

**Saint Luke’s Episcopal Church
73 South Fullerton Avenue
Montclair, NJ 07042**

**REQUEST FOR PROPOSALS (RFP) 2016-3.0 (Architectural Design &
Construction)**

RFP OPENS: _____
RFP CLOSES: _____

Introduction

St. Luke’s is a joyful, Christ-centered community, which accepts, encourages and celebrates a unique mix of people and embraces each person’s faith journey. Our mission is to live the Gospel, looking beyond ourselves, by praying, learning and giving.

“From everyone to whom much has been given, much will be required.” Luke 12:48

For most of the past decade, St. Luke’s has been one of the fastest growing and most vibrant episcopal churches in the country. The vitality has come from welcoming new people in our midst and looking for fresh ways to help those in our community. In doing so we are called upon to break down barriers that stand between people and God. Some of these barriers are physical. As we are charged with being the best stewards of our capital facilities - all of our building and grounds - we endeavor to make St. Luke’s a place welcoming to all including the young, the aging and disabled.

“Build up, build up, prepare the way, remove every obstacle out of the way of My people.” Isaiah 56:14

The project outlined in this request for proposal is part of the parish’s Capital Campaign initiated in late 2015 - *“Breaking Down Barriers”* -- in which we envision St. Luke’s as a “cathedral in the community.” Historically, a cathedral was the center or heart of the community fulfilling and opened to many vital uses, not just a place for worship. A cathedral was the hub of the community. A “cathedral in the community” is the idea of a bustling hive of activity that draws people in, a

community heart with its doors that are wide open to all for service, education, and music, a place to belong that is ultimately a sacred space.

Invitation to Bid

St. Luke’s Episcopal Church invites proposals for the project described below. Based on previous work experience, your firm has been selected to receive this request for proposals and is invited to submit a proposal.

Responses to this request for proposals shall be made in writing and submitted, in person or received by mail, no later than the close of business (5:00 pm ET) on the RFP Closing Date set forth above, to:

Capital Campaign Steering Committee
St. Luke’s Episcopal Church
73 South Fullerton Avenue
Montclair, NJ 07042

Please reference in the above RFP number at the beginning of your response.

All proposals must conform to the following Scope of Work and General Requirements. If your response recommends additional scope, substitutions and/or alternatives, they must be clearly described in full with the reasons therefor and separate pricing.

In considering responses to this request for proposals, we will evaluate them as best reflecting our mission and the objectives of the parish’s *Breaking Down Barriers* capital campaign. As a 501(c)(3) organization, we particularly invite responses which contain a component of charitable (and tax deductible) generosity.

Scope of Work

Architectural Design and Construction Document Services in keeping with the current architectural style and character of St. Luke's Episcopal Church, for the following:

1. **Church to Assembly Hall Accessible Ramp.** The existing Vesting Room would be transformed into a narthex with an enclosed ramp connection to an existing bridge. The design of the church to assembly hall narthex would include a bid alternate for a family restroom.
2. **New Vesting Room.** The existing Sacristy would become the new Vesting Room.
3. **New Sacristy & Upper Level Storage.** Design of a two-story component within the former pipe organ wind chest shaft way.
4. **Parish House Elevator.** A three-stop Elevator to be located within the existing nursery providing access to:
 - a. Ground level offices / Toni's Kitchen
 - b. 1st Floor Assembly Hall / Offices
 - c. 2nd Floor Class Rooms / Choir Room
5. **Thrift Shop Entrance Bid Alternate.** The Scope of Architectural services would include a bid alternate for the Accessible Entrance to the churches' Second Time Around thrift shop. Enclosed for your reference is an existing conditions plan and a preliminary schematic layout prepared by the St. Luke's Capital Campaign Steering Committee, showing the general location of the existing facilities and proposed areas of work.

Scope of Services – Architectural/Engineering

A. Preliminary Design

1. Prepare a schedule with milestone dates including anticipated permit submission date along with plan review and bid phase durations.
2. Prepare design development layouts for St. Luke's Steering Committee review.
3. Prepare material finish boards.

B. Entitlement Phase Services

1. Prepare topographic metes and bounds survey and site plan incorporating previously noted site-related improvements.
2. Attend Historic Preservation Commission meetings (as required).
3. Attend Development Review Committee (DRC) meetings.
4. Attend Planning or Zoning Board meetings with Land Use Attorney as engaged by St. Luke's under separate contract, as required.

C. Preliminary Cost Estimating/Permit & Bid Document Preparation

1. Assist the Campaign Committee in obtaining ballpark cost estimates prior to preparing permit and bid documents.
2. Based on the approved Design Development Drawings, prepare Multi-Disciplinary Construction Documents and Specifications for bidding and permitting.
3. Include all necessary and required consultants, such as M.E.P. and Elevator consultant, design and construction documents into one set of documents for bidding and permitting.
4. Submit plans and specifications to local building department for permitting.
5. Respond to all building department reviews with code response letter and revised construction documents. If project is being bid during the permit review period, issue Addendums to all bidders reflecting any Construction Document changes resulting from the code response efforts.

D. Bid Phase Services

1. Attend pre-bid meetings, bid clarification meetings (as necessary) and pre- construction meetings with general contractors as required.
2. Assist with bid evaluations (if required) and verify that contractor bids are inclusive of the complete scope of work.

