

AMENDMENT TO REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL SERVICES FOR CASCADE UNITED METHODIST CHURCH

Request for Qualifications Date: October 20, 2020

Deadline for Submissions: November 30, 2020 by 3:00 p.m. EST

Amendment Date: November 6, 2020

Amendment Number: 1

Amendment Details: The deadline for submitting questions regarding this RFQ has been extended to **Wednesday, November 11, 2020**. All questions should be submitted to cascadeumc.org/rfq. Responses to all questions will be provided via email by Monday, November 16, 2020.

INVITATION

Cascade United Methodist Church (CUMC) invites you to submit your qualifications to provide architectural services in connection with the renovation of the church building located at 3144 Cascade Road, S.W., Atlanta, Georgia 30311. Your submission should respond to and be based on the information included in this RFQ.

CUMC will make a selection based on qualifications and interviews and will negotiate a final agreement with the selected firm.

All questions regarding this RFQ should be submitted to cascadeumc.org/rfq by ~~November 6, 2020~~ **November 11, 2020**. Responses to all questions will be provided via email by ~~November 13, 2020~~ November 16, 2020. Please do not contact any member of the CUMC pastoral team, executive committee or RFQ selection committee during this process.

Please submit your RFQ response electronically, in PDF format, **no later than 3:00 p.m. EST on November 30, 2020** via cascadeumc.org/rfq. Submissions will not be accepted after this time.

The RFQ is organized in the following sections:

- I. Introduction and General Information
- II. Background and Assumptions
- III. Anticipated Services
- IV. Submission Format
- V. Evaluation Criteria
- VI. Scoring
- VII. Schedule

I. INTRODUCTION AND GENERAL INFORMATION

Cascade United Methodist Church (CUMC) is soliciting qualified firms to perform architectural services in connection with the renovation of the church building located at 3441 Cascade Road, S.W., Atlanta, Georgia. It is anticipated that firms responding to this RFQ will be familiar with relevant contemporary church design, adaptive re-use of existing floor plans, and budgetary considerations.

CUMC has adapted to virtually conducting church services, ministering to our congregation, and serving the Atlanta community during the COVID-19 pandemic. As a result, the anticipated vision for the growth of our church is based on a more efficient use of the existing facility rather than an expansion of our current building footprint, including the incorporation of technology solutions that will enable us to continue to minister and serve in innovative ways. However, there is a desire to consider alternatives to our current configuration of surface parking that would potentially include structured parking. Ideally a reconfiguration of our parking accommodations will provide opportunities to repurpose portions of the current surface parking area for future expansion of programs and possible development of church campus greenspace.

II. BACKGROUND AND ASSUMPTIONS

The CUMC campus is located in an established residential neighborhood consisting primarily of middle- to upper-income African American households. The church considers itself an anchor institution within this neighborhood and prides itself on delivering services to a diverse population of families. In addition to worship services and ministry activities, CUMC also provides a wide range of direct assistance to families, hosts small and large events that encourage community engagement, and acts as a platform for social justice. Our current floor plan limits our ability to host multiple church ministries simultaneously and does not provide us with the ability to efficiently accommodate hosting community wide events when requested.

Because CUMC is located in a residential neighborhood, it is important that renovations to the existing building are sensitive to our neighbors. Any renovations proposed for the façade, the campus grounds, or potentially the introduction of a structured parking facility should take into consideration the need to “blend in” rather than “draw attention.”

Our church commissioned a Comprehensive Facilities Assessment in December 2018. This document is available to prospective respondents to this RFQ upon request. Some of the recommended repairs noted in the assessment have been completed; however, there are other recommended repairs that have not been completed and should be incorporated into the selected architect’s approach to this assignment. Even though the response to the RFQ does not require a plan of action as to how this report will be used, the respondent should convey their experience with integrating this type of information into their approach.

III. ANTICIPATED SERVICES

CUMC is seeking to employ a qualified firm to provide architectural services for the church building located at 3441 Cascade Road, S.W., Atlanta, Georgia. The work to be performed will

include assessing existing conditions, designing an adaptive re-use of interior space primarily within the existing footprint of the church, and re-imagining how an efficient use of the surface parking lot could accommodate structured parking,

CUMC is seeking highly qualified architectural firms with experience in church remodeling to respond to this RFQ. The goal is to select a firm that will provide options for remodeling the current building that take into account modern design concepts for churches and technology solutions that enable the innovative delivery of worship, ministry and community service. CUMC desires to work with a firm that will provide direction and suggestions regarding the remodeling of the current facility to include additional classroom, office and parking space. Also, respondents will be asked to recommend any needed improvements to address the structural integrity, facility upgrades and appearance of the current location.

