

REQUEST FOR PROPOSAL

10/5/2017

Project Name _____

INTRODUCTION

Objective:

The (Owner) is seeking the services of a qualified professional architect to complete plans and construction documents for renovations to the Education Center including lower level of the Cathedral. Schematic plans were developed by SMG Architects (now SM&P) in 2012 and are attached for reference.

Project Description:

Location:

The property is located at _____. Established in 1937, the subject complex consists of the historic Cathedral including program space in the basement level and the adjoining education building of approximately 38,500sf containing parish offices, chapel and support space on the 1st floor; gymnasium, kitchen and support space on the basement level; and classrooms and support space on the 2nd floor.

Background:

The _____ is a parish of the _____ located in Baltimore, Maryland. The parish was established in 1906 and the present church purchased in 1937 and is one of the most prominent _____ in the United States. Constructed in 1889 in the Romanesque-Byzantine style, the Cathedral was designated as the state of Maryland's first _____ in 1975. In 1992 the Cathedral received a historic designation from the Maryland Commission on Historic and Architectural Preservation. The parish has begun a capital campaign to undertake major upgrades to their buildings. The first phase is to be the Educational Building which was added in 1955 serving parish ministries, educational, outreach and social programs.

Available Materials:

Schematic drawings were produced by _____. Cost estimates from Becker & Frondorf produced in 2013 and from Whiting-Turner produced in May, 2014 are also available. Asbestos and lead surveys from Advanced Air Analysis were performed in March 2016 and are available for reference.

SCOPE OF SERVICES:

Specifically, the design team will be required to review and confirm the parish program space allocation for the educational building and Cathedral basement and associated scope of work as shown on the 2013 schematic drawings prepared by SMG. With confirmation, plans for design development plans will be produced for review and approval followed by preparation of complete construction documents for competitive bidding. **The present intention is to conduct a lump sum bid for construction delivery. If the parish chooses to use Construction Management for delivery of the work, please indicate any changes in your fee structure. Cost estimates will be provided from outside sources.**

Primary elements of the scope of work include: re-demise/re-purposing space, enlarge gym/eliminate stage, remove/relocate mechanical & electrical equipment, bathroom renovations, new windows & doors, improved handicapped access from the exterior, applicable code improvement. Renovation/reconfiguration

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of the kitchen and the addition for storage space on the north end of the gymnasium should be quoted as alternate design options.

The product of this effort will be a complete set of construction documents, i.e. plans and specifications. The proposal should include Design Development thru Construction Close-out, punch and as-built documents. Proposal should identify sub-consultants and fee broken down by phase and discipline with approximate time frame to complete each phase. Finally, the proposal needs to include an optional service to meet with CHAP to review the building plans if required.

SELECTION PROCESS:

A/E Qualifications:

Selection of the successful firm will be based on the experience of team members for comparable projects as it relates to this project.

Interviews:

Interviews will only be conducted if determined necessary after the proposals have been reviewed and rated but tentatively scheduled for Wednesday, August 2.

A/E Response Criteria:

The committee requests that the following terms be specifically provided and addressed in the A/E response:

1. Firm's brief summary narrative describing the design team, the proposed consultants, their plan of approach in completing the work outlined and the time frame for completion.
2. Resumes of key members of the proposed A/E team demonstrating their individual experience with past projects of similar type.

Proposal Submittal:

Three (3) hard copies **or** an electronic copy of the Proposal must be provided at the time of submission and should be directed to: office@goannun.org. **Proposals must be submitted no later than 1pm on Wednesday, July 19, 2017**, at the _____, Building Committee Chair. Proposals submitted after the due date and time may not receive consideration. **The background narrative should provide a response as requested without going to excess.**

The fee proposals must be broken down by project tasks and discipline with associated costs identified for each. The cost/allowance for any additional disciplines (e.g. civil, structural, etc.) to be involved in the project shall be separately identified. The total cost of the exercise should be quoted on a not-to-exceed basis.

A/E Selection Timing and Contracting:

A pre-proposal tour of the associated parish buildings will be held on Wednesday, July 5 at 10:30am. The Committee expects to select an architect within two weeks of submission but pending subsequent Parish Council approval. It is anticipated that the successful firm will commence work within 30 days of award. Upon approval, award shall be made to the successful firm who will be required to enter into

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an agreement using AIA Document B727, Standard Form of Agreement Between Owner and Architect, as modified by the Parish.

Any questions should be directed to the parish Owner's Rep, _____ . The Owner reserves the right to accept or reject any or all proposals.