



REQUEST FOR PROPOSAL Architectural Services

April 18, 2019

TO: ALL INTERESTED FIRMS

FROM: Pine Forest, Inc. (d/b/a Pine Forest Children's Center)

I. INTRODUCTION

Pine Forest, Inc. (d/b/a Pine Forest Children's Center), a 501(c)(3) nonprofit early childhood education center, located at 208 Flynn Ave, Suite 2F, Burlington, VT 05401, is soliciting proposals from Architects or Architectural Firms (The Firm) to plan and design either the rehabilitation or construction of a combined-use facility to accommodate an early child care center, serve the needs of Christ the King - St. Anthony's Parish (the Parish) and serve as a local community center.

The project is located at: 305 Flynn Ave, Burlington, VT on the site of the current St. Anthony Parish Hall, which is located on property owned by the Parish. It is anticipated that the new or rehabilitated building will likely be set up as a condominium with Pine Forest and the Parish owning units and the two entities jointly owning certain shared spaces.

This project anticipates utilizing a combination of private foundation and government grants or endorsements, individual and corporate donations and commercial financing to fund the project. Therefore, certain municipal, state and federal laws, ordinances and regulations (including but not limited to Equal Opportunity requirements in compliance with U.S. HUD 24 CFR, Part 8, nondiscrimination based on handicap; Davis-Bacon wage rates for four story and under structures, Title X of the Housing and Community Development Act, and Burlington's livable wage ordinance) will likely apply.

Pine Forest's preference is to select a firm which will be engaged throughout the entire process from schematic design to project completion.

II. PROJECT DESCRIPTION

Project Summary:

Pine Forest seeks a new space to house its early childcare programs. Pine Forest, in its present location is licensed to provide care for up to 75 children ages 6 weeks to 6 years of age from 7:30am – 5:30pm on weekdays. Pine Forest's strong desire is to

expand capacity. It is also exploring offering other programs which could dovetail with its current childcare programs. The preliminary conceptual program for the new space contemplates:

- 10,000 square feet of usable space dedicated to Pine Forest. Within this space will be bathroom facilities for children, classrooms, offices and storage.
- Approximately 1,000 square feet of space dedicated to Christ the King-St. Anthony's Parish for use as a thrift shop, which will include storage.
- At least 1,600 square foot activity hall, the use of which would be shared by the Parish and Pine Forest.
- Adult bathroom facilities to be shared by the Parish, the Thrift Shop, and Pine Forest.
- A commercial kitchen to be shared (at least in part) by the Parish and Pine Forest (should be adjacent to the activity hall for uses during events). Portions of the kitchen will likely need to be secured, so that Pine Forest's food and supplies are not accessible to non-Pine Forest personnel.

Pine Forest seeks to construct/rehabilitate the structure to the highest possible environmental and energy efficiency standards. Moreover, Pine Forest would like to explore the feasibility of installing rooftop solar panels to offset the building's carbon footprint.

Elsewhere on the St. Anthony's campus, Pine Forest will require a playground, which should be accessible from the building without having to cross a parking lot or other driveway.

Pine Forest, and the Parish are open to the concept of linking the new or rehabilitated building with the Rectory as a means to improve ADA access to the Rectory. The Rectory will continue to be used exclusively by the Parish.

Submissions must provide a breakdown of costs for each of the following phases.

Phase I: Discovery, Facilitation and Schematic Design (SD) to entail:

- 1) Determining the space needs for the new building, and to suggest the configuration of the shared-use and exclusive use spaces.
- 2) Assist in developing a cost/benefit analysis of rehabilitation vs. new construction, including the requisite architectural analysis required by under Section 5.4.8(d)2 of the Burlington Comprehensive Development Ordinance.
- 3) Prepare a site plan of the existing site conditions utilizing existing documents.
- 4) Formulate a schematic floor plan of each level based on the needs identified by Pine Forest and the Parish.
- 5) Create elevation and perspective rendering to submit to the City of Burlington for Sketch Plan Review, pursuant to Section 3.2.1(c) of the City of Burlington Comprehensive Development Ordinance.
- 6) Provide up to two (2) rounds of review and revision in the SD phase.

- 7) Provide an Order of Magnitude Opinion of Probable Cost with an approximate accuracy range of 20%-25% which will allow comparison of rehab vs. new construction options. The demolition option shall include an estimate of the cost of deconstruction/demolition and landfill tipping fees taking into consideration Vermont's new building materials recovery legislation and any requirements imposed by City ordinance.

Pause in Architectural Services

Between Phase I and II it is anticipated that we will be pausing the project for one or more years as we raise the required funds.

Phase II: Design Development entails:

- 1) Review completed Environmental Assessment(s) and provide advice on the best approach for mitigation should any toxic or hazardous materials be found on the site. Depending upon the timing of completion of the Environmental Assessments, this step may be moved to Phase I of the project.
- 2) Oversee the development of a stormwater management plan for the property.
- 3) Make any additional modifications to the schematic design of the site plan, building orientation, floor plans and/or exterior appearance as requested.
- 4) Assist Pine Forest in seeking approval from the federal, state and local governmental bodies having jurisdiction over the operation of child care centers, including but not limited to, Vermont Department of Children and Families - Division of Child Development Division, pursuant to the Vermont Child Care Licensing Regulations.
- 5) Obtain Pine Forest's and the Parish's sign-off of the final design.
- 6) Update the cost estimate provided in the modified Schematic Design to reflect changes referenced in the paragraph above.
- 7) Assist Pine Forest in acquiring final City and State permits.
- 8) Assist Pine Forest in selecting appropriate Project Delivery Method.

