

DRAFT 4

January 3, 2005

Cerniglia and Swartz Architects
Sullivan Architecture
Rene Robert Muller Architects
Drazen Cackovic Architects
LAN Associates
Liscum, McCormack, Van Voorhis
Habig & Cirillo Architects
Molinelli Architects

**RE: SITE PLAN AND CONSTRUCTION PROJECTS FOR
PARISH OF BLESSED KATERI TEKAKWITHA
1810 Route 82 + LaGrangeville, NY 12540**

Gentlemen:

After reviewing your qualifications in responses to our RFQ, you are invited to submit your proposal to **Msgr. William Belford, Pastor of Blessed Kateri Parish in LaGrangeville, N.Y.** for A/E Services for the site development and construction of a new Education Building with Gymnasium, and a new Church with a Rectory.

Your proposal will be due at the church office on _____ **2005**
at ____ **AM/PM**. The proposal will be copied to **Mr. David Maddox at the Archdiocesan Building Commission Office at St. Joseph Seminary, Yonkers.**

Very truly yours,

David Maddox
Director

CC: Msgr. Belford, Pastor

REQUEST FOR PROPOSAL

GENERAL INFORMATION

Subject of RFP:

To provide Architectural and Engineering services for the design of a complete site development plan of an 80 acre property. It presently has one building with a 315 seat worship space, and four classrooms on a lower level.

This site plan needs to provide for the construction of a new Education Building and Gymnasium. Plans for a Church with an attached Rectory will also be considered at this time. Roads and parking need to be laid out. Also, we invite a proposal to renovate the existing worship space for offices and meeting rooms.

It is unlikely that all projects will happen at the same time.

Owner:

Blessed Kateri Church
1810 Route 82
LaGrangeville, NY 12540
8445 227 1710 / fax 227 1734

RFP Submission Requirements:

Three copies of the proposal should be delivered to Msgr. Belford at the Church Rectory and one copy to the Archdiocese Building Commission.

RFP Contact:

Mr. David Maddox
Archdiocese Building Commission
201 Seminary Avenue
Yonkers, New York 10704
Telephone No.: (914) 476-1058
Fax No.: (914) 376-0610

REQUEST FOR ARCHITECTURAL PROPOSAL

I. INTRODUCTION

On behalf of Blessed Kateri Church, the Archdiocese of New York is requesting proposals from qualified architectural/engineering organizations capable of providing comprehensive design and engineering services for a new Education Building with Gymnasium, and a new Church with Rectory, and renovations on the existing worship space, all on the campus of Blessed Kateri Parish.

The Architect/Engineer (A/E) will act as the agent for the Owner and will be solely responsible for the timely delivery of the complete building design.

The Owner expects the A/E firm to provide a highly effective design approach that insures a minimum of disruptions and provides for optimum cost containment in all planning, conceptualizing and costing.

The A/E will also report to the Archdiocesan Building Commission (ABC), who will act as the Owner's representative. The representative will provide direction and support to the A/E firm as to general policy matters relating to the design of the project.

Before submitting, the A/E shall visit and examine the site of the proposed work and be thoroughly familiar with all the codes and requirements of all the federal, state, county, local and other authorities having jurisdiction.

The pre-construction/design effort will begin immediately after selection of the A/E firm and the execution of the resulting contract. The approximate start date of Construction will be Spring of 2006. The Owner will enter into a formal contract agreement with the selected firm using an A.I.A. Document B141-1987 Standard Form of Agreement between Owner and Architect and the Standard Rider (Attachment "B") prepared by ABC.

The A/E firm will work to prevent any delays and ensure the quality of the resulting improvements. The Owner will have final authority for all aspects and phases of the design and construction process.

Architectural proposals will be due at the Parish offices on _____ at _____ am/pm. At a time soon after the Owner review a time will be set when the A/E will present his proposal in person and be prepared to discuss it with Msgr. Belford and with representative of the Parish and the Archdiocesan Building Commission who will also be attending the A/E's presentation.

