

FIAO

Federation of Italian-American Organizations of Brooklyn, Ltd.

**Request for Proposal for Architectural Engineering Design
Services**

Release Date: Monday, April 27, 2009

RFP Submission Due Date: Tuesday, June 9, 2009

Project: "IL CENTRO" Italian-American Cultural Community Center

Owner: Federation of Italian-American Organizations of Brooklyn, Ltd.

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1. NOTICE TO PROPOSERS:

The Federation of Italian-American Organizations of Brooklyn (“FIAO”) intends to receive proposals to provide Architectural Engineering design services (“AE”) for “IL CENTRO”; a new Italian-American Cultural Community Center in Brooklyn, NY.

FIAO essentially intends to create a “Turn-Key” project team where its substantive role is limited to providing input during design and construction. The successful Proposer will assume full responsibility as the AE team member working with the other “Turn-Key” project team members including the Contractor to take the present site to a completed facility that is consistent with FIAO’s program inclusive of scope, schedule, and budget.

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2. GENERAL INFORMATION:

Owner:

The Owner of this project is the Federation of Italian-American Organizations of Brooklyn (“FIAO”). New York City Economic Development Corporation funding is in place to contract and complete the project. The New York City Economic Development Corporation Funding Agreement Guidelines are attached in the Appendix (Attachment “A”).

Vendex:

Upon selection, the successful AE will be required to submit confirmation of VENDEX compliance.

Equal Employment & Affirmative Action Rider:

Upon selection, the successful AE will be required to agree to the NYC EDC Equal Employment & Affirmative Action Rider.

Licenses:

All parties, persons and firms performing work on this project must be appropriately licensed as defined by New York State law. The appropriate professional(s) as required by NYS licensing Board shall seal the contract documents. The laws of the State of New York are applicable to this project.

Codes:

NYS and NYC Building Codes, ADA requirements, and other codes are applicable to this project.

Documents:

Documents will be available in both electronic format and hard copy. Electronic documents shall be available on the website. Electronic documents will be in .PDF format or MS Word or Excel. Each firm is expected to have the ability to transmit and receive electronic information via e-mail. RFP documents and digital files are available at: www.fiaobrooklyn.org/rfp

Inspection:

FIAO shall have the right to inspect work either with its own personnel or with consultants. Any inspections by FIAO or its representatives will not relieve the AE or other members of the “Turn-Key” project team of their professional responsibilities and duties.

Questions:

Questions about any aspect of this RFP, or the project, shall be submitted in writing via e-mail to:

Bruno Derlin

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Project Coordinator

FIAO -Federation of Italian-American Organizations of Brooklyn, Ltd.

7403 -18th Avenue Brooklyn, NY 11204

rfp@fiaobrooklyn.org

Questions must be received at least 7 calendar days before the scheduled receipt of proposals.

Proposal Rejection/Acceptance:

FIAO reserves the unqualified right, in its sole and absolute discretion, a) to reject any and all Proposals; b) to undertake discussions and modifications with one or more Proposers and to proceed with that Proposal or modified Proposal, if any, which in its judgment will, under the circumstances, best serves FIAO's interest; and c) to waive any defects in any Proposal. No rights shall accrue to any Proposer unless and until a contract is awarded to a Proposer.

FIAO intends to accept a proposal, if it accepts any, within ninety (90) days after the due date of the Proposal. The acceptance of a Proposal will be announced only by mailing to or delivering at the office designated in the Proposal, a notice in writing specifically indicating such acceptance of the Proposal signed by an authorized representative on behalf of FIAO. Rejection of a Proposal will be only by either (a) a notice in writing specifically stating that the Proposal is rejected, signed by an authorized representative on behalf of FIAO and mailed to or delivered at the office designated in the Proposal, or (b) the omission of FIAO to accept a Proposal within ninety (90) days after the due date of the Proposals. No other act of FIAO shall constitute rejection of a Proposal.

