

CHRIST THE SERVANT LUTHERAN CHURCH

REQUEST FOR PROPOSAL ARCHITECTURAL / ENGINEERING DESIGN SERVICES FOR THE MEETING ROOMS ADDITION LACEY, WASHINGTON

March 11, 2014

Materials Available for Download at <http://www.servelacey.org/additioninfo.htm>

- RFP Dated March 11, 2014.
- Visioning the Addition (from the building committee).
- Pre-submission conference notes and summary (City of Lacey, March 28, 2012).
- General Site & Building information.
- Maintenance List (existing Church) – items to be considered for maintenance.
- Original Permit Drawings for the existing Church

Introduction

Christ the Servant Lutheran Church (CSLC) is requesting proposals for Architectural Services for the design and construction of a building addition which will provide more meeting space for our membership and community. Proposals are requested from Architects licensed by the State of Washington with experience in the design and construction of similar projects. Also, minor maintenance work to the existing facility is needed and design recommendations regarding integration of this maintenance work with the building addition are requested.

Background

For many years, members of the congregation have expressed their opinion that additional space is needed in order to better serve the needs of our Church. In response, the Church Council formed a building task group to study the facility needs of our Church, as well as the feasibility of constructing an addition. Early within the task group's study, it became apparent that substantial discussion within the congregation was needed to better determine the needs of our Church, and therefore, this topic was included within our Congregational Refocusing Summit meetings. This refocusing effort not only re-established our Church Mission, Vision and Goals, but also heard a vast majority of participants voicing their opinion that our church mission could be better served by additional and improved space for children's church, teen church, ministry and other group meetings.

With this information the building team reconvened and determined it was feasible to build a simple addition that could meet these needs. Subsequent votes of the Church Council and the Congregation confirmed unanimous approval to build an addition. The building task group has completed a space visioning exercise along with a preliminary project schedule which includes the selection of an architect in April. Building funds have been secured which

appropriate \$220,000 for an addition, \$10,000 for maintenance work to the existing facility, A/E design fees and a small reserve fund. This building fund continues to grow with donations from the membership.

Vision

To be a lighthouse for Christ within our community, to attract new members, to inspire current members, to connect with others, and to grow spiritually.

Project Goals

- To create new spaces to help achieve this vision.
- To attract and welcome the neighborhood into a friendly setting with a pleasant design.
- To connect with our membership families and friends at an inspiring gathering place.
- To provide additional spaces which invite our community for fellowship, ministry, bible study, as well as programs of special interest to seniors, teens and children.
- To create a comfortable and positive atmosphere where we can establish commonality through spiritual growth, ministry, music, recreation and other activities.
- To provide needed maintenance to our existing church facility.

Project Scope

In summary, the addition is to provide a multipurpose room that is large enough for congregational meetings and community gatherings, and which can be divided into smaller rooms for group meetings, classrooms, workshops, and similar activities.

See detailed project information within the Attachment, "Visioning the Addition".

Scope of Work

CSLC desires a "turnkey" approach with the architectural firm providing all necessary services, including, but not limited to, the following:

- Design, specifications, construction administration and project management to create new spaces that will help achieve the Vision and Project goals.
- Evaluation of the existing building's structure, layout and architecture to provide for the seamless integration of the addition.
- Expert professional services required to complete the design, permitting and construction of the addition in accordance with current building and land use codes.
- Building design and site work such that costs do not to exceed the project budget.
- Recommendations for maintenance work such that costs will not exceed the maintenance budget.
- Staffing and project management as needed to maintain the project schedule.
- Communication with the City planning and permitting staff regarding permit requirements, preparation of all documents to obtain necessary permits, submittal of project requests as needed to maintain the project schedule, and assistance with any government approval process. Permit fees shall be paid by CSLC.
- A conceptual plan which incorporates new features characteristic of contemporary multipurpose rooms/meeting spaces including technology improvements.
- Recommendations relative to the installation of various building systems (e.g., heat pumps vs. VAV, fenestration, lighting, etc.).

- Final permit set of plans with detailed construction drawings and specifications that will serve as the basis for permitting, bidding and construction.
- Preparation of necessary bid documents to be sent to construction firms for the project.
- Assistance with the selection of construction firms. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing an appropriate contract.
- A construction plan which minimizes impacts to the existing Church, allowing continued operation of the existing facility throughout the construction period.
- Conducts regular site observations of the contractor and subcontractor work during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
- Final sign-off on the project, assuring that the final project represents the plans and intended concepts.

Scope of Services

In addition to items within the Scope of Work section, CSLC requests that the selected consultant will provide the following architectural services:

- A proposal for a full and complete range of architectural and engineering services required for this project, including structural, landscape, civil, mechanical, plumbing and electrical disciplines. To the extent that the Architect does not provide the full range of required services “in house,” the Architect’s proposal should identify which services will be contracted to third parties and fees identified for those third-party consultants.
- The Architect will work with the building committee to complete any reports, certifications, affidavits, etc., as required by the City and/or State to secure permits, variances (if needed), occupancy certificates, and the like. The Architect will also work with the GC to insure the smooth passage of all building inspections during the construction phase.
- Review the list of maintenance items for the existing building and make recommendations which should be integrated within this building addition project. For example, the repair/replacement of certain heating and ventilating components, control systems, etc.
- The final documents must accurately reflect the Church’s construction budget. The Architect shall coordinate with the Building Committee and the GC to produce a completed project consistent with the Church’s budget.
- A means for the entire project team to review meeting minutes, drawings, RFI’s (Requests for Information), contractor equipment submittals, closeout and commissioning reports, O&M manuals, etc. At the conclusion of this project the A/E firm will produce CD copies of all project files and present to the owner including both construction drawing version and final record drawings at no additional cost to the owner.
- The Architect will make available, and allow the use of any drawings for the Building Committee’s efforts to communicate about the project with the church community.
- The Building Committee desires continuity during all phases of design and contract administration. The Architect shall maintain the same qualified primary personnel throughout the course of the project. This person will lead the design effort and be responsible for coordinating the work of the Design Team (consisting of the Building Committee, Architect, General Contractor, and other design professionals)

