

# Request for Proposal for Architectural and Engineering Design Services

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- 1) Existing plans (.pdfs). Site plan, floor plans, building elevations, etc.
- 2) Room Dimension Document

# Request for Proposal for Architectural and Engineering Design Services

St. Matthew's Lutheran Church  
1615 Wauwatosa Avenue (State Highway 181)  
Wauwatosa, WI 53213  
414-774-0441

Groth Designs is hereby invited to submit a Proposal for Architectural and Engineering Design Services (the "Proposal") for Building and MEP systems addition and renovation work as described here in (the "Project"). This Request for Proposal is part of a competitive selection process to engage a firm to provide Architectural and Engineering (A/E) Design services for this Project.

## **PART ONE: INTRODUCTION/PROJECT DESCRIPTION/SUBMISSION INFORMATION**

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### **I) Scope of the project:**

- A) St. Matthew's internal assessment committee has identified various items of work that are needed to better serve the ministry of the Church. These include possible building addition(s), reallocation of existing space, MEP upgrades and systems replacement(s), and miscellaneous improvements throughout the building. Section Four of this RFP describes the facilities' Existing Conditions and the Anticipated Scope of the Project.

### **II) Schedule of the RFP process**

- A) Date of issue for RFP: Tuesday 9-27-11
- A) Walk through of project by interested parties: Tuesday, 10-4-11
- B) Building open for A/E team exploration: Tuesday, 10-11-11
- C) Deadline for submitting questions: Friday, 10-14-11
- D) Submittal date: Friday, 10-28-11
- E) Review Proposals: 10-29-11 to 11-8/11
- F) Shortlisted firms are selected and informed: 11/11/11
- G) Interview date(s) : 12/5/11 to 12/9/11
- H) Recommendation to Church Council: TBD
- I) Letter of Intent issued: TBD
- J) Contract award date: TBD
- K) Letter of Intent issued: TBD

### **II) Submission date and place:**

- A) Proposals are to be delivered to St. Matthew's Lutheran Church at 1615 Wauwatosa Avenue, Wauwatosa, WI 53213, No later than 2:00 p.m. on Friday, October 28, 2011. Proposal must be received on or before due date and be signed by a partner of the firm. Please label the envelop ARCHITECTURAL AND ENGINEERING SERVICES PROPOSAL.

### **III) Evaluation of proposal:**

- A) The Building Committee will review and evaluate all proposals received for completeness and appropriateness. The Committee will make a recommendation to award contract to the Church Council. The Building Committee's evaluation will consider the thoroughness of the described services, the interview presentation (and merits of the related concept design), the personnel to be assigned to the project, and the proposed professional services fees.

## PART TWO: PROPOSAL FORMAT

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### I) Section 1 – Company Description

- A) **Firm** -- Identify the firm's name and the address of its principal office and any branch offices. Provide a brief history of the firm. If the firm has more than one office, specify which office will be responsible for the contemplated project (the "Contact Office"). Indicate the year the Contact Office was established.
- B) **Organization** -- Specify the type of organization (partnership, corporation, LLC, or other) and the year established. State the number of years the firm has been involved in ongoing work in the locality or the immediate vicinity of the Project.
- C) **Contact Office** -- State the size and adequacy of the firm's Contact Office to perform the proposed work. List the disciplines represented by your staff and any areas of specialized expertise.
- D) **Experience** -- List the church projects you have completed in the last 10 years.
- E) **Sustainability and Energy Efficiency** -- Indicate your team's approach to sustainability and energy efficient design.

### II) Section 2 – Proposed Project Team

- A) **Personnel:** List specific personnel proposed for the project team including those of the supporting engineers. Indicate the project assignment, role or area of responsibility of each individual. Provide the names of the lead designer, Project Manager, and Project Architect/Engineer for each firm. Indicate the primary contact person for each firm included in the overall A/E team.
- B) **Resumes:** Provide a resume for each proposed team member, specifically stating the experience and qualifications of individual personnel in providing similar renovation experience.
- C) **Suggested CMc:** It is St. Matthew's intent to engage the services of a Construction Manager Constructor (CMc) prior to commencement of Schematic Design. The A/E team will be expected to work proactively and effectively with the Construction Manager Constructor through all phases of the project. Toward that end, provide St. Matthew's with a list of (minimum of 5) CMc firms for whom the A/E team can make a positive recommendation. Briefly explain why each CMc firm is included on the list. St. Matthew's will, at its discretion, invite said firms, and/or other CMcs to submit proposals for the project in a process led by St. Matthew's.