Proposals shall be irrevocable for ninety (90) days after the due date of the Proposal.

Insurance:

The AE performing services for this Contract shall provide the types and amounts of insurance specified in the contract. Insurance Coverage requirements are subject to FIAO negotiation. Insurance Coverage Requirements are defined in the Appendix (Attachment “B”).

Form of Contract:

At time of award, FIAO and the selected AE shall enter into a contract of which portions of this RFP, the proposal and modified AIA document shall be a part. The selected AE will be under contract to supply both architectural and engineering design, construction support and warranty services for the project as described in the section entitled “Scope of Services” of this RFP. The contract will be based on a modified version of AIA document #AIA-B101-2007 or B104-2007.

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On-Site Observation:

FIAO may have a Construction Representative assigned to the project. Their primary task will be to attend the regular on-site construction meetings, receive pay requests, and assist with the project as appropriate.

3. PROJECT OVERVIEW:

FIAO Background:

The Federation of Italian-American Organizations, commonly called FIAO, is a not for profit community service organization. Incorporated in 1976, its 45 member organizations are united so as to effectively deliver needed services from a broad-based membership. As a result, FIAO knows the needs of its community and enjoys an abiding trust and deep appreciation from all community residents.

FIAO provides a vast array of needed and critical services to all Brooklyn residents free of charge. Its professional staff and services are funded by contracts with the New York City Department of Youth and Community Services, the New York State Office of Alcohol and Substance Abuse Services, the New York City Department of Education through the after School Corporation, the New York City Beacon School Program, as well as private donations, and volunteer workers. FIAO's crucial services include academic intervention for youth, educational enrichment, academic support, recreational activities, tutoring, arts and cultural activities, career education, pre-employment skills, counseling for academic and social competencies, family counseling, violence prevention, computer skills, GED preparation, ESL classes, language classes, music, art and dance classes, and multi-cultural education. Other services include assistance in filing for citizenship, Medicaid, Medicare, Food Stamps, Public Assistance, Section 8, HEAP, and Green Card renewal. Special activities include an annual Columbus Day Parade, student essay and poster contests with a theme of racial and interfaith harmony, community clean-ups, public service announcements, an annual gala dinner, partial scholarships to selected students who are graduating high school, translation services, and participation in numerous community events. Federal, state, and local leaders have recognized our outstanding reputation and quality services and more importantly, all community residents know and count upon FIAO for these needed services.

FIAO has an elected Board of Directors, a Chairman of the Board, President, Vice-President, Secretary, and Treasurer. Operationally, it has an Executive Director, Directors for each of its programs, and support personnel that include a secretary, a secretarial aide, part-time secretarial assistants, and a cadre of community volunteers. Each year, it is audited by New York State and City agencies so as to ensure that their funds are appropriately spent. There has never been adverse or negative criticism concerning the appropriate use of

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funds. Internal checks and balances are in place, further ensuring the proper expenditure of funds. In 2003, the Department of Youth and Community Services granted FIAO \$63,000. The New York State Office of Alcoholism and Substance Abuse awarded FIAO \$183,785 to conduct substance abuse prevention services for community youth. Each agency has repeatedly funded FIAO knowing that its funds are well spent. For more information about FIAO, visit

www.fiaobrooklyn.org

Need for Expansion:

As southern Brooklyn grows in population, with the advent of Asian, Russian, Middle Eastern, and European immigrants, as well as an increase in senior citizens, the need for social, educational, and cultural services increases and becomes more critical. In the past year, FIAO provided assistance to over 10,000 residents. This year, more than 12,000 residents will come to FIAO for assistance. Its current storefront location is not adequate to provide services to all who need it. The result will be lost services to the elderly, poor, and immigrant population. There is a desperate need for a larger facility that could embrace the multitude of services FIAO provides. The funding will provide for a Community Center to better serve all residents. With adequate space, more employment skills training, computer skills, interpersonal skills, counseling, education, youth programs, senior citizen activities, family assistance, and cultural activities would be provided. Part of FIAO's mission is to prepare residents for employment, reduce the number of residents on public assistance, foster individual self-worth, and prepare its clients for full, productive participation in the community. The result would be a richer, self-sufficient community that would contribute to the economic health of southern Brooklyn. Further it would reduce crime and improve the quality of life for all residents.