II. SCOPE OF WORK

A. General

The Architect/Engineer is to coordinate and manage the design process and to play an active role in the Project Team. The selection of the construction order of the buildings will be based upon the needs of the parish, construction budgets and other factors associated with this project.

Program management procedures, which will be established through the A/E Owner and ABC's efforts during the schematic design phase, will allow for the future integration of all design phase components of this project. The team approach shall strive for project delivery that is timely, cost effective, and within the required standards set by the Owner and ABC.

B. Professional Services-Schematic Design Phase

The A/E duties will include:

1. Provide a formal report regarding evaluation and recommendations of the conceptual space and site program and project budgets.
2. Following review and acceptance by the Owner of the conceptual space program and budget report, the A/E will provide schematic design drawings and specifications based on preferred alternate design, including concept renderings, as determined by the Owner. Upon approval of the Owner of Schematic Design Phase, Architect agrees to complete working drawings within 120 calendar days.

III. FORMAL PROPOSAL CONTENT

Each candidate must submit three (3) copies of their formal proposal at the due date, which shall include at minimum the following:

A. Table of Contents

B. Summary- A brief summary of salient and unique features of the proposal, including means and methods for managing the project and ways of assuming that Owner's goals are met.

C. Statement of Requirements- A brief narrative, which restates the Owner's need. It should demonstrate the proposer's familiarity with the current site and building.

- D. Methodology-** A section that allows the proposers to identify their response to needed tasks and to demonstrate unique experiences and approaches. This section could cover such areas as: on-time performance, quality control, cost management, team building, value engineering, owner satisfaction and handling of the design process.

Clearly delineate the proposal framework needed to establish policies, procedures and responsibilities of each team participant. Outline methods and channels of communication. Identify proposal quality control mechanisms for this project.

Outline method of operation for this project. Describe top management responsibility and supervisory controls.

Indicate your understanding of this project and your methodology and approach to providing architectural/engineering controls.

- E. Other Data-** Show evidence and limits of insurability. Provide any other information you feel will help the Owner to evaluate your proposal.

IV. General Requirements of the new Education Building and Church as well as other conditions regarding submission of your response to this RFP for A/E Services:

New Proposed Education Building and Gymnasium

1. The Education Building, to be used for Religious Education and other purposes, with the possibility of one day being used as a Parochial School, will have a main lobby area, 8 classrooms, two administration offices, one conference room and storage rooms, and a gymnasium. Toilet facilities will be designed as per code requirements for the gym. There will have to be a kitchen adjoining the gym area for church and community functions.
2. The main gym area must have space capacity for 600 people. The main Gym area will have a stage along one side or at one end of the Gym and being able to accommodate requirements for Mass. This gym will be the Sunday Mass site for some years to come. There will be one storage room dedicated to the Gym area.
3. The 8 classrooms will be sized to accommodate 30 students each.
4. The two administration offices and conference room will be next to the classrooms.

5. Plot plan must indicate parking areas for sufficient number of cars required for 600 people and walkways to existing buildings on the site.
6. The mechanical and electrical plant for this building will be sized to handle the Heating and Air Conditioning requirements of the total building and zoned for better control.
7. The Gymnasium entrance must provide sheltered area for road drop off and fully coordinated with the network of roads, landscaped areas and parking areas servicing the project.
8. A/E should also take advantage of the site and the natural light when locating the position of the Gymnasium building on the site. A clearstory is desired for the gym. A limited number of stained glass windows may be available for the lobby and rooms.
9. The A/E's landscaping layout is also a major part of the design.
10. Parts of the Gym Building must have a full-unfinished basement. However, the MEP design must include the Electrical, Mechanical and Air Conditioning capacities in the original design to accommodate the completion of these areas at a later date.
11. Exterior walls construction shall be brick, architectural block, stucco or other similar types of materials. The Gym area, classrooms, offices finishes shall be in accordance with such structures.

