

6/25/2020

# BELCROFT BIBLE CHURCH



Request for Proposals For  
Architect for Facility Master Plan

June 25, 2020

Belcroft Bible Church (“BBC”, “the Church”) seeks proposals from qualified firms to provide professional planning service for the purposes of developing a comprehensive Facilities Master Plan (“Plan”). The Plan will focus on the preservation and potential redevelopment of all current facilities as well as the definition of new facilities which collectively will establish a framework for the anticipated BBC facility needs for the next decade and beyond. The Plan is expected to cover the period 2020 to the year 2030. The intent of BBC is to engage a consultant team (the “Consultant”) consisting of architects, engineers, landscape architects and other necessary technically skilled personnel to create BBC’s Facilities Master Plan.

BBC prefers that the Consultant shall be a single firm for purposes of planning, engineering and cost estimation services. However, BBC reserves the right to contract separately for services. A single project manager, who shall be employed by the proposer and whose qualifications shall be provided in the proposal, shall direct the work. The Consultant is expected to have the capabilities for evaluating complex interrelationships among programmatic spaces which support BBC’s overall mission as well as the infrastructure which supports them. In addition, the Consultant is expected to understand and take into account during the planning process the various Federal, State, and local restrictions which may impact additional development. The Facilities Master Plan is to be aligned with BBC’s Core Principles.

The scope of this RFP is to solely engage the Consultant for the purpose of developing a Facilities Master Plan and does not assume any intent or obligation on the part of BBC to commit to any firm the architectural and/or engineering design for any other project.

## Project Deliverables

- a) Master Site Plan Analysis to document opportunities and issues associated with building expansion opportunities.
- b) Project Master List including both renovation of existing space and potential new buildings or expansions of existing buildings.
- c) Feasibility and Cost Analysis, detailed for each proposed project.
- d) Building Systems Renewal Assessment to document essential replacement or overhaul of building components needed to preserve functionality and extend building lives.
- e) Deferred Maintenance Issues, comprehensive assessment (floors, ceilings, etc.).
- f) Local, State and Federal Code and Regulation Compliance Issues, compile a comprehensive analysis of Federal, State and local codes and regulations detailing areas where the Church may not be in full compliance. The vendor shall investigate particular opportunities to enhance ADA access, storm-water strategies, NEC, AHSRAE, ICC, with consideration for future or upcoming changes.
- g) Environmental Sustainability Analysis with recommendations and potential associated costs.

## Background Information

### BBC Mission

Belcroft Bible Church exists to glorify God through prayerfully trusting our lives and ministry to His will; by passionately declaring the Word, personally helping others grow in the Word, and proactively sharing the Word as we proclaim both locally and globally the love and truth of Jesus Christ.

### BBC Location and Facilities

Belcroft Bible Church began as a house church on December 11, 1970, until moving to its current location in approximately June 1979.

The campus of Belcroft Bible Church is situated on a 3.623-acre site at 13000 Beechtree Lane in Bowie, MD. This site comprises a two-story building (with basement), parking lot, and partially forested area. This property is within the city limits of Bowie. In addition, the Church owns a 4.007-acre property located at 5600 Crain Highway, adjacent to the Beechtree Lane property, which is not within the city limits.

BBC has a single Sunday service with an approximate attendance of 200. BBC also uses its facilities throughout the week for various classes. Additionally, BBC rents its space for a variety of local community, not for profit entities.

## **SCOPE OF WORK**

### **I. PROCEDURAL EXPECTATIONS**

- a) Planning process will be inclusive with direction given from the Elder Board. A BBC leadership team will meet regularly to guide the process.
- b) The Master Plan will encompass a time horizon of at least ten years with a longer look at some issues as necessary.
- c) A comprehensive physical plant conditions and infrastructure renewal assessment will be part of the planning process which results in a projected time schedule and budget for completing a campus renewal effort.
- d) A mutually agreed upon set of essential planning information will be developed with the Consultant at the start of the process in order to fully understand demands on BBC staff time at critical points in the process.
- e) The Facilities Master Plan will reflect the BBC's Strategic Plan priorities and long-term directions established by the Elder Board.
- f) To the extent possible comprehensive architectural CAD files for all existing (as-currently-is) space will be created as part of planning process.
- g) Consultant will work with BBC to prepare and direct submission of appropriate applications for zoning changes that may be necessary.
- h) Consultant will work with BBC to join BBC's two properties together and bring both within the Bowie city limits.