The funding will provide for a Cultural Community Center to better serve all residents. With adequate space, more employment skills training, computer skills, interpersonal skills, counseling, education, youth programs, senior citizen activities, family assistance, and cultural activities would be provided. Part of FIAO's mission is to prepare residents for employment, reduce the number of residents on public assistance, foster individual self-worth, and prepare its clients for full, productive participation in the community. The result would be a richer, self-sufficient community that would contribute to the economic health of southern Brooklyn. Further it would reduce crime and improve the quality of life for all residents.

Project Purpose:

The Federation of Italian-American Organizations of Brooklyn (“FIAO”) invites proposals for the performance of Architectural and Engineering Design services (“AE”) for a new Italian-American Cultural Community Center named “IL

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CENTRO,” to be located on the 100x135 ft corner lot situated at the intersection of Cristoforo Colombo Blvd (18th Ave) and Benson Ave, in Brooklyn, NY.

One (1) AE will be selected for the project. The selection process will evaluate the ability of the AE to provide development, design, constructability input, value engineering, cost estimating, scheduling, and project management services during design and construction for the delivery of the new Italian-American Cultural Community Center on schedule and within budget. FIAO is seeking a AE firm that is committed to quality, has proven experience in the design of urban community centers and related facilities, capable of bringing innovative approaches to the Project, ensuring timely completion, and is willing to partner with FIAO for the mutual success of the project.

Project Description:

The selected AE will design and support the construction and completion of “IL CENTRO” to a level of quality that reflects the long-term use of a public facility. The building elements that will be required are:

- Site Work
- Excavation
- Foundations
- Structure/Framing
- Interior doors, partitions, ceilings and floors
- Millwork
- Furniture
- Exterior Building System
- Roofing and Flashing
- MEP, DATA, and Communication systems
- Glazing
- Civil
- Landscaping
- U.S. Green Building Council LEED SILVER is a project requirement

Available Documents:

The “IL CENTRO” Program Requirements are provided in the Appendix (Attachment “C”). Site, environmental assessment, and subsurface investigation information is available at: www.fiaobrooklyn.org/rfp.

Construction Budget:

The construction budget for the project is approximately \$10 million.

Project Schedule:

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The following is the anticipated schedule for the project. This is only an estimate and is provided to assist proposers in planning.

- Select AE Proposal: June 2009
- Form AE Contract: July 2009
- Commence AE Design: August 2009
- Complete AE Design: October 2009
- Bid, Award, Form Construction Contract: October through December 2009
- Commence Construction: December 2009
- Complete Construction: June 2011

Scope of Services:

The selected AE shall provide (1) Design Services, (2) Construction Support Services and (3) Warranty Support Services. Such services include but are not limited to the following:

Design Services

- Provide detailed design services phase narrative and schedule.
- Provide all required documents related to Zoning and Permitting.
- Provide “constructability” review of the construction documents.
- Provide “operation and maintenance” review of the construction documents.
- Provide detailed construction cost estimates to achieve the budget.
- Provide value-engineering options.
- Provide a construction schedule for issuance with construction procurement package(s).
- Complete the design phase process and provide contract documents for construction procurement.

Construction Support Services

- Support the construction procurement process including: Provide list of potential construction bidders, advertise/distribute bidding documents, bid conferences, review/analyze bids, and award bids.
- Provide detailed construction support services phase narrative and schedule.
- Perform approvals, testing, and inspections required during construction for temporary/final certificate of occupancy.
- Perform and coordinate review/approval of request for information, shop drawings and associated contract submittals.
- Perform and record basic minutes of job meetings.
- Provide and maintain records and submit bi-weekly reports and formal monthly reports.
- Perform quality assurance and ensure conformity to contract documents.