### III) Section 3 – Similar Project Experience

- A) **Specific Project List:** Provide the following information for a minimum of five projects completed by the Contact Office in the last five (5) years that are the most similar to the proposed Project.
  - 1) **Owner Information:** Owner name, address, contacts name and telephone number.
  - 2) **Project Information:** Type of project, size of building, size of site, and type of site (urban, rural, etc.). Identify if church is historic landmark or somehow "culturally or community significant".
  - 3) **Project Scope:** Scope of service performed on the project and project schedule information:
    - a) Indicate what the anticipated and actual completion dates were for the project.
    - b) Indicate whether conventional, fast-track or other method of approach was employed.
    - c) Indicate the original project budget and final cost. If the budget was exceeded, explain how budget overages were addressed.

### IV) Section 4 - Concept Design

- A) If shortlisted for an interview by the Building Committee, your firm will be required to provide a concept design for consideration by the committee. Indicate in your proposal your agreement to provide such a design for presentation to the Committee at A/E team interview session(s).

- B) The concept design noted above is to be based on information contained in this RFP, and on information obtained via touring the building with the building committee.
- C) Should you be invited for an interview, be prepared to present your concept design and to discuss the merits of your concept design with the Committee.
- D) The purpose of this requirement is to offer firms an opportunity to demonstrate their understanding of the project scope of work, and their creativity. The Church may or may not (at its discretion) choose to pursue all, part, or none of the design concepts presented at interviews.

**V) Section 5 – Design Fees**

- A) Based on the description of services outlined in Section Three, provide proposed fees for each Phase of the project as follows:
  - 1) Existing Building Conditions Investigation and Report: Hourly, Not-to Exceed
  - 2) Program Confirmation and Schematic Design: Hourly, Not-to Exceed
  - 3) Design Development, Construction Documents, Bidding, and Construction: Percentage of Construction cost.
    - a) Indicate sliding scale percentages of construction cost for projects of various values. Indicate the percentages of the proposed overall fee for this portion of the work to be devoted to Design Development, Construction Documents, Bidding, and Construction.
- B) For each Phase of service [Part Two: V) A) 1) – 3)], offer an assessment of the value of anticipated reimbursable expenses. Indicate costs your firm considers as reimbursable. Reimbursable expenses shall not include meals, long distance telecommunications, or fax services. Reimbursable expenses shall be submitted with a maximum cost multiplier of 1.0.
- C) Provide specific hourly rates for personnel to be assigned to this project and provide an hourly rate schedule for personnel in general.

## PART THREE: CONTRACT AND SERVICES

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### I) GENERAL INFORMATION

- A) **Form of Proposal / Contract:** A/E teams shall be selected based on the content of their qualifications, report with the Building Committee, design solution/dialog, interview performance, and prospective project fees. Project award will be in the form of a Letter of Intent and will then be followed by execution of an AIA contract or equivalent for A/E services.
- B) For purposes of this Request for Proposal, the terms Architect and "A/E" are used synonymously.
- C) **Ownership and use of Project Documentation:** Paper and/or electronic documents (in any form) generated by A/E Teams to convey the design intent at any phase of the A/E Team selection, design, and/or construction process are the A/E Team's instruments of service for which A/E Team members will retain copyright. That said, A/E teams (in submitting proposals) acknowledge that St. Matthew's will have the right to access, use, and distribute such documents internally and to third parties who have legitimate need for use of the documents. Such access, use and distribution shall be without additional compensation to the A/E Team.