### **II. INITIAL LISTING OF MASTER PLANNING GOALS TO BE ADDRESSED**

The Master Plan is anticipated to respond to following goals **as well as other issues** which may be identified during the initial planning phases. The following is an enumeration of the major planning goals *in broadly stated* categories. It is not intended to be a detailed listing on a space by space basis.

#### **General Design Considerations**

- a) Creation of a multi-phased development plan
- b) Assure code compliance in existing facility as necessary
- c) Coordinated new development with existing structures to ensure a cohesive look and feel
- d) Employ an efficient use of space and population flow
- e) Ensure adequate and appropriate restroom facilities
- f) Provide a dedicated and separate administrative space
- g) Develop a landscaping plan appropriate with each phase
- h) Provide for covered main building access
- i) Incorporate interior and exterior safety and security
- j) Address parking issues
- k) Address potential community concerns w traffic and space needs

#### **Priority 1: Discipleship/Educational Spaces**

- a) Provide additional educational space for both children and adults
- b) Provide spaces that are reconfigurable to handle variable size groups

- c) Provide spaces that provide for easy drop-off/pick-up of children while ensuring safety of both workers and children
- d) Spaces should incorporate technology to enhance educational opportunities
- e) Incorporate IT and AV technology considerations

**Priority 2: Fellowship/Social Gathering Spaces**

- a) Provide configurable fellowship spaces for both small and large gatherings
- b) Allow adequate storage spaces for storage of excess furniture
- c) Include food preparation/serving options near fellowship spaces
- d) Plan for exterior spaces for both fellowship and recreation (e.g. playground, pavilion)
- e) Incorporate IT and AV technology considerations

**Priority 3: Worship Spaces**

- a) Expand current large-format meeting spaces to increase capacity
- b) Include Integrated baptistry
- c) Incorporate theatrical lighting capability
- d) Incorporate IT and AV technology considerations

**Pre-design/Analysis - Scope of Services**

1. **Mobilization / Data Collection:** Review schedule and deliverables with BBC Leadership team. Compile existing programmatic and campus information that is necessary to complete the identified scope of services. Develop building/facility designs that adequately accommodate BBC needs within the mission and vision of the church.
2. **Space Program and Room Requirements:** Examine program information and develop a comprehensive space plan that addresses programmatic needs for the identified functions. Develop room size standards and planning modules and furnish a space inventory by room with total assignable square footage. Identify building gross square footage and provide details of important criteria affecting design and use of each room.
3. **Room Data Sheets/Conceptual Room Layouts:** Generate room data sheets and conceptual room layouts. Specific room and building system requirements will be presented that address user needs (e.g., convenience, privacy, safety, security, and communications), and physical environmental factors (e.g., comfort, lighting, materials, finishes, building systems, and furnishings).
4. **Functional Concepts and Design Criteria:** Evaluate space adjacencies and produce diagrams showing essential relationships between functional areas. Concepts will show how overall program requirements can be implemented over time while optimizing or making best use of limited financial resources.
5. **Project Schedule and Implementation Plan:** Develop a preliminary project schedule that shows the design and construction timeframes for the renovation project. Review the proposed project phasing strategy and make recommendations that will improve project delivery.

6. **Budget / Cost Plan:** Compute preliminary construction cost utilizing all program variables, including all assumptions about materials, systems, and space efficiency. All assumptions must be clearly documented, and cost furnished in current dollars.

### **Compensation**

Proposals are to comply with all applicable Federal, State and Local laws and regulations.

