

**REQUEST FOR PROPOSALS
for Design and Architectural Services**

**First Unitarian-Universalist Society of Exeter (FUUSE)
12 Elm Street, Exeter, New Hampshire**

April 15, 2018

Introduction for FUUSE / Background

The First Unitarian-Universalist Society of Exeter (“FUUSE”) is a Unitarian-Universalist congregation affiliated with the Unitarian church which serves the wider Exeter and Seacoast area of New Hampshire. We are an open and accepting intergenerational religious community where all are welcomed and valued. The Exeter UU congregation has existed since the middle 1800s and presently consists of approximately 200 adult members. As expressed in our Mission Statement, through our shared values and common voice, we foster social justice, freedom of thought, and harmony with each other and with the world.

For much of the past decade the congregation has been in active consideration of the need to upgrade and expand some of the spaces that are now used for the church’s activities. We recently engaged in a capital campaign to fund a renovation project that will accomplish this. We plan to reconfigure the current space in a way to invite use and encourage visitors to stay and explore our faith and community. Both the project funding and conceptual planning have now reached the point where the services of a professional architect are appropriate and necessary to both finalize our conceptual planning and draw up architectural plans to use as the basis for executing the project.

FUUSE has been on the same property for 150 years and has gone through a few changes over the years. There was once a sanctuary on the corner of the lot that was torn down when the congregation size was too small to support the structure. The Community Hall became the Sanctuary and the Parish Hall was added. In 2008 the congregation grew to a size that we had to start looking at the space and how it could better fit our needs. In 2010 we produced a Program of Needs and then hired an architect to assess how we can best meet these needs. The building designed by the architect to address our needs would have been far too costly for our congregation to afford.

In 2014, the committee took a step back and started looking and designing renovations that would address the top three areas of concern at a cost we could afford. These areas are better religious education classroom space, a new kitchen and bathrooms and more seating and better acoustics in the sanctuary.

In 2017 we hired a firm to perform a financial feasibility study. This firm found we could raise \$375,000. Based on the cost estimates of renovating each area it was decided to focus on two of the areas first including the lower level religious education classroom space and the kitchen and bathrooms. This same firm was hired to assist in our capital campaign and we have raised \$475,000.

Proposed Project

The goals of the project are to renovate and reconfigure the current spaces in ways that invite use and encourage one-time visitors to stay and explore our faith and community.

- To improve meeting spaces for children and adults featuring a warm, safer, brighter space.
- To completely update the kitchen in a new location improving flow, size and functionality.
- To make improvements contributing energy conservations, safety and environmental sustainability.
- And as money permits, updates to the sanctuary to enhance our worship experience.

In the Appendix you will find 'Plan A' which is the preliminary conceptual plan we developed based on the feasibility study projection that we could raise \$375,000. We ran the capital campaign on this plan with the understanding that if we raise more than the \$375,000 we would address some of the concerns in the sanctuary with new windows and insulation being the first to be done and if monies allowed, next on the list would be changing out the ceiling for better acoustics. This plan is contingent on getting a zoning variance for the addition that does not meet the lot set back requirements. It is our baseline plan.

We have also developed several other plans and design concepts we would like to consider. Plan B is a preliminary plan that was developed after receiving \$475,000 from the capital campaign as an idea on how to accommodate a little larger sanctuary into the project and avoid the need for a variance for the addition. This plan has not been figured for cost estimates. Plan C we would like to consider is a larger addition that would also allow the relocation of the Religious Education spaces out of the lower level and into the new addition.

Our preliminary schedule is to enter into a contract with an architect by the end of June, and have finalized drawings and bid documents by January 2019. We would like to start the renovations by March 2019 and be finished by the end of August 2019.

As previously stated, we raised \$475,000 in the capital campaign. It is important to understand that this \$475,000 is our entire project budget and must include architectural and other professional services fees, permitting fees, construction, and construction contingency.

Scope of Work

The scope of work anticipated by the Architect is described below:

Task 1 Schematic Design

- A. Meet with Building Renovation Committee to kick off project.
- B. Review existing design concepts, drawings, and scope documents prepared to date.
- C. Review codes and town rules to verify code requirements and design restrictions.
- D. Conduct detailed tour of church to understand existing conditions.
- E. Interview church staff to understand their needs and desires.
- F. Attend and lead two meetings with interested FUUSE Members to gain feedback.
- G. Prepare four or five Schematic Design Concepts that can be constructed with the available budget.