- The selected individual or firm will be required to enter into a standard contract for the timely completion of the project. The contract will be based upon AIA Standards to be prepared by selected design firm and reviewed / negotiated/ approved by Church Council.
- Design shall commence immediately after award of contract and construction work is scheduled to begin in summer, 2014.
- It should be noted that members of the congregation may offer to donate services and/or materials for this project at little or no cost. CSLC wishes to encourage this type of participation wherever practical. A list of known resources of this nature will be made available to the Architect at the outset of the design process. While we do not expect these resources to be accounted for in the proposal, an awareness of such resources and openness to accepting and incorporating local resources into the design/build process is important.
- The Architect shall carry at its expense and provide evidence of insurance coverage to protect itself and CSLC from and against liability, loss, damage, expense, cost (including without limitation to litigation and court costs and attorneys' fees) out of or in connection with the performance of any work performed in accordance with the specifications or any related documents, whether such work is performed by the bidder or any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. CSLC to be named as additional insured. Coverage must be written with insurance companies licensed in the State of Washington. All policies shall provide a thirty (30) day advance notice of cancellation to CSLC. Certificates of insurance shall be presented to the CSLC for approval before the successful bidder, its agents and/or employees commence any work whatsoever pursuant to the contract.

Proposal Submittal Deadline

Proposals must be received at CSLC by 3 pm, Pacific Standard Time (PST) on Friday, March 31, 2014. They may be mailed or hand delivered to the address listed below or they may be e-mailed to Don Cole at ijumpwaves@gmail.com

Christ the Servant Lutheran Church
 Attention: Don Cole
 4300 Carpenter Road
 Lacey, WA 98503

Building Committee members will be available for questions and a site meeting can be arranged by calling Don Cole at 360.556.4104 or ijumpwaves@gmail.com

Proposal Requirements

CSLC seeks individuals or firms experienced in the design and construction of similar additions to comparable facilities. Please submit the following:

1. Letter of Interest (maximum 2 pages): The cover letter shall briefly summarize the firm's qualifications and past experience relevant to this scope of work, and include a brief description on how you would differentiate your firm from your competitors. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Identify the proposed project team, key personnel and their roles and responsibilities. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work
3. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Provide examples of projects that involved similar components to the work requested by CSLC and describe a unique feature for each project. These examples should be selected from projects that have been performed by the key team members proposed for the work.
5. Provide the following for each of the projects listed above (in item 4):
 - Name of project
 - Client contact
 - Owner's total initial budget
 - Final/total Project cost
6. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
7. Describe cost control methods you use and how you establish cost estimates.
8. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company or any of the same you have filed against a client.
9. Explain your General Liability Insurance coverage and your Professional Liability Insurance coverage.
10. Provide a rough schedule of design, permitting and construction activities. Include information about your current workload and how you would accommodate this project schedule.
11. A fee proposal that outlines your fees and all consultant fees. This fee proposal is understood to be inclusive of all reasonably anticipated Services. As part of the proposal, identify activities that your firm would consider to be contingent additional services. Also, the proposal should include a breakdown of separate costs for each of the following areas:
 - a) Drawings only,
 - b) Drawings and specifications (for all materials, equipment and systems),
 - c) Drawings, specifications and construction administration/full project management.

(Permit fees shall be paid by CSLC)

Note- Once submitted, all Proposals become the property of CSLC and will not be returned.

Proposal Evaluation

Proposals will be evaluated by the building committee and Church Council. Selection of the finalist will be based on the following criteria:

- Ability to meet the stated project goals.
- Experience with similar projects.
- Functionality of design and aesthetics of similar projects.
- Recommendations from previous customers.
- Vision and enthusiasm.
- Fiscal management.
- Awareness and appreciation of the local community, the nature of the congregation, and the availability of local resources.
- Compatibility and "fit".

- Presentation of the firm (RFP and interview).
- Total fee

Selection Process

All responses to this request will be screened for eligibility. A selection panel will rate eligible responses according to the criteria listed above and may conduct reference checks as part of the process. If there is insufficient information, CSLC reserves the right to request additional information and to interview firms to discuss their qualifications.

The proposed schedule for Architect selection and work is as follows:

- Tours of the property Call now to schedule
- Submission of proposals by applicants March 31, 2014, 3pm PST
- Architect Interviews April 11, 2014
- Selection of Architect April 21, 2014
- Development of Preliminary Scope/Plans June 2014
- Permits and Selection of General Contractor June 2014
- Development of Final Plans/Specifications July 2014
- Estimated Construction Start Sept 2014

This solicitation does not obligate CSLC to award contract to any respondent. At its option, CSLC reserves the right to waive as informality any irregularities in RFPs and/or to reject any or all RFPs.