



## **REQUEST FOR PROPOSALS**

### **FIRE AND RESCUE SERVICES CAPITAL NEEDS STUDY**

**RFP No. 24-024-CJ**

**Date: May 1, 2024**

**County of Gloucester  
Central Purchasing Office  
6489 Main Street – Suite 324  
Gloucester, VA 23061  
Phone: (804) 693-6235 Fax: (804) 693-0061**

---

The County of Gloucester is seeking sealed proposals from qualified firms (the “Offeror” or “Contractor”) to furnish the goods and/or services described herein. Proposals will be received at the office of Central Purchasing, 6489 Main Street, Suite 324, Gloucester, Virginia, 23061, through the due date and hour shown below (local prevailing time).

**Project Overview:** Gloucester County is seeking a professional consultant to help the County and its partners, Gloucester Volunteer Fire and Rescue (GVFR) and Abingdon Volunteer Fire and Rescue (AVFR) to determine current and future needs for fire and rescue facilities and capital equipment. The resulting agreements from this solicitation shall be non-exclusive.

**Pre-Proposal Conference:** A Pre-Proposal Conference is NOT scheduled for this solicitation.

**Proposals Due:** **Date**

**Questions:** Questions or comments regarding this solicitation shall be directed to the Buyer **not later than date**. All questions shall be submitted in writing (email is preferred).

**Buyer:** Christine Joyce, CPPB, VCA, Purchasing Agent, [purchasing@gloucesterva.info](mailto:purchasing@gloucesterva.info) or 804-693-1208

<p><b>ONE Original, EIGHT COPIES, AND ONE ELECTRONIC VERSION OF YOUR SUBMITTAL IS REQUESTED</b></p>
---

Copies of the proposal documents may be obtained at the Central Purchasing Office located in County Office Building No. 2, 6489 Main Street, Gloucester, Virginia. You may also download this solicitation at <https://gloucesterva.gov/central-purchasing> on the Central Purchasing website and on eVA, Virginia’s eProcurement Portal ([www.eva.virginia.gov](http://www.eva.virginia.gov))

**Note:** The County of Gloucester does not discriminate against faith-based organizations in accordance with the *Code of Virginia* § 2.2-4343.1 or against a Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## **Table of Contents**

### **Terms Conditions and Specifications**

Section A – D containing standard RFP language removed from this draft but available on request

Section E–Statement of Needs

### **Attachments**

Attachment A – Proposal Form

Attachment B – References

### **Index of Support Materials Naming/Number**

1. Fire and Rescue Service Area Map
2. Site Address Points Map
3. Community Facilities Map
4. Housing Density Map
5. High Risk Facilities
6. Reported Hazmat Locations
7. Vehicle and Pedestrian Accidents
8. Information on Fire and Rescue Services in Gloucester County
9. Developable Land Gloucester Point District
10. Developable Land York District
11. Developable Land Abingdon District
12. Developable Land Ware District
13. Developable Land Petsworth District
14. Census Projections and Anticipated Development

## **SECTION E STATEMENT OF NEEDS**

**PURPOSE:** Gloucester County is seeking a professional consultant to help the County and its partners, Gloucester Volunteer Fire and Rescue (GVFR) and Abingdon Volunteer Fire and Rescue (AVFR), to determine current and future needs for fire and rescue facilities and capital equipment. Gloucester is a growing area, and an objective assessment should result in recommendations on how to best address current and future capital needs in the most responsive and cost-effective manner, ensure appropriate response times to fire and rescue service calls, and provide a comprehensive financial outlook.

This Request for Proposal (RFP) process will select the most advantageous firm to complete the six tasks outlined below. Leadership from fire and rescue (F&R) volunteer agencies, representatives from the Board of Supervisors, the County Administrator, and the Chief Financial Officer will act as the RFP evaluation and selection team. They will also assist throughout the process to help the consultant have pertinent information in addition to what is included in this solicitation to complete the study.

The specific roles of each participant are as follows:

### **Gloucester County -**

- Purchasing Department to handle the solicitation process.
- Board members and staff to serve on evaluation and staff team.
- Provide maps and information included in the solicitation packet in digital format upon request. This includes access to GIS maps for analysis work.
- Payment for Contractor's services.

### **Role of GVFR and AVFR -**

- Chiefs and presidents of each organization (or designees) to serve on evaluation and staff team.
- Provide supplemental information upon request by the selected consultant, such as call records, response times, list of vehicles and other capital equipment, capital plans, etc., to assist the consultant.
- Provide tours of facilities to the consultant and answer questions about structures and equipment needs and concerns.

## Consultant's Scope of Work

### **Task One:** Information Review and Analysis

Review the information provided, visit each station, and inspect sites, buildings, and fire fighting and rescue apparatus. Obtain call records and other additional information needed from F&R departments.

### **Task Two:** Assessment of existing F&R locations related to call volume, response rates, and forecasted population growth.

Use call records and GIS maps to conduct travel time modeling to identify gaps or concerns and needs to modify current service areas for the different stations. Consider current and future needs with forecasted growth. The information gathered will assist in completing Task 3.

- Assess response times in meeting National Fire Protection Association (NFPA) 1720 standards.
- Determine if updated service area zones are needed for better response times and/or availability of responders.
- Determine service gap areas in the County where NFPA 1720 standards cannot be met from any current F&R facility.

**Task Three:** Evaluation of F&R existing sites (for current and future needs). Deliverables will include recommendations for expansion/improvements to existing sites and relocation to meet growing needs if necessary.

Station One is to be replaced. Specific to it, the consultant is to evaluate:

- Keeping the site at the present location by expanding to adjacent property
- Moving Station One to the proposed site on Main Street
- Review of potential other locations to handle the geographic region and demand of Station One. Appropriate locations should be developable, vacant, adequately sized lots that provide faster response times and/or other benefits not available at the other two locations. If no property meets these criteria, the consultant should recognize that in the study report.

NOTE: If recommendations include expansion or relocation onto properties not currently owned by GVFR or AVFR, that information is to remain confidential until the report is presented in person to the consultant selection team. Avoidance of rumors, spread of misinformation and/or discussions with potential sellers could create negative circumstances that we must avoid.

Site Evaluation Criteria – for existing and/or proposed sites should include the following:

- Amount and type of road frontage – pedestrian and vehicular access and visibility.
- Traffic patterns of road that station is located on and the surrounding area.
  - accommodation of frequent travel by emergency vehicles.
  - adequate street shoulder width allowing other vehicles to safely pull over when fire and rescue equipment is approaching.
  - impact of average vehicle counts, stoplights, etc.
- Adequate access area for apparatus going out and returning from calls.
- Ability to control traffic when emergency vehicles are departing from and returning to the station.
- On-site circulation area (turning radius) for equipment.
- Space to handle apparatus leaving the station at the same time as additional volunteers are arriving to respond to the call.
- Access to public utilities or dry hydrants
- Ample parking (for training, meetings and events)
- Space available to expand bay length and/or number of bays, if necessary
- Available space to create drive-through bays.
- Appropriate topography
  - Not prone to flooding.
  - Adequate space for stormwater management if structure or parking lot layout is expanded.
  - Level area for reduced construction costs.
- Potential adjacent property for expansion, if necessary.
- Outdoor space for hosting activities and events.
- Other criteria provided by the consultant.

Structure Evaluation Criteria for Existing Locations - (excluding Station One):

- Adequate group training/meeting space.
- Adequate equipment storage space.
- Adequate general storage space – tables, chairs, extra equipment, etc.
- Appropriate sleep quarters.
- Adequate kitchen and dining space.
- Adequate physical fitness and recreation space.
- Adequate administration space.
- Note any structural and fixed equipment needs/concerns such as age of roof, HVAC, parking lot maintenance needs, etc.
- Note environmental, safety, or other state or national standards that the building does not meet.
- Note if location is ADA complaint.
- Other criteria provided by the consultant.

**Task 4:** Based on the information gathered from completing the previous tasks, provide recommendations for additional station locations that cannot be met with current sites, even if they are expanded. Detail of the site will be needed if certain events occur such as particular level of population growth in an area or if the departments become career departments and move to the NFPA 1710 standard with shorter response times.

If an additional location is needed, the property owned by GVFR in Pampa as well as other locations using the criteria in Task 3 should be evaluated.

Include a description of the services that need to be provided from any additional location, the approximate square footage of any structures needed, and list of any addition apparatus that would be needed for each site.

**Task 5:** Evaluate equipment needs for next 10 years addressing projected population and any additional recommended facilities.

Working with GVFR and AVFR and utilizing their capital plans, vehicle inventories, maintenance records, etc., provide an assessment of equipment needs - anticipated major repairs, replacements and acquisition of addition equipment.