### II) SERVICES

- A) **Basic Services:** The Architect is being hired by St. Matthew's Lutheran Church. The architect shall in turn hold contracts for design team members included in Basic Services. The Architect's Basic Services A/E team will consist of the Architect, Structural Engineer, and Plumbing, HVAC, Fire Protection (if determined to be needed by the Architect) and Electrical engineers. Electrical design services will include establishing infrastructure (conduits, wall/floor outlet locations, etc.) as needed for use by AV, data, telecom, and security consultants to be retained by the owner. Fire protection design work (if any) will be conveyed via written scope/performance specifications. Provide breakout pricing for all of these services.
- B) **Contingent Basic Services:** At the close of Schematic Design, the team will collectively determine if Civil Engineering, Landscape Design, and/or Kitchen design services will be needed to complete the project. If so, the Architect shall include these services within the fee structure proposed for A/E Services as noted below [Part Three: II) D) 4)]. Throughout Schematic Design, the A/E team shall collaborate with the CMc to establish budget costs for site related work that will not yet have been designed in detail as part of Schematic Design. The A/E Team, as part of their proposal, shall offer a range of potential costs for these services for consideration by the Building Committee.
- C) **Services to be provided by the Church:** The church shall provide:
  - 1) Services of soil testing, surveying, AV design, and data/telecom/and security design if/as they become necessary.
  - 2) **Construction Project Manager (CMc):** It is St. Matthew's intent to engage the services of a Construction Manager Constructor (CMc) prior to commencement of Schematic Design. The A/E team will be expected to work with the Construction Manager Constructor through all phases of the project. Provide a list of Construction managers that you have worked with in the past.
- D) **A/E Services Phases:** St. Matthew's Lutheran Church will approach this project in phases, each of which will require Church approval prior to proceeding to the next phase of project work. Such approvals will take the form of Building Committee approvals, Church Council approval, and or Congregation votes. Phases to be addressed by the selected A/E team are:
  - 2) **Conceptual Design:** The conceptual design will be provided in conjunction with the interview process for firms that are short listed.

- 3) Existing Building (and Site) Conditions Investigation and Report:** This investigation and report phase shall identify the “existing condition” of all site, architectural, structural, and MEP features and/or systems of the project site and building. The report shall identify site, architectural, structural, and MEP features and/or systems that may be impacted by addition and/or renovation work undertaken to meet stated project scope of work items. The report shall also indicate if/how such systems may be impacted, and shall make appropriate recommendations for maintenance, replacement, etc. The report shall be prepared with written documents and/or drawings as needed to communicate findings.
- 4) Program Confirmation and Schematic Design:** The selected A/E team shall work with St. Matthew’s to develop a minimum of two initial design solutions, each of which satisfies the project goals and objectives (detailed in section 4). In so doing the A/E will:
- a) Based on the information listed below and Q & A sessions with the Building Committee, develop/confirm a space needs program for the facility. Present the program to St. Matthews for review/comment/approval.
  - b) Prepare schematic design plans
  - c) Prepare written scope specifications for architectural and engineering building features.
  - d) Prepare schematic design documentation in sufficient detail that the selected CMc can accurately determine budget costs for the proposed solutions
  - e) Work with the CMc to determine project budget costs, and present solutions to the building committee.
  - f) As part of their proposal, the A/E will be asked to present their conceptual design at congregational gatherings as deemed necessary by St. Matthew’s.
- 5) Design Development, Construction Documents, Bidding, and Construction:**
- a) **Design Development, Construction Documents, Bidding:** The selected A/E will:
    - i. Prepare design development and construction documents
    - ii. Prepare community approval documents (City of Wauwatosa, State DOT, etc.) and shepherd the project through the approval process of authorities having jurisdiction (AHJs). Note, 76<sup>th</sup> street is also State Highway 181. The selected A/E team shall include in their scope of services, time for securing approvals for work (if any) adjacent to, or within, the right of way for State Highway 181.
    - iii. Secure State of WI Building and Plumbing Plan Approvals
    - iv. Prepare written CSI specifications for architectural and engineering building features.
    - v. Prepare interim design development level documentation in sufficient detail that the selected CMc can accurately determine the costs for the proposed project
    - vi. Work with the CMc to determine project cost estimates. It is anticipated the CMc will prepare a detailed design development cost estimate and continually update this estimate as project documentation proceeds toward Construction Document, bid level documents. The A/E will work collaboratively with St. Matthew’s and the CMc to ensure the projected cost of the project remains within the established budget. Note, proposed project construction phases, Value Engineering options, and/or alternates that may become necessary to ensure delivery of a project within budget shall be approved by St. Matthew’s prior to being included in the project’s Contract Documents.
    - vii. Work with the selected CMc to solicit bids for the project. Included with this work are usual bidding period services (Document/design interpretation, analysis of substitution requests, preparation and issuance of addenda, etc.)
    - viii. Work with the CMc to present bid results to the Building Committee.

- b) **Construction:** The selected A/E team shall provide Construction Administration in accordance with standard provisions of the AIA (A201) agreement. Provisions shall be made for:
  - i. Twice monthly construction site visits and concurrent issuance of related reports
  - ii. Once per month attendance at progress report meetings conducted by the CMC. These will likely be evening meetings with the building committee.
  - iii. Routine review of submittals, Requests for Interpretation, Change Orders, Applications for Payment, etc.
  - iv. Substantial Completion Inspection(s). Accommodate phase completion if/as necessary.
  - v. Final Completion Inspection(s). Accommodate phased inspections if/as necessary, and
  - vi. Delivery of updated CAD Generated As-Built project documentation (for the entire set of Construction Documents), CSI specifications (Word MS 2007 or Later), and accompanying paper prints.