- H. Present the Schematic Design Concepts to the Building Renovation Committee and Board for selection of preferred concept.

Task 2 Design Development

- A. Develop plans of the preferred schematic design. Design Development will include floor plans, internal and external elevations, details, and preliminary materials selections and specifications.
- B. Meet with Building Renovation Committee during the process to discuss design refinement.
- C. Verify all required Town and State Codes are met by the design.
- D. Prepare a cost estimate.
- E. Present the Design to the Building Renovation Committee and Board.

Task 3 Permitting Support

- A. Support FUUSE in preparing necessary permit applications. Permits initially identified that MAY be required include a variance from the Zoning Board of Appeals, and site plan approval of the Planning Board.
- B. Meet with Town departments as necessary to verify the plans meet the necessary codes.

Task 4 Design Development and Preparation of Construction Documents

- A. Revise Design documents and prepare Construction Documents including plans and specifications suitable for solicitation of bids.
- B. Submit 90% Design Documents for review and approval of the Building Renovation Committee and Board.
- C. Make necessary edits.
- D. Prepare an updated cost estimate to verify sufficiency of budget.
- E. Deliver ten paper sets of plans and specifications as well as an electronic version in pdf format on a USB Drive.

Future project phases including bidding support, contractor review, and construction administration may be added to the scope of work in the future.

Proposal Submission Requirements

To be considered for evaluation, four (4) physical copies and one (1) electronic copy of the firm's proposal must be received at the First Unitarian-Universalist Society of Exeter Office located at 12 Elm Street in Exeter on or before 4:00PM on May 9th, 2018. The submission address is as follows:

An electronic copy of the proposal may be submitted on CD/DVD media or emailed to the following address: office@exeteruu.org

Proposal Contents

The following information should be included in all proposals.

1. Contact Information: Include the name, address, phone and email address if of the firm and the individual designated as the primary contact for this proposal. (The term "firm" used in this RFP is meant to include all forms of organizations that may respond.)
2. Firm Background and Experience on Comparable Projects: Provide background information about the firm including the kinds of design an architectural work in which the the firm has significant experience or specialization and highlight projects in the firm's portfolio that are comparable to what we are undertaking.
3. Project Team: Identify and provide resumes of the core project team members who will be assigned to this project including their specific expected role(s) and level of involvement, and past work on comparable projects.
4. References: Include contact information for three (3) persons, institutions or agencies that we may contact for reference regarding the firm's past performance on similar projects.
5. Project Understanding and Approach: Summarize your understanding of our renovation project, including key objectives and constraints. Explain your firm's approach in developing and communicating both conceptual and final designs for the project and summarize one or more initial concepts based on your project understanding at this stage. Design concepts should consider the conceptual plans identified by FUUSE to date, but need not be limited to those plans so long as the alternatives can be accomplished within the project scope and budget.
6. Proposed Scope of Work: The scope of work should fully incorporate Task 1-4 as identified above. Varances or additions to these tasks should be highlighted and explained.
7. Project Schedule: Please provide a general project schedule by Task based on the assumptions of a mid-July start date and completion of all designs, drawings and bid documents by the end of January 2019. Please indicate any variations you believe will be necessary to this schedule.
8. Proposed Fee/Cost Proposal: Please identify the expected cost for carrying out the requested design services and indicate whether the fee will be assessed on the basis of an hourly fee, lump sum amount, percent of construction cost, or other basis).

Evaluation Process

Timing: Our intention is to provide approximately 3 weeks for firms to respond to this RFP. Our objective is to have the project architect or firm selected before our congregation adjourns for the summer in mid June and to give sufficient time for Board of Trustee meetings for final

approval and authorization to proceed. With this in mind we have set the submission deadline to be May 8th.

Site Visits and Questions: We are available to tour the building with interested firms by arrangement and available at anytime to answer questions by phone or email as well.