Deliverable should be a 10-year capital plan outlining prioritized spending by year, item, and station location along with information on committed funds in hand for any of the items.

**Task 6:** Summarize recommendations by chronological priority

Understanding that there is not a set timeframe for when population growth will occur, to the best of the consultant's ability, provide a prioritized list of all recommendations, categorizing potential action items as:

- Needed now (within one year)
- Needed in the near future (in the next 2 to 5 years)
- Needed in the future (in the next 6 to 10 years)
- Needed in the long-range (11 or more years from now)



**ATTACHMENT A  
PROPOSAL FORM**  
(Completed Form shall be submitted as Proposal Cover Pages)

<b>RFP Number:</b>	RFP 24-024-CJ
<b>Proposal Name:</b>	Fire and Rescue Capital Needs Study
<b>Due Date and Time:</b>	date

<b>OFFEROR INFORMATION</b>	
<b>Firm/Company Name (Legal Name)</b>	
<b>Mailing Address</b>	
<b>Payment Address (if different from Mailing Address)</b>	
<b>Firm Telephone Number</b>	(_____) _____ - _____
<b>Employer Identification Number (EIN)</b>	____ - _____
<b>Social Security Number (only if a EIN is NOT provided)</b>	____ - ____ - _____
<b>Representative Name/Title</b>	
<b>Representative Telephone Number</b>	
<b>Representative Email Address</b>	

**1. AUTHORIZATION TO TRANSACT BUSINESS IN VIRGINIA**

SCC Identification Number: \_\_\_\_\_

*or*

Firm/Company is not required to have/maintain registration because: \_\_\_\_\_

**2. ADDENDA:** Offeror hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Request For Proposals:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**3. EXCEPTIONS:**

Indicate if exceptions are requested by acknowledging the appropriate statement below, as applicable:

- Offeror understands and agrees to all terms, conditions, requirements, and specifications stated herein.
- Offeror takes exception to terms, conditions, requirements, or specifications stated herein Offeror must itemize all exceptions below (attach additional pages if necessary):

The following exceptions are noted:

---

---

---

**4. TRADE SECRETS / PROPRIETARY INFORMATION:**

Trade Secrets or Proprietary information submitted by an Offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. Information leading to the decision to award, including prices and other factors, shall be made public after an award decision is made.

Please mark One:

- ( ) **No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.
- ( ) **Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information.

If **YES**, please list the *page numbers* **and** the *reasons* why the information is considered a trade secret or proprietary information. These pages shall be conspicuously labeled "PROPRIETARY INFORMATION" in **red** ink at the top and bottom center of each page. **Do Not Mark the Whole Proposal Proprietary. Offerors are encouraged to provide a single redacted electronic copy of the proposal (i.e. CD or Thumb Drive) with the Original paper proposal if proprietary information is contained in the proposal.**

**5. COOPERATIVE PURCHASING:** Offeror will extend term, conditions and prices to other jurisdictions.

- a. Yes
- b. No



**6. ANTI-COLLUSION CERTIFICATION**

The undersigned certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Offeror understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

**7. AUTHORIZATION**

In accordance with the terms, conditions and specifications of this Request for Proposals, the undersigned agrees to furnish the items and/or services requested. The undersigned acknowledges that the proposal is valid **for a period of 180 days** from the due date and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this Request for Proposals and is authorized to contract on behalf of firm named below.

Firm Name: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This form must be signed. All signatures must be original and not photocopies)

**ATTACHMENT B**  
**REFERENCE PAGE**  
**MUST BE FOR EQUIVALENT SERVICES**  
(Completed form shall be submitted with the Proposal)  
*Do Not Include the County of Gloucester as a Reference*

**OFFEROR NAME** \_\_\_\_\_

Reference 1

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Work Performed:		Contract Amount: \$	

Reference 2

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Work Performed:		Contract Amount: \$	

Reference 3

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
Description of Work Performed:		Contract Amount: \$	

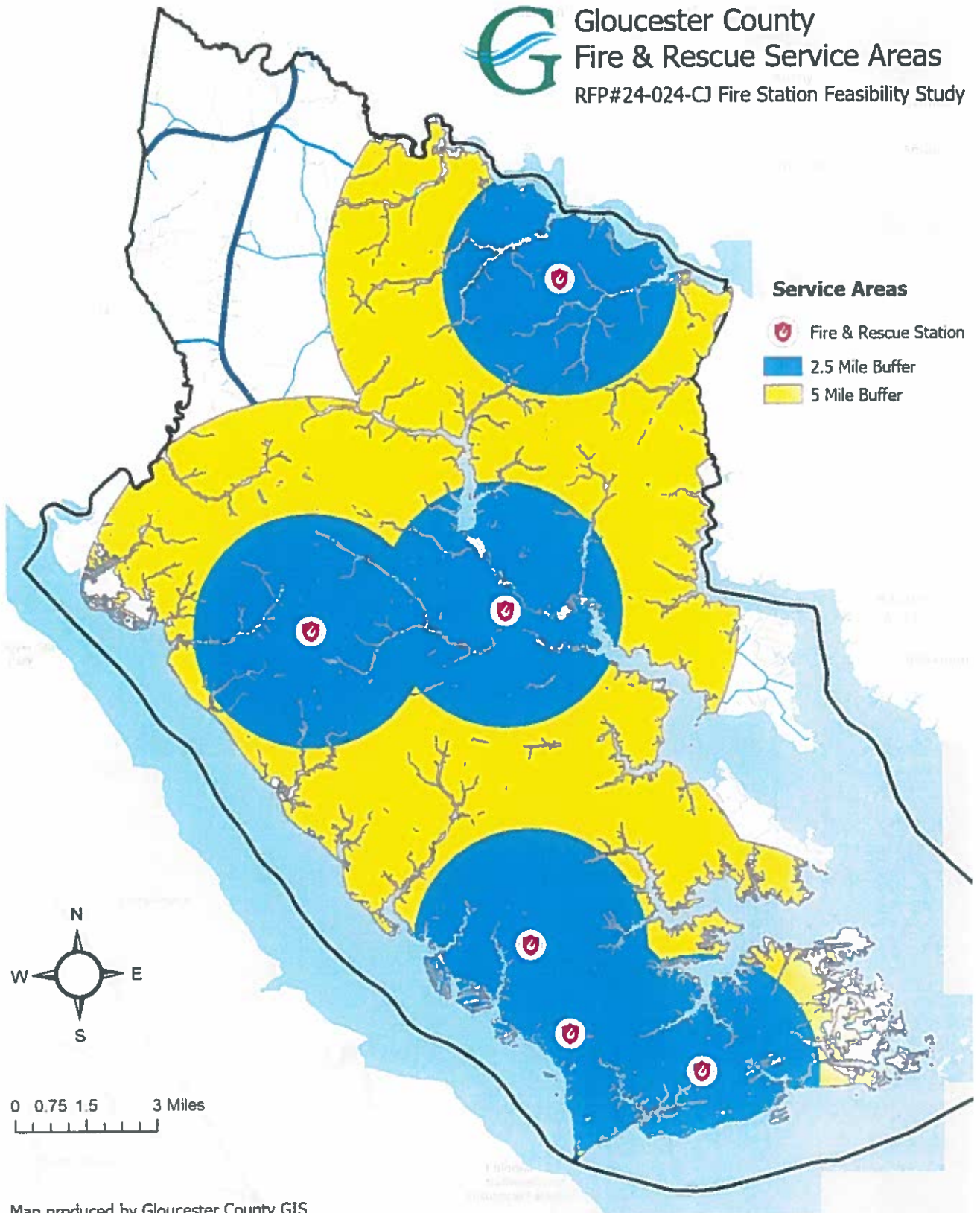
## **Index of Support Materials Naming/Number**

1. Fire and Rescue Service Area Map
2. Site Address Points Map
3. Community Facilities Map
4. Housing Density Map
5. High Risk Facilities
6. Reported Hazmat Locations
7. Vehicle and Pedestrian Accidents
8. Information on Fire and Rescue Services in Gloucester County
9. Developable Land Gloucester Point District
10. Developable Land York District
11. Developable Land Abingdon District
12. Developable Land Ware District
13. Developable Land Petsworth District
14. Census Projections and Anticipated Development