Provide a detailed estimate on cost of architectural services along with a maximum cap on fees (if any). The Church needs to fully understand how fees and costs are determined, what you envision this project costing and any ancillary or additional charges that possibly could be incurred if your firm is selected for this project.

The Consultant shall also quote an hourly rate for hours expended in performing additional services that may from time to time be requested, including all reimbursable expenses.

Belcroft Bible Church is not liable for any costs incurred by the Consultant prior to issuance of any possible contract. The Consultant may also be requested by the Church to make an oral presentation. The purpose of such presentation is to provide the Consultant an opportunity to elaborate on their qualifications to insure thorough mutual understanding. Any oral presentation, including presentation materials and handouts, will be at no cost to the Church.

### **Incurring Costs**

The Church will not be liable for any costs incurred by Consultants in the preparation or presentation of their proposals. Proposals should be concise, straightforward and prepared simply. However, there is no intent within these instructions to limit a proposal's content or exclude any relevant or essential data.

### **Addendum to RFP**

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all Consultants on record as having received this RFP.

### **Authorized Consultant Representatives**

The proposal will list the name, title, office address, telephone number, and fax number of the person(s) authorized to represent the Consultant regarding this RFP.

### **Assignment**

The successful Consultant shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the Church. Assignment or subcontracting shall in no way relieve the successful Consultant of any of its obligations.

### **Proposal Requirements**

Consultants may submit proposal either electronically or in hard copy.

All proposals must be organized and tabbed to comply with the following sections:

- A. **Letter of Interest:** The letter of interest should include an introduction about the Consultant including the name, address, telephone number, fax number and E-mail address of the person(s) to be contacted along with others who are authorized to represent the Consultant in dealing with this RFP.
- B. **Statement of Qualifications/Team Description and Relevant Professional Experience -** Provide names and educational background of each team member, professional registrations, including sub-consultants. Describe experience and proposed role for each team member and furnish a project team organization chart. Team members described will be only those assigned to and working on the project.
- C. **Detailed Discussion:** This section should constitute the major portion of the proposal. Describe the Consultant's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. We also require a statement as to how the Consultant will generally staff a project including their resumes and qualifications. If you intend to hire additional staff, a job description must be included. This tab should also include:
  - 1. Statement of design philosophy and approach to project requests. Explain how this will contribute to the successful project completion.
  - 2. Describe the composition of the team assigned to the project. Explain the firm/team's unique qualifications for the project. Include a list of any professionals not under full- time direct employ with the Consultant (including consulting engineers) to be used as consultants on the project, their qualifications and contribution to this project.
  - 3. A description of the current level of the Consultant's activity and the resulting resources available for projects including references from projects with various sizes and scope with a religious setting.
  - 4. A complete description of relevant project experience during the last three to five years, including building types and locations. Include any projects and or experience related to religious institutions.
  - 5. Indicate the Consultant's present workload: projects in construction and new projects that have not started.
  - 6. Consistency of performance on past projects, including record of completion of projects within budget and on schedule.
- D. **Approach –** Describe the approach that will be used to complete the pre-design analysis within the identified timeframe, specific challenges associated with the project, and how these challenges will be addressed. Summarize the programming methodology that will be used and how the process was successfully utilized on other projects. Outline anticipated work plan, programming techniques to be employed, and include a detailed schedule that illustrates how the project will be completed within the identified timeframe.
- E. **Other Considerations –** Present the team's experience with renovation and adaptive

reuse projects, expanding older facilities, and maintaining critical program services during construction. Describe the process that will be used to complete field investigations, constructability review, and implementation plan. Illustrate the team's ability to complete the Pre-design Analysis on time and within budget.