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- Provide support for potential construction change orders.
- Perform progress payment review and verifications according to the approved schedule and contract amounts.
- Coordinate and provide post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, commissioning, as-builts, temporary & final certificate of occupancy for FIAO's final acceptance.

Warranty Support Services

- Coordinate and monitor the resolution of remaining “punch-list” items.
- Perform and complete LEED monitoring and commissioning

Any task or service to be provided by the selected AE; as detailed above, shall be deemed to include all necessary and usual components and or ancillary services in connection with the specified task or service.

The selected AE may be directed to perform additional professional services. Additional professional services are professional services which FIAO determines are required for the Project and are in addition to or beyond the necessary and usual services in connection with design services.

If the selected AE believes that any service it has been directed to perform constitutes an additional professional service, the selected AE shall notify FIAO in writing within five (5) business days of such direction. FIAO's determination as to whether or not such service constitutes additional professional services shall be final, conclusive and binding upon the selected AE.

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4. PROPOSAL CONTENT AND FORMAT

Submit proposal in separate, clearly labeled, sealed package as follows:

Technical Proposal (1 original and 3 copies):

The Technical Proposal shall contain all the information requested in the Appendix (Attachment “D”).

Price Proposal (1 original):

The Price Proposal shall contain all the information requested in the Appendix (Attachment “E”).

By submitting the Proposal the AE team acknowledges that they have visited the site, examined all available documents, and have included appropriate responses in the Proposal.

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5. PROPOSAL SUBMISSION:

Proposal submissions shall be sent to the following address:

FIAO -Federation of Italian-American Organizations of Brooklyn, Ltd.
7403 -18th Avenue Brooklyn, NY 11204 ATTN. Bruno Derlin

Proposals must be signed by the person legally authorized to represent the firm or company, dated, and sealed within an envelope marked “PROPOSAL ENCLOSED” and bear the name of the prospective respondents.

Submit the Price Proposal in a separate envelope. Seal the envelope.

The Technical and Price Proposal information should be submitted in a bound 8½ X 11 inch format. Fold-out documents are acceptable.

The Design component of the Technical Proposal should be depicted on drawings that should be at least 18 X 24, but not larger than 24 X 36. The drawings should include all appropriate titles, legends, graphic scales, legible notes and dimensions, and related items.

Submission Date:

The proposals are due by **Monday, June 9, 2009, by 4:30pm**

Proposals received after the above-cited time will be considered a late bid and are not acceptable unless waived by FIAO.

Submittal Follow-up:

If FIAO discovers inconsistencies in the submittal or feels a significant question remains after reviewing the submittal they may ask for a written clarification of the issue / question from the Proposer. If a clarification is requested, the Proposer will have 24 hours to deliver the response.

Oral interviews or meetings with the Proposer’s team are not anticipated, however if the evaluation team determines significant information could be obtained from interviews, they may request interviews.

It is the responsibility of each respondent to examine this entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. FIAO will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications.

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6. PROPOSAL EVALUATION PROCESS:

FIAO will evaluate the Proposals in accordance with the evaluation criteria and process described in this Section.

The approach and process are those applicable to a competitive negotiated procurement whereby, if the selection process runs full course, Technical and Price Proposals are initially evaluated to determine which are responsive submittals. Non-price proposal elements will be evaluated, followed by the evaluation of price proposals. Each Proposer may be invited for a private interview and meeting to discuss any aspect of its Proposal and to answer specific questions.

The following criteria will be used by FIAO to evaluate Proposals:

- Cover Letter
- Team Experience
- Key Personnel & Management Structure
- Team Qualifications & Organization
- Schedule
- Design
- Price

The RFP, its Attachments and/or Contract may be revised via addenda; and a call for revised or Best and Final Offers (“BAFOs”) may be issued to Proposers.