# Gloucester County Fire & Rescue Service Areas

RFP#24-024-CJ Fire Station Feasibility Study

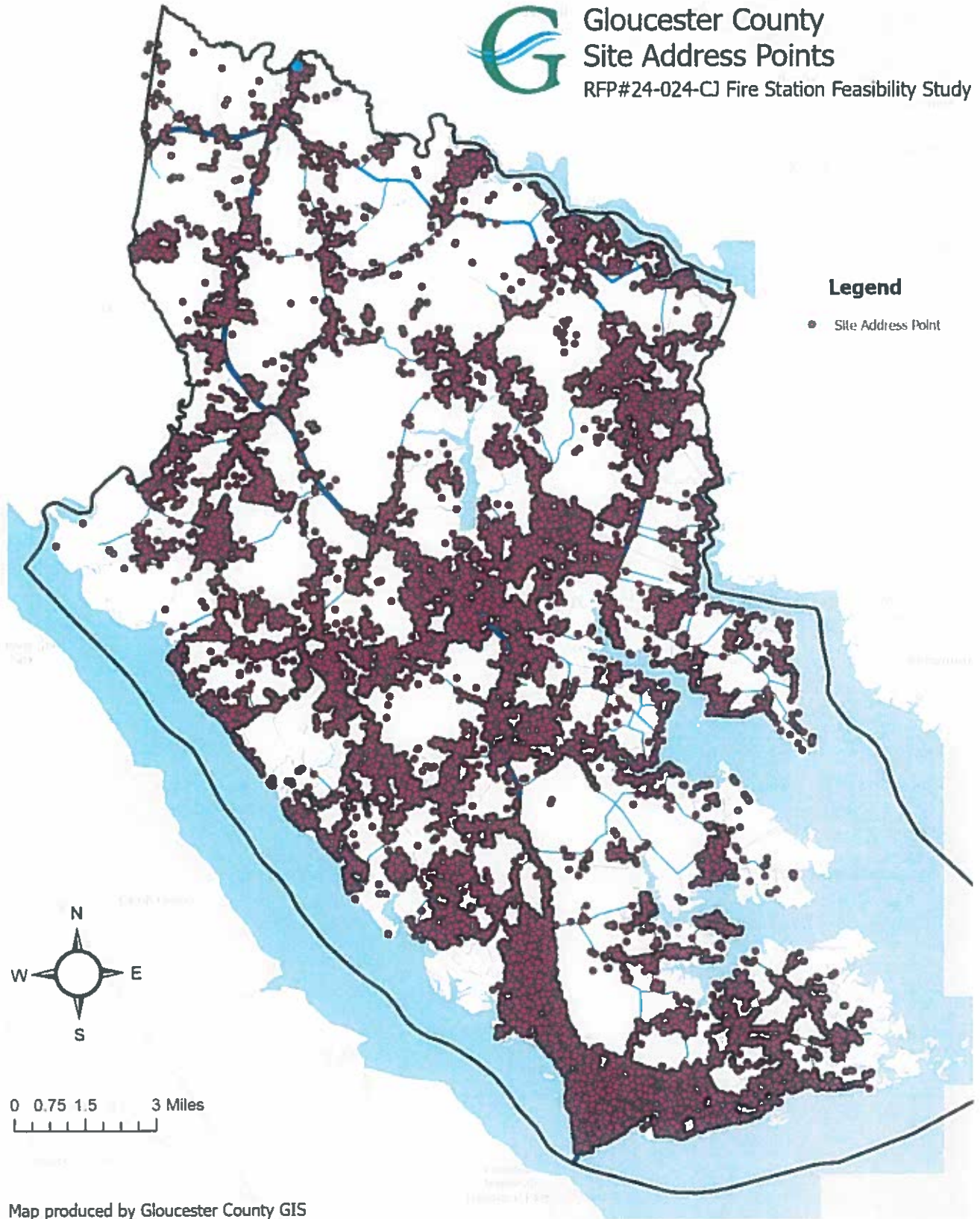


Map produced by Gloucester County GIS



# Gloucester County Site Address Points

RFP#24-024-CJ Fire Station Feasibility Study



### Legend

- Site Address Point



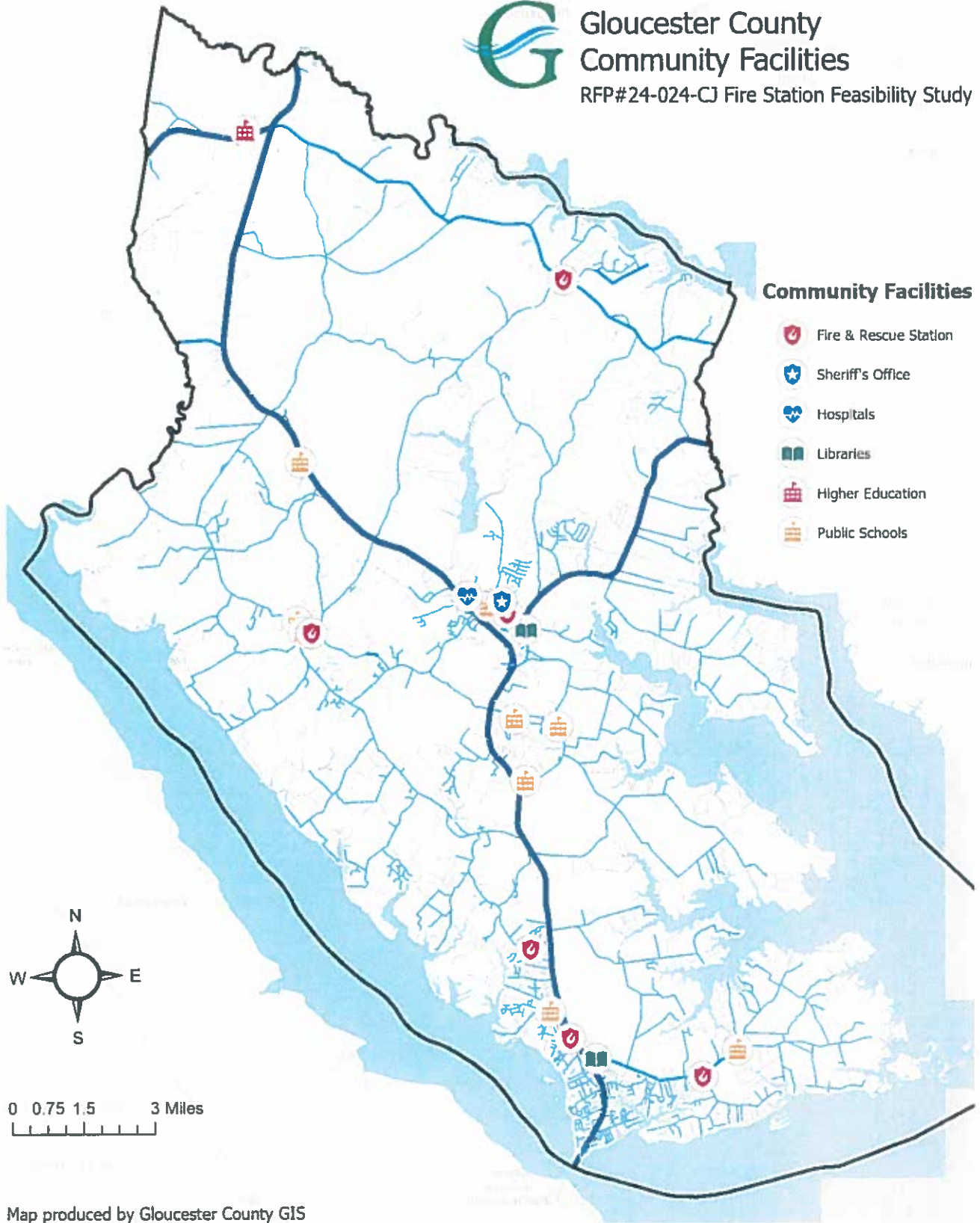
0 0.75 1.5 3 Miles

Map produced by Gloucester County GIS









# Gloucester County Community Facilities

RFP#24-024-CJ Fire Station Feasibility Study



### Community Facilities

-  Fire & Rescue Station
-  Sheriff's Office
-  Hospitals
-  Libraries
-  Higher Education
-  Public Schools



