

REQUEST FOR PROPOSAL

ARCHITECTURAL & ENGINEERING DESIGN SERVICES

FOR

**STUDY, CONCEPT DESIGN, COST ESTIMATE, AND
CONCEPTUAL DRAWINGS**

FOR

A New Church Building

FOR

ST. ANTHONY ABBOTT PARISH

900 ST. ANTHONY STREET

CUMBERLAND, WI 54829

Request for Proposal (RFP) – Architectural & Engineering Design Services

St Anthony Abbott is accepting written proposals from recommended and invited firms to provide architectural and engineering design services. While invited firms have been primarily selected based on background of church design experience, consideration will be given to experienced design firms.

RFP responses shall be received no later than 4:00 PM on Aug 29, 2019

RFP responses shall be in two formats: electronic and hard copy. Both formats shall be submitted by the deadline above.

HARD COPIES:

Provide one signed original and two copies.

Proposals shall be clearly marked on the envelope as PROPOSAL FOR ARCHITECTURAL & ENGINEERING DESIGN.

Attn: Deacon Steve Linton
St. Anthony Abbott Parish
900 St. Anthony St
Cumberland, WI 54829

ELECTRONIC COPY:

Send by email to dcnsteve@actinfaith.net

Write in subject line of email PROPOSAL, ARCHITECTURAL & ENGINEERING DESIGN.

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I. Objectives

The goal is Conceptual Design Renderings and Cost Estimate. Emphasis is to study existing conditions to arrive at a realistic design that works with adjacent parish center. Renderings shall be attractive and sufficient to communicate design intent to parishioners and donors.

II. Background

ST. ANTHONY ABBOT

900 Saint Anthony Street (21 1/2 Avenue) Cumberland, Wisconsin

715-822-2948 (phone)

715-822-3588 (fax)

stanthony@actinfaith.net

St. Anthony Abbot Parish's early Catholics came from various backgrounds to worship together for the first time in 1883. The initial church, St. Mary's of the Wayside, was completed in 1884 and formally dedicated by Bishop Kilian Flasch of La Crosse on October 24, 1888.

Italian immigrants outnumbered other Catholics, and they decided to establish their own ethnic church. In 1885, they withdrew from St. Mary's and erected a church one mile south of Cumberland and named it St. Anthony Abbot.

In 1973, the two churches were merged and became the Cumberland Area Catholic Community. Due to the size of the combined congregation, Masses were held only at St. Anthony's and St. Mary Church was sold in 1984.

In 1986, the parish officially returned to the name of St. Anthony Abbot. A parish center was built on land across the street from St. Anthony Church in 1993. In 1997, the parish was clustered with Sacred Heart in Almena and in 2002 with St. Ann Parish in Turtle Lake.

There are currently about 240 families registered as members of St Anthony Abbott. Parish property is served by City water, sewer, fire and police service. The parish center serves as the fellowship center of the parish, hosting Religious Ed, funerals, weddings, graduations and other special events. The Cluster churches are served by the offices located in the parish center. There is a desire to create a connected entry and egress area between the parish center and new church

III. Program Requirements

A. Desired Elements/"Wish List"

Church/worship area to include items and spaces below.

Building to be approximately 10,000 square feet, with seating for a maximum of 300 worshipers in main worship area with potential seating for an additional 75 persons in overflow area; i.e. narthex or existing parish hall. Designs should include: Narthex, Main worship space, Altar area, Confessional, Baptismal Font area, Sacristy area off of Altar area with sink for washing vessels and a sink and toilet, Vesting room off of Narthex with sink and toilet, two ADA compliant public bathrooms with family area off of Narthex, Infant care room off of Narthex with window to Main worship area, music/choir space open to main worship space, music/choir practice room with storage for robes and equipment, adequate storage spaces throughout and mechanical closets. Three office spaces with copy room and conference room. Offices and conference room area accessible from narthex. Building would be on slab, utilizing current space to the north of the parish center.

Drive-Up Portico

Ground level entrance (best: sloped for drainage only/allowed: slight slope, less than minimum accepted by code and less than existing entry ramps). Wide and well lit.

Gathering Space Vestibule (Narthex)

Separated from worship space with walls and doors for noise control

Wide entries from outside and into church

Separate smaller vestibule(s) to keep cold air out with one set of exterior doors and one set of interior doors

Seating benches or furniture for those with mobility issues as they wait for rides

Coatroom or coat racks

Book/pamphlet racks

Bulletin boards

Energy efficient windows for natural light

Warm lighting inside, energy efficient

Two restrooms, adjacent or nearby the narthex meeting all ADA requirements

The following spaces may or may not be part of the project depending upon design and cost.

Bell tower is desired if cost allows. Must be separate from the church building.

B. Adjacencies

Church hall to the south built in the 1980's. Would like to see options for a covered walkway between narthex and parish center or an interior connecting hallway between the two.