FIAO may, however, at any point in the selection process, select a Proposer for Contract award without further discussions and negotiations or issuing a call for BAFOs, or may reject all Proposals. If an award is made, the selected AE would be the Proposer whose Proposal was found to be most advantageous to FIAO, based on price and the other evaluation factors considered. If FIAO believes that, with some modifications or clarifications, certain marginal Proposals could reasonably be expected to fall within the competitive range, FIAO may decide, in its sole and absolute discretion, to solicit such modifications and clarifications.

FIAO reserves the right, in its sole and absolute discretion, to establish the criteria for defining the competitive range and determining which Proposers, if any, will be excluded for further consideration. Each Proposer may be invited for a private interview and meeting to discuss any aspect of its Proposal and to answer specific questions posed in advance in writing and/or orally.

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FIAO shall have the right, in its sole and absolute discretion, to award the Contract to the Proposer who, in their opinion, could perform the Work in the best interests of the FIAO.

Upon the determination of the best proposal the successful AE team will be notified and contract proceedings initiated.

If, for any reason FIAO and selected AE are unable to complete the contract process the Owner may consider offering a contract to the next Proposer.

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ATTACHMENT A – NYC EDC Funding Agreement Guidelines

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ATTACHMENT B – Insurance Coverage Requirements

The entity providing AE services entering into the contract shall have the insurance coverage as specified by AIA subject to the following modifications and supplementations that are subject to negotiation:

1. The AE entity shall maintain professional liability insurance to ensure against errors or omissions in design work for the Project in amount of not less than \$2,000,000.00 and with a deductible of no greater than \$100,000.00. Such insurance shall either be on an occurrence basis and kept in force for occurrences arising at any time on the Project or on a claims made basis and kept in force for no less than five years after final completion.
2. The AE entity shall maintain a least the following minimum limits of coverage:
 - a. Worker's Compensation:
 - i. State ----- Statutory
 - ii. Applicable Federal ----- Statutory
 - iii. Employer's Liability ----- \$100,000, Each Accident
\$500,000, Disease, Policy Limit
\$100,000, Disease, Each Employee
 - iv. Benefits Required by Union Labor Contracts – as applicable
 - b. Comprehensive General Liability (including Protective; Products and Completed Operations; Broad Form Property Damage):
 - i. Bodily Injury and Property Damages:

\$1,000,000 Each Occurrence, \$2,000,000 Aggregate
Policy shall be endorsed to have General Aggregate apply to the project only.
 - ii. Products and Completed Operations Insurance shall be maintained for a minimum period of five years after final payment, and the AE entity shall continue to provide evidence of such coverage to the Owner on an annual basis during the aforementioned period.
 - iii. Property Damage Liability Insurance shall include coverage for the following hazards:
 1. X (explosion)
 2. C (collapse)

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3. U (underground)

iv. Contractual Liability (Hold Harmless Coverage):

1. Bodily Injury and Property Damage Combined:
\$1,000,000---Each Occurrence, \$2,000,000 P.D.
Aggregate

v. Personal Injury, with Employment Exclusion deleted:

\$1,000,000---Aggregate

c. Comprehensive Automobile Liability (owned, non-owned,hired):

- i. Bodily Injury and Property Damage Combined: (CSL –
Combined Single Limit)
\$1,000,000 CSL, Each Person, Each Accident, Each
Occurrence

d. Umbrella Excess Liability, \$3 million over primary, \$10 thousand
retention.

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ATTACHMENT C – “IL CENTRO” Program Requirements

The Proposer needs to provide the maximum square footage facility to allow for the following requirements:

Main Entrance / Lobby:

Lobby must be a welcoming atrium, also capable of hosting small exhibitions / installations, TV monitors, and two computer stations for public use. Must also include reception/information desk and a coat room.