Creative Approaches: We have provided in this RFP an outline of several concepts we have been working on but are also open to and would welcome each firm's ideas for alternatives to our renovation concept as long as they meet our key project objectives and stay within the expected budget of \$475,000.00 encompassing the work on RE space, kitchen, bathrooms and remodeling of all vacated space.

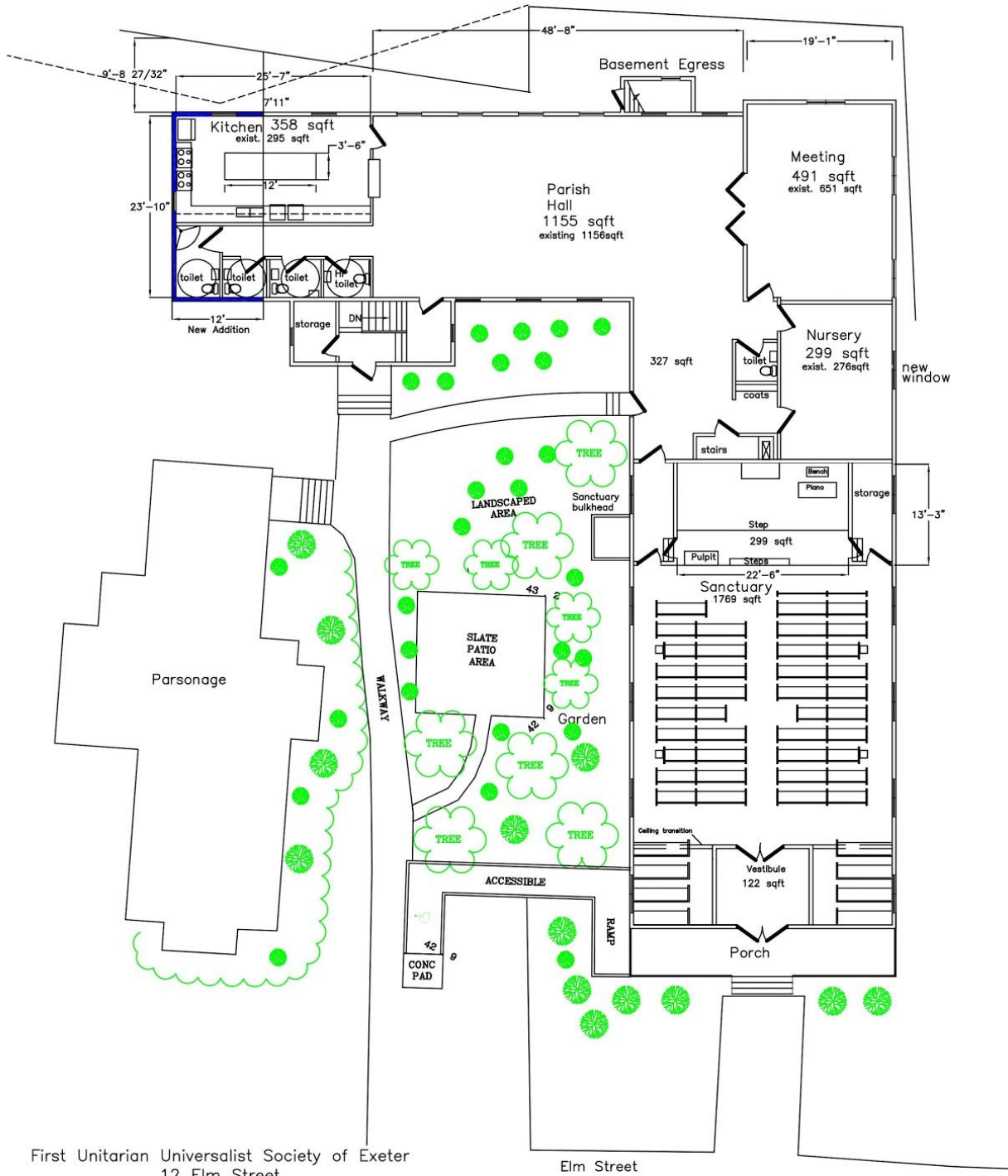
Evaluation Criteria: The selection committee will evaluate the proposals based on the following criteria: effectiveness and creativity of the project approach, past experience and success in working on comparable projects, overall quality of the proposal, and cost.

