
REQUEST FOR PROPOSAL
FOR ARCHITECTURAL DESIGN SERVICES
GOODWILL EXCEL CENTER

Presented By CCS Project Management



I. INTRODUCTION

Goodwill Excel Center (GEC) (Tax ID # 47-4283739) is a District of Columbia adult public charter high school that is organized as a non-profit corporation and an approved charitable 501(c)(3) organization. The Goodwill Excel Center provides adult learners in Washington D.C. with an academic program that yields a high school diploma. The first of its kind in the District, GEC has filled the gap between traditional high school programs and adult education programs that result in a GED. GEC seeks to provide training and academic support to otherwise disengaged adults who have minimal prospects for economic independence in the District due to low academic skills and insufficient job training. The mission of GEC is to transform adult lives through the power of achieving a high school diploma and accessing post-secondary education and careers in growing, sustainable local industries.

In accordance with the mission above, GEC is creating a second location within the District to meet the demand for adults to obtain their high school diploma. The project is the strategic planning, programming, design, and construction of The Goodwill Excel Center, Public Charter School and associated Child Care Facility to be built at a location to be determined.

II. INVITATION TO SUBMIT PROPOSALS

On behalf of Goodwill Excel Center, Public Charter School, CCS Project Management (“CCS”), the Project Manager for Goodwill Excel Center (“Client”), hereby invites Architectural Firms (“Design Team”, “Contractor”) to submit proposals for architectural and engineering services for Goodwill Excel Center’s new location. It is the intent of this RFP to determine the selection of an Architectural Firm to provide full Design Services & Construction Documentation.

Participation in this selection process shall be at no cost or obligation to CCS or Goodwill Excel Center.

Design teams may be interviewed prior to Contract Award.

Schedule of RFP issuance and award shall be as follows:

RFP Publication:	March 12, 2021
Proposals Due:	March 26, 2021
Complete Review of Proposals:	April 9, 2021
Construction Commencement:	October 1, 2021
Substantial Completion:	March 1, 2021

III. PROJECT DESCRIPTION

The project location is TBD in Washington, DC, and will consist of approximately 26,500 rentable square feet.

The schedule for the Project is critical. We will work together to develop a mutually agreeable schedule.

The Design Team will be required to determine LEED requirements required of the project in coordination with licensing and/or permitting authorities.

There will also be owner selected vendors completing IT infrastructure, data wiring, audiovisual, security and furniture installation components of the project. The Design Team shall coordinate with these vendors and provide plan information as needed.

This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

IV. DESCRIPTION OF SERVICES

- A. Executive Goals and Objectives:** The Architect will discuss with Client ideas concerning factors that will contribute to and support the success of the project. This discussion will include present and future goals, identity, budget, schedule, review and approval process, key areas of concern, and any other pertinent issues.
- B. Project Schedule:** The Architect will prepare a schedule for this phase of the project indicating activities, phases, presentations, and decisions and approvals required.
- C. Program Verification:** The Architect will work with the Client Project Team to verify the program. Data to include:
 - Classroom location, functionality and size.
 - Workflow and information circulation
 - Proximity and adjacencies requirements
 - Ancillary & support requirements,
 - Equipment requirements.
 - Potential “red flag” issues and inconsistencies, and solutions.
- D. Certificate of Occupancy:** Analyze the currently authorized use and assist with obtaining a Change of Use if required.
- E. Space Measurement:** Measure the space to confirm the actual usable square footage.

V. SPACE PLANNING / DESIGN

A. SPACE PLANS / SCHEMATIC DESIGN

Develop final space plan for the selected site. Space plan shall be prepared on a 1/ 8" scale floor plan and shall include:

- a. Review existing plans and project documentation.

- b. Provide layout of client's proposed premises showing interior walls, open areas, door swings, demising walls, corridor partitions and exterior window walls in relationship to the building core and entire floor plan.
- c. Provide location and accurate size of columns, stairways, elevators and other building features shall also be shown on the space plan.
- d. Provide names and sizes of all rooms contained on the space plan.
- e. Schematic Furniture layout. Ensure appropriate scale and proportion of furnishings
- f. Develop summary information from space plan indicating:
 - 1. Total rentable square footage requirements.
 - 2. Total usable square footage requirements.
- g. Develop, document and present a design concept to client's satisfaction based upon clients' desired image, budget, schedule and consistent with the standards developed.
- h. Expand details of space plan as necessary to complete schematic design phase.
- i. Create a Preliminary Pricing Package to be issued to a General Contractor inclusive of the final space plans and detailed notes to facilitate initial construction pricing.
- j. The Design Team shall work with CCS to prepare and confirm a project budget and schedule.
- k. The Design Team shall issue a complete Schematic Design package, for Project Team review and approval.