Office Area:

The office area is the core of the day-to-day activities of FIAO. Staff meets with center visitors inside their offices. Required: six private offices, six open cubicles / work stations, pantry, kitchen, and lunch/coffee room. A waiting room is also required, if the location of the offices doesn't allow to use the building's main lobby as a waiting area. Office Area should be located on the ground floor.

Conference room:

Seat 20 minimum. This is where, amongst the other meetings, FIAO's Board of Directors meetings take place. It doesn't have to be adjacent to or on the same floor as the offices.

Multi-Purpose room:

Seat 120 to 150. Room will be used for video screenings, conferences, performing arts, association general meetings, gatherings and lectures.

Library/ Computer room:

Six (6) computer workstations for public use, 25 feet of bookshelves. This will be an open-shelf library.

Fitness Center:

Includes a reception area, a small office, gymnasium (high school soccer court size) with adjacent storage room, lockers rooms, 2 classrooms (spinning, dance/yoga), weights room, storage, etc. **Additionally, the Fitness Center must have a swimming pool and related spaces. Pool size is flexible. Indoor pool should be located on the top floor, but other locations will be considered as long as located above ground and it receives natural, exterior light.**

Pre-school center for Head Start program:

Four classrooms for pre-school age children, starting at age one. Please include all necessary related spaces, such as a pre-school office, staff lunchroom, toilets, storage, etc. Additionally an outdoor playground area would also be desirable.

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Underground parking:

As many parking spaces as possible and required on a single underground level. Consider valet or parking lift solutions.

Additional Building Program considerations:

- LEED SILVER is the minimum requirement.
- Structural capacity for future building expansion of the facility.
- With the exception of where noted in the Building Program above, it is left to the respondents to indicate the most appropriate location for all the proposed spaces.
- FIAO expects all proposals to keep in consideration that different parts of the center will be operating on independent schedules and therefore it must be possible to lock down the parts of the building not in use.
- FIAO is committed to creating an environmentally sensitive structure that incorporates energy efficient internal building systems, external envelope design, fixtures, windows, and sustainable produced finish materials.
- AE teams are encouraged to edit or add to the program as their experience dictates.

Site information

FIAO has purchased both lots that are listed below for the site of the project. The site is located at the intersection of Cristoforo Colombo Blvd (18th Ave) and Benson Ave. in Brooklyn and is the combination of two lots:

Lot 0001

Address: 8703-8711 18th Avenue and 1801-1809 Benson Avenue, Brooklyn, NY Block 06369 & Lot 0001 (purchased) Approximate Size: 99x 73 (irregular)

Lot 0095

Address: 1811-1913 Benson Avenue, Brooklyn, NY Block 06369 & Lot 0095 (purchased) Approximate Size: 95x 62 (irregular)

Combined estimated size: 99x135 ft (irregular)

Zoning: C8-1 FAR (estimated): 2.40 for community services, 1 for Commercial

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ATTACHMENT D – Technical Proposal Information

A Cover Letter

- Provide a cover letter of no more than three pages, including the company name and address, and the name, address and telephone number of the person authorized to represent the AE.
- Include a brief history of the firm, the overall firm organization, its goals and objectives, and a statement of its design philosophy.
- Include a statement that the Proposal is currently valid and shall remain valid and irrevocable for at least ninety (90) days from submission.
- Include a statement declaring the Proposer’s intent to enter into a Contract with FIAO to deliver the project in the event the Proposer is selected for award.
- If the Proposer is a joint venture, all major participants shall sign the letter.

B Team Experience

- Provide examples of up to five completed projects similar in scope and type to this project completed within the last ten years.
- Identify the role that AE members of the proposed team (both in-house and subconsultant) played in each of the referenced projects (identify projects done while with other firms).
- For three projects provide: Project Name, Architect, Engineer, Construction Manager, Contractor, Owner, dates of project, dollar value, contact person and phone number. FIAO intends to contact some or all of the references.

