

REQUEST FOR PROPOSAL
FOR ARCHITECTURAL CONSTRUCTION AND DESIGN SERVICES

Ephesus Seventh Day Adventist Church
105 6th Avenue North
Birmingham, Alabama 35201

Issuance Date: August 20, 2011

Closing Date: September 30, 2011, 5 PM CST

The membership and administration of the Ephesus Seventh Day Adventist Church (“Church”) requests written proposals from qualified service providers (“QSP”) to provide renovation services (including architectural, contractor and design services) for the renovation of church facilities located at 105 6th Avenue North, Birmingham, Alabama 35201.

I. BACKGROUND

The current Church facility was constructed in 1985 and is located on the corner of 6th Avenue and First Street North in a residential neighborhood in Birmingham, Alabama. The Church has been located in Birmingham in this neighborhood for over 110 years and is the third facility for this congregation. The current facility was constructed on same location as previous second facility with front entrance moved to 6th Avenue in order to take advantage of space provided by properties purchased on First Street. Ephesus S. D. A. Church is “Where Love Comes First.” Pictures of the facility can be viewed from the Church’s website, www.birminghamephesus.org.

After being in the current facility for over twenty-five (25) years, the membership and administration of the Church have decided to renovate the facilities as follows:

Renovation of the Pews, Pulpit Furniture, Carpet and Lighting in the Church Sanctuary

- Pews
 - Replace pews in sanctuary with solid wood upholstered pews;
 - Redesign pew layout to include a four (4) rows structure and center aisle instead of the current three (3) rows structure;

- Pulpit
 - Extend the existing pulpit approximately 7 feet including the addition of rounded with wrap-around steps;
 - Installation of an Acrylic Pulpit;
 - Installation of renovated pulpit seating;
 - Redesign of existing pulpit/choir loft symmetry;
 - Design and installation of dedicated area for musical instruments and musicians;

- Carpet
 - Replace carpet in the Sanctuary and eight (8) church classrooms;

- Lighting
 - Installation of track lighting / removal of existing fixtures;
 - Installation of stage lighting near pulpit area;
 - Redesign of existing electrical framework to include variable dimmer fixtures;
 - Double the luminance that currently exists in the sanctuary for better reading and visibility;

Renovation of the Church Baptismal Area

- Installation of hand rails in support of the baptismal pool;
- Installation of floor tile in the women's and men's dressing rooms;
- Installation of carpet on the steps leading up to the baptismal area;
- Construction of baptismal changing/privacy stalls with seating in the women's and men's dressing rooms;

Renovation of the Church Kitchen and Fellowship Hall

- Installation of a commercial hood and stove/range;
- Installation of cabinets/ Removal of existing cabinets;
- Installation of commercial refrigerator and freezer
- Redesign of the Health Food Store area to a kitchen pantry including installation of new shelving;
- Installation and mounting of microwaves in overhead cabinets;
- Installation of three (3) enclosed compartment stainless steel sink and hand washing sink in cabinets;
- Installation of work centers/ removal of existing center island cabinetry;
- Installation of new countertop surfaces;
- Refurbishment/Restoration of existing tile floor in the Church Kitchen;
- Installation of new ceiling tiles/ Removal of existing ceiling tiles in Church Kitchen, Fellowship hall and Classrooms (approximately 6000 sq. ft)
- Installation of Ceramic Tile flooring in Fellowship Hall (approximately 3000 sq ft)
- Conversion existing 6' by 10' stage to movable stage on wheels

Renovation of Church Parking Lots, Front Steps, and Landscaping on 1st Street side of Facility and construction of covered driveway

- Construction of a covered driveway appurtenant to the existing Church facility connecting to both the 6th avenue Church entrance and the rear parking lot.
- Construction of a secured fenced parking area for the Church Van;
- Paving of the rear parking lot;
- Redesign of rear parking lot access to 1st Street;
- Replacement or redesign of drainage pipe intersect with existing sidewalks near rear parking lot;
- Repair concrete curbing along the 1st Street side of church;
- Redesign concrete slope of Church front stairs to prevent foyer flooding;

SCOPE OF SERVICES

Timeline:

The Church intends a project start date in October 2011. The Church anticipates completion of the renovation project on or before March 2012.

Renovation Process:

The following is a summary of the expected renovation process, which the Church intends to have implemented on this project. The QSP may provide the Church with suggested changes and improvements to this process.

