



GOOD SHEPHERD

EPISCOPAL CHURCH & SCHOOL

TEQUESTA, FLORIDA

A REQUEST FOR QUALIFICATIONS

TO PROVIDE

**ARCHITECTURAL PLANNING, DESIGN AND
CONSTRUCTION PHASE SERVICES**

FOR

**GENERAL IMPROVEMENTS TO THE CAMPUS OF THE
GOOD SHEPHERD EPISCOPAL CHURCH AND SCHOOL**

LOCATED AT:

400 SEABROOK ROAD, TEQUESTA, FLORIDA, 33469

Responses Due: on or before 4:00 p.m., Tuesday, August 27, 2019.

Request for Qualifications: The Vestry (Board of Trustees) of the Episcopal Church of the Good Shepherd of Tequesta, Inc. is requesting Professional Qualifications from those firms and Florida-registered Professional Architects who can demonstrate specific experience in the planning and design of multi-function church and school facilities. Twelve hard copies and one electronic PDF of the Qualifications package shall be submitted to the Church office, located at 400 Seabrook Road, Tequesta, Florida on or before 4:00 p.m. on Tuesday, August 27, 2019. All submittals shall be limited to a maximum of 35 double-sided 8 1/2" x 11" pages. Submittals will be logged in; late submittals will be subject to disqualification.

Project Background: Good Shepherd Episcopal Church and School is located at 400 Seabrook Road within the Village of Tequesta. The 3.8-acre campus is located within an R-1, Residential zone and has operated as a Village-approved "Special Exception" for 60 years since its initial purchase in 1959. The rectangular property is bordered on the south by the Village Square North commercial shopping center and by privately held residential properties along the majority of its' boundary. The property's southeast corner abuts the Village of Tequesta Municipal Complex and Fire Station. The campus can be viewed on Google Earth.

In general, the church sanctuary and its support buildings occupy the westerly part of the property while the school components (pre-school thru 5th grade) are located on the easterly side. A small thrift shop is centrally located. Access and parking for all onsite facilities is from Seabrook Road at both the north and south sides of the property.

The existing buildings within the campus were constructed over various periods in time:

- The church sanctuary abuts Seabrook Road and is noted for its large, ornate stained-glass windows. The church was originally constructed in 1965 and was then remodeled and expanded to its present configuration (approximately 12,650 sf) in 2005;
- Two single-story support buildings, the administration building (5,070 sf) and the thrift shop (2,470 sf), are located adjacent to the sanctuary. These were both constructed in 1991;
- Continuing easterly, the large, multi-purpose Parish Hall was constructed in 1974. This 4,072 square foot, single-story building has a commercial kitchen and is used weekly for several large group gatherings;
- At the east side of the property, the Good Shepherd Episcopal School facilities (approximately 16,800 sf) were dedicated in the fall of 1998; the school has received several minor remodeling modifications since that time;
- The balance of the property is composed of parking, circulation roads, athletic fields, a storm-water dry retention area and other green space.

Time and the south-Florida environment are taking their toll on the facilities, particularly the 45-year old Parish Hall. The labor and cost of ongoing maintenance is becoming excessive. A re-evaluation of our existing facilities was warranted.

During 2017 an outside consulting firm was engaged by the Vestry of Good Shepherd to provide guidance in the development of a long-term Strategic Plan for the ministries and operations of both our church and school. One of the Strategic Priorities of the resulting planning document was “to develop and fund campus expansion and a campus Master Plan”.

A volunteer committee of church members was assembled in August, 2017 to initiate the Master Planning task. The current 8-member Master Plan Committee includes a registered engineer, an environmental scientist, an attorney, a travel specialist, a contractor, a financial planner, our Head of School and our Director of Facilities. Several other individuals with expertise in fund-raising and marketing are poised to join the Committee after a Preferred Alternative has been selected.

The initial step in the Master Planning effort was to inventory and evaluate our existing facilities. To meet that objective an updated property survey was prepared in electronic format, the construction plans for all existing buildings were located, underground utilities were tracked and physical inspections of select building components were performed. This data will be made available to the selected Consultant.

Concurrent with the inventory work, members of our Master Plan Committee met one-on-one with the leadership of 26 various ministry groups which currently utilize our church facilities. Each group’s long-term space needs and other special requirements have been assembled into a consolidated Table of Program Needs.

The current Zoning Code, Land Development Regulations and Comprehensive Plan of the Village of Tequesta have been reviewed. At this early stage of planning there have been no discussions with Village staff or Council members regarding potential modifications to our site. **Please treat this RFQ document and the enclosed information as “privileged”.**

Using the information gathered to date the Master Plan Committee prepared several schematic site plans. Based on the premise that the existing church sanctuary and the school facilities will remain unchanged and be the “anchors” around which the other buildings serve, the primary focus of those schematic plans has been on improving the onsite traffic circulation and parking for both the church and the school operations while also maximizing the space footprints available for remodeling and/or replacing other buildings. There has been no attempt, as yet, to develop interior space layouts or building elevations which complement the aesthetics of the existing sanctuary and the school. That is the assignment for which you are competing.