E) **Additional General Considerations:** For all scope of work items, the selected A/E team shall:

- 1) Confer with St. Matthew's to elaborate on and confirm the intended scope of work.
- 2) Investigate and document existing conditions such that a full understanding of the existing facilities is attained.
- 3) Make requests of St. Matthew's for additional information as may be needed to complete their work. St. Matthew's will provide such information, or baring receipt of information from St. Matthew's, it is understood that the A/E team will provide needed investigations within their proposed fees for Basic Services. St. Matthew's makes no guarantee that sufficient existing conditions documentation exists for successful incorporation into the scope of A/E work for this project.
- 4) Prepare detailed schedules of A/E work plans and specifications such that St. Matthews overall time line is met, and such that expectations of the building committee by the A/E team are communicated to St. Matthew's team in a timely manner.
- 5) Energy efficiency is of primary importance to the Church. That said, LEED (or similar) certification will not be pursued.
- 6) Prepare CAD based plans and specifications in MS Word (2007 or later) to convey the design intent. Please note, CAD documentation of existing conditions plans is not available from St. Matthew's.

F) **Time and Fee Estimate Accuracy:** Note, nothing in the above description of phases, and/or deliverables of work by phase, is intended to limit or prescribe the specific amount of time needed by the selected A/E team to complete the project. Such limits, if any, shall be defined by the A/E team in their proposals if/as needed. In order to ensure accuracy in proposed fees for portions of the work, and Prior to submitting their proposals, each A/E team is invited/encouraged to review existing conditions documentation in St. Matthew's possession and access to the building at prearranged times to ensure a thorough understanding of the impact of existing conditions documentation and infrastructure on the A/E Team's work effort.

**PART FOUR: EXISTING CONDITIONS AND ANTICIPATED SCOPE OF PROJECT**

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**I) HVAC**

**A) St. Matthew's Internal Assessment of Need**

- 1) The building is heated with steam and hot water boilers.
- 2) The building is cooled with interior air handling equipment and ground/roof mounted condensing units, with the exception of the 1st & 3rd floor education wing, lower commons, and kitchen which are not cooled.
- 3) The boilers are very inefficient and difficult to regulate. The systems suffer from frequent breakdown problems and are costly to operate. They occupy two rooms of valuable floor space.
- 4) The condition and serviceability of the existing equipment needs to be determined and recommendations for system and/or component replacement need to be made. The goal is to achieve long-term energy efficiency.

**B) Requested Scope of Work**

- 1) Consider replacing the existing aging steam (1949) and hot water (1964) boilers with state-of-the-art, compact, energy efficient, easy to maintain boiler equipment.
- 2) Minimize the number of rooms and spaces devoted to boilers and other HVAC system equipment. Consider installing the new hot water boiler system into one of the existing boiler room, using the existing piping distribution system, and freeing up the other boiler room for other use.
- 3) Provide air conditioning and heating in the education wing. Consider the use of an appropriate number of compact, forced-air, roof-top HVAC units. Such units must be screened from ground level and interior building views in a manner acceptable to the church and the City of Wauwatosa. This solution would require the construction of additional vertical chases and/or tunnels for duct runs in education wing (and possibly other areas).
- 4) Install a total-building, heating and air-conditioning digital energy management system. Such a system would use computer controls, and feature remote access and air distribution zones with separate thermostats for each zone. Interconnect controls for the entire building.
- 5) Provide separate costs and design alternatives related to providing air conditioning in portions of the building that are not now air conditioned and are not part of the education wing (e.g. Lower Commons).
- 6) Provide separate costs and design considerations for providing humidity control equipment in the sanctuary. Indicate building modifications that may become necessary to isolate humidity control to the sanctuary (the pipe organ needs a fairly stable humidity and temperature environment to stay in the best musical and mechanical condition).
- 7) Ensure code-required ventilation exists in current toilet rooms, kitchen areas, etc. and/or as may become necessary as part of overall design solution(s).