B. DESIGN DEVELOPMENT

Based on the approved schematic design package, the Design Team shall:

- a. Prepare final electronic plans to be used for Design Development and for team coordination.
- b. Field verify critical dimensions against existing "as-built" plans. Verify locations and dimensions of existing building elements such as columns, cores, and interior window walls for compliance with the received drawings. Notify Client if the base building drawings received from the owner require amendment to reflect actual conditions. Document the exceptions or misrepresentations identified in the field.
- c. From the approved space plans, coordinate with their respective engineers as for preliminary MEP and Structural designs, with phasing considerations as necessary.
- d. Develop, document and present design details, finishes and color scheme for the project premises to the client's satisfaction.
- e. Coordinate with the client on technology and equipment requirements. Receive and confirm Client generated technical criteria consisting of all specification information, critical dimensions, power and environmental requirements for furniture, fixtures and equipment.
- f. Coordinate equipment schedules, system design and improvements, and architectural design requirements.
- g. Prepare an equipment matrix showing all required equipment based on information provided by Client. Matrix should identify electrical, mechanical and structural requirements and utility connections
- h. Provide design for miscellaneous pieces of furniture as required to accommodate the new space.
- i. Prepare presentation materials as necessary to adequately convey the proposed design concept to the Client.

- j. Assist in the preparation of an updated detailed project budget including but not limited to consultants, construction, furniture, fixtures, equipment and signage.
- k. Participate in project design and coordination meetings as required.
- l. Coordinate and continue documentation of ADA compliancy to the site and building.
- m. Based on the approved Schematic Design Package, prepare a design presentation consisting of the following:
 - Plans showing architectural design and MEP equipment.
 - Lighting plans showing new light fixtures.
 - Electrical and communication plans showing locations of all equipment.
 - Finishes plans showing locations of flooring materials including carpet, resilient flooring and base treatments; coordinating wall treatments including paint colors, special paints and wall coverings; surfacing materials for all new millwork; and any other associated finishes for presentation.
 - MEP plans showing heating, ventilating, air conditioning, plumbing or electrical requirements necessitated by the design, and coordinate with their engineer for development of the MEP construction drawings.

The Design team shall issue a Design Development package inclusive of the above-listed plans for client review and approval.

C. CONSTRUCTION DOCUMENTS

The Design Team shall prepare the Construction Documents to be issued in final form in PDF and AutoCAD formats for the client's use. These documents shall be used to obtain contractor pricing, building permits, and achieve final build out. These documents shall include, but are not limited to:

- Cover Sheet
- Specifications
- Standards and Schedules
- Demolition Plans
- Architectural Partition Plans
- Electrical Plans
- Mechanical Plans
- Plumbing Plans
- Structural Plans
- Lighting Plans
- Finish Plans

The Design Team shall coordinate the full set of drawings through all respective disciplines.

The Design Team shall meet with the client to review the Construction Documents for approval. This will occur before the submission for permit.

The Design Team shall complete a Permit Set of documents showing all required information necessary to obtain a building permit in the designated locality. Provide the required number of signed and sealed plans required by the local jurisdiction. Provide a final set of "For Construction" documents incorporating all Permit, Client and Landlord comments and changes.

D. PERMIT COORDINATION AND BID REVIEW

The Design Team shall:

- a. Complete and submit the forms required to file for the permit (Building Information, ADA Requirements, etc.).
- b. Work with CCS to issue the required sets of stamped and sealed drawings to a permit expeditor for their use in obtaining the necessary building permits to begin Work. Permit expeditor services are not included in your contract, but the Design Team and CCS shall coordinate on behalf of the client. The client will pay the cost of the actual permit.
- c. Work with CCS to issue the Contract Documents to General Contractors for their use in obtaining final bid pricing. Once bids are received, the Design Team will work with CCS to qualify those bids and present to the client with a Bid Comparison matrix comparing the bids.
- d. Answer Bid RFI's in a timely manner so as to not delay start of construction towards the targeted Substantial Completion Date.
- e. Participate in the value engineering process as required.
- f. Consult with CCS and the client on the final selection of a General Contractor.

E. CONSTRUCTION ADMINISTRATION

The Design Team will:

- a. Respond to all appropriate Requests for Information (RFI's).
- b. Provide interpretation and clarification to contract documents and respond to field construction issues as necessary.
- c. Review shop drawings and finish samples for conformance with the design concept of the project, and for compliance with the information given in the contract documents, and as required to facilitate completion of the project. No review period shall take more than one (1) week for any single submission.
- d. Work with CCS to review and comment on all pricing and change orders.
- e. Review and approve the layout prior to the commencement of construction.
- f. Provide observation and attend weekly job site meetings to observe the quality and quantity of work and ensure that the work being conducted by the contractor is satisfactory, is completed according to schedule, and is consistent with the specifications in the Contract Documents.
- g. Prepare periodic field reports as necessary.
- h. Assist Project Manager with the review and approval of General Contractor's Certificate(s) for Payment of the Client certifying that, to the best of space planning firm's knowledge and information, the quality of the suppliers or vendors' work is in accordance with contract documents, and that such entities are entitled to payment by the Client in the amounts certified.
- i. Develop a punch list at job completion specifying the work to be corrected or completed.
- j. Conduct up to two follow-up site visits to ensure that the punch list work has been completed.
- k. Work with CCS to coordinate a final close out meeting with the client, to confirm the completion of the punch list work.
- l. Provide General Contractor with current updated Construction Documents in CAD format for the GC to use in their preparation of record drawings. Prepare and provide a final set of "as-built" documents to Client in both hard copy and electronic formats.

