



ISLAMIC ASSOICATION OF ALLEN

REQUEST FOR PROPOSAL FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE EXPANSION OF ISLAMIC ASSOCIATION OF ALLEN (IAA) MOSQUE

SUMMARY OF REQUEST:

Islamic Association of Allen (IAA) invites Architectural/Engineering (A/E) firms to submit proposal for Architectural/Engineering services for expansion of recently build Islamic Association of Allen (IAA) mosque in Allen, TX.

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 single point of contact designated in writing by IAA and overseen by IAA Construction Committee (CC). A/E firm will be responsible to provide services as specified in the scope of services.

The purpose of this document is to provide the detail of the A/E services expected for this project and establish the basis for the contract agreement between IAA and the A/E firm

GENERAL DESCRIPTION OF EXISTING AND PROPOSED EXPANSION:

Highlights of Existing Facility (See Attachment A):

Existing building is part of an original master plan (see Attachment A) that was broken down into phases. Please note, Phase 1A and 1B were built with some modifications.

- Most of the site work completed
- Main 1st Floor men's pray area
- Men's restroom
- Main 2nd floor women's pray area
- 1st floor women's pray area (future men's study/class rooms)
- Women's restroom (future men's shoe area)
- Women's lobby (future part of men's lobby)

Highlights of Proposed Expansion (See Attachment B):

Proposed expansion (tentative Phase 1C and 1D shown in Attachment B) will take existing building back into original master plan (see Attachment C)

Highlights of Exterior Work:

- Two grand entrances – one at the east and the other at the west side of the building. The design is expected to be similar to what is included in Attachment C.
- Outdoor plaza area at the east entrance
- Landscape and irrigation around new proposed expansion(s)
- Tower (Minaret)
- Two Domes (Bigger one located above men's pray area and small one located at the east side)

Highlights of Relocation/Demolition:

- Electrical (1st Floor)
- Sprinkler Room (1st Floor)
- Demolition of portion of exterior walls for planned expansion.
- Remove of metal stairs to 2nd floor/Mezzanine (women's pray area) from men's pray area
- Opening for Dome in main (men's) prayer hall
- Removal and reuse the outside metal stairs at the west side for emergency exit from 2nd floor.

Highlights of Proposed 1st Floor Expansion (See Attachment B):

- Main stairs and elevator to 2nd Floor from women's separate entrance on west side.
- Second stair next to women's main entry only on east side with wash room (wadu area) and administration office/IT room, (2) offices and conference room.
- Convert current women's restroom into men's shoe area.
- New men's wash (wadu) area.
- Café and kitchen.
- Library and storage with access from outside.

Highlights of Proposed 2nd Floor Expansion (See Attachment B):

- Main stairs and elevator to 2nd Floor women's lobby area on west side.
- Lobby lead to women's existing 2nd floor pray area.
- Women's break room/kitchen
- (2) Classrooms/Children rooms.
- New women's wash (wadu) area, shoe area and restroom.
- Storage and janitor closet.
- Lobby (w/ shoe rack) and storage on east side next to east stairs.

PROJECT CONFIDENTIALITY:

The A/E firm will be required to:

1. Maintain strict confidentiality of all oral, written, electronic and otherwise documented information pertaining to this project.

2. Limit distribution of such information to only individual necessary to prepare your proposal.

SCOPE OF WORK/SERVICES:

Following broad general services are expected to be provided by the A/E firm:

- Architectural
- Structural
- Mechanical, Electrical & Plumbing
- Landscape/Irrigation/Amenities
- Civil (Survey, Geotechnical if deemed necessary by the A/E firm for Grading, Utility Tie-in, Sidewalk, ADA ramps and entrances, etc.)

A. Preliminary Design (Schematic Design & Design Development):

- a. Review existing building layout and future expansion of building as per master floor plan. Present to IAA in a meeting the findings regarding critical challenges and possible solutions to planned expansion.
- b. Prepare a design schedule (showing 30%, 90%, and Final Submittals) to meet IAA milestone dates.
- c. Prepare Schematic Design layout for expansion with options for IAA consideration.
- d. Incorporate IAA review comments into final preliminary design.
- e. Provide 2D plans and 3D renderings to IAA to share with their community and for fundraising purposes.
- f. Present final preliminary design as part of design development for IAA review and approval to move forward with construction bid documents and permit set.

B. Contract document (To be used for Bid/Permit/Construction):

- a. Based on the approved Preliminary Design, A/E firm to produce construction drawings and specification (project manual).
- b. Coordinate all disciplines (including IT, AV, security, etc. which may be hired separately by IAA) and your team's sub consultants in order to deliver a complete package.
- c. Coordinate with IAA for incorporating necessary furniture and fixture/equipment layout for each room/common spaces.
- d. Select, specify and provide bid package for furniture, fixture and equipment (FF&E) and interior signage.
- e. Prepare and present material finish boards for exterior and interior with 3D renderings.
- f. Prepare construction phasing so that pray areas and wadu areas for both men and women are accessible at all the times, particularly one hour before and after each

prayer time. Prepare construction phasing sequences diagrams for General Contractor/IAA/City to shown how to minimized disruption due to construction activities and keep building open for use.