Cascade anticipates that the selected firm will provide services from design through construction and will deliver conceptual and schematic designs, floor designs, floor plans and renderings, cost estimates, construction drawings and a timeline for construction. The anticipated start date for the project is first quarter of 2021.

IV. SUBMISSION FORMAT

Each respondent's submission should include the following information, with each section clearly identified. We encourage creativity in the development of the responses, but for ease of review, we request that each submission be organized in these sections and in this order:

1. Cover Letter
2. Brief history of your firm, including number of years in business
3. Statement and examples of at least four (4) church renovation projects within the past five (5) years that had a similar scope of work. Please highlight renovation projects that involved limiting conditions and challenges such as adaptive re-use of an existing building footprint and re-imagining outdoor spaces in a manner that is not offensive to the surrounding neighborhood. Please include references for each project, contact information for references and fees charged for the work.
4. Resumes of individuals that will be working on the project

V. EVALUATION CRITERIA

Your response will be evaluated based on how well your firm and its individual professionals meet the criteria outlined below including general and specific selection criteria.

1. Firm Experience – 40 Points

Your submission should clearly indicate the capability of the team to perform the work. Provide a firm overview that describes the experience of the firms and key individuals that will be involved in this effort. Provide no more than a one-page description of your firm including the name of the firm, date the firm was established, number of employees.

2. Relevant Projects – 30 Points

Provide four (4) project sheets that highlight similar experiences that your project team members have been involved in. For any development identified, provide, at a minimum, the following information:

- Name, location, role of your firm in the development
- Description of development, by type, size, relevant physical attributes similar to target project
- Project objectives and approach used to achieve objectives
- Project Fee

3. Personnel– 30 Points:

Provide a schedule of the personnel you will commit to be assigned and directly involved and responsible throughout the duration of the project. Provide a one-page resume highlighting relevant experience to this project for all assigned project personnel.

VI. SCORING

In general, CUMC is seeking an architectural firm that can provide the following:

1. Highly qualified team members able to commit the adequate amount of time to the project.
2. Demonstrated examples of successful projects coupled with demonstrated knowledge and experience.
3. Experience with and understanding of high-quality church renovation.

As a part of your response please describe how you would complete this project and how you have generally informed yourself of the general vision of the pastoral staff and congregation regarding the growth and development of the church when working on similar projects. The more specific respondents are in providing examples of how they have approached similar projects the higher the response will be scored.

The RFQ selection committee will review all responses in accordance with the evaluation criteria outlined herein and make a final selection. All submissions must conform to this RFQ. The selection committee reserves the right to require interviews of the respondents to clarify information contained in the submission and request additional data if needed.

Responses will be evaluated based on organization, completeness and sufficiency of information requested throughout the submission. The factors for award directly correspond to the RFQ requirements and are listed below as prioritized by point value:

<u>Factors for Award</u>	<u>Points</u>
1. Firm Experience	40
2. Relevant Projects (include example of approach)	30
3. Personnel	<u>30</u>
Maximum Possible Score	100

The CUMC selection committee will evaluate the RFQ responses, verify the information presented and conduct interviews as deemed appropriate. This process will result in the selection of the architectural firm that, through contractual agreements, will undertake an agreed-upon scope of work.

After evaluation of the RFQ submissions, firm(s) may be invited to participate in an interview.

VII. SCHEDULE

All proposals must be submitted electronically, in PDF format, **no later than 3:00 p.m. EST on November 30, 2020**. Responses should be uploaded to cascadeumc.org/rfq. Submissions will not be accepted after this time.

ITEM	DATE
Publish RFQ	October 20, 2020
Questions regarding RFQ due	November 6, 2020 November 11, 2020
RFQ responses due	November 30, 2020
Evaluation of responses by CUMC Selection Committee	December 4, 2020
Interview(s), if required	December 11, 2020
Presentation of recommended firm to Master Plan Task Force	December 18, 2020
Notification to selected firm	December 30, 2020

Cascade is not responsible for payment of any expenses incurred by firms in the preparation of proposals in response to this invitation.