E. Construction Administration

1. Provide Construction Administration services including, but not limited to issuing the following efforts when required:
 - RFI Responses
 - Bulletins, Change Orders
 - Submittal and Shop Drawing Review
 - Substantial Completion Punch Lists, etc.
2. Perform job site visits at regular intervals, but no less than twice a month, to evaluate adherence to project plans and specifications. Job site visits should be timed in accordance with the Contractor's Application of Certificates for Payment which the A/E will review and approve. Host periodic project meetings and issue meeting minutes.
3. Assist with obtaining Certificate of Occupancy (if required) from the building department.
4. Collect "As-Built" information from the General Contractor at the end of the project and update the construction drawings to reflect the as-built conditions and submit the updated drawings to St. Luke's upon completion of the project.

F. Change Recommendations by the Architect/Engineer

The Steering Committee encourages the Professional of Record to submit recommendations for procedures or design changes that will reduce project cost, improve functionality of the completed facility, and/or shorten the project's construction schedule.

G. Proposal Requirements

1. Address all of the items noted in this RFP in your proposal. Proposals will be evaluated based on demonstration of meeting these outlined requirements. Provide a breakdown of your fee by phase outlined below:
 - a. Preliminary Design Phase
 - b. Permit and Bid Documents
 - c. Bid Phase Services
 - d. Construction Administration
2. Hourly Rate Schedule: Provide a schedule for hourly rates inclusive of all employee levels for any changes in the scope of services.

General Requirements

1. **Contractor's Response.** Contractor's response shall include a proposed timetable for initiation and completion of work. Contractor's response shall include granular pricing, setting forth with specificity the associated price for each portion of the project. Contractor shall provide a single point of contact for the performance of all work, which person is fully authorized to act on the behalf of the contractor.
2. **Modifications.** Modifications to responses already submitted will be allowed if submitted in writing prior to the Closing Date. Modifications submitted after the Closing Date will only be considered at the discretion of the St. Luke's Capital Campaign Steering Committee (the "Committee").
3. **Questions; Bidder's meeting.** Questions regarding this request for proposal should be submitting in writing to the Committee. Any responding contractor may request a Bidder's Meeting, which may be scheduled in the discretion of the Committee.
4. **Permitting, etc.** Contractor shall obtain any and all permits, post any bonds required, and provide traffic control if required by the Township.
5. **Compliance with law; Licenses.** Contractor shall fully comply with all laws, regulations and ordinances applicable to the subject work. Contractor shall be fully licensed for all work to be performed, and provide evidence of the same, and be authorized to do business in the State of New Jersey and the Township of Montclair.
6. **Workmanlike manner; Insurance coverage.** All work and materials shall be guaranteed as specified. All is work to be completed in a timely and workmanlike manner according to standard industry practices. Contractor shall carry all required insurance including, but not limited to, all workers being fully covered by workman's compensation insurance.
7. **Independent contractor.** Contractor, including all workmen, is an "independent contractor" and not an employee of St. Luke's. Contractor is not authorized to act as an agent of St. Luke's for any purpose, excepting only the obtaining of required permits.

8. **Invoices.** Contractor shall provide invoices in writing to the satisfaction of St. Luke's. Processing of all invoices is subject to those certain Protocols for Procurement and Disbursement of Funds, as adopted by the Vestry of St. Luke's. Contractor shall release all liens upon final payment.

9. **Subcontractors.** Contractor may not subcontract any work unless such subcontracting is identified with specificity in its response to this request for proposals. Such identification shall include names, addresses and descriptions of all proposed subcontractors, work to be performed by each, and a description of their relevant experience and past performance. St. Luke's reserves the right to approve all subcontractors. Denial of a subcontractor does not absolve Contractor from full performance for the contracted price in a timely manner.

10. **Expertise; References.** Contractor shall provide evidence that it has the management expertise and financial, human and physical resources to fulfill all aspects of the Scope of Work. Contractor shall provide evidence of its satisfactory performance and integrity on other similar contracts in fulfilling expectations, meeting deliverable and timely performance; such evidence may be by client references.

Process

St. Luke's anticipates entering into a contract with the selected Contractor to perform the proposed work.

The work set forth herein constitutes a "Major Purchase" as defined by the Protocol for Procurement. As such, it is subject to this Open Solicitation Process, which shall remain open for a period of not less than thirty days, unless such time is modified by the Committee.

The issuance of this request for proposals and/or receipt of responses hereto does not establish any obligation on the part of St. Luke's to proceed with the work contemplated by this request for proposals or to approve any responses received. The Committee may modify or withdraw, in whole or in part, this request for proposals whether before or after responses are received. Responses may be opened at any time after submission by the Committee. All responses satisfying the requirements of this request for proposals will be evaluated to establish which of the proposals best fulfills the needs of St. Luke's and this project, in accordance with the Protocol for Procurement.

In evaluating responses to this request for proposals, the Committee will consider, at a minimum, the following factors:

- (a) Conformance of the proposal to the goods and services requested in this request for proposals;
- (b) Price, including timing/scheduling of payments;
- (c) Timing for the delivery of goods and services;
- (d) Process and pricing for change orders;
- (e) Expertise, reputation and quality of prior work of the vendor;
- (f) Such other and further factors as the Committee deems relevant.

The Committee reserves the right to negotiate the specifics of any proposal with any contractor, whether before or after consideration of the responses.

The acceptance of any proposal and the letting of a contract is at the discretion of the Vestry of St. Luke's. No person may act for the parish except as authorized by the Vestry, pursuant to the Protocols for Procurement and Disbursement of Funds, the bylaws of the parish, or as otherwise expressly authorized by the Vestry.

The name of the Contractor which is selected to perform the work and the cost which the parish anticipates to be incurred for such work shall be published to the parish and be publicly available on the parish website and otherwise.