C. Concerns and Needs

Easy accessibility for all, including the physically challenged

Security: Cameras, emergency lights and or fire alarm to be considered

Fire suppression sprinkler system is not wanted. Prefer adequate exits and fire alarm system to meet code requirements. Connecting doors to church center to avoid the need for sprinkler systems.

D. Design Guidelines

Style of new addition(s) shall harmonize with existing design style.

New materials shall be durable and match or complement existing materials.

Steel roof desired to match church hall roof. Proper snow shedding/abatement to be considered.

Acoustic considerations must be made throughout the building

Optional: Would like to explore alternative energy sources that have a proven and attractive ROI.

Lighting, new mechanical systems and appliances shall be energy efficient. The Parish may consider pursuing Focus on Energy grant or other sustainability program/certification.

E. Budget

The estimated budget is \$2,000,000 including soft costs. A capital campaign would most likely be needed to reach this goal or for any amount over the \$2,000,000.

F. Time of Completion

The goal is to present the completed Conceptual Design Renderings and Cost Estimate to St. Anthony's parishioners within ten weeks of signing the contract between Architect and Owner.

IV. Scope of Services Provided by the Architect/Engineer (A/E)

A. Overview

A/E services, including architectural, structural, mechanical, electrical, plumbing and civil engineering services shall include:

- Inspection of existing buildings and site, including structural, mechanical and electrical systems.
- For each component in the project, determine relationship of proposed new spaces to existing building, site, and existing mechanical and electrical systems.
- Factor in current utilities and movement of in relationship to new building
- Include all necessary code and ordinance compliance.

B. Meetings at St. Anthony's in Cumberland WI

In addition to the site study, four meetings are expected as follows:

1. Report on the study of existing conditions and systems. Report on the effects of additions and improvements regarding code and ordinance compliance and accessibility. Describe how building location will affect existing parish hall, rectory, and site.
2. Refine program and propose two solutions with "ball park" cost estimates to Building Committee members.
3. Present and discuss one conceptual design scheme with preliminary cost estimate with available Building Committee members. Provide drawings of concept which Building Committee will show to parishioners and Building Committee members who are unable to attend meeting. Adjust and refine as needed upon receipt of feedback. Submit revised Conceptual Design Renderings and Cost Estimate with Narrative to Building Committee for approval.
4. Present Conceptual Design Renderings and Cost Estimate to St. Anthony Abbott Parish. Answer parishioners' questions.

C. Develop Conceptual Design Scheme and Provide Renderings

Renderings shall include site plan, floor plans, roof plan indicating pitch, two significant exterior perspective renderings, and two significant interior renderings. Show generic furnishings and cabinetry. Submit four hard copies and one electronic copy of final renderings.

D. Provide Cost Estimate for Conceptual Design Scheme

Include a narrative for each discipline indicating level of quality and/or manufacturer as basis of cost estimate.

V. Continuation of Project: Phase 2

- St. Anthony Abbott Parish shall own the study, concept design scheme, renderings, and cost estimate with narrative.
- St. Anthony Abbott will use the Conceptual Design Renderings, Cost Estimate, and the Cost Estimate Narrative for fund raising and the diocesan approval process.
- Phase 2 consisting of Design Development and Schematic Drawings, Construction Documents, and Construction Administration will be a separate contract once construction funds have been raised and the Diocese of Superior has given approval to proceed.
- Phase 2 is not part of this RFP.

At St. Anthony Abbott's discretion, it may directly negotiate scope and fee for Phase 2 services with the A/E who provides the conceptual renderings and cost estimate. St. Anthony Abbott Parish may also consider alternative proposals to provide A/E services if there is an opportunity for substantive savings (without adversely affecting the project timeline or quality) and other significant benefits (to be clearly articulated by the proposer and be measurable) accruing to St. Anthony Abbott Parish.

VI. RFP Timeline

RFP issued	June 26, 2019
Site tour by appointment Monday – Thursday, 9 am to 3 pm prior to	July 25, 2019
Last date/time to submit questions regarding RFP	July 25, 2019
Building Committee responses to questions by	Aug 8, 2019
Proposals due	Aug 29, 2019
Notify A/E(s) of invitation to participate in interview/presentation by	Sep 12, 2019
A/E(s) Interviews/Presentations	TBD

VII. Proposal Response: Required Items and Page Limits

Respondents to this RFP shall include the following information in their proposal:

1. General qualifications: describe the general qualifications of A/E. Limit to one page.
2. Special qualifications: describe any special or unique qualifications of A/E as they relate to this project. Limit to one page.
3. Describe how A/E and any sub-consultants/"team members" will perform the work described in the Scope of Services section and the proposed approach to achieve the goals of this project. Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.

