



Request for Proposals

Architectural/Engineering Design and Construction Services

ACE Non-Profit Partnership Project

December 2009

Dear future Architects, Engineers, and Contractors:

Your Architecture, Engineering, and Construction team has been selected to participate in the upcoming ACE Non-Profit Partnership (ANPP) project. ANPP is sending you this document, a Request for Proposal (RFP), in order to ask you to propose your best idea, the most creative and functional non-profit design and construction project. Your responsibility is to present a proposal that explains your best idea for what project ANPP should choose to fund for the upcoming year. Resources are limited and ANPP can only afford one new project. Use your experience, knowledge, and best judgment as well as help from your mentors to create the best proposal possible.

The ACE Non-Profit Partnership (ANPP) has been formed to promote collaboration between the ACE Mentor Program of the Greater Charlotte Area and local non-profit groups. This program aims to design and construct a high-impact project that will provide Charlotte with a much needed service through supporting an existing non-profit organization. By doing so, ANPP will promote greater interaction between students, local organizations and the community at large. In addition to focusing on the built environment, public awareness will be brought to organizations to better understand the contributions they make to our community.

Your proposal will be evaluated based on design and construction criteria. Your overall project will be reviewed based on how it solves your chosen non-profit organization's needs [relevance]. The design will be evaluated based on the quality, function, and how it fits into the surroundings [context]. The construction evaluation will be based on cost, schedule, and ease of construction [constructability]. The final presentations and owner approval will be held on May XX, 2010 at a location to be determined.

General questions regarding this RFP should take the form of a Request for Information (RFI) and be addressed to Frank Stark, ACE Non-Profit Partnership and sent by e-mail to frstark@mckenneys.com. Responses to RFIs will be distributed to all Proposers. Questions regarding team specifics should be addressed to the appropriate individual at respective organizations.

Please review the attached criteria.

The first thing you should do is to assign a name to your team. Try to choose a name with meaning – a name that reflects your team in a particular way. You should also come up with a logo to be included on your final documents. A name for the complex you design must also be developed and included on the final documents.

We look forward to seeing your team's design and program for our project and wish you the best of luck in this pursuit.

Best Regards,

ACE Charlotte Mentors

Project Goals

The design of the partnered project should be integrated, to the maximum extent possible, with the architectural context of the surrounding areas as well as the adjacent urban context. Goals for the project include:

- Identify organizational needs for a built facility
- Project should allow organization to provide better or additional services than existing facilities allow (if applicable)
- Understand the unique services and benefits of the organization through hands-on involvement
- Integrate organizational identity/branding as appropriate and allowable
- Incorporate Public Art
- Minimize project lifecycle maintenance and operational costs
- Complete the project within the organization's budget and schedule constraints.

General Description

Each ACE team must identify a local non-profit organization to partner with. Teams are encouraged to think outside of the box and choose groups that do not receive a lot of public recognition and can benefit the most from the partnership. Additionally, teams will be asked to provide some hands-on volunteer service to the organization. An organization that will be meaningful and unique to the ACE team will provide for the most productive proposals. Chosen organizations should be able to provide the following commitments at a minimum:

- An initial meeting in January to discuss project needs, goals and overview of the organization.
- Respond by email to any RFI's presented by the ACE Team in order to provide a proposal that meets the needs of the organization.
- Send a representative to the Spring Banquet and be willing to present a brief overview of their organization and their involvement with the Spring Project to the attending audience

The project being designed and constructed has no size, use or cost restrictions, other than the requirement to meet the needs of the organization. However, the design and construction, either new construction or renovation, of an occupied structure (designed with full MEP systems) must be at least one component of the project. Projects are not limited to the design of only one structure and can include site design, multiple buildings, etc.

Site

The project site will be determined by the partnership team. There are no limitations to where this site is located other than it must be “local” to the Greater Charlotte Area.

Volunteer Component

Each ACE team must complete a volunteer activity with their partnered organization. Activities should be identified jointly between the ACE Team and organization to choose something that is meaningful to both parties and meets any schedule requirements. It is not required that this activity take place during a scheduled afterschool ACE session. Activities can be construction-based (building a shelving unit) or non-construction-based (helping feed dinner at a homeless shelter).

Scope of Work

Proposals responsive to this request will include the following scope of work:

Partnership & Project Identification: Provide a narrative that describes the non-profit organization, their services and reasons for choosing this group for the partnership. Explain how the partnership identified the scope of the project and a general overview of what that project has been identified as.

Project Work Plan, Deliverables List, and Schedule: Prepare a brief written description of each task the design-build team will perform including the resulting deliverables and duration of each task. For each task include a listing of predecessor and successor activities. From the work plan create a schedule which shows each task in the work plan, the duration of each task and ties to predecessor and successor activities.

Site Selection Analysis: Prepare a written site selection analysis and site diagram showing all existing and planned buildings, roads, parking lots, sidewalks, major utilities and other features. The diagram should be drawn at an appropriate engineering or architectural scale and include the immediate urban context around the project (approximately 500 feet from project property line).

It is recommended that members from your team visit the site in person and take in the surrounding environment. This is a chance to envision the complex in a real setting and document the area with notes and photographs. A site survey questionnaire is provided below in order to help your team collect information such as geotechnical requirements and existing conditions that will aid in developing your deliverables. Your study of the site will include positive and negative features of the location with the intention

that your final design process will mitigate the negatives and accentuate the positives for the community.

1. Are there any structures currently located on the site?

- Is there any historic significance to these structures?
- Are they protected by any “landmark” status?
- Should they be demolished by others prior to construction, as part of your project?
- Can they remain and be incorporated in your project?
- Any history of hazardous materials at this site?