C Key Personnel & Management Structure

- Provide the team’s key personnel by position.
- Provide a brief resume on each key member of the team for each of the professionals.
- Show the organizational chart for this project.
- Describe your Quality Management Plan and define how your firm tracks quality issues throughout the project.

D Team Qualifications and Organization

- Identify the full name, address, ownership, and brief history of the AE team.
- Identify the overall team qualifications to furnish design services for this project. Include LEED certification and examples of LEED certified projects similar to this project. Include construction administration.
- Define the technical approach your firm would employ to complete the project.

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- Define the roles of the major participants throughout the project during the design service, construction support and warranty phase.
- Identify the size of the firm or if this is a team identify the size of each of the team members.
- Provide the annual dollar volume of the firm or each of the team members.

E Schedule

- Provide a preliminary schedule showing major tasks, milestones for design and construction, review dates, submittal dates, and other key dates, as well as estimated completion date.
- Discuss the schedule, critical dates and situations that may delay the schedule and controls to assure the schedule is maintained.

F Design

- Two (2) or more perspective views or artistic renderings of the concept.
- Provide Schematic Design documents. The documents should include a site plan, landscaping and parking, floor plans with major dimensions, room names and sf areas, and sections showing heights and construction.
- Provide outline specifications defining construction materials and systems, including manufacturer and/or quality standard where applicable.
- Include a validation of the program “as of right” zoning and building functional requirements.
- Identify measures to provide a LEED SILVER building, energy efficient building, and features to enhance the life-cycle costs of the building.
- Identify any unique features of the design,

G Supporting Data

- Include in this section data you think is significant to this project, but not included in any of the above sections.

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ATTACHMENT E - Price Proposal Requirements

Lump Sum Price:

The Proposer shall submit the Lump Sum Price to furnish all labor, materials, equipment for all costs inclusive of overhead and profit required to provide design, construction support and warranty support services to complete of the project as required by the RFP for the Lump Sum Price of (express numerically and in words):

\$

The Lump Sum Price is firm and fixed for the duration of the Contract and is not subject to escalation.

Lump Sum Price Breakdown:

The Proposer shall submit the breakdown of the subject Lump Sum Price as listed below (express numerically and in words):

Design Services (As required by Scope of Services Section):

Architectural	\$
Structural	\$
MEP:	\$
Civil/Landscaping	\$
Geotechnical	\$
Waterproofing:	\$
Audio/Visual	\$
Vertical Transportation	\$
Pool	\$
Zoning	\$
Utility Survey	\$
Furniture/Interior Design	\$
LEED Design	\$

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Construction Support Services:

See Scope of Services Section	\$
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Warranty Support Services:

See Scope of Services Section	\$
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Insurance:

See Attachment “B” of Appendix	\$
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Note: The Lump Sum Breakdown of Design, Construction Support, Warranty Support, and Insurance shall add up to the subject Lump Sum Price.

Reimbursable Expenses:

The Proposer shall submit a total not-to-exceed estimate for reimbursable expenses (express numerically and in words):

Reimbursable Expenses:

\$

Hourly Rates:

The Proposer shall submit all-inclusive hourly rates for specified titles of personnel listed below (express numerically and in words):

Principal:	\$
Senior Designer:	\$
Designer:	\$
Project Manager:	\$
CAD Operator:	\$
Draftsperson:	\$
Administrative Support:	\$

Such rates shall be used for additional AE services as directed by FIAO.

**Request for Proposal for Architectural Engineering Design Services for
“IL CENTRO” Italian-American Cultural Community Center**

Release Date: April 27, 2009

Additional Services:

FIAO may require additional services not described in this RFP. The AE team will be compensated for additional services approved in writing by FIAO.

Exclusions, Qualifications or Exceptions:

Clearly identify all exclusions, qualifications or exceptions to the required Scope. Specify any non-standard or optional services included in the fee.