Selection process: Based of the review and evaluation of proposals received as of May 9th, the Selection Committee will invite two or more firms to be interviewed. Following the interviews, any further information and answers to follow up questions, the Committee will, by consensus, recommend to the FUUSE Board of Trustees the selection of a firm with whom to contract for these services. Our goal is to have the selection process concluded in mid June, a scope and contract agreed to by the end of June and a project start of mid July.

Additional Information

For additional information about the renovation project or questions relating to this RFP, or to arrange a site visit, please contact Deb Merrick, FUUSE Renovation Committee Chair, at fjmerrick@gmail.com or home: 603-679-2524 cell: 603-793-6479. AutoCAD base plans available upon request.

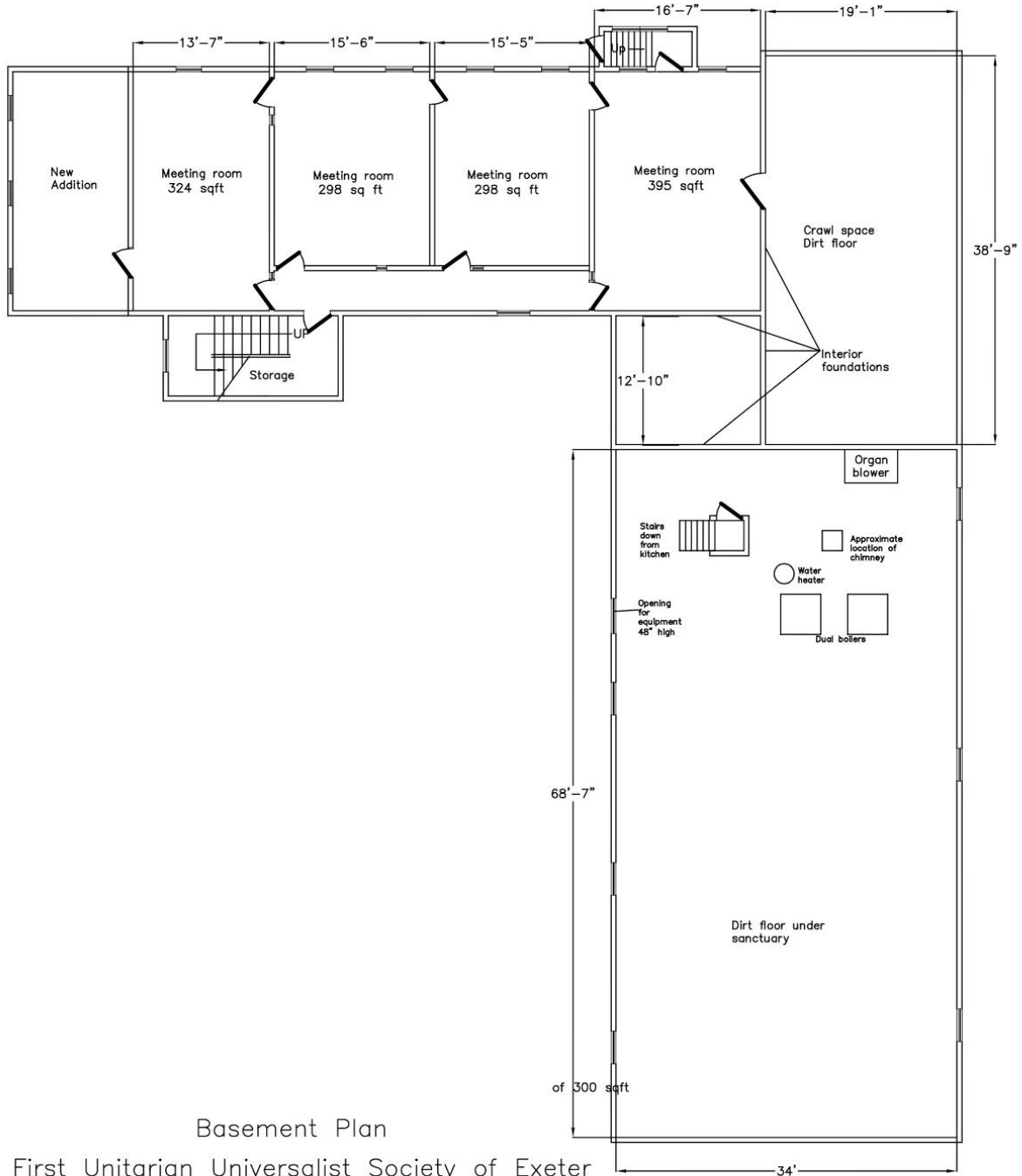
PLAN A



First Unitarian Universalist Society of Exeter
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Elm Street