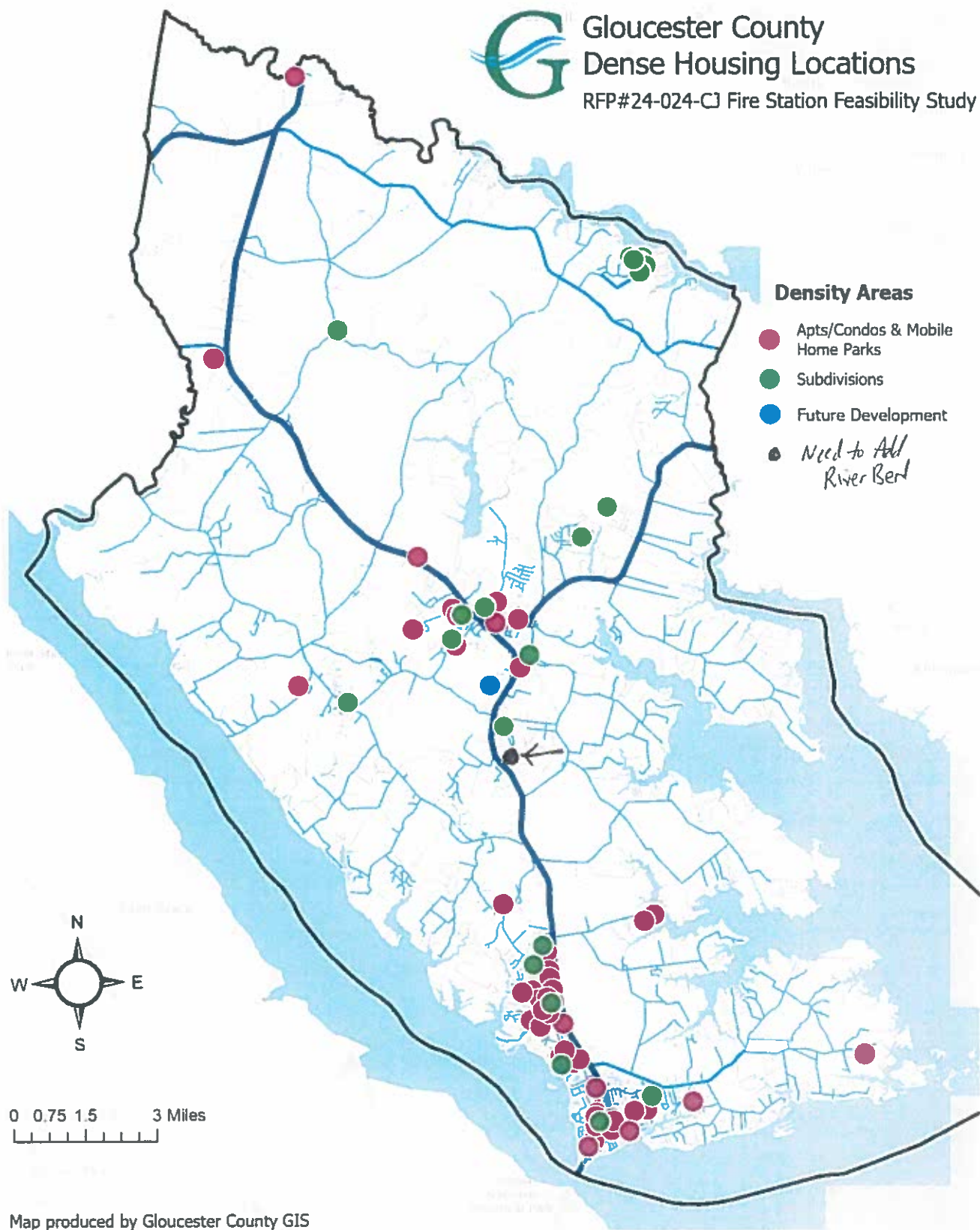
0 0.75 1.5 3 Miles

Map produced by Gloucester County GIS



# Gloucester County Dense Housing Locations

RFP#24-024-CJ Fire Station Feasibility Study



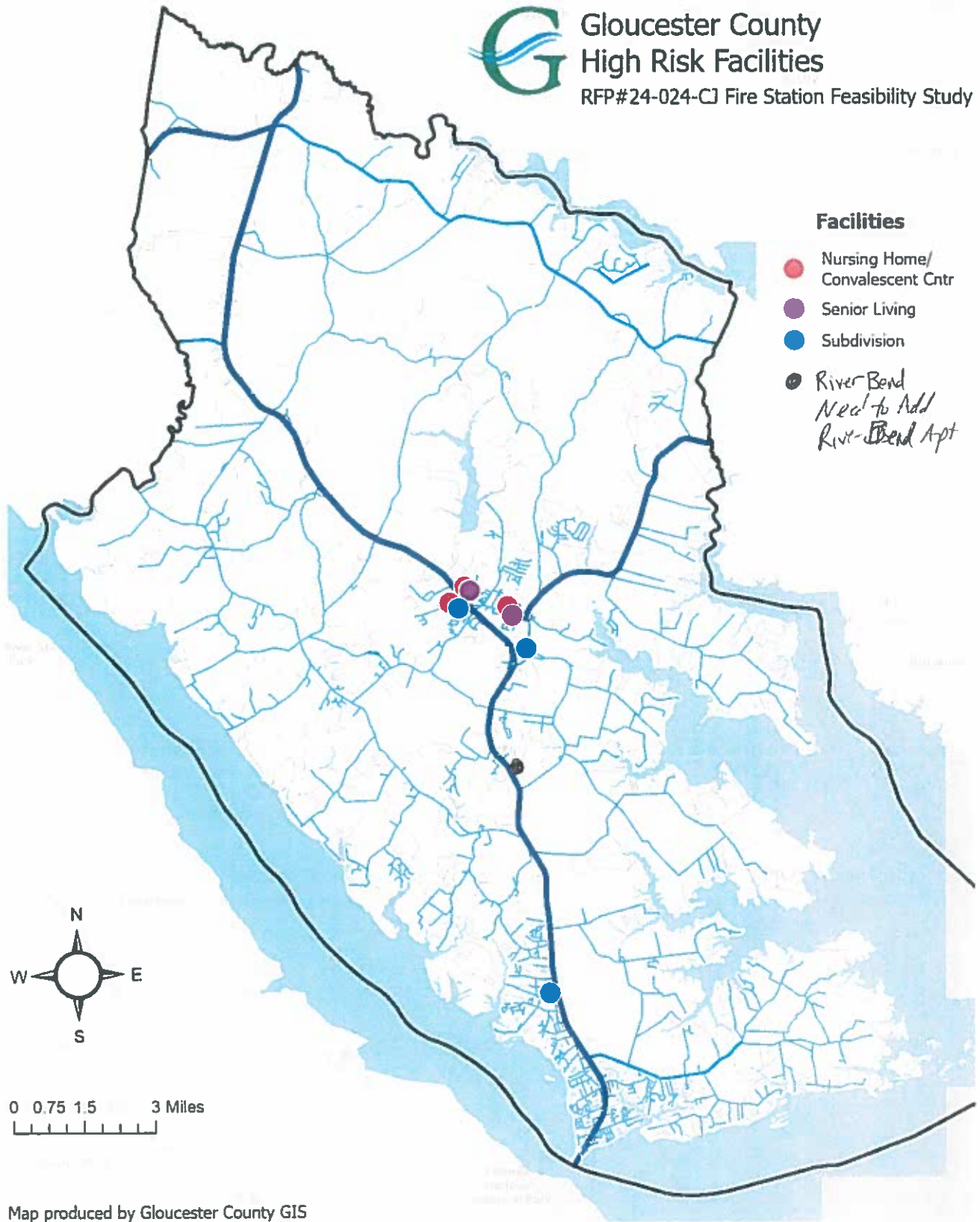
Map produced by Gloucester County GIS

GIN: 2024-024-CJ Fire Station Feasibility Study  
RFP#24-024-CJ Fire Station Feasibility Study