## II) STAFF OFFICES

### A) St. Matthew's Internal Assessment of Need

- 1) Staff office and work room space is located in multiple locations throughout the building and may need to be consolidated to improve staff communication and efficiency. Current office accommodations include:
  - a) Office Area 1 (first floor – west):
    - i) (3) pastor's offices (approximately 220 s.f. each).
    - ii) Open office area with 3 work stations, waiting area, copier and mailboxes (560 s.f.).
    - iii) Conference room (280 s.f.).
  - b) Office Area 2 (second floor – south)
    - i) Open office area (1 desk, file cabinets, and choir robe storage cabinets) for music ministry (approximately 500 s.f.).
    - ii) (1) Youth/Sunday School Ministries office (approximately 220 s.f.).
    - iii) (1) Adult Education/Volunteer Ministries office (approximately 220 s.f.).
    - iv) (1) Non-handicap accessible unisex toilet room.
  - c) Miscellaneous offices include:
    - i) Remote copy / work room on the first floor (approximately 210 s.f.).
    - ii) Remote storage of office supplies on the first floor (approximately 110 s.f.).
    - iii) Custodian's office (located just outside the steam boiler room ) 130 s.f.

### B) Anticipated Scope of Work

- 1) Consolidate the pastor's and administrative staff offices into a suite on the first floor of the building. Retain proximity to the existing west parking lot entrance doors. Establish dedicated separate entry to the office area such that the remainder of the building can be locked off if only the office suite is in use. Include the following:
  - a) (3) Pastor's offices (desk, work table, counseling) (approximately 220 s.f. each).
  - b) (1) Youth/Sunday School Ministry office (approximately 220 s.f.). Consider keeping Music Ministry and Youth Ministry offices close together to maintain youth access to both.
  - c) (1) Adult Education/Volunteer Ministry office (approximately 220 s.f.).
  - d) (1) Conference room (must seat at least 12 people).
  - e) (1) General office area containing (4) work stations (3 office staff and 1 future).
  - f) Reception / welcome area.
  - g) (1) Work room - copy machine, folding machines, and mailing work space (approximately 260 s.f.).
  - h) (1) Break room with seating for 6, refrigerator, microwave, sink, base and wall cabinetry, TV/radio).
  - i) (1) Unisex single fixture toilet room close to offices.
  - j) (1) Office supplies room (may be combined with the work room) (approximately 100 s.f.).
  - k) (1) Space for the church safe and counting area (approximately 20 s.f.).

The offices should be consolidated into no more than two locations. For security and accessibility reasons, having as many office functions as possible close to the entrance is desirable. The noise from the copying equipment must be isolated from the offices.

- 2) Retain the Music Ministry office area on the second floor of the education wing **OR** incorporate this office with new Music Ministry facilities described in Section V. of this document.
- 3) Ensure acoustic privacy for all private offices and add sound-deadening materials to all joined office walls.

### III) KITCHEN

#### A) St. Matthew's Internal Assessment of Need

- 1) St. Matt's supports 12 meal programs per week (1250 meals per week, or about 60,000 meals per year).
- 2) There are generally 8-10 people preparing the meals at a time in one workspace. Prep is for both individual and family meal packages as well as bulk food service for off-site programs.
- 3) The present main kitchen (580 s.f) has become too small and congested for the needs of the various meal ministries.
- 4) Food donation storage areas have become scattered around the first level of the building.

#### B) Anticipated Scope of Work

- 1) Design a kitchen of appropriate size and efficient layout, with direct, convenient access to the fellowship hall.
- 2) Provide two dry goods storage areas (10 s. f.) with locker or full height cabinets, one for direct kitchen use and one for use as a donation center for meal ministries.
- 3) Increase refrigeration and freezer space (i.e. two units of each) and consolidate with bulk food storage area.
- 4) Kitchen equipment shall consist of ovens (gas fired or electric or steam).
- 5) Provide easy access to parking lot for incoming and outgoing deliveries.
- 6) Locate kitchen exhaust where it will not adversely affect building aesthetics.
- 7) Provide space to "park" (5) food service carts.

Design and build as a commercial kitchen so that a low level of food processing certification might be achieved (e.g. canning of produce for sale). Kitchen consultant to advise on cost and design implications of a commercial kitchen.

