> century, the commercial land areas shrank to a

greater extent than the residential sections of Cumru Township. In the second half of the 20<sup>th</sup> century, with the formation of suburbs and apartment complexes, residential construction in the remaining areas boomed. Significant residential growth continued until the Great Recession of 2008/2009. Cumru Township now has a population of approximately 15,000 persons.

Like its population, Cumru Township's topography and development is diverse, ranging from urban to wilderness. West of SR 10, development is now roughly stratified from north to south into 3 "layers." East of SR 10, the Township has a section with special hazards to the north and intense development to the south.

West of SR 10, the northern strata of Cumru is generally urbanized, containing high density residential neighborhoods, including detached and semi-detached dwellings on lot areas significantly less than 10,000 sq. ft. This section of the Township includes two apartment complexes. The tallest residential building in Cumru is located in this area, a 10 story apartment building for 200 subsidized senior citizen housing units. Across the street from this structure is an apartment complex of 300 units in small clusters of two-story structures. A light commercial corridor runs through the urbanized area, with several small shopping plazas along SR 222 and SR 724. Most, but not all, of northern Cumru Township is serviced by public water.

The southern strata west of SR 10 is rural, generally containing large homes on large lots serviced by on-lot utilities. This area includes two entities preserving almost 1,000 acres of woodland, Nolde Forest State Park and Mohnton Fish & Game Club. The rural area of Cumru Township is not serviced by public water and the topography is characterized by steep slopes. There are no plans at this time to extend public water in Cumru Township.

Situated between the urban and rural sections west of SR 10 is a transitional zone. This area has a mix of single family homes on 1/5 acre to 2 acre lots, an apartment complex of 300 units in multi-story buildings, a rehabilitation hospital, an assisted living facility, an age restricted community, and several hundred acres of undeveloped land. The municipal complex is also located in the transitional zone, roughly in the middle of the Township. Public water availability is variable in the transitional zone and the municipal complex is not served by public water.

East of SR 10, the northeastern end of the Township, is part industrial and part wilderness. This section includes several special hazard locations associated with industry. Examples include an asphalt plant, manufacturing, and a fertilizer and seed warehouse facility. Neversink Mountain Preserve, a conserved area of nature trails, is located in this section of the Township; it is subject to brush fires. Access to certain areas of northeastern Cumru Township is especially challenging due to steep slopes, lack of roadways, and the Schuylkill River.

East of SR 10, the southeastern end of the Township, consists of intense residential and non-residential development. Flying Hills planned residential community is located in this area. It consists of 1,342 residential units of mixed type - single family, condominiums, and rented apartments - as well as a light commercial area and several office buildings. Immediately south of Flying Hills is the largest office complex in Cumru Township, Green Hills Corporate Center.

In this context of growth and development, three volunteer fire companies were established in Cumru, as follows:

- Gouglerstown Fire Company, located in the westernmost part of the Township.
- Cedar Top Fire Company, located adjacent to the municipal complex.
- Volunteer Fire Company No. 1 of Grill, located in the east/central area of the Township.

In 2010, the volunteer fire companies were consolidated into the Cumru Township Fire Department and a small cohort of career staff was added for daytime, Monday through Friday, response. The current career staffing consists of two full-time firefighters/drivers, one half-time firefighter/driver, one half-time Training Officer, and one full-time Fire Chief. The volunteer fire officers consist of an Assistant Fire Chief, four Deputy Chiefs, and four Captains. The volunteer fire officers take evening and weekend duty shifts in order to provide command staffing 24/7. The volunteer and career staff have a suite of offices in the municipal office building, along with an exercise room. There are currently 38 volunteers.

During consolidation, the Township acquired the fire apparatus and coordinated with the legacy fire companies to house the apparatus. The current housing arrangement is as follows:

