



Dear Proposer:

Greater Galilee Baptist Church is soliciting written proposals from qualified Architectural firms or individuals to develop Architectural drawings for a mid-sized senior rental housing project. As a Request for Proposal (RFP) this is an invitation to bid.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 3:00 pm, on Thursday, Mar 17, 2022**. All responses must be emailed and have "**Greater Galilee Senior Apts**" clearly marked in the reference line. Additionally, please submit two (2) original bound copy and one (1) flash drive of the proposal as follows:

Mail or Hand Deliver To:
CP2 LLC – Real Estate Solution
1136 S Delano Ct., B201
Chicago, IL 60605

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Kim Jackson, via email at kjackson@cp2re.com no later than Monday, Mar 10, 2022. You can call 312.626.2767 to present your questions. Answers to questions will not be provided by telephone. All answers will be provided in an email.

I. Background

Greater Galilee Baptist Church was established in 1920 for the purpose of helping those in need: to spiritually uplift the community, working toward the greater good across our city, and to continually support those seeking life enhancing solutions. In 1958, Greater Galilee converted an old Jewish Synagogue, Knesses Israel into Greater Galilee Baptist Church in the North Lawndale neighborhood. It has been a long-standing member in the community offering health care services, food distribution, spiritual guidance, and social service referrals. In recent years, Greater Galilee has been eager to further its' mission to serve the community by providing affordable housing.

In 2021, Greater Galilee established a housing steering committee to help jumpstart the process. The committee, led by Pastor Steve Spiller have worked diligently to position the adjacent vacant lot for affordable housing. The work done in 2021 has led to identifying an architectural firm to interpret their vision, assist in engaging with area residents, to create the structure that will ultimately become home for independent seniors.

The church has established site control of several adjacent City of Chicago owned lots for the purpose of creating the desired housing.

SCOPE OF SERVICES

Greater Galilee seeks to award a contract with an architectural firm to create Greater Galilee Baptist Church Senior Apartments, a specific design that is not the typical Senior Apartment exterior and incorporates administrative and retail space for supportive senior services.

Selected firm is expected to deliver drawings in a phased approach.

- Conceptual/Schematic Design Phase (Phase I) Refine program, space needs and project scope. This phase will involve meetings with stakeholders, key leaders, community members