#### **IV) ADDITIONAL MEETING / EDUCATION SPACE (see also item VII)**

##### **A) St. Matthew's Internal Assessment of Need**

- 1) The facility contains an Education Wing comprised of 19 class rooms spread out over (3) floors. Preschool or day care programs are not part of the church's mission.
- 2) Various classrooms serve "double duty" as Sunday school, adult education, choir practice, hand bell practice, mission trip staging areas, and other uses. Sunday school supplies, music supplies and other equipment are stored in classroom cabinetry and in dedicated storage rooms scattered throughout the education wing.
- 3) The church nursery is on the first floor of this wing. It contains one unisex, non-handicap-accessible toilet room.
- 4) An office suite housing the music ministry and youth ministry leaders is located on the second floor of the education wing. It contains one unisex, non-handicap-accessible toilet room.
- 5) Accordion-style room dividers exist in many classrooms and are understood to be in usable condition.
- 6) Additional meeting rooms are scattered throughout the church (Upper Room, Library, Overflow Chapel, Fellowship Hall, Conference Room, Youth Room adjacent to the Fellowship Hall, and Fellowship Hall stage)
- 7) The east end of the education wing (76th Street side) was the original church entrance. A large stained glass vestibule exists with a foyer/stairwell access to the education wing. Much space is devoted to this little-used entry.
- 8) A 1300 s.f. youth room exists adjacent to the fellowship hall. The youth room functions as a multipurpose room for use by the youth and other church groups.

##### **B) Anticipated Scope of Work**

- 1) Reconfigure the education wing and/or modify existing space elsewhere in the building, such that 23 or 24 classrooms of approximately 300 s.f. exist. This tally includes 4-5 new classrooms that will be set up as multi-purpose rooms. Accordion style room dividers are desirable. Accomplishing this goal could entail:
  - a) Relocating the nursery (section 9).
  - b) Relocating the Music Ministry and Youth Education office area (section 5).
  - c) Relocating the Music Ministry practice areas for adult choirs, hand bells, and youth choir. (Section 5).
  - d) Repurposing space currently devoted to mechanical equipment.
- 2) Assess the existing room dividers and provide an assessment of their expected service life.
- 3) Add additional classrooms/meeting spaces. Break-out classrooms could be formed through the use of folding panel or accordion style room dividers as cost and structural considerations allow.
- 4) Investigate optimizing Fellowship Hall space by adding folding panel or accordion style room dividers to enable the establishment of 5 smaller rooms. Ensure proper exiting of rooms in various configurations.
- 5) Remove or repurpose the Fellowship Hall stage to become space for the church office suite, meeting rooms, or additional kitchen space.
- 6) Repurpose current mechanical room spaces as allowed by mechanical system changes.
- 7) Consider expanding Fellowship Hall by removing its east wall.
- 8) The 4 yr old to 8 th grade Sunday school classrooms shall be in the education wing.

## V) MUSIC MINISTRY NEEDS

### A) St. Matthew's Internal Assessment of Need

- 1) St. Matthew's has a very strong music ministry that supports an adult choir, 3 youth choirs, 3 adult bell choirs, children's chime and youth hand bell choirs, other various musical ensembles, a large contingent of instrumental accompanists, and a large pipe organ that is approximately 11 years old.
- 2) Music practice areas share space with education uses in the education wing.
- 3) Music practice areas are void of specific acoustic room improvements, AV infrastructure, and choir risers.
- 4) The music director's office is located next to the music practice area. Music program storage areas are located in the music and youth minister's offices and in various locations around the church.

### B) Anticipated Scope of Work

- 1) Repurpose existing space or build new space for a music ministries office/storage/practice suite that contains:
  - a) An office/workspace for the music director containing file, book, and resource storage for music staff.
  - b) A music instrument storage area of approximately 64 sq. ft.
  - c) A sheet music storage area housing 8-10 regular upright file cabinets and 7-9 lateral file cabinets. Please check into high-density storage units such as: <http://www.wengercorp.com/Storage/MusicLibrary.html>; These require a much smaller footprint and store much more.
  - d) Choir robe storage / dressing area.
  - e) Music stand storage.
  - f) Investigate unisex bathroom in music area.
  - g) A multi-purpose music room (approximately 1000 s.f.). used as an adult choir practice area, a youth choir practice area, and a bells/chimes practice area .
- 2) The ideal music ministries suite will have:
  - a) Separate practice space for the adult vocal choir and for the youth vocal choirs (one space for all youth choirs to share) and a space for hand bell rehearsal and storage.
  - b) Easy access to the sanctuary.
  - c) Specialty acoustic treatments.
  - d) Seated portable choir risers for the adult vocal choirs.
  - e) AV infrastructure for recording practice sessions (microphones, speakers, recording devices, Smart Boards, Promethean board, etc.).
  - f) Dedicated hand bell tables that can easily be moved to the sanctuary. The current hand bell tables are 3x8 foot.
  - g) Practice space large enough for an accompanying upright piano and instrumentalists.
  - h) Proper HVAC and lighting for a comfortable practice environment that minimizes noise. The space must have proper window treatments to control outside lighting.