UNIT	YEAR	MAKE	MODEL	VIN#	LOCATION
E 42	1996	EMERGENCY	ONE	4ENRAAA85S1006016	STATION 1 (RESERVE)
T 42	1992	WHITE GMC	ACL64B-SC	4U2SCBRG2NU509886	STATION 1 (OUT OF SERVICE)
U 42-1	2011	FORD	F350	1FT8W3B63BEB32633	STATION 2
RE 42	2015	SPARTAN/TOYNE	METROSTAR	4S7CU2D96FCO79587	STATION 2
E 42-1	2008	SPARTAN/TOYNE	PUMP TRUCK	4S7CT2D908C070874	STATION 2
T 42-1	2000	FREIGHTLINER	F1112 TRUCK	1FVXTMEB5YHB18802	STATION 2
B-42-1	2002	FORD	F550	1FDAW57F62EC78221	STATION 3
B 42-2	1982	JEEP	CJ7	SW112822PA	STATION 3
TW 42	2011	SUTPHEN	TOWER	1S9A3JLE1B1003017	STATION 3
C 42 (OIC)	2012	CHEVROLET	TAHOE	1GNSK2E0XCR154617	PARKED OUTSIDE

The Township leases space from Gouglerstown Fire Company; the leased space is called Station 1 and currently houses a reserve piece and a tanker. The fewest volunteers respond to Station 1.

The former Cedar Top Fire Company building was transferred to the Township during consolidation and is known as Station 2. This is the most active station for volunteer response and is readily accessible from the career firefighter offices in the municipal office building. Station 2 has a day room and kitchen. It also houses four vehicles, the most of any of the stations.

The Volunteer Fire Company No. 1 of Grill leases space to the Township for Station 3, the only station currently capable of housing the Township owned tower-ladder apparatus. None of the stations have facilities for supporting overnight shifts.

Station 2, the focus of the fire service in Cumru Township, was established in a former school house. The building is now over 100 years old, with a cornerstone dating 1910. The age of this building presents significant challenges for maintenance, operational integrity, and safety. Over the past five years, the Township has spent approximately \$100,000 maintaining Station 2. At least two significant maintenance issues, deterioration of the outer walls and the roof of the bays, will have to be addressed over the next 3 to 5 years. A plan to replace Station 2 has been identified as the highest priority goal in the 2016-2020 Fire Department Strategic Plan.

In addressing this goal, the Board of Commissioners has taken a deliberative, step-wise approach. First, the Board considered a Central Fire Station concept and several locations for such a station. In 2015, Hartman Fire Station Consultants was engaged to assist the Township in evaluating options, summarized by the following:

“From 2011 to 2014, 62% of structure fires in Cumru Township occurred in the area between Wyomissing Road and Morgantown Road, from the south end border of Brecknock Township to the north end of the Township bordering Wyomissing Borough. This includes the developments/areas of Cedar Top, Overbrook, Ashley Run, Mifflin Park, Grill, Deerfield, Pine Knoll, and Farview. Structure fires in this central part of the Township pose the greatest risk for life and property loss and much of this part of the Township is not readily accessible to automatic aid companies.

Over this same time period, 64% of non-structure fires (vehicles, wildland, etc.) and 62% of rescue incidents occurred either west of Wyomissing Road or east of Morgantown Road, many of which occurred on the highways (US-222, US-422 or I-176), on Neversink Mountain, or in the [industrial] area. For incidents in these areas, the Township already relies on automatic aid from Spring Township, Shillington, Exeter Township and the City of Reading, and these arrangements have worked well. Providing coverage to these areas on [the Township’s] own would require a staffed, multi-station configuration involving significantly higher costs to Cumru Township taxpayers than the option (Central Fire Station) currently under consideration.”

In choosing a campus concept for the location of a Central Fire Station, the Board has determined that the incorporation of a Central Fire Station among the various facilities in the

municipal complex should be carefully considered and planned due to pre-existing conditions and structures.

The municipal complex consists of land on three sides of the intersection of Welsh and Church Roads. An overall view of the municipal campus, dated 2003, is depicted as attached. The lands on the southeast side of the intersection of Welsh & Church Roads, designated as belonging to Charles J. & Josephine Ann Smith (two lots) and George C. & Doretta Y. Smith (one lot), were acquired by the Township in 2012. A 2016 wetland delineation and report, attached as Appendix E, have been conducted on these lots. The lands of Nile S. & Barbara Ann Schnader, dividing the public works areas, are not owned by the Township. The Township's buildings on the south side of the Schnader property are intended to remain. The stone barn on the north side of the Schnader property is intended to be demolished.

**APPENDIX C: PROFESSIONAL LIABILITY INSURANCE**

**Name and Address of Proposer:**

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**Current Certificate of Professional Liability Insurance attached**

**Claims Outstanding against the proposer's Professional Liability Insurance Policy:**

Date of Claim	Estimated Cost of Claim

(Use additional paper as necessary to list all claims.)