- g. Prepare approximate cost estimate at milestone submittals.
- h. Propose construction schedule for the contractor.

C. Permitting:

- a. Permitting – A/E firm will be completely responsible for preparing all necessary document, layout, exhibits, application, communication, coordination, response to City/other agencies comments and corresponding resolution and revision, etc. in order to make the construction document ready for the contractor. Owner will designate and authorize the A/E firm for this work. Owner will pay only the required permit fee for these approval as set by the City or other agencies, if needed.
- a. Submit all documents to, conduct necessary meetings with, address review comments from the City of Allen other related agencies to secure the permit for timely start of construction.
- b. If project is in bidding process during permit processing time, issue required addendums to all bidders reflecting and construction document change.

D. Bidding:

- a. Prepare and issue all necessary documents for Request for Quotations/Bids (RFQ).
- b. Attend construction pre-bid clarification meetings (as necessary) and pre-award meetings.
- c. Perform bid evaluations, prepare recommendation, and certify whether contractor bids meet the requirements of bid documents prepared by the A/E firm
- d. The A/E Firm will prepare Bid Package based on either Option 1, or Option 2, or Combination of Option 1 and 2. IAA will make decision when the A/E Firm will provide Final Cost Estimate. If this requires any additional fee, A/E Firm shall include them in their fee proposal.
- e.

E. Construction Administration:

- a. Provide construction administration services including, but limited to Request for information (RFIs), Supplemental Information (SI), Proposal Request (PR), Submittal and shop drawings review, log of submittals, site visit (minimum 2 visits per month and potentially more when construction starts) report, final punch list, etc.
- b. Attend weekly/ bi-weekly project meetings, prepare and distribute meeting minutes, verify construction progress schedule and suggest necessary

modifications to remain on schedule, verify completed and ongoing work and submit report.

- c. Perform job site visit twice a month (during construction), to evaluate adherence to project contract document issued for construction and submit report. Job site visit should be scheduled in accordance with the contractor's application of certificate for payment which the A/E will review, approve, and recommend IAA for payment.
- d. Unscheduled site visit may be needed to resolve problem/question in field during construction and will only be done when requested formally by writing or email from IAA.
- e. When requested by IAA, assist in identifying, resolving field problems, and disputes in the most economical and expeditious manner possible.
- f. Collect "As-Built" information from General Contractor at the end of the project and update the construction drawings to reflect the as-built conditions and submit the updated drawings to IAA upon completion of the project.

CHANGE IN SCOPE:

During the design and/or construction phase, it may be necessary for IAA to make modifications or addition to the project scope for items or services not included in the original scope. In such case, IAA will request a Professional Services Change Notice (PSCN) from the A/E firm or team. In either case, A/E firm or team shall not proceed with the changes until receipt of PSCH in writing with authorization signed by IAA point of contact. Unless otherwise directed by IAA, submit lump sum fee proposal, with detailed break-down of tasks, labor, and rates, for the requested additional Professional Services.

The followings shall be included in PSCN processing:

- Description of the changes.
- Estimated hours, by discipline, to accomplish the changes
- Proposed duration for the completion of design revisions and notification of whether or not the modification will result in additional duration to the established contractual delivery dates, if applicable.
- Net change in fee to complete the change, broken down by:
 - Drawing and specification revisions
 - Document distribution
 - Preparation of cost estimate
 - Additional time/cost for shop drawings review result from change.

IAA may handle PSCN in two ways depending on the urgency. IAA will inform decision in writing

- Request for quote not authorized to proceed when there is adequate time for A/E firm to submit quote for additional services or change in original A/E contract documents. IAA has time to review it before authorizing in writing change or request for revision to submit quote.
- Proceed with change with authorization from IAA when timing is critical and IAA authorize work to begin immediately. A/E firm to respond in a form of; field orders, sketches or produce revised/additional drawings as appropriate to situation. Submit to IAA for necessary written approval.

Changes initiated by the A/E firm:

IAA encourage A/E firm to submit written recommendations for procedures or design changes that will reduce project cost, improve functionality of the facility, enhance architecture of the building and/or shorten the project schedule. Any such changes must be approved in writing or by email from IAA and must meet the same functional and technical requirements that are included in this RFP. A/E firm may identify and submit recommended changes that may benefit IAA. However, these changes must not be initiated due to error and omission of the A/E firm's responsibility. IAA will not reimburse the cost for the preparation of these recommendations.

KICK-OFF MEETING:

IAA will schedule a kick-off meeting once A/E firm is selected and contract has been signed. It is mandatory that A/E firm's project organization chart be established by the day of this meeting and project team manager and all consultant's task leader attendant this meeting. A/E project team to read project requirements and formulate any questions regarding this project and bring them up during the kick-off meeting. A/E's project manager shall be responsible for producing the minutes of the meeting.

Kick-Off meeting primary agenda:

- Review of project scope.
- Introduction of each team member of IAA and A/E, their task, role and responsibilities.
- Preliminary schedule for this project with milestone dates highlighted and their importance.
- Q&A
- Next meeting date/time/place and agenda.