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ST. ANTHONY CHURCH, CUMBERLAND, WI

4. Staff qualifications: submit resumes showing relevant experience of principals and key personnel to be assigned to this project. Specify the role of each key staff member in the project. Limit each individual resume to one page.
5. List the names of any sub-consultants that are intended to be used on the project, the specific services to be provided the sub-consultant(s) and resumes of subconsultants' principals and key staff members who will work on the project. Limit each individual resume to one page.
6. Provide proof of architectural and engineering licenses in the State of Wisconsin.
7. Previous experience of lead Architect (A/E) firm and any sub-consultants: provide a list of clients, including name, address, and contact person and telephone number for whom similar or related services have been provided within the last ten years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project. Provide a minimum of three references.
8. Provide proof of Errors and Omissions Insurance for lead Architect (A/E) firm and sub-consultants. Provide name and address of insurance carrier.
9. Provide proof of Workers Compensation Insurance, for firms and sub-consultants having employees.
10. Provide proof of Automobile Insurance on automobiles used for travel on project.
11. Provide proof of Liability Insurance for injury, accidental death, and property damage for firm and any sub-consultants.
12. List litigations in which each firm in the A/E team is now involved or has been involved in the past three years. If none, state none.
13. Describe provisions the A/E will make for completion of project if A/E becomes ill, dies, or goes out of business.
14. Provide a fee schedule, including hourly rates for each personnel classification and method of billing.
15. Provide a lump sum for completion of tasks described in this RFP. Include fees for all consultants and team members. Include travel expenses, printing, and other miscellaneous expenses in the lump sum.
16. Provide an example of the type of Conceptual Design Renderings that will be used on this project. The example may be from a previous project.

VIII. Proposal Evaluation/Selection Process/Agreement Award

The responses will be reviewed by St. Anthony's Parish Building Committee. Responding A/E(s) will bear all costs of this RFP and interviews, if any. Proposals will be reviewed using the following criteria /elements:

- Responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outline in the RFP
- Fee Proposal: cost of overall fee and billing rates
- Prior experience, qualifications, references, past performance of A/E
- Qualifications of A/E to continue onto Phase 2 services through construction completion

St. Anthony Abbott's Parish may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP.

St. Anthony's Parish reserves certain rights, including, but not limited to, the following:

- Remedy technical errors in the Request for Proposal process
- Cancel the entire Request for Proposal
- Reject any or all of the proposals
- Issue subsequent Requests for Proposals
- Appoint evaluation committees to review qualifications and proposals
- Seek the assistance of outside technical experts in proposal evaluation
- Approve or disapprove the use of particular subcontractors
- Establish a short list of A/E(s) eligible for interviews after review of RFP
- Negotiate with any, all, or none of the A/E(s)
- Solicit best and final offers from one, some, or all of the A/E(s)

Any decision made by St. Anthony's Parish, including the selection of A/E, shall be final and is not subject to appeal. This RFP shall not, in any manner, be construed to be an obligation on St. Anthony's Congregation to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP, interview, or in anticipation of any contract.

Upon agreement for services, Architect shall provide AIA Owner-Architect Agreement for Small Projects. The agreement shall be between the lead Architect (A/E) and St. Anthony's Parish (Owner). A schedule of payments will be negotiated which shows amounts due lead Architect and each consulting firm, if any, for each phase. Payments will be made to lead Architect. Each separate consulting firm hired by the lead Architect will sign and send Owner

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proof of having received payment from lead Architect before the succeeding payment is made by Owner to the lead Architect.

IX. Submittal Requirements

- Site tours are optional.
- Proposals received after the date and time specified will be returned unopened.
- Submit specified number of hard copies and electronic copies as indicated on page 2.
- All proposals will become property of St. Anthony Abbott's Parish.

X. Contact

Deacon Steve Linton will serve as the St. Anthony's Building Committee representative during the RFP process.

Any questions concerning this RFP must be submitted in writing via e-mail on or before date designated in RFP Timeline to Deacon Steve Linton at dcnsteve@actinfaith.net. Questions received from A/E will be consolidated into a single inquiry category when similar. Inquiry and responses will be provided by e-mail to all invited A/Es within two work days. All responding A/Es are responsible for keeping abreast of the responses and any changed guidelines.

A tour of the property is optional. To arrange a tour, email or phone Deacon Linton at 715-822-2948. Arrange your tour the day before your preferred day or earlier as your preferred day or time may not be available.

Do not send RFP responses to Contact. Submit as indicated on page 2.

APPENDIX A



APPENDIX B



Existing Church Building on North side of St. Anthony Street



Parish Center located on South side of St. Anthony Street

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ST. ANTHONY CHURCH, CUMBERLAND, WI



Proposed building site next to Parish Center

Additional photos may be viewed on our website: www.actinfaith.net

Follow path: Our Parishes – St. Anthony Abbot – St. Anthony Building Project