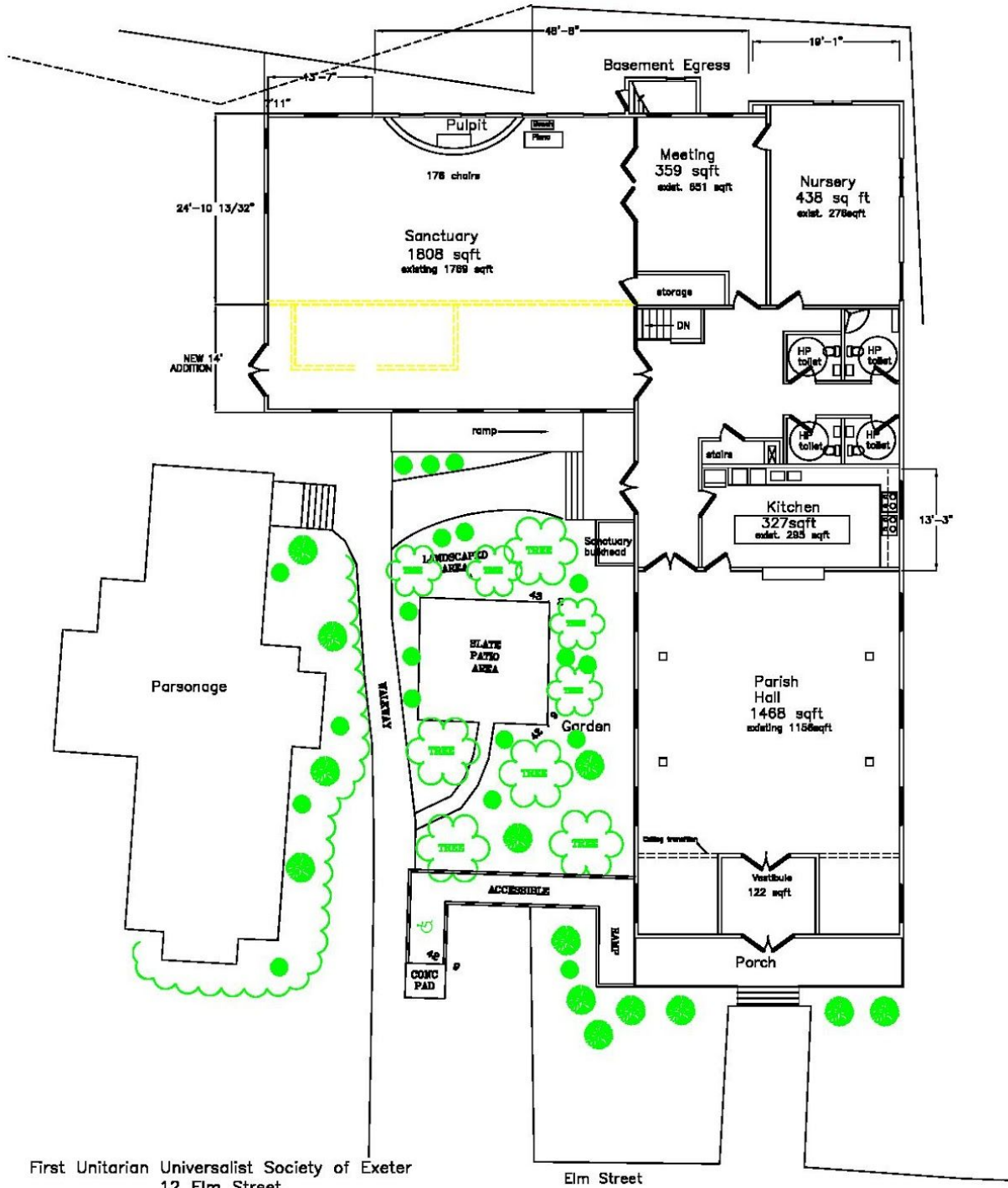
PLAN A



Basement Plan

First Unitarian Universalist Society of Exeter
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