- F. **Cost Proposal:** Submit a proposed compensation schedule for services based upon project size and complexity. Please include the Consultant's hourly rate schedule by employee title for services that might be required on the attached schedule.
- G. **Financial Reports:** The Consultant should furnish a current financial report for the company's most recent calendar year.
- H. **Certification and Insurance:** Provide copies of licensing/certification documents and a copy of the most recent annual certificate of professional liability insurance coverage, including automobile insurance, from your insurance carrier. The Consultant shall effect and maintain insurance to protect them from claims arising under Worker's Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness of disease, or death of any of his or her employees or of any person other than his or her employees; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Consultant shall further agree to indemnify and hold BBC harmless from and against any and all claims, demands or causes of action of whatsoever nature, resulting from or arising out of any act or omission on the part of the Consultant, its agents, servants or employees in connection with the Project. The Consultant shall effect and maintain "Architects and Engineers Professional Liability Insurance" in the amount not less than one million (\$1,000,000) dollars protecting them from claims arising out of the performance of professional services caused by any of the Consultant's errors, omissions or negligent acts. The Consultant shall effect and maintain comprehensive general liability insurance in an amount not less than one million (\$1,000,000) dollars and a three million (\$3,000,000) dollar umbrella insurance coverage.

The Consultant must be registered in the State of Maryland.

- I. **References:** Include a list of at least three (3) clients, including contact information (name, address, and telephone number), which can be used as references for work performed on similar projects within the last five (5) years. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.
- J. **Miscellaneous:** Additional information and attachments, if any, may be submitted by the Consultant.



### **Criteria for Selection**

Proposals shall be evaluated using the following criteria:

- A. Expertise, experience and qualifications of the Consultant's personnel in each discipline that may provide services relevant to the RFP;
- B. Expertise, experience and qualifications of any special consultants proposed;
- C. Experience with religious institutions as clients;
- D. Geographic location of the architect's office where work will be performed in relation to the Church;
- E. Expertise and past experience of the Consultant in providing services on other term contracts or on other projects of similar size, scope and features as those required for the Scope of Services on this RFP.
- F. Overall suitability to provide the services as outlined in the RFP within the time, budget and operational constraints that may be present and the comments and/or recommendations of the Consultant's previous clients and references.

The Church reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers; and its decision will be final.

Belcroft Bible Church is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals.

Questions and requests for site visits for the purpose of development of a proposal can be address to Steve Waskiewicz, Deacon, at [steve.waskiewicz@gmail.com](mailto:steve.waskiewicz@gmail.com).

### **Submission of Proposals**

Submission of this proposal is due by 5:00 p.m. on Friday, July 17, 2020. Proposals may be sent by email to: [steve.waskiewicz@gmail.com](mailto:steve.waskiewicz@gmail.com) and [orcurtos@gmail.com](mailto:orcurtos@gmail.com) or by mail. Mailed proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Belcroft Bible Church  
13000 Beechtree Lane  
Bowie, MD 20715  
Attn: Mr. Steve Waskiewicz

6/25/2020

## PROPOSAL FORM

**PROJECT: Architect for Facility Master Plan  
Belcroft Bible Church**

Request for Proposal:

The Consultant hereby certifies that they have read this entire document and understand all the terms and instructions stated herein.

The Consultant hereby certifies that all of the figures, computations and calculations used in estimating the proposal herein have been carefully checked and are accurate in all respects and no claim for withdrawal will be allowed on the grounds of mathematical error.

The Consultant hereby certifies that it is understood that this proposal will not be considered should it arrive after the date/time due and that all forms enclosed in the proposed invitation including this must be properly filled out to be considered.

ANY QUESTIONS REGARDING THIS PROPOSAL SHOULD BE DIRECTED TO:

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Schedule of Hourly Rates

Title	Hourly Rate
Principals	
Senior Professionals: Architect, Engineers, Designers	
Project Manager	
Professionals: Architect, Engineers, Designers	
Jr. Professionals: Architect, Engineers, Designers.	
Support Staff: Draft Persons, Typists, Clerical	
Junior Staff: Design/Draft Persons in Training, Clerical	
Reimbursable cost rates	_____ @
	_____
	_____ @
	_____
	_____ @
	_____