# Gloucester County High Risk Facilities

RFP#24-024-CJ Fire Station Feasibility Study

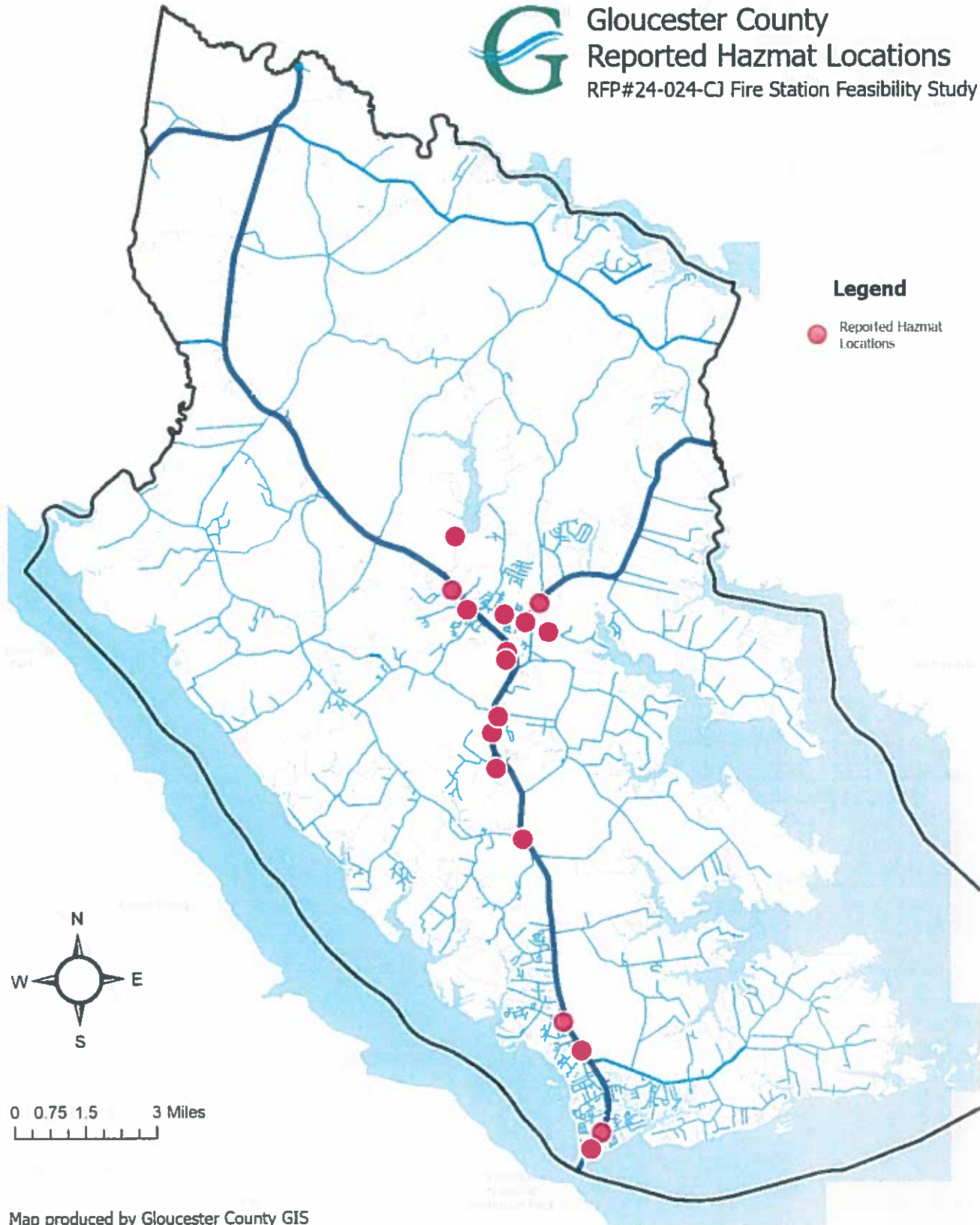






# Gloucester County Reported Hazmat Locations

RFP#24-024-CJ Fire Station Feasibility Study



### Legend

- Reported Hazmat Locations

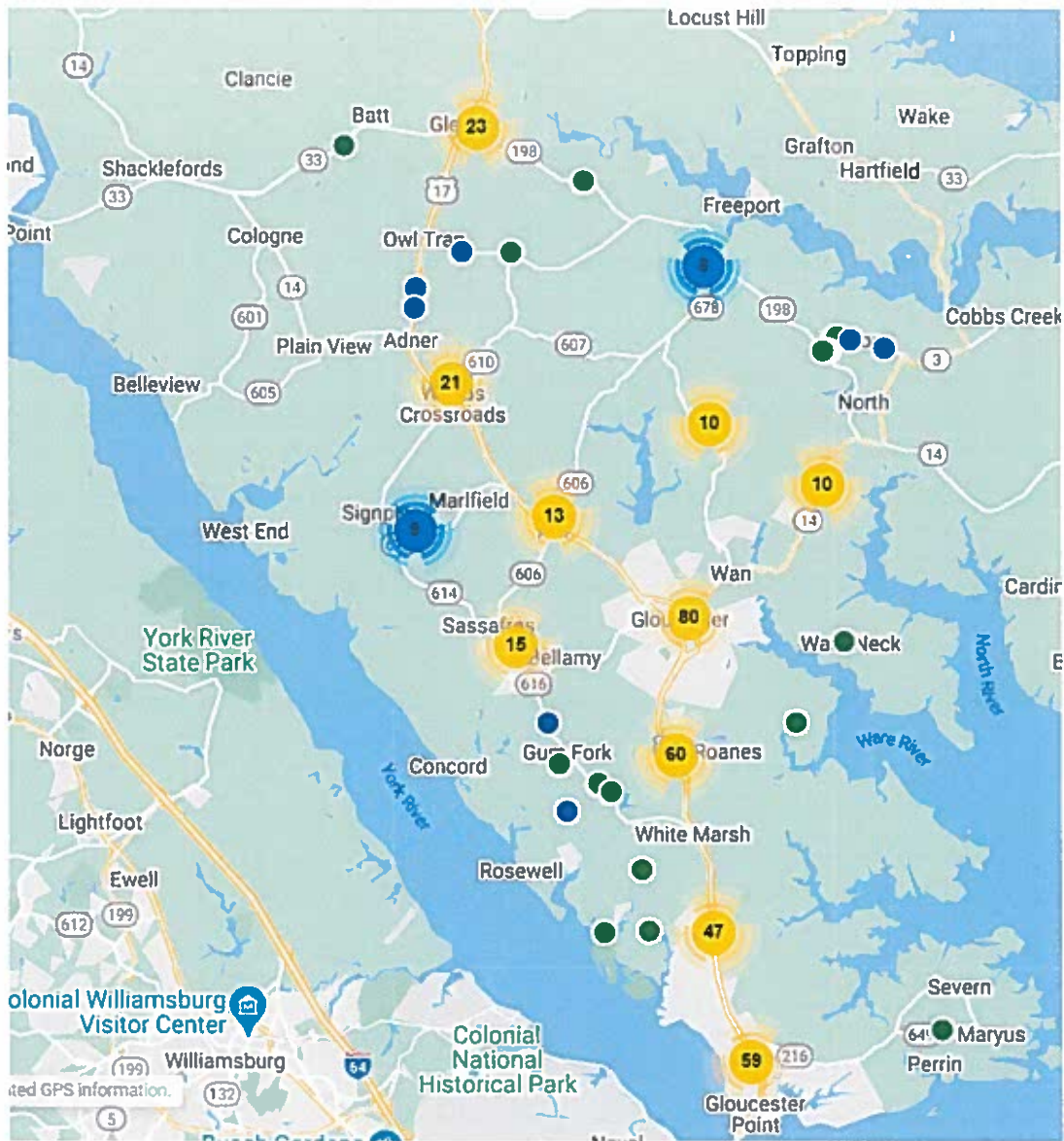


0 0.75 1.5 3 Miles

Map produced by Gloucester County GIS

## Vehicle and Pedestrian Accidents

2023 accidents – Blue dot represents accidents with injuries



Additional information available at VTrans site:

<https://vtrans.org/interactvtrans/map-explorer?layer=Crash%20Data&field=Crash%20Severity&center=-76.55365053162757%2C37.345272164634345&zoom=12>

## **Information on Fire and Rescue Services in Gloucester County**

Two volunteer agencies utilizing paid part-time employees to subsidize volunteers. Information and Statistics for both are below.

### **Volunteers**

Gloucester Volunteer Fire and Rescue (GVFR)

149 Total (Fire – 79, EMS – 45, Combined – 25)

Abingdon Volunteer Fire and Rescue (AVFR)

104 Total (Fire 43, EMS 44, Combination 4, Admin/Other 13)

Countywide – 253 volunteers

### **Station Types**

GVFR - 3 Combination EMS/Fire Stations – Main Street, Ark Road and Harcum Road

AVFR - 1 Combination EMS/Fire Station - Hayes Road (old Route 17) and 2 Fire Stations – Mark Pine Road and Providence Road

