

# ***Request for Proposal For Architectural/Engineering Services Cedar Ridge Camp, Inc.***

## **1.0 SUMMARY OF REQUEST**

Cedar Ridge Camp, Inc. (CRC) is soliciting proposals for Architectural/Engineering (A/E) services for a new chapel building at its location, 4010 Old Routt Road, Louisville, Kentucky.

The scope of work for A/E services required is described in this document. The A/E firm selected for this project will report directly to the CRC Project Manager assigned to this project, and assume full responsibility for facility design, and appropriate consultants to be an integral part of the A/E's project organization.

Your firm has been identified as a candidate with qualifications to provide the appropriate A/E services. The purpose of this document is to provide the detail of the A/E services required for this project and establish the basis for the contract agreement between CRC and the A/E service provider.

If you are interested in responding to this RFP, please contact Andrew Hartmans, [andrew.hartmans@gmail.com](mailto:andrew.hartmans@gmail.com). There will be a pre proposal meeting for all interested parties on site to go over the project and answer questions. The date for this meeting is May 3, 2017.

After the pre proposal meeting, please provide a detailed proposal via e-mail and/or postal mail to Andrew Hartmans, [andrew.hartmans@gmail.com](mailto:andrew.hartmans@gmail.com) no later than June 2, 2017. Upon receipt of written proposals, the finalists will be invited to make a presentation before CRC leadership at a date to be determined.

Please submit your proposal with all of the requirements of this RFP to the following email and/or postal address:

**Andrew Hartmans  
Executive Director  
Cedar Ridge Camp, Inc.  
4010 Old Routt Road  
Louisville, Kentucky, 40299  
[andrew.hartmans@gmail.com](mailto:andrew.hartmans@gmail.com)**

## **1.0.1 CRC Background**

CRC is a summer camp and retreat center located in the south eastern corner of Jefferson County, Kentucky. CRC is owned by Mid-Kentucky Presbytery which is essentially a group of about 50 Presbyterian congregations located in the geographical center of Kentucky. The camp was started in 1957 as a summer camp for children and is now celebrating 60 years of camping ministry. The camp is located on 64 rolling acres of both open fields and treed forest. It is next door to the new 3000 acre Parklands in Louisville, Kentucky. The camp is used by almost 20,000 people each year. CRC offers summer camp for children, outdoor education to students, high and low ropes challenge courses, wedding hosting, overnight retreats for children and adults and meeting space for many different organizations. The camp has several buildings that serve in its mission and is a registered 501 c-3 non-profit religious organization recognized by the Internal Revenue Service.

## **1.0.2 Project Background -- Long Range Plan**

CRC launched a long range plan in 2012 ranking its capital improvements and laying out a strategy to raise funds for each improvement. The Chapel Project is partially funded with grants made by two congregations. Full funding is expected in January, 2021, with the remainder of the project to be funded by a loan. The intent of the congregations was for CRC to build a chapel facility that will act as a long term witness to the life and ministry of those congregations. CRC intends that the chapel will bear witness to their ministry both in the beauty of the structure and in the beauty of its use and dedication to the larger community.

## **1.1 PROJECT**

### **1.1.1 Project Scope — The Chapel**

CRC has identified some basic needs that it has for this project:

- That the chapel will seat 150 people in non-fixed seating to host wedding services. The chapel will also be used for other group activities and should be set up as a multi-use facility.
- The chapel will have restroom facilities as required by code, storage space for moveable furniture and a bridal room for use of bridal party dressing for weddings.
- The main room of the chapel will be built using heavy timber frame construction so as to expose the timber inside the building.
- There will be no stained glass in the chapel.
- There will be extensive decks on several sides of the Chapel.

- The chapel will have A/V equipment in order to supplement the needs of guests who meet in the facility.
- The chapel will have a basement.
- The chapel budget is \$475,000 including all built-in equipment, site work, professional fees, and permitting, but excluding furniture, landscaping and signage
- The owner intends to sign a standard AIA contract in order to secure services.

### **1.1.2 Project Site**

- The chapel will be located near Hopkins Hall on a severely sloped site facing a small lake, so as to give users a connection to the natural beauty that surrounds the area.
- Site utilities are located nearby: Water - 250 feet, Sewer - 100 feet, Electric - 250 feet.
- It is assumed that no new driveways or parking will be required for this project pending review by the appropriate governmental review agencies.

## **1.2 SCHEDULE**

### **1.2.1 Project Summary Schedule**

Anticipated milestone dates that are critical to the delivery of this project are as follows:

- Pre-proposal meeting — May 3, 2017 — This meeting will be mandatory and no further contact with CRC will be permitted between this meeting and deadline for initial detailed response. The site topographical map will be distributed to teams at this meeting.
- Deadline for initial detailed response — June 2, 2017
- Firm interviews / Board choice — TBA
- Completion of construction documents – November 30, 2018
- Construction start — Spring, 2019

## **2.0 PROPOSAL REQUIREMENTS**

Please address all of the items noted in this section in your proposal. Failure to do so may result in your proposal not being considered. Proposals will be evaluated based on demonstration of meeting the requirements of this RFP.

## **2.1 QUALIFICATIONS**

### **2.1.1 Organization**

Please submit general statements about your organization's qualifications and other information deemed necessary. Include at least the following:

- Firm name, business address, telephone, email address, website address and fax numbers
- Contact person(s) with title(s)
- Professional history and affiliations
- Current staff size and professional registrations
- Insurance carried
- Range of professional service capabilities
- Impact of current workload on ability to meet the requirements of this RFP
- Previous experience with church groups

### **2.1.2 Relevant Project Experience**

Provide descriptions of at least three projects that have been executed within the past five years. The projects described shall be similar in scope and complexity to the project described within this RFP. Please include at least the following:

- Project size (square feet)
- Construction value
- Basic project program
- Project owner with current address and telephone number

- **2.1.3 Personnel**

Please submit resumes for personnel proposed on the bid form. State their proposed project responsibilities. Include the following:

- Project Manager
- Licensed Architects and Engineers who will be professionals of record
- Discipline leaders (architectural, civil, structural, mechanical, electrical, etc.)
- Project Managers, licensed engineers, and designers of consulting firms
- Field representative(s)
- Other specialists
- Not included: Landscape or interior design.

## **2.2 BASIS OF FEE**

### **2.2.1 Fee**

- Please provide a basis for your fee including all consultants.
- Schedule of reimbursements
- Breakdown by project phase