2. Were there any structures previously located on the site, but already removed?

- If so, what and when?
- Was there any historical significance of these structures?
- Will they influence the design of the team’s project?
- Any evidence of remaining sub-surface structures (i.e. basements or tanks) or tanks left in place?

3. Review the existing structures.

- Research the architect, engineer, and/or building contractor to learn more about the structure.
- Consider the surroundings when designing your structure. Incorporate design elements into your project that will complement the surrounding structures. Look at existing building age, materials, shapes and sizes.

4. What are the conditions of the site?

- Flat ground (minor elevation changes)?
- Mountainous/hilly?
- Water bodies (rivers, creeks, lakes, oceans, etc.) present?
- How will these conditions influence the project design?
- How will the site be accessed – will roads need to be constructed?
- Where will staff park?
- How will deliveries be made?
- Where will visitors park?
- How many spaces are needed (by code or by use)?

5. What are the weather conditions of the site?

- Are there any limitations on construction work, due to weather?
- When will the best production rates be achieved?

6. What utilities are present (or close by)?

- Water?
- Storm drain?
- Sanitary sewer?
- Power?
- Cable TV?
- Telephone?
- Natural gas?
- Others?

7. Is there access to public transportation?

- Bus line?
- Rail (Rapid Transit)?

8. What are the zoning code restrictions?

- Restrictions on types of usage
- Restrictions on height and size of building
- Setback requirements
- Site coverage restrictions
- Parking requirements
- Signage restrictions
- Lighting requirements
- Fencing restrictions
- Landscaping improvement requirements

9. What Agencies have authority over approvals?

- City of Charlotte Planning Commission for site plan approval?
- City of Charlotte Building Department for permits?
- ANPP Design Review Committee approval of appearance?
- County or Federal agencies?

10. Other

- Where is the closest Fire Station? (Might affect future insurance rates.)
- Closest Police Department Station?
- Closest Hospital or EMS Ambulance?

Project Design Package: prepare design documents reflecting the design intent through a combination of floor plans, roof plans, elevations, sections, perspectives, 3D graphic models, physical model, sketches, signage packages, material boards and narratives. Design concepts should take into consideration handicap accessibility, code requirements, engineering systems and sustainability and be addressed in the package.

Organizational Identity: incorporate organization's branding and identity for the project which could include:

- Signage
- Graphic design of collateral material as needed
- Collaboration with public art

Public Art: identify opportunities for public art and indicate these on a plan. Prepare a written description of the types of artwork which are compatible with the architectural design. If possible select a student artist and develop a proposal for a specific piece of art for one or more of the locations identified in the Public Art Plan.

Responsibilities and Deliverables

Team Roles	Responsibilities	Minimum Deliverables
Project Manager(s)	<ul style="list-style-type: none"> ➤ Overall project leadership ➤ Coordination of all disciplines ➤ Liaison with owner (organization) ➤ Conduct team meetings 	<ul style="list-style-type: none"> ➤ Milestone updates to owner ➤ Executive summary narrative describing overall project and methodology ➤ Final overall presentation development
Architect(s)	<ul style="list-style-type: none"> ➤ Concept and design of exterior and interior of all structures on site ➤ Coordinate structural components with structural engineer ➤ Signage and way finding 	<ul style="list-style-type: none"> ➤ Elevations, plans, sections & perspectives ➤ Design sketch/graphic model/physical model ➤ Materials board ➤ Signage plan ➤ Narrative of design concept that includes sustainable components
Civil Engineer/Landscape Architect(s)	<ul style="list-style-type: none"> ➤ Design all exterior spaces ➤ Site study ➤ Public Art 	<ul style="list-style-type: none"> ➤ Site plan sketch/graphic model ➤ Completed site study questionnaire ➤ Materials/equipment board including plant and landscape materials ➤ Narrative of site design and materials that include sustainable components
Structural Engineer(s)	<ul style="list-style-type: none"> ➤ Design of any site structures ➤ Coordinate structural design of planned facilities (i.e. pavilion, concessions, restrooms) with architect 	<ul style="list-style-type: none"> ➤ Site structure sketches & 3D models ➤ Materials board ➤ Narrative of structural design methodology
Preconstruction Manager(s)	<ul style="list-style-type: none"> ➤ Scheduling ➤ Estimating ➤ Purchasing ➤ Construction site logistics 	<ul style="list-style-type: none"> ➤ Schedule with milestone dates ➤ Cost estimate/budget ➤ Site logistics plan ➤ Bid package approach ➤ Narrative of schedule, estimate and site logistics methodology

Proposals

The proposals of the design-build teams may include the following:

1. Executive Summary
 - Partnership Description
 - Project Identification
2. Project Work Plan

3. Project Deliverables List
4. Project Schedule
5. Site Selection Analysis
 - Site Plan Diagram
 - Written Site Selection Analysis
6. Project Design Package
 - Site Plan
 - Floor Plan(s)
 - Roof Plan
 - Elevations
 - Sections
 - Perspective(s)
 - Model
 - Project Narrative
7. Organizational Identity
8. Public Art Plan

Banquet Presentation

Proposals will be presented at the ACE Year-End Banquet on May XX, 2010 as follows:

1. Display: Each team will be given a table on which to display their work/deliverables, including model, drawings, etc. If your team needs easels, please plan to bring your own. Please also designate several team members to arrive early (around 5:00 pm) for set-up.
2. Powerpoint Presentation: Each team should select 3-4 students to narrate a brief Powerpoint presentation (eg. 7-10 minutes max.) illustrating the team's proposal.

Further banquet instructions will be provided.