Countywide – 4 EMS/Fire and 2 Fire

### **Station Numbers and Locations**

Station One – GVFR Main Street

Station Two – AVFR Mark Pine Road

Station Three – AVFR Hayes Road

Station Four – GVFR Harcum Road

Station Five – AVFR Providence Road

Station Six – GVFR Ark Road

### **Fire and EMS Apparatus** (Both agencies have new equipment on order)

Fire Apparatus

GVFR - 11 with 6 older than 20 years old

AVFR - 11 with 9 older than 20 years

Ambulances

GVFR - 5 with 1 older than 10 years

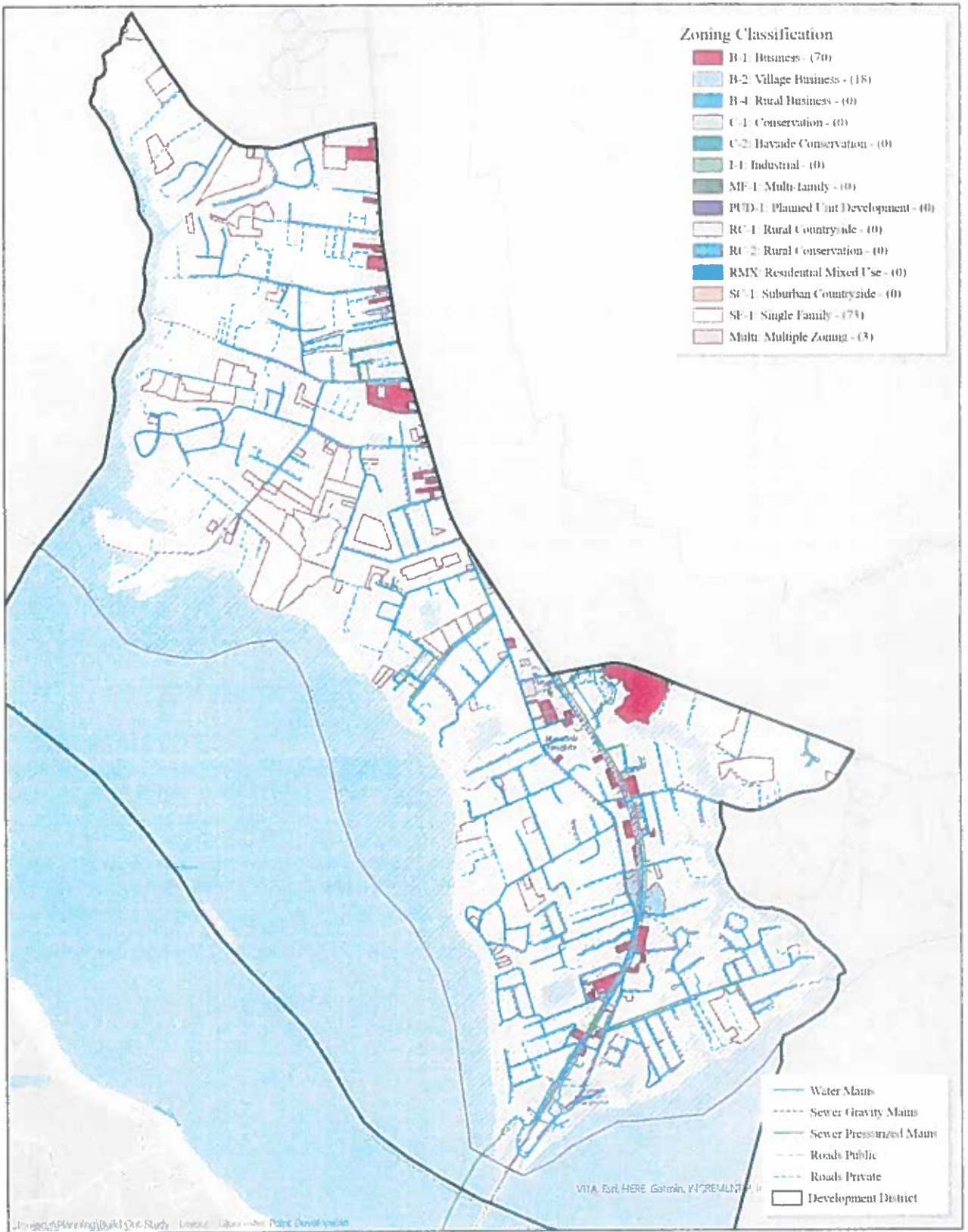
AVFR - 3 with 1 older than 10 years

### **Call Volume**

GVFR (2022) - EMS 3,564 and Fire 736

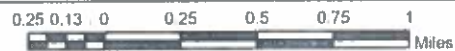
AVFR (2023) - EMS 2,421, Fire: 279

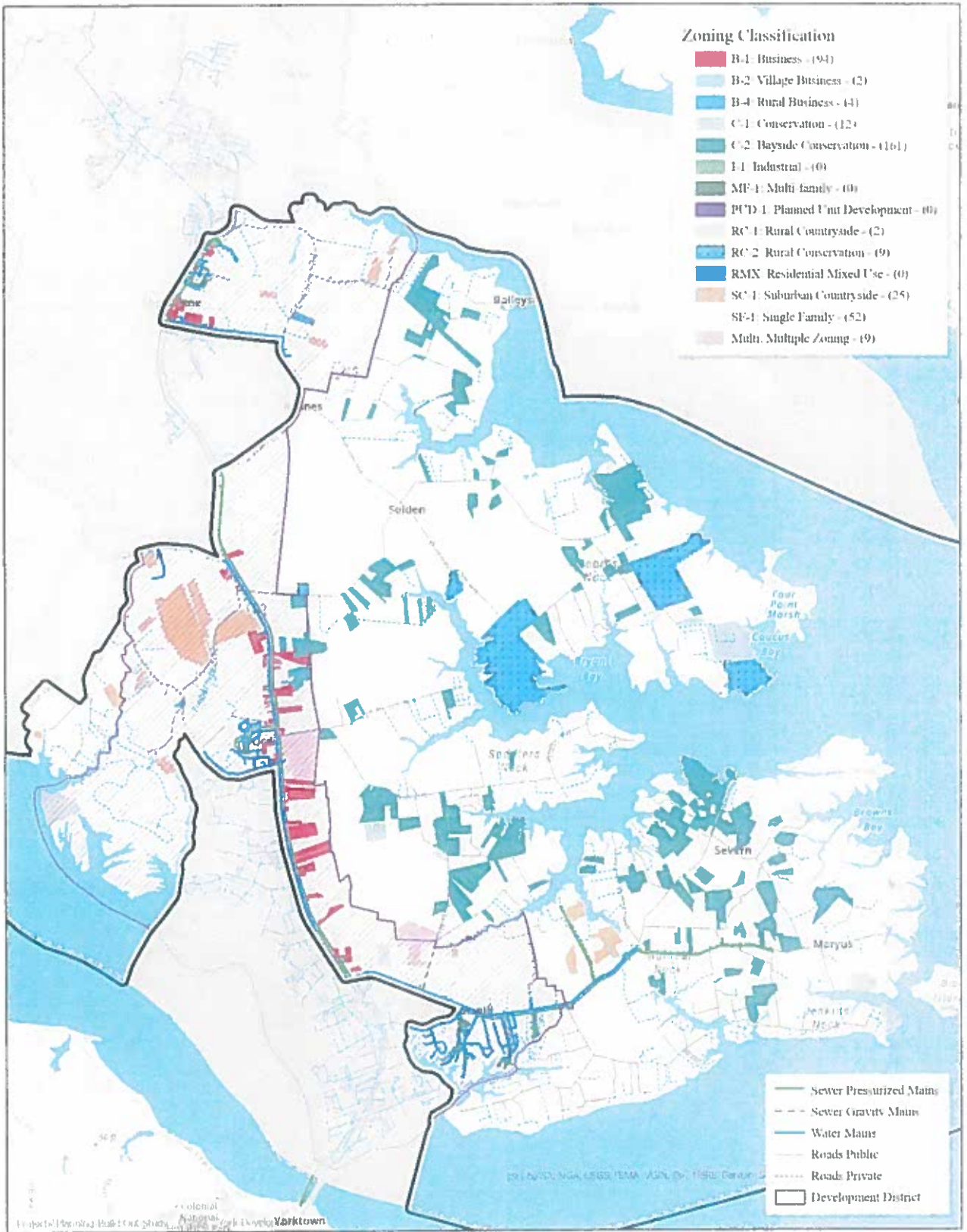
Countywide - 5,985 EMS and Fire 1,015 = 7,000




## Developable Parcels Gloucester Point District

Every reasonable effort has been made to assure the accuracy of these maps and the associated data. The County of Gloucester makes no warranty, representation, or guarantee of any kind regarding either any maps or other information provided herein or the sources of such maps or other information. The County of Gloucester disclaims all representations or warranties, express or implied, including without limitation the implied warranties of merchantability and fitness for a particular purpose. The County of Gloucester assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any direct, indirect, action taken or action not taken by the user in reliance upon any maps or information provided herein.