**Financial statement for the most recently completed fiscal year attached**

This form must be returned with your Firm's proposal signed by a principal or officer of your organization attesting to the accuracy of the information provided, and authorizing the Township to contact your agent and/or company for any additional information as needed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **APPENDIX D: REQUIRED CONTRACTUAL PROVISIONS**

**1. Professional Consulting Services:** During the term of this Agreement, the Firm shall provide to the Township such professional consulting services described in this Request for Proposal (RFP). The only person authorized to direct such services on behalf of the Township shall be the project manager assigned by the Cumru Township Manager

**2. Fees and Other Charges:** The Township shall pay the Firm for its services, fees computed on the basis of the negotiated fee schedule.

The Township shall not be responsible for paying any fees, expenses, taxes or other charges of any kind except as provided in the Firm's proposal and the negotiated fee schedule.

The Firm shall submit to the Township each month a statement for all fees and other charges due for services performed during the preceding month. To the extent that the Firm's fees are based on hourly rates or for any negotiated additional service, each such statement shall be broken down accordingly and shall be further itemized as follows:

- a. Date on which the service of each person was performed;
- b. Identity of the person whose time is billed;
- c. Description of the services performed;
- d. Number of billed hours by each person for each day;
- e. Hourly rate applicable to the hours billed;
- f. Total fee for services billed;
- g. Date on which a billed expense was incurred;
- h. Description of the expense;
- i. Amount of each expense; and
- j. Total amount of expenses billed.

**3. Conflicts of Interest:** The proposer certifies to the Township that it has no conflicts of interest that would prevent it from performing its services for the Township with undivided fidelity and that performing such services would not create any adverse ethical considerations for the proposer, the Township or any elected or appointed official or officer of the Township.

4. **Governing Law:** This contract shall be governed by and construed in accordance with the laws of the State of Pennsylvania. Only firms licensed to do business in Pennsylvania and able to demonstrate professional registration will be considered. This is to be provided as part of the RFP submittal for all consultants proposed for this project. Firm will need to comply with the regulations of the state of Pennsylvania.
  
5. **Amendments:** This contract may only be amended by written agreement by both parties.
  
6. **Notices:** All written notices shall be deemed executed when hand delivered or when deposited as certified mail with a return receipt requested and addressed to the other party as follows:

**If to the Cumru Township:**  
**Jeanne Johnston, Township Manager**  
**1775 Welsh Road**  
**Mohnton, PA 19540**

**If to the Selected Firm:** The person signing the selected Firm's proposal in response to the Township's RFP, at the selected Firm's address indicated in its proposal.

Either party may designate in writing, a change in person or address for receipt of written notices, subject to the other party's approval of the change.

7. **Independent Contractor:** The selected firm shall not be an employee of the Township, but shall be an independent contractor. The selected firm shall indemnify and hold harmless the Township of Cumru and the State of Pennsylvania, and the employees and agents of each with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to employment of the persons providing services to the Township with respect to this Agreement.

Nothing in this Agreement shall be construed as authority for the selected firm to make commitments, which shall bind the Township or to otherwise act on behalf of the Township, except as the Township may expressly authorize in writing.

- 8. Indemnification:** The selected firm shall indemnify and hold harmless the Township, the State of Pennsylvania, and the employees and agents of each, from any and all property damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) and any other amounts arising out of the performance of the Agreement by the selected firm.
  
- 9. Professional Liability Insurance:** Prior to negotiation of a contract for design services, a current Certificate of Professional Liability Insurance and financial statements for the most recently completed fiscal year will be required. Proposers shall be required to provide detailed information concerning their existing general liability coverage and any pending claims. See Appendix C.
  
- 10. Right of Audit:** The Township reserves the right to audit or cause to be audited the selected firm's books and accounts with the Township at any time during the term of this Agreement and for five (5) years thereafter.
  
- 11. Contractual Claims:** The proposer recognizes and agrees that any claims arising under any agreement that may be entered into between the Township and the proposer shall be brought in the Court of Common Pleas of the Commonwealth of Pennsylvania for the County of Berks and that no mediation or arbitration procedure or other alternate dispute resolution system shall be required to be used as a condition to proceeding to make a claim before such Court.

**APPENDIX E: WETLANDS REPORT AND PLAN (ATTACHED)**