## **VI) OFFICE AND BUILDING SECURITY**

### **A) St. Matthew's Internal Assessment of Need**

- 1) The church office area and the Music/Youth Directors' office suites can be locked off from access from the remainder of the building. That said, neither office suite is served by direct access from the exterior, meaning that the main building entrance doors must remain unlocked during most hours of operation, thereby allowing visitors free access to most parts of the building.
- 2) A limited-use camera system exists such that persons in a remote copy/work room can view activity at the church's main entry. This system is not being used often and should be replaced by an "always on" system.
- 3) The church must retain an inviting environment regardless of whatever security measures are installed/enacted.

### **B) Anticipated Scope of Work**

- 1) Work with the Church to develop a security strategy to prevent unauthorized free access to the building and its offices.
- 2) Reconfigure the west church entry sequence such that a new dedicated office entrance is created.

**VII) EDUCATION WING (See also Section IV)**

**A) St. Matthew's Internal Assessment of Need**

- 1) See Section IV for a general description of existing facilities.

**B) Anticipated Scope of Work**

- 1) In addition to the scope of classroom renovation work noted in Section IV, provide the following:
  - a) New acoustic ceiling tile (maintain quiet nature of rooms).
  - b) New lighting (possibly with occupancy sensor controls). Most of the light fixtures were recently upgraded high efficiency T8.
  - c) New flooring (retain as VCT or similar for easy cleaning).
  - d) Refinish interior of windows and doors as needed.
  - e) Reconfigure existing casework in classrooms to allow for vertical slot storage of 11x17" materials.
  - f) Ensure seasonal storage area(s) are large enough (need the equivalent of one 10' x 12' storage room).
- 2) Update toilet rooms
  - a) Update/upgrade finishes, toilet fixtures, lighting, and ceiling tile.
  - b) Explore the use of waterless urinals, dual flush valves at water closets, and motion-sensor-activated faucets and light fixtures. All fixtures are to be low flow.
  - c) Ensure proper ventilation of toilet rooms.
  - d) Retain current toilet room configurations unless code dictates otherwise.
  - e) Investigate converting restrooms near elevators on 1st and 2nd floors into unisex "family" bathrooms with drop-down changing tables.
- 3) Replace all door latches and lock sets with lever handle units. Advise on other hardware improvements as needed.
- 4) Consider air conditioning the entire education wing (See HVAC section 1B3 & 1B5).
- 5) Technology improvements (See VIII B3).
- 6) Look at installing removable mullion strips on doors to parking lot, or replace doors completely to allow easier access.

## VIII) TECHNOLOGY UPGRADES

### A) St. Matthew's Internal Assessment of Need

- 1) St. Matthew's currently employs a fair amount of technology throughout the building (e.g. WiFi almost everywhere, video equipment in many larger rooms, computers throughout, etc.). The following specific improvements would be helpful.

### B) Anticipated Scope of Work

#### 1) Sanctuary Improvements

- a) Employ a dedicated WiFi system with direct Ethernet connections to control booth.
- b) Improve microphone system (having up to 10 microphones on separate channels).
- c) Improve sound quality throughout sanctuary to achieve good acoustics.
- d) Create two main front video projection areas (either screens or just onto the existing wall surface) and a maintainable site from which to control projection content, with equipment (video and/or computers) that is user-friendly for technicians and presenters. Consider including side- or rear-facing monitors so that presenters can also see content being presented.
- e) Improve remote-controlled lighting so that presenters can adjust lights with a remote.

#### 2) Music Ministry needs (as noted in 5Be)

- a) Audio recording/listening equipment to record and immediately play back rehearsals.
- b) Video equipment for viewing instructional materials as well as Internet content (YouTube clips, etc.). Could also be tied into the video security system to see people entering the building for rehearsals.
- c) Computer and WiFi access for instruction and Internet searching.
- d) Smart Board (Promethean Board) for instruction.
- e) Easily controlled, dimmable lights for multi-purpose settings.

#### 3) Education room needs

- a) Possibly add TVs with video players (DVD and/or Apple TVs) and computer connectors to key rooms.
- b) In larger rooms (3rd floor end rooms & current music room) add projector and sound equipment.
- c) Investigate adding intercom throughout education wing for announcements
- d) Sound and video simulcast feed to nursery from the sanctuary.
- e) Library video capabilities.

