Request for Qualifications (RFQ) for Architectural Services for the design and construction pertaining to the Administration/School Building Renovation and Addition shall be addressed to the Saint George Antiochian Orthodox Cathedral, Attention: Damian George, 3400 Dawson Street, Pittsburgh, PA 15213 and will be received **no later than Friday, September 28, 2018**. Copy all submittals to Father Joshua Makoul.

PURPOSE OF RFQ

The SGAOC, located in the City of Pittsburgh 4th Ward, invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design of an addition and renovation for new administrative offices, church school classrooms, conference room, and a tiered presentation room. Additional multi-purpose space shall be included.

OBJECTIVES

The SGAOC proposed to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the project. The SGAOC will give prime consideration to the Architect with significant, current experience in the development, design, renovation and construction of similar buildings and projects. The SGAOC reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

SCOPE OF WORK

The Scope of Work for the SGAOC’s Administration/School Building Renovation and Addition includes and assumes, but is not limited to, the following:

* Demolition of the interior of the existing Administration/School Building including the existing non-load bearing walls, stairwells, roof, bathrooms, and MEP/HVAC systems.
* Addition of an entire third floor to the existing Administration/School Building. Assessment of the building structure will be required to ascertain its ability to accept a new 3rd floor and any modifications which will be required for this change.
* Addition of an exterior stairwell to the south side of the existing Administration/Education building to provide ingress/egress to the Boulevard of the Allies.
* Utilization of the existing porch/shed area and the adjacent northern 3408 Dawson Street parcel for a new three story building space (plus basement area) to attach to the existing Administration/School Building and Cathedral Building.
* Assume that the existing 3408 structure will be demolished prior to start of work under a separate contract.
* Design of the addition’s north wall to accommodate a future expansion towards the parking lot.
* Assume that excavation and retaining walls are required for subgrade expansion.
* Providing subgrade connection to new Administration/School Building.
* Incorporate the existing elevator and north stairwell into the new renovation and addition to access other floors.
* Covering the existing walkway along the north face of the Cathedral and provide a sky light to allow the penetration of sunlight to illuminate the stained glass windows.
* Programming the interior space to provide, at a minimum, the following:
	+ Pastor Office
	+ Secretary Office
	+ Reception area
	+ Auxiliary Use Office
	+ Flexible use space on first floor
	+ One large and one small conference room
	+ A minimum of 6 dedicated classrooms
	+ Flexible use space
	+ Tiered presentation room
	+ Rec Rooms
	+ Chapel
	+ Storage room
	+ Library/reading room
	+ Kitchenette
	+ Additional restrooms (include shower)
* New mechanical, electrical, plumbing (MEP), communication/audio/video and HVAC systems are required. Evaluate in conjunction with existing HVAC system for Cathedral Building for optimized control zones. Include required upgrades to the existing Cathedral Building MEP and HVAC and system.
* The interior/exterior designs shall have a “Byzantine” style to match the existing cathedral structure.
* Once selected, all principals and staff assigned to the project shall carefully review relevant existing building drawings and specifications, and shall become familiar with existing building conditions.

BUDGET

Estimated construction budget is $3 million for entire project inclusive of renovating the existing building and construction of the addition next door.

TIMELINE

A firm is anticipated to be selected by the end of 2018/early 2019. Conceptual design services are anticipated to begin the second quarter of 2019.

SELECTION PROCESS

From a review of the statements of qualification received, the SGAOC intends to evaluate the proposals and possibly invite one or more (maximum of three) firms to be interviewed before making a final selection of a firm for the project. The SGAOC will notify selected firms of the date and times of any interview. The SGAOC reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with the SGAOC on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

After selection and fee negotiation, the Consultant is expected to abide by the following

* The Consultant shall comply with all applicable Federal, State and local rules and regulations; including those of the City of Pittsburgh, County of Allegheny, and Commonwealth of Pennsylvania Department of Labor & Industry. It is the intention of SGAOC to acquire Green Building Council LEED Certification for the Administration/School Building through this renovation and this should be a consideration at least in the proposal stage. As a minimum condition, energy efficiency will be a design criteria throughout the project.
* The Consultant shall provide all professional services to design the selective demolition and renovation of the Administration/School Building including.
	+ Preparation of all documents required by the City of Pittsburgh (e.g.; City Planning, Zoning Bd. Of Adjustments, etc.) for this project and shall act as SGAOC’s representative in such matters.
	+ Preparation of designs (drawings, specifications, exhibits, etc.).
	+ Preparation of preliminary and final cost estimates, prior to bidding.
	+ Preparation of bidding documents, bidding the project, bid review, and recommendation of contractor(s) to SGAOC.
	+ Construction oversight including review of construction documents, attendance at weekly construction meetings, maintenance of project records, etc. or alternatively full time construction management.
* Individual work orders we be initiated to establish a defined scope of services and associated fee.