VI. FURNITURE DESIGN

- A.** Provide a layout for proposed new furniture requirements.
- B.** Select and prepare specifications and information necessary for the procurement of dealer/manufacturer bids.
- C.** Obtain Dealer/Manufacturer bids and make award recommendation to the Client.

D. Coordinate with the Furniture Dealers and or Manufacturers to collect dimensional and critical information necessary for the completion of the construction documents.

E. Prepare all plans and specifications necessary for Building Department approval.

VII. MECHANICAL ELECTRICAL AND PLUMBING DESIGN

The following is a general description of anticipated activities associated with the project by phase of work. Your proposal shall include all necessary activities required to complete the scope of work in accordance with this Request for Proposal.

A. Construction Documents

Engineer shall:

- a. Participate in meetings, review sessions and tours of existing and new facility and collect information as required to assess and document the Electrical, Mechanical, Plumbing and Fire Protection requirements of the Tenant Improvements.
- b. Create detailed Construction Documents for Mechanical, Plumbing, and Electrical and Fire Alarm in accordance with the client's requirements and all codes and ordinances.
- c. Communicate and coordinate with client's internal and external vendors including but not limited to Cabling, Phone/Server, Audio Visual, Furniture and Security. All mechanical, electrical, fire protection and environmental requirements required by these vendors should be documented by the Engineer and included in the contract documents.
- d. Perform site visit(s) as required to verify the accuracy of As-Built or Core and Shell Documents, furnished by others, including Mechanical and Electrical equipment, all horizontal and vertical critical dimensions, (structural steel plumbing, fire protection, ductwork, etc.) necessary to complete the MEP documents without conflicts with the existing installations.
- e. Attend planning and coordination meetings as required.
- f. Prepare Fire Protection performances specifications, drawings etc. as customary to describe and specify the work for Design-Build sub-contractors as customary in the marketplace. Design shall include all requirements to comply with applicable codes and ordinances.
- g. Provide assistance as required to the Architect/Interior Designer with lighting design and specification.
- h. Provide preliminary progress review drawings and documents including schematic design, design development, and construction documents.
- i. Provide electrical connection details and telephone / data cabling distribution information necessary for modular and freestanding furniture and equipment.
- j. Assist the architect in preparation and submission of necessary documents to conduct preliminary and final plan check, code compliance and variance work as required to meet the requirements of the project. Engineer shall work with the Project team to acquire separate permits as required by project phasing.
- k. Include additive and deductive alterations in the contract documents as required.
- l. Assist Project team during the "buy-out" of related trades in order to insure the sub-contractors have understood the bid documents and their bids reflect the Engineers intent.

B. Construction Administration

Engineer Shall:

- a. Attend construction and coordination meetings as required by the Project Manager.
- b. Assist Project Team members with development of creative and cost-effective solutions to field conflicts and client requested changes.
- c. Assist with the evaluation of General Contractors Change Order Requests.
- d. Review submittals and shop drawings.

- e. Actively participate in field construction activities, including field clarifications, comprehensive construction observation; punch list review and re-inspection, etc.
- f. Conduct regular site visits during construction to verify critical dimensions against approved Core & Shell documents.
- g. Collect and review "as-built", guarantees, warranties, O & M manuals, test and balance reports and other documents required by the contract documents as prepared and provided by the General Contractor.

VIII. PROPOSAL PACKAGE COMPONENTS

- A. Design Team Introduction
- B. Relevant Design Team Experience
- C. Design Team organizational structure: Provide a proposed organizational structure to manage the Project, including identification of individuals to fill key roles. Describe in detail each key individual's most recent Project experience of a similar nature to the proposed project.
- D. Proposed Project Schedule
- E. Schedule of Design Phases with associated Payment Schedule
- F. Exclusions, qualifications or exceptions to the required Scope, if any. Standard contract/terms and conditions, if any.

IX. COMPENSATION SCHEDULE

Please provide a firm fixed price per rentable square foot fee structure for this project, inclusive of relevant engineering and consultant services, based upon phases as listed above.

X. SUBMISSION DEADLINE AND METHOD

Responses to this RFP must be received on or before 5:00 PM, March 26, 2021. **Responses must be submitted by email to josh.wallish@dcgoodwill.org.** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not responsible for any cost incurred in responding to this RFP.

XI. QUESTIONS

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at josh.wallish@dcgoodwill.org.

XII. SELECTION CRITERIA

The organization selected will represent the best value for GEC, combining price, qualifications and proposed scope of work. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.