#### 4) Offices

- a) Office and building security needs as listed in Section VI, especially video monitoring and intercom.
- b) Have video equipment easily accessible to all staff (TV in break room?).
- c) Intercom through the phone system (currently have).
- d) Efficient computer equipment for all staff including adequate Internet access (speed and connectivity).
- e) Possible employment of an office sound system (music playing throughout the day?).

## **IX) NURSERY**

### **A) St. Matthew's Internal Assessment of Need**

- 1) The current nursery is located at the SE corner of the first floor of the education wing. It is remote from the sanctuary.
- 2) The nursery is staffed by volunteers.
- 3) A single fixture toilet room is adjacent to the nursery. Fixtures in this toilet room are sized for children. This toilet room is not handicap accessible.
- 4) Pick up and drop off of kids is through a Dutch door. This area can get very congested.
- 5) The facility is not now, nor in the future intended to be, day care code compliant.

### **B) Anticipated Scope of Work**

- 1) Relocate nursery to a location closer to the sanctuary. Space needed is approximately 600 sf.
- 2) Provide separate areas for different aged kids (0-2, 2-4). Maintain visual access to all parts of room by minimal nursery workers (as few as two)
- 3) Equip the nursery with the following:
  - a) (1) under-counter refrigerator.
  - b) Diaper changing station.
  - c) Separate sinks for diaper changing and food handling (bottles, snacks).
  - d) Wall, base, toy cabinet runs (approximately 12' of each).
  - e) A phone line.
  - f) A unisex handicap accessible toilet room with direct access from the nursery (provide a Dutch door at this toilet room. Maintain visual and audible access to the nursery toilet room.
  - g) Dedicated pick-up/drop-off area with sign-in space.
  - h) Secure storage for area for infant accessories (diaper bags, car carriers, etc)

**X) STORAGE (See also Section IV)**

**A) St. Matthew's Internal Assessment of Need**

- 1) Storage areas are scattered throughout the building and stored items are often not near where they are most likely to be used.
- 2) Both new storage space and better organization/utilization of existing storage is needed.

**B) Anticipated Scope of Work (i.e. storage space not indicated elsewhere here-in)**

- 1) Repurpose space freed up in space planning if/as appropriate for storage.
- 2) The following minimum size storage areas are needed in the building
  - a) Costumes: 150 s.f.
  - b) Tables & chairs (Fellowship Hall): 300-600 s.f.
    - i) Level floor in under stairs storage area near Fellowship Hall
  - c) Custodial supplies and equipment: retain one janitor's closet per floor in the education wing and one per floor in the remainder of the building
  - d) Mission trip supply storage: 150-200 s.f.
  - e) Donation/collection/recycling storage: 100 s.f.
  - f) Worship/liturgical storage: 100 s.f. (should remain close to sanctuary but could be combined with other space)
  - g) Commons table and chair storage (exists and not anticipated to move)
  - h) Educational storage area/small-group resource storage with work counter - 150 s.f.
  - i) Peripheral office materials and paper storage (should be stored with or near copy equipment, preferably as part of an office workroom): 300 s.f.
  - j) Seasonal supplies (Christmas and Easter decorations): 150 s.f.
  - k) General storage - at least 500 s.f.
  - l) Provide 50 s.f. for storage of the existing church historical information.

**XI) OTHER CONSIDERATIONS**

- A) To our knowledge there are two areas for building footprint modification (addition).
  - 1. The NW corner of building opposite the west end sanctuary / organ.
  - 2. The SE corner of the building along 76<sup>th</sup> street by the old church entrance.The A/E team shall assess possibilities for each and will advise if additional areas for expansion exist.
- B) The church has previously investigated adding a fourth floor to the education wing and found that this is structurally not feasible.
- C) Parking lot space is at a premium. The church is prepared only to lose spaces adjacent to the west end of the sanctuary (and these only if necessary).
- D) Avoid having to sprinkle the building (currently, none of the building is sprinkled)
- E) Sustainable and energy efficient materials shall be considered for the project and opportunities to use them will be brought to the church's attention. Design should be in keeping with LEED design criteria; however, LEED certification will not be sought.
- F) Investigate installation of additional solar panels (photovoltaic) and/or a Green Roof for the flat roof portions of the building.
- G) Advise on condition and life expectancy of all roofing materials.
- H) Respect the current architecture of the building (ex. Lannon stone exterior wall facade will be necessary).
- I) This may be the time to accomplish other general building repairs (ex. Parking lot fencing and parking lot wall, etc)
- J) Investigate possible library expansion
- K) Investigate addition of natural lighting for chapel and library commons area (sun tunnels or skylights)

**End of Request for Proposal**