- QSP will ensure that the final renovation objectives and intent are clearly documented.
- QSP will perform a focused review of all final renovation objectives prior to project commencement.
- QSP will develop a written Renovation Plan. The written renovation plan shall include all proposed contracts, project documentation including estimated costs, construction draw schedules, estimated construction timelines, etc.
- QSP will conduct a scoping meeting where the renovation process is reviewed with the Church administration. QSP will schedule additional meetings, as necessary, throughout construction, to plan, scope, coordinate, and schedule future activities and resolve problems.
- QSP anticipated engagement or hiring of subcontractors shall be included in the written renovation plan detailing proposed subcontractor entities and anticipated tasks assigned;
- QSP shall provide bi-weekly written progress reports updating the Church as to the development of the renovation project.
- QSP shall provide prompt notice of any necessary variance or departure from the final renovation plan, and obtain prior approval from the Church administration.
- QSP shall complete the renovation services in compliance with all city, county, state and federal regulatory requirements, including any and all requirements imposed by professional ethical standards of conduct for all QSP personnel and sub-contractor personnel.
- Coordinate and direct the renovation activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation and clear and regular communications and consultations with all necessary parties.
- Perform site visits, as necessary, to observe project progress. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the renovation process. Assist in resolving any discrepancies.
- QSP shall obtain written confirmation of project completion prior to submittal of a final invoice for services provided.
- Provide a final renovation report, which shall include:
 - a. An executive summary, list of participants and roles, brief description, overview of the renovation project.
 - b. Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, etc

DESIRED QUALIFICATIONS

It is the Church's desire for the selected QSP to satisfy as many of the following requirements as possible:

1. Acted as the principal renovation service provider for at least three (3) church or large facility projects over 25,000 sf.

2. Extensive experience in electrical, plumbing, architectural design and construction services;
3. Three (3) years of active business operations;
4. Liability Insurance in with aggregate coverage limits of \$10M, and \$5M per occurrence or event;
5. Ability to secure a construction/surety performance bond in an amount equal to the amount of the final renovation services contract;
6. Current and active city, county, state and federal licenses for all services proposed in the renovation project.

The required expertise for this project will be based on skill and experience set of the QSP making the proposal. The QSP must be fully qualified to complete all services referenced in the submitted proposal. If the QSP does not have sufficient skills to complete a task or provide a specific service, the QSP shall subcontract with a qualified party to do so. That party's qualifications shall be included and clearly designated in the response to this RFP.

Pre-Proposal Meeting

A pre-proposal meeting will be held to answer questions and clarify any project issues. Attending the meeting is **not required** to submit a proposal. The meeting will be held at a time to be determined after all proposals have been submitted, and will provided to each QSP submitting proposals.

PROPOSAL

Proposals need not be voluminous, but shall provide sufficient information to allow the Church to evaluate the QSP's approach, experience, staff and availability. Proposals shall include the following information:

- Discussion of the QSP's approach to the Project. For example, what information is needed, how renovation projects are developed, and what is typically required/needed/used for this type of Project.
- Description of relevant Projects the QSP has accomplished including a client contact and phone number for at least three projects.
- Resumes of staff to be assigned to the Project and a statement regarding availability of staff to begin the Project.
- Cost estimate needed to accomplish the scope of work) and a timeline for completing the work.

The respondent must submit three (3) copies of the proposal, each signed by an authorized representative of the QSP. Proposals must be submitted to arrive no later than close of business, **5:00 p.m. CST on September 30, 2011** to:

Ephesus Seventh Day Adventist Church

c/o Joel Callins, Esq.
The Callins Law Firm, LLC
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Atlanta, Georgia 30303
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SELECTION PROCESS

The Church's staff shall review all proposals and select and rank the three (3) most qualified QSP. The selection and ranking shall be based on the criteria listed below. The order in which the criteria appear does not indicate the importance, ranking or weighting that will be used in the evaluation.

1. Proposed approach to the project.
2. Past experience in performing similar projects.
3. Experience of the staff to perform the services required by the Project.
4. Cost and projected timeline to accomplish the scope of work.

The Church shall negotiate with the highest ranked QSP on the tasks, staffing, schedule and a maximum not-to-exceed fee consistent with QSP proposal and fair and reasonable to the Church. Negotiations may be formally terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked QSP, and if necessary, the third ranked QSP. If the second and third round of negotiations fail to result in a contract within a reasonable amount of time, the solicitation may be formally terminated.