## Developable Parcels

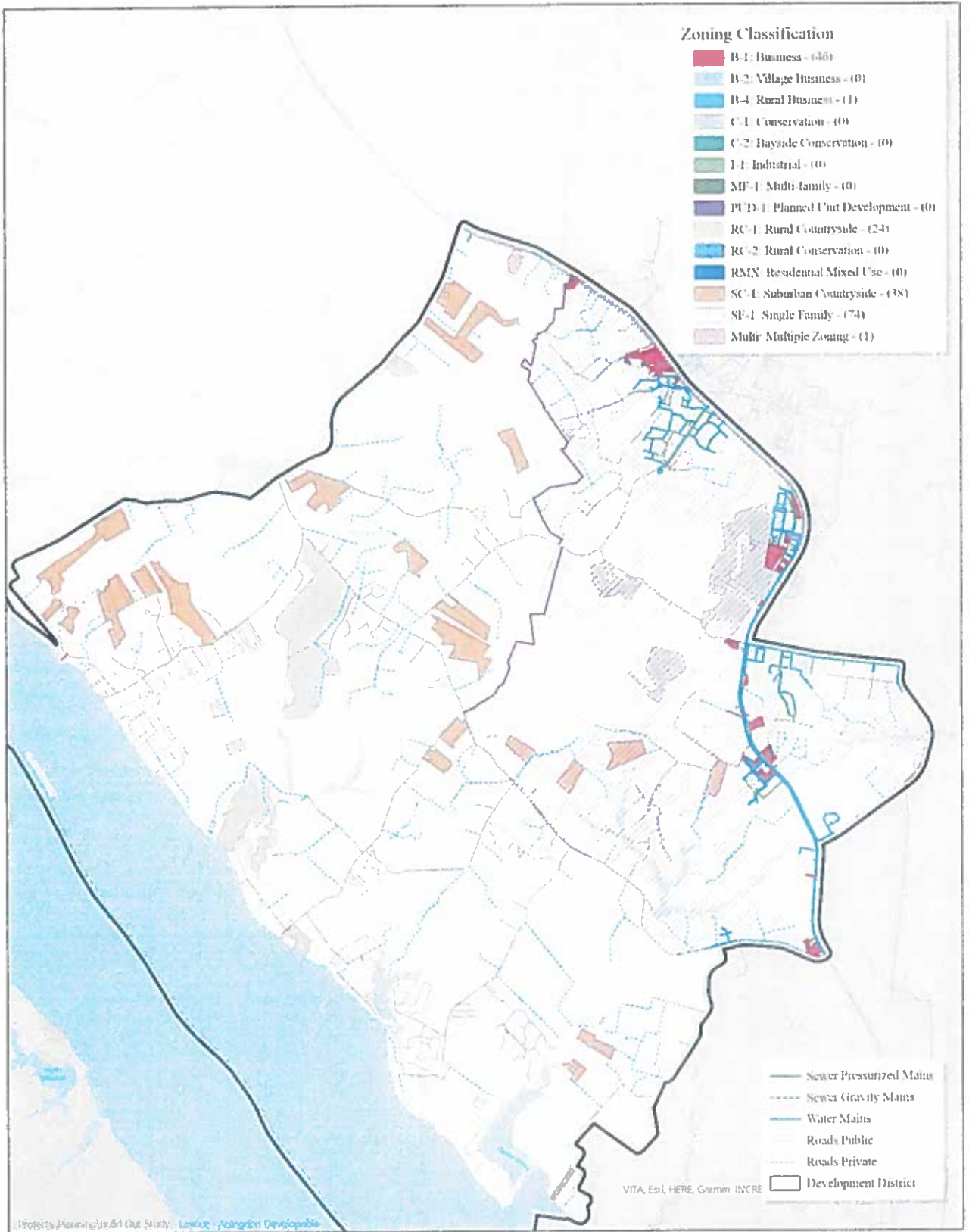
### York District


Every reasonable effort has been made to assure the accuracy of these maps and the associated data. The County of Gloucester makes no warranty, representation, or guarantee of any kind regarding either any maps or other information provided herein or the source of such maps or other information. The County of Gloucester disclaims all representations or warranties, express or implied, including without limitation the implied warranties of merchantability and fitness for a particular purpose. The County of Gloucester assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decisions made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.



0.75 0.38 0 0.75 1.5 2.25 3 Miles









## Developable Parcels Abingdon District

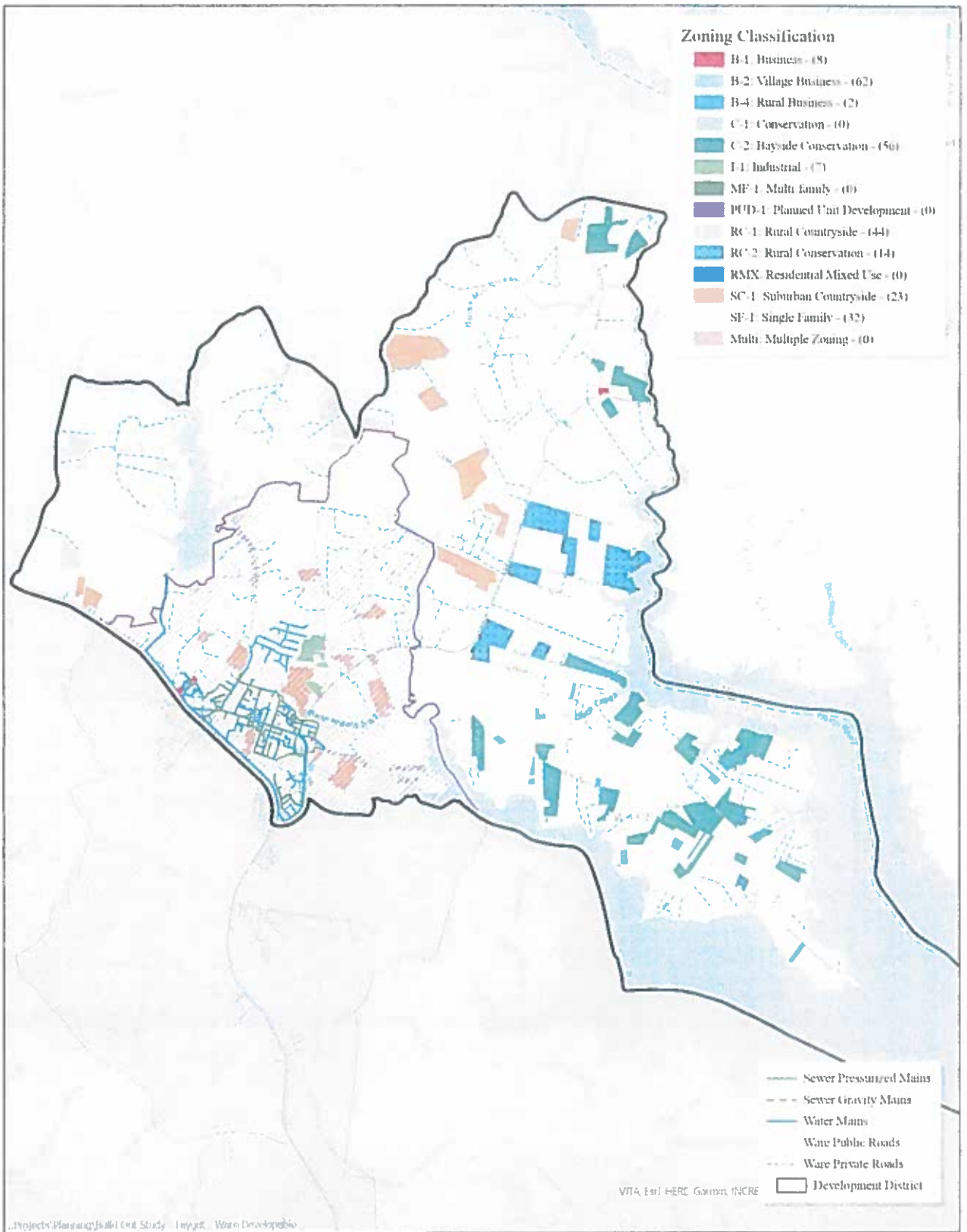
Every reasonable effort has been made to assure the accuracy of the maps and the associated data. The County of Gloucester makes no warranty, representation, or guarantee of any kind regarding either any maps or other information provided herein or the sources of such maps or other information. The County of Gloucester disclaims all representations or warranties, express or implied, including without limitation the implied warranties of merchantability and fitness for a particular purpose. The County of Gloucester assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.