SGAOC plans to initiate the design work in three primary phases. Sub-phases may also be included. The phases include, but are not limited to the following:

1. Conceptual Design – this phase will include working sessions with the building committee, council, and the general parish to develop conceptual drawings and a 30% construction cost estimate. Zoning and permits will be evaluated in this

stage to set general parameters for building size and footprint. The selected firm will be expected to help aid in a master plan for the cathedral.

1. Design Development – this phase includes the preliminary design and drawings to develop a 60% construction cost estimate. Zoning variances and permits will be applied for this phase.
2. Final Design and Construction Services – this phase includes the final design drawings, cost estimate, specifications, bid contract documents, construction schedule, contractor bid review, and services during construction.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
2. **Cost of Responses** – The SGAOC will not be responsible for the costs incurred by anyone in the submittal of responses.
3. **Contract Negotiations** - This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the SGAOC the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
4. **No Obligation** – The SGAOC reserves the right to evaluate the responses submitted; waive any irregularities therein; reject any or all Respondents submitting responses, should it be deemed in the SGAOC best interest; or cancel the entire process.
5. **Professional Liability Insurance** - The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the Commonwealth of Pennsylvania.

EVALUATION CRITERIA

The criteria below will be used to evaluate the Consultant’s RFQ responses. Each response shall be submitted as outlined in this section.

* + Please include an outside cover and/or first page, containing the name of the Project, followed by a table of contents.
	+ Not including the cover page and table of contents, the RFQ shall not exceed 20 pages.
	+ Pages shall be no larger than letter size (8 ½” by 11”).
	+ The minimum font size is 12, and must be a legible type font.

Provide tabbed dividers separating each of the following four (4) sections:

# Section #1: Firm Information

1. Firm name, addresses, and telephone numbers of firm office.
2. Size and structure of firm (i.e. sole proprietorship, partnership, corporation).
3. Years firm has been in business.
4. Name of principals in firm.
5. Primary contact.
6. Description of firm’s philosophy.

# Section #2: General Company History/Qualifications

1. A brief history of the Architect and the services routinely provided.
2. An organization chart that explains team member responsibilities.
3. Name of the Project Team Leader in charge of project.
4. The resumes of all key persons (maximum of 5 individuals) to be assigned to the project with their prospective roles identified.
5. Documentation that the firms on the Architect’s team (architects and engineers) are registered in the Commonwealth of Pennsylvania.

# Section #3: Experience and References

1. Discussion of Architect’s previous design and construction experience with similar projects for new buildings and fully functional additions to existing administrative, education, and worship facilities.
2. List of representative projects (maximum of 5), whether ongoing or completed, including references. Please begin with projects in Pennsylvania. For each, please provide:
	1. Project name and location.
	2. Year completed.
	3. Short description of project.
	4. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
	5. Photographs (interior and exterior) of final project.
	6. Cost of Construction for project

# Section #4: Project Approach

On five (5) pages or less, please describe your design, management, and organization approach to the project. The following should be addressed within this description.

1. Describe your firm’s understanding of the project. Be sure to address the Scope of Work items previously noted.
2. Describe the most challenging aspect to this project and how you successfully overcome that challenge.
3. Describe how the firm will organize to perform the services.
4. Description of Architect’s past performance on delivery projects on time and within budget.
5. Describe the constructability of the project, especially the use of existing space during construction to limit impacts to the administrative, educational, and worship functions of the parish.

# Section #5: Hourly Billing Rate Schedule

The billing rate shall be inclusive of the labor, overhead, and fee. The purpose of the fee schedule is to give the evaluation committee a good sense of design costs that will affect price proposals requested over the course of the contract term. The rate schedule data will not be considered when initially evaluating a submittal.

A walkthrough of the facility will be granted on Friday, August 31 from 1 PM to 4 PM. SUBMITTAL INSTRUCTIONS

# Sealed submittals are required. Five (5) copies of the submittal packages (including an electronic PDF copy) are to be delivered at the address set forth below at or before 3:00 p.m. on Friday, September 28, 2018. No submittals will be accepted after that time. All submittals must be labeled:

**RFQ ARCHITECTURAL SERVICES.**

**ADDITION & RENOVATION FOR SGAOC ADMINISTRATION/SCHOOL BUILDING**

**Saint George Antiochian Orthodox Cathedral Attention: Damian George**

**CC: Father Joshua Makoul 3400 Dawson Street**

**Pittsburgh, PA 15213**

**Rejection of Submittal**

SGAOC reserves the right to reject any and all submittals received in response to this RFQ. A firm’s submittal may be rejected if the firm:

1. Fails to adhere to one or more of the provisions established in this RFQ;
2. Fails to submit its submittal at the time or in the format specified herein or to supply the minimum information requested herein;
3. Fails to meet the minimum criteria as specified in this RFQ;
4. Fails to submit its submittal to the required address on or before the specified submission deadline;
5. Misrepresents its services or provides false information in its submittal, or fails to provide material information.

END