New Proposed Church / Rectory

1. Church must have space for 1000 worshippers at any one time.
2. Plot plan must indicate parking areas for sufficient number of cars required for 1000 worshippers. Parking will shared with the Gymnasium building.
3. Church main entrance must provide sheltered area for road drop off of the parishioners fully coordinated with the network of roads, landscaped areas and parking areas servicing the project.
4. A/E should also take advantage of the site and the natural light when locating the position of the Church on the site.
5. A/E should design the new Church to be easily recognizable as a place of worship. Additionally the network of roads and parking areas should be as unobtrusive as possible to the presence of the Church. (The A/E's landscaping layout is also a major part of the design)
6. The floor in the Church shall have a slight slope as in an auditorium.

7. Church must have a partial unfinished basement. However, the MEP design must include the Electrical, Mechanical and Air Conditioning capacities in the original design to accommodate the completion of these areas at a later date.
8. The design of the Church must include a Choir Loft with flexible seating.
9. The main floor of the Church shall include the following:
 - a. A sacristy in the rear of the Church.
 - b. Two (2) non-designated bathrooms for general use in the front of the Church.
 - c. There must be a maximum of storage room as is feasible.
 - d. There must be two (2) Reconciliation Rooms.
 - e. The floor plan must include a sizable gathering place in the front of the Church between the entrance and the main body of the Church.
 - f. There must have a baptismal font included in the design.
 - g. The A/E must have a willingness to incorporate sacred art, Stain glass and furnishings from other previous churches.
 - h. The A/E shall indicate in the proposal whether his office will handle the Liturgical design or outsource it to another consultant and if so, the Consultant's name and credentials shall accompany the Architect's proposal.
 - i. Exterior walls construction shall be brick, architectural block, stucco or other similar types of materials. Stained glass will be supplied by the Archdiocese Building Commission and incorporated into the design. Interior church flooring shall be ceramic or stone tile in the vestibule, aisle ways and altar. Other floor areas shall be VCT or other similar products.
 - j. The Rectory shall have the following areas. A basement for mechanical, electrical, laundry requirements and storage. A first floor with foyer, living room, dining room, kitchen, closets, office and meeting room. And a second floor with three priest suites, which include a bedroom, study, closets and bathroom.
 - k. The Rectory shall be attached to the church with an entry to the church from the first floor.

Renovations to the existing Church

1. The existing area for worship is needed for weekday and funeral Masses and weddings until the new Church is open. The existing worship space will be renovated immediately after the opening of the new Church.
2. The scope of work shall include renovations to the main floor only. This area shall be configured to provide 2 main meeting rooms, 2 offices and 2 smaller meeting rooms.

The A/E shall exclude the Site Engineering from his proposal but shall coordinate with the designated S/E in preparing the design documents. An estimated budget of the site work design and construction should be included in this proposal.

When making a presentation to Msgr. Belford, the Parish representative and the ABC, the A/E's proposal shall also include:

- a. Floor Plans indicating the layout of all the items herein before listed.
- b. An isometric drawing indicating the main exterior elevations of the Church and Gym Building.
- c. A site plan indicating the location of the Church, Gym Building, roads, walk ways, and parking areas with car capacity of each parking area.
- d. Specifications of the major materials to be incorporated into the work.
- e. The above drawings should be approximately 30" x 42" in size on boards for display from an easel.

VI. FEE SCHEDULE

The A/E firm will be expected to submit a fee schedule along with formal proposal, at its formal presentation to the Selection Committee. The fee proposal will be based on the methodology delineated in the A/E's response to this RFP and shall be for a lump sum or flat percentage of construction costs.

Provide hourly rates of all personnel who will work on the project and anticipated reimbursements.

Provide a not-to-exceed fee for which your firm will provide the services outline in this Request for Proposals.

Provide a payment schedule outline how A/E fees should be paid. This payment schedule will be tied to project milestones.