SCHEDULE:

A/E firm to issue the official pre-construction project schedule after kick-off meeting. It will be A/E firm's responsibility to keep this preconstruction project schedule updated as project progress. Revised project schedule to be issued periodically, particularly when milestone is

reached or change in project occurs that impacts project schedule. General Contractor will issue separate project construction schedule as soon as the construction starts.

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. Proposal will be evaluate based on demonstration of meeting the requirement of this RFP.

Please see **Attachment D** for the requirements.

Qualifications:

Organization:

Please submit general statement about your organization qualification and other information deemed necessary. Include at least the following:

- Firm name, business address, telephone, e-mail address
- Contact person(s) with title(s)
- Professional history and affiliations
- Current staff size and professional registrations
- Range of professional service capabilities
- Impact of current workload on ability to meet the requirement of this RFP
- Previous experience with IAA or any other Islamic organizations.
- Understanding of Islamic Architecture
- Willingness to research Islamic Architecture design with attention to details.
- Financial and Liability capabilities of your firm

Relevant Project Experience:

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

- Project size (SF)
- Construction value
- Basic project program
- Project phased for future expansion.
- Project delivery approach
- Project owner with current address and telephone number.
- Any litigation filed against your firm for any services provided? If yes, please provide details, owner, outcome for those projects.

- How many (and also \$) change orders were issued and implemented by the contractors on the latest 3 projects designed by your firm - details, why, CO, \$ value.
- What is your internal Quality Assurance (QA)/ Quality Control (QC) process that you want to implement for this project to avoid "Errors and Omissions"?

Personnel:

Prepare an Organization Chart for your Team that will include A/E firm/team's Project Manager, lead task leaders, sub consultants task leaders, and other key personnel that will be used for this project. Please submit resume for personnel proposed in proposal. State their proposed project responsibilities. Include the following:

- Project Manager
- Licensed Architect who will be professionals of record.
- Consultants name/firm

Prime A/E Firm may have sub consultants in the team to provide the complete services. However, the Prime A/E Firm is completely responsible for the contract and agreement between them, and also for the performances and quality of services provided by them. IAA will not have any separate/additional contract/agreement with any other entity other than Prime A/E Firm. IAA will have only one contract.

Basis of fee:

Lump Sum fees:

Provide a "lump sum" fee for services in your proposal. Include charges for overhead, profit, taxes, printing, distribution and any other direct/incidental costs required to complete the requested services.

Please provide a breakdown of yours and your sub consultant's fee by phase outlined below:

1. Schematic Design
2. Design Development
3. Construction Document
4. Bidding
5. Construction Administration
6. Presentation Material:
 - Presentation color plans
 - Color building elevations
 - Realistic exterior and interior rendering and walk through building.

Please submit an hourly rate schedule that will be utilized for changes in scope of services approved by IAA. Include the following for A/E firm:

- Hourly straight time based salary rates for all classifications in your organization.
- Hourly rate for your consultant additional services fee.
- The effective period of hourly rate schedule.

A/E Firm’s Fee Proposal:

The A/E Firms fee proposal will be on a lump-sum basis that will include all costs, direct and indirect, including costs for providing all necessary services needed for performing Civil, Architectural, Structural, M/E/P, Landscape, Irrigation, Amenities/Aesthetics, Survey, Geotechnical, Travel, Site Visits, office supplies, mileage, and any other work that will be needed to prepare a complete and accurate construction bid document for the contractor. The A/E Firm is responsible to request and verify the fees for the sub consultants those are part of their team. IAA will only pay the total lump-sum amount to the prime A/E Firm and will not pay separately for any other services or material, unless requested and approved in writing any additional work or services outside of the scope. The fee proposal will be prepared in following format:

- a) Break down by professional category, such as, Civil, Architectural, Structural, M/E/P, etc.
- b) Break down by Labor Categories, such as, Project Manager, Lead Architect, Landscape Architect, Mechanical/Electrical, CADD, etc.
- c) Break down by hours need by each professional and labor categories
- d) Unit labor rate considered for each labor categories

Reimbursable Schedule:

Submit a reimbursable schedule consistent with Delivery Schedule that will be utilized for the payment for providing services and to be approved by IAA.

Exceptions and alternative:

Please base your proposal on complying with all of the requirements of this RFP and any subsequent pre-bid meeting minutes, letters of clarification and addenda including requirement Incorporated by reference within this document.

Alternative methods or schedules for project approach which would meet or exceed project requirements while improving project value may be submitted for evaluation by IAA.

Proposal submittal:

If interested, please send any “Request for Information” or questions via e-mail and/or postal mail to anisebawa@gmail.com or Islamic Association of Allen @909 Allen Central Drive, Allen, TX-75013 – Attention to Br. Anise Bawa.

Please submit your complete proposal including fee proposal with all of the requirements of this RFP to following postal address or email no later than Friday, May 6, 2016.

Anise Bawa
Islamic Association of Allen
909 Allen Central Drive,
Allen, TX 75013
972-908-3330
anisebawa@gmail.com

Upon receipt of written proposals, the finalist will be invited to make a presentation before IAA construction committee at a date to be determined after discussion with the contractors.