The Master Plan Committee presented and discussed three schematic alternatives to our Vestry in April, 2019. At their May meeting, the Vestry unanimously selected a Preferred Alternative, subject to additional planning input, refinement and building cost estimates from an Architectural Consultant. The Preferred Alternative has not yet been presented to the church membership.

Pre-Submittal Briefing: A mandatory Pre-submittal Briefing and tour will be held at 2:00 p.m. on Monday, July 22, 2019 in the Parish Hall, 400 Seabrook Road, Tequesta. Please contact Merike Seely, the Parish Administrator, (mseely@goodsheponline.org ; or at 561/746-4674; Extension 104) to pre-register and reserve a seat. During this Briefing the Church’s preliminary Master Plan site schematics and overall project objectives will be presented and discussed. Separate and/or private briefings will not be scheduled. Any and all questions generated subsequent to the Briefing must be presented in writing in order to receive a response; responses will be provided to all individuals who register and attend the Briefing.

Scope of Services: The initial Scope of Services will consist of architectural planning services to assist in the development, refinement and finalization of a long-term Master Plan for the overall campus. The resulting Master Plan Improvements are anticipated to be implemented over a multi-phased period as the necessary project finances can be raised. During the Planning Phase the architectural consultant will be expected to assist the in-house Master Plan Team in presentations to the various regulatory committees of the Village of Tequesta.

Upon successful adoption of a Master Plan, a capital improvement budget and a phased implementation schedule, the Vestry anticipates, at its sole discretion, engaging the architectural consultant to prepare design documents for the listed components of Short-Term Improvements (initial 5 years). Anticipated improvements include: modifications to the existing onsite parking and circulation roadways; drainage and utility improvements; remodeling of existing buildings; demolition of the existing Parish Hall; construction of a larger, multi-purpose Parish Hall; site landscaping and irrigation modifications.

Submittal Requirements: Each submittal shall contain, as a minimum, the following information:

1. A listing of at least five (5) references for projects of a similar nature (churches, schools, parish halls, community centers, etc.). Include only projects that the firm has performed within the last ten years (since 2008). Information must include project location, description of work, project cost, reference contact names and phone numbers. Your experience involving the planning and design of multi-use spaces should be emphasized as this will be a key selection criteria.
2. A listing of all key staff who will be assigned to this project. Please identify their anticipated role, their home office location, their registration credentials and any personal involvement which they provided in the reference projects you have listed in Item #1 above. For the sake of brevity, it is recommended that personal bios be limited to one page each. An organization chart indicating assigned duties and lines of reporting should be included.
3. Provide your Project Understanding and initial assessment of the church’s preliminary Master Plan that was presented and discussed at the Project Briefing.
4. Please discuss your approach to cost estimating and the establishment of realistic project budgets. Preparing “tight” estimates will be an important factor as the Church moves into the Funding and Capital Acquisition Phase.

5. Provide any specific experience that you or the firm has had within the last 5 years navigating projects through the Village of Tequesta or similar municipal regulatory review processes.
6. Identify any key outside sub-consultants that you recommend be included on our Project Team. Identify specific value that they have added to your projects in the past.
7. Identify any specialty electronic modeling capabilities that will be employed as a graphic tool during this assignment.
8. Provide a brief corporate profile regarding the history of your firm. Identify when it was formed. List the Principals/Owners. Provide the current number of full-time employees. Provide the total amount of the firm's 2018 billings. Include a copy of: your Florida corporate business license; proof of Professional Liability Insurance; the firm's standard billing rates by employee categories.

Selection Criteria: The first five items listed above will be graded on a weighted system of points with a total maximum score of 100, as follows:

1. Similar Project Descriptions with References – up to 30 points
2. Key Assigned Staff – up to 25 points
3. Project Understanding – up to 10 points
4. Approach to Cost Estimating – up to 25 points
5. Village of Tequesta or similar municipal experience – up to 10 points

Items 6 (potential sub-consultants) and 7 (electronic modeling) will be considered “bonus items” and could be awarded up to 5 points each. Item 8 (your corporate profile) is considered informational only and will not be awarded points. Thus, a “maximum score” would be 110.

Shortlist Interviews: The Master Plan Committee will review and analyze all of the qualifications packages in order to develop a “shortlist” of three firms. Each of those three firms will be invited to participate in a 45-minute presentation/personal interview to be held with the members of the Vestry on the afternoon of Tuesday, September 17, 2019. Interview times will be assigned after the “short-list” has been determined; hourly starts are anticipated at 3:00 p.m., 4:00 p.m. and 5:00 p.m. The short-list invitees will be announced on Monday, September 9, 2019.

The content of the initial 25 minutes of the interview shall be at the discretion of the consultant; the final 20 minutes will consist of a question and answer session with the participating Vestry members. Please note that pre-interview contact, or lobbying, of any Vestry member, church staff or Master Plan Committee member will be cause for disqualification.

In the event that the Qualifications submittal of one firm is clearly superior to all other submittals then the Vestry reserves the right to forego shortlist interviews.