

**Chandler Christian Community Center
Request for Proposals
Architectural/Engineering Services
(Qualifications and Cost)**

Chandler Christian Community Center (CCCC) invites qualified firms to submit responses to this RFP requesting Architectural/Engineering Services for the rezoning, renovation and expansion of the CCCC facility located at 345 South California Street, Chandler. The final selection of a contractor will be based on a consideration of qualifications and cost.

I. Introduction

Chandler Christian Community Center, in operation since 1966, is a non-sectarian, non-profit hunger relief agency offering multiple services to improve food security and individual and family well-being in the greater Chandler area. Services include emergency and supplemental food for individuals and families experiencing financial crisis and food insecurity, nutrition classes, 12-step recovery groups, legal assistance, parenting classes and English as a Second Language instruction. CCCC also conducts Back-to-School Supplies and Operation Santa projects for children from low-income families. Today, CCCC is the City of Chandler's largest hunger relief agency offering this range of services to move people from poverty to self-sufficiency. In FY 2010/2011, CCCC estimates that it will fill over 80,000 food box requests.

CCCC received Federal Community Development Block Grant (CDBG) funds to complete a multi-phase facility improvement including demolition and new construction on a newly acquired lot adjacent to the main building (see attachment A for aerial view of the project site). The north facility, main building and food bank warehouse expansion are all located at 345 S California. The south property, acquired by CCCC in 2009, is located at 365 South California. CCCC is under contract with the City of Chandler to complete the project by August 31, 2013.

II. Scope of Work

The CCCC seeks a qualified firm to provide all professional Architectural/Engineering (A/E) services necessary to prepare plans and specifications for the rezoning, design, bidding, and implementation of the following construction items:

Phase	Work Items
Phase 0 – Property Rezoning	Rezoning of both properties to Planned Area Development (PAD), preparation of a Preliminary Development Plan (PDP) and combination of both lots into one, by way of a minor land division.
Phase I – South Property Demolition	Demolition of current building Add parking Asbestos, lead survey & Abatement Landscaping
Phase II – Food Bank Warehouse Expansion	Expand storage area HVAC Shelving Electrical, Plumbing, and Fire Sprinklers

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	Additional Cold Storage (Walk-Ins)
Phase III – Main Building Improvements	Demo three doorways, add masonry fill-in Solar Panels/Installation
Phase IV – North Building Improvements	Develop office space and classroom
Phase V – New South Building Construction	Develop offices and classrooms/meeting rooms Small kitchenette ADA facilities

The Architectural/Engineering proposal should include the following services:

- a). Provide professional design services necessary to complete the scope of work;

CCCC will be working with a project facilitator to define desired uses and needs for the space.
- b). Prepare the documents necessary and represent the CCCC at required hearings to rezone the project properties from MF-1 to PAD;
- c). Procure the necessary testing to complete the scope of work;
- d). Retain the necessary engineers to complete the scope of work (i.e. structural, mechanical/plumbing, electrical, fire protection, civil, and landscape);
- e). Develop the construction documents consisting of plans and specifications necessary to complete the improvements stated in the scope of work;
- f). Submit plans and specifications to the City of Chandler plan review process and respond to requests for corrections and additional information necessary to obtain a building permit;
- g). Assist CCCC with bidder selection, prepare technical specifications for the bid, respond to bidder questions, review proposed substitutions, issue clarifying addenda and assist CCCC with bid evaluation.
- h). Provide construction management services including on-site periodic review of the new construction for conformance with construction documents; review of contractor shop drawings and submittal, and review and certification of contractor payment applications.

III. Submittal Requirements

CCCC requests the following submittal material for use in the selection of a firm to perform the Scope of Services described in Section II. The following items should be combined into a single package with the information organized into sections as labeled below.

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- A. Cover Letter:** Include the project name, date, and identify the firm submitting the response with contact information including email addresses.
- B. Letter of Interest:** Provide a brief letter expressing the firm's interest in and qualifications for the project. The Letter of Interest should include a summary of:
- a. Qualifications of the individual or firm.
 - b. Project manager and his/her experience.
 - c. Project timeline, specifically including when the applicant can start the project, project progress and a completion date.
- C. Statement of Qualifications:** Complete attachment B and provide a brief narrative to describe the competence and experience of the firm including:
- a. Experience in working with federally funded projects, particularly CDBG.
 - b. Experience working with non-profit organizations.
 - c. Services that can be provided.
- D. Previous Experience:** List four projects of similar type and scope as those listed in this RFP completed by your firm within the past 5 years. For each project, list:
- a. A brief description of project and owner
 - b. Services provided by the applicant firm
 - c. Estimated total project cost and whether federal funding sources were included.
 - d. Project start and completion dates (approximate).
 - e. Contact name and phone number
- E. References:** Please provide the name and current contact information (address, phone and email) for **three** references that have experience working with your firm and can speak to the following issues:
- a. Artistic Vision/Design Quality
 - b. Technical expertise (i.e. knowledge of codes, structural soundness etc.)
 - c. Service (i.e. Problem solving ability, responsiveness, communication etc.)
 - d. Timeliness in meeting deadlines.
 - e. Cost control.
- F. Project Outline:** Based on your knowledge of the project, briefly describe the following:
- a. The proposed design approach for this project.
 - b. What problems do you anticipate for this project and how do you propose to address them.
 - c. Estimated project timeline with major milestones.
 - d. Applicant firm's responsibilities
 - e. CCCC's responsibilities

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- G. Estimated Cost:** Award of this contract will be based on consideration of the applicant's qualifications and the reasonableness of the cost. Please provide your estimated total fee for the project itemized as follows:
- a. Rezoning process:
 - b. Design and construction documents:
 - c. Bidding and Construction Administration:
 - d. Any donated time to the project (optional)

IV. Additional Instructions

Submit one (1) original hard copy proposal, clearly marked "Original" and three (3) hard copies in a sealed envelope marked "**CCCC A/E RFP Response**" no later than **12:00 p.m. MST on March 21, 2011.**

Proposals should be submitted to the following address:

Chandler Christian Community Center
ATTN: Trinity Donovan, Executive Director
345 South California Street
Chandler, AZ 85244

Phone: (480) 963-1423 Fax: (480) 726-0896
Email: trinity@chandlerfoodbank.org

The facility is open Monday through Friday from 8:00 AM to 4:00 PM. CCCC's receptionist will date and time stamp the packages and provide a receipt to the respondent.