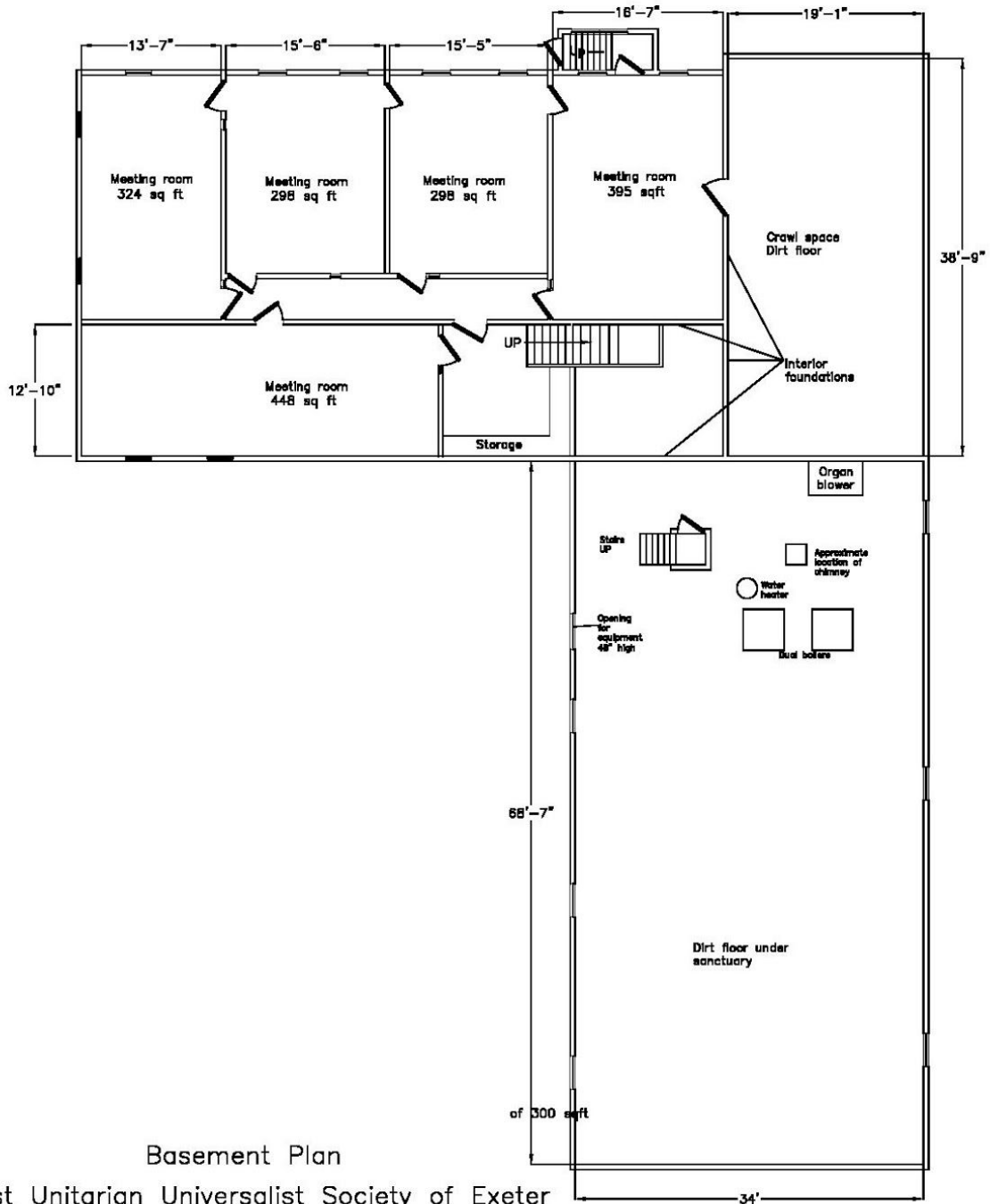
PLAN B



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PLAN B



Basement Plan

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