Phase III: Prepare Construction Documents in conformance with industry standards and with the detail necessary to: A) Meet municipal and state requirements; and B) to generate pricing within the framework of the selected Project Delivery Method.

Phase IV: Bid Administration

- 1) Plan and administer a bid Process according to the selected Project Delivery Method.
- 2) Assist Pine Forest with contractor pre-qualification process that is compatible with the Selected Project Delivery Method.
- 3) Perform Scope Review with selected contractor prior to award of contract.

Phase V: Construction Administration

The Pine Forest reserves the right to engage an Owner's Representative to oversee the project during the construction phase.

III. PREPARATION OF PROPOSALS

Proposals shall be submitted in PDF format electronically to christina@thepineforest.org. Email submissions shall contain "Architectural Proposal" in the subject line. Proposals shall include:

- Name and location of project.
- Name and address of the Firm.
- Information responsive to this Request for Proposals.

Submissions shall be transmitted via filing sharing system (e.g. Google Drive, DropBox or the similar).

IV. PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, Firm must be legally licensed under applicable laws in the State of Vermont.

The Firm must have demonstrated prior experience in designing public spaces and child care centers or educational buildings in accordance with applicable local and state codes, standards, rules and regulations.

The Firm must have experience in major rehabilitation of an existing structure and new construction.

V. FORM OF PROPOSAL

Proposals must consist of the following information in the order indicated below:

- ☐ Cover letter stating interest in the project and why your firm should be selected.
- ☐ Brief History of the Firm
 - a. Size of Firm/Staff
 - b. Years in Business
- ☐ Project Approach
 - a. Describe your firm's management approach for this type of project. Please include your approach and the benefit each step has for the owner.
 - b. Please describe any unique aspects your firm may employ in the design of the project.
 - c. Mission statement or summary your firm's approach to giving back to the community and/or working with nonprofit organizations.
- ☐ Evidence of License to practice in the State of Vermont

- ☐ Names and experience of key personnel assigned to the project, including identification of the key person(s) Pine Forest will be communicating or working with on a regular or day-to-day basis.
- ☐ List of Professional/Owner References
- ☐ Representative Projects – List a minimum of three (3) projects completed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:
 - a. Completion Date
 - b. Name and Location
 - c. Budget
 - d. Graphic Description
 - e. Photographs
 - f. Total Square Footage
 - g. Additions
 - h. Renovations
 - i. Cost per Square Foot – Exclude Site Costs and Architectural Fees
 - j. Change Order Percentage
 - k. Owner Representative
- ☐ Please select five (5) projects completed in the last five years and list the Cost Estimate, Bid Amount, and Difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
- ☐ Cost of services breakdown of each phase.

VI. ACCEPTANCE OR REJECTION OF PROPOSAL:

Pine Forest reserves the right to reject any and/or all Proposals when such rejection is in the interest of Pine Forest. Furthermore, Pine Forest may reject the Proposal of a Firm who has not met the prerequisites of the bid request, who has previously failed to perform properly or complete contracts of a similar nature on time; or who, in the opinion of Pine Forest, is not in a position to sufficiently perform the contract. Pine Forest also reserves the right to waive any information and/or technicalities in bidding. Contract will be awarded on the basis of seven (7) factors, which are described below and personal interviews with finalist Firms (unless all bids are rejected).

MAX POINTS

CATEGORY

20

Responsiveness and completeness of materials submitted by Firm in response to the RFP

10	Familiarity or experience with Burlington's building codes, land use regulations, the permitting process
25	Relevant design experience
10	Experience facilitating the design of a facility to be shared by two not-for-profit organizations which contain spaces such as a common activity hall, common kitchen, common restrooms, common kitchen, dual entrances, etc.
20	Record of the accuracy of estimated project cost to actual final costs in the previous five (5) years
15	General qualifications of the firm
100.0	TOTAL

VII. GENERAL INFORMATION

Bid Proposals will be received by Pine Forest no later than **5:00pm on May 10, 2019**. Bid Proposals received after the time and date stated will not be accepted.

Access: An optional tour of the existing Parish Hall will be offered at 2:30pm on April 29, 2019. Attendance at the tour is not a requirement or prerequisite of this RFP. Any firm interested in attending the tour is asked to contact christina@thepineforest.org to let us know that you will be attending the tour.

NOTICES:

- The Parish Hall was built prior to 1978, therefore lead paint is likely present on and within the structure.
- Asbestos is known to be present in various locations throughout the Parish Hall.
- The site is located in an urban area and may be contaminated with polycyclic aromatic hydrocarbons (PAH) which could require special soil remediation or disposal.
- The Parish Hall is listed as a "related structure" on the State Register of Historic Places (it, and the Rectory, are "related" to St. Anthony's Church, which is listed on the State Register). Moreover, because the Parish Hall was constructed more than 50 years ago, the City of Burlington will consider it historic for zoning purposes.
- The site is located within the watershed of Englesby Brook, which has been designated as a Stormwater Impaired Watershed by the Vermont Department of Environmental Conservation.

Interviews: Within *thirty (30) days*, Pine Forest will conduct interviews with the top three (3) firms based upon the criteria and point system listed in **Section VI** above and the contents of the bid submissions.

Firms should carefully review the prerequisites for bidding, which will be adhered to when interviewing the bids. Bids will be evaluated to determine the firm that is responsive to the solicitation and is most advantageous to Pine Forest, offers a competitive price, has the capacity and experience to carry out the project plus other factors considered.

Questions: Questions may be directed to Pine Forest via email only by sending a message to christina@thepineforest.org.

PINE FOREST RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL BIDS.