Late submissions cannot be accepted. Electronic and faxed submittals will not be accepted. Postmarks will not be considered in determining if a response is submitted on time. Proposals submitted by mail should be mailed to Chandler Christian Community Center, ATTN: Trinity Donovan, Executive Director, P.O. Box 591, Chandler, AZ 85244

A **mandatory pre-proposal meeting** will be held starting at **11:30 a.m. MST on March 2, 2011** at the Chandler Christian Community Center, 345 South California Street, Chandler, AZ.

The complete schedule for this procurement is included as Attachment C.

A four page supplement documenting the results of the City of Chandler's Small Business Assistance Team review of this project is available on the website with this RFP.

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Insurance

If a contract is awarded, the following insurance requirements apply:

The Contractor shall purchase and maintain at all times during the execution of the work the following forms of insurance, by carriers acceptable to and approved by the Owner, and must hold a Certificate of Authorization from the Director of the Arizona State Insurance Department to transact insurance business within the State of Arizona:

- Professional Liability containing errors and omissions coverage in amounts not less than \$1,000,000.00.
- Commercial General Liability Combined Single Limit of \$1,000,000.
- Worker's Compensation as required by all applicable Federal, State, Maritime and other laws, including Employer's Liability with a limit of at least \$100,000.
- Comprehensive Automobile Liability, including Non-Ownership, and hired car coverage as well as owned vehicles of \$1,000,000.

Assurances

As a Federally funded project, Contractor's are required to provide assurances of compliance with the following regulations:

- a. Equal Employment Opportunity
- b. Compliance with Federal and State Nondiscrimination Laws
- c. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- d. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-3336).
- e. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- f. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- g. Debarment and Suspension (E.O.s 12549 and 12689)
- h. Drug Free Workplace Act
- i. Compliance with Federal and State Immigration Laws including the Legal Arizona Workers Act A.R.S. 23-214(A)

V. Qualifications Evaluation And Selection Process

The evaluation and selection process will consist of the following steps.

1. Proposal Review: All proposals will be reviewed and evaluated by a selection panel. CCCC reserves the right to reject any or all proposals.

Evaluation Criteria: The proposals and references shall be evaluated on the following weighted factors:

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Evaluation Criteria	Weight
<i>Architects Qualifications:</i> Evidence of the architect/engineer firm's ability to perform the work, as indicated by profiles of the principals and staff's professional and technical competence and experience.	30
<i>Architect's Performance:</i> Evidence of past performance on similar projects in terms of cost control, timeliness, quality of work, efficiency and compliance with performance standards.	30
<i>Understanding of the Project:</i> Evidence that the architect has considered the unique qualities of the project and has a vision that is achievable within the constraints of the project.	15
<i>Experience working with Non-profits and Federal Projects:</i> Evidence of successful past performance working with non-profit organizations and Federal funded projects.	10
<i>Cost Competitiveness</i>	15
Total Score	100

2. Oral Interviews: The proposers who are determined to be the most qualified applicants will be invited for an interview.
3. Selection of Consultants: All applicants invited to participate in the oral interviews will be ranked after the interview process. CCCC will then conduct negotiations with the top-rated firm to reach agreement on a fair and reasonable price to perform the work.

CCCC reserves the right to select an Architect based on the most advantageous conditions for CCCC.

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Attachment A -



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**Attachment B
Statement of Qualifications Architect/Engineer Services**

Company Name: _____

DBA (If Applicable): _____

Address: _____
(Street Address) (City, State) (Zip)

Mailing Address: _____
(If different from Address Above) (Street Address) (City, State) (Zip)

Contact Person (Name/Title): _____

Telephone Number: _____ **Fax Number:** _____

E-Mail Address: _____ **Website/URL:** _____

Tax Identification Number (EIN): _____

Type of Business Organization:

Partnership Individual/Sole Proprietor Corporation: State: _____

Other Please Specify: _____

Key Personnel:

List the key personnel assigned to the project and attach the resume of each.

Professional License:

License Number and Class:

License Expiration Date:

Authorization: I certify that the firm listed above is not debarred, suspended or otherwise prohibited from contracting by any Federal, State, or Local Agency.

Signature/Title Date

Please complete date and sign this form and attach to the RFP response.

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Attachment C - RFP Schedule

Event	Date
RFP Release	Friday, February 25, 2011
Mandatory pre-proposal meeting	Wednesday, March 2, 2011 11:30 AM-12:30 PM
Final deadline to receive questions	Thursday, March 17, 2011 5:00 PM MST
Proposals Due Date	Monday, March 21, 2011 Noon
Proposal Public Opening	Monday, March 21, 2011 12:15 pm
Proposal Evaluation	Tuesday, March 22, 2011
Competitive respondents interviewed and rated	March 23-March 28, 2011
Contract offer made	Tuesday, March 29, 2011
Contract executed	Monday, April 4, 2011