0.55 0.28 0 0.55 1.1 1.65 2.2



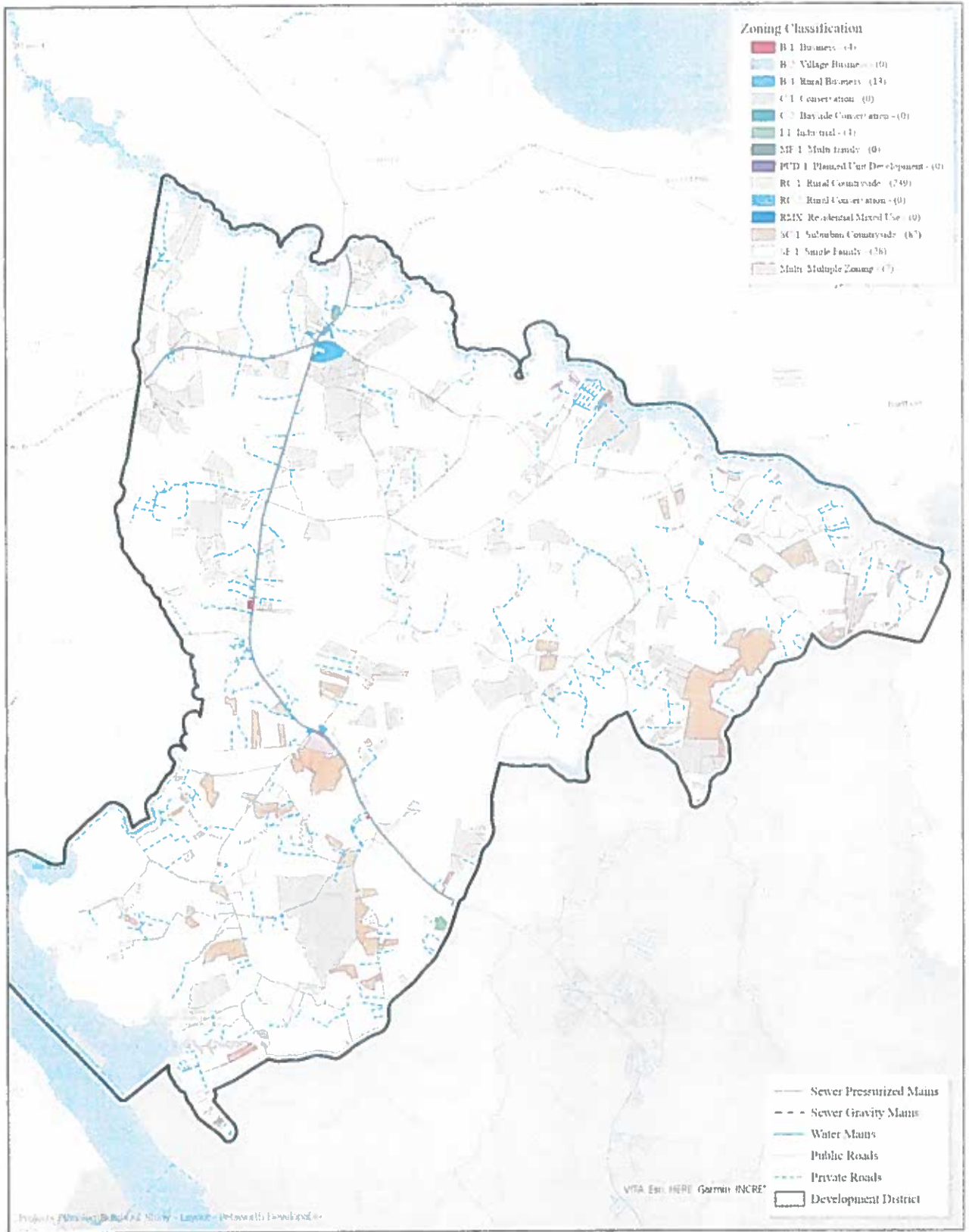
Miles



## Developable Parcels Ware District

Every reasonable effort has been made to assure the accuracy of these maps and the associated data. The County of Gloucester makes no warranty, representation, or guarantee of any kind regarding either any maps or other information provided herein or the sources of such maps or other information. The County of Gloucester disclaims all representation or warranties, express or implied, including without limitation, the implied warranties of merchantability and fitness for a particular purpose. The County of Gloucester assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any map or information provided herein.





## Developable Parcels Petsworth District

Every reasonable effort has been made to ensure the accuracy of these maps and the associated data. The County of Gloucester makes no warranty, representation, or guarantee of any kind regarding either any maps or other information provided herein or the sources of such maps or other information. The County of Gloucester disclaims all representations or warranties, express or implied, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. The County of Gloucester assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any map, or information provided herein.





## Census Projections and Anticipated Development

### Projected Growth

US Census 2010	36,858		
US Census 2020	38,716	5%	10 Year Growth
US Census 2021	39,131	1%	Annual Growth
US Census 2022	39,493	1%	Annual Growth
2023	39,888	1%	Projected Growth
2024	40,287	1%	Projected Growth
2025	40,690	1%	Projected Growth
2026	41,097	1%	Projected Growth
2027	41,508	1%	Projected Growth
2028	41,923	1%	Projected Growth
2029	42,342	1%	Projected Growth
2030	42,765	1%	Projected Growth
US Census 2030 Projection	40,647		
Weldon Cooper Center Projection	39,983		
Projection with 1% Annual Growth	42,765		

511 homes built between 2020 and 2023 (on target for 1,278 this decade)

2022 Households – 17,331 with average Household Size – 2.28

#### Government, Business and Commercial Developments anticipated to occur within the the next 10 years

- Additional buildings/new buildings at Gloucester Point near the Coleman Bridge
- Development of old paint ball site The Swamp
- Additional development at Machicomoco and Middle Peninsula State Parks
- Development of old Page site
- Additional school on new Page site
- Expansion of shopping center next to TJ Max
- Additional development in Glens along Route 33 and Route 17

#### Subdivision or MultiFamily Housing Developments anticipated to occur within the next 10 years

- Additional housing along Route 17 at Gloucester Point
- Approximately 20 additional homes off of Powhatan Drive near Abingdon Elementary School
- The Reserves at Gloucester
- Expansion of Patriot's Walk near the site's entrance on Route 14
- Additional homes near Burleigh Road
- Additional housing near Main Street

## Consultant's Scope of Work

### **Task One:** Information Review and Analysis

Review the information provided, visit each station, and inspect sites, buildings, and fire fighting and rescue apparatus. Obtain call records and other additional information needed from F&R departments.

### **Task Two:** Assessment of existing F&R locations related to call volume, response rates, and forecasted population growth.

Use call records and GIS maps to conduct travel time modeling to identify gaps or concerns and needs to modify current service areas for the different stations. Consider current and future needs with forecasted growth. The information gathered will assist in completing Task 3.

- Assess response times in meeting National Fire Protection Association (NFPA) 1720 standards.
- Determine if updated service area zones are needed for better response times and/or availability of responders.
  - Determine service gap areas in the County where NFPA 1720 standards cannot be met from any current F&R facility..

### **Task Three:** Evaluation of F&R existing sites (for current and future needs). Deliverables will include recommendations for expansion/improvements to existing sites and relocation to meet growing needs if necessary. **REMOVE TASK THREE, station 1 to remain on Main St on GVFRS's purchased property.**

Station One is to be replaced. Specific to it, the consultant is to evaluate:

- Keeping the site at the present location by expanding to adjacent property
- Moving Station One to the proposed site on Main Street
- Review of potential other locations to handle the geographic region and demand of Station One. Appropriate locations should be developable, vacant, adequately sized lots that provide faster response times and/or other benefits not available at the other two locations. If no property meets these criteria, the consultant should recognize that in the study report.

NOTE: If recommendations include expansion or relocation onto properties not currently owned by GVFR or AVFR, that information is to remain confidential until the report is presented in person to the consultant selection team. Avoidance of rumors, spread of misinformation and/or discussions with potential sellers could create negative circumstances that we must avoid.

## **Suggested edit from Gloucester Volunteer Fire and Rescue**

### Site Evaluation Criteria – for existing and/or proposed sites should include the following:

- Amount and type of road frontage – pedestrian and vehicular access and visibility.
- Traffic patterns of road that station is located on and the surrounding area.
  - accommodation of frequent travel by emergency vehicles
  - adequate street shoulder width allowing other vehicles to safely pull over when fire and rescue equipment is approaching.
  - impact of average vehicle counts, stoplights, etc.
- Adequate access area for apparatus going out and returning from calls.
- Ability to control traffic when emergency vehicles are departing from and returning to the station.
- On-site circulation area (turning radius) for equipment.
- Space to handle apparatus leaving the station at the same time as additional volunteers are arriving to respond to the call.
- Access to public utilities or dry hydrants
- Ample parking (for training, meetings and events)
- Space available to expand bay length and/or number of bays, if necessary
- Available space to create drive-through bays.
- Appropriate topography
  - Not prone to flooding\
  - Adequate space for stormwater management if structure or parking lot layout is expanded.
  - Level area for reduced construction costs.
- Potential adjacent property for expansion, if necessary
- Outdoor space for hosting activities and events
- Other criteria provided by the consultant.

### Structure Evaluation Criteria for Existing Locations - (excluding Station One):

- Adequate group training/meeting space
- Adequate equipment storage space
- Adequate general storage space – tables, chairs, extra equipment, etc.
- Appropriate sleep quarters
- Adequate kitchen and dining space
- Adequate physical fitness and recreation space
- Adequate administration space
- Note any structural and fixed equipment needs/concerns such as age of roof, HVAC, parking lot maintenance needs, etc.
- Note environmental, safety or other state or national standards that the building does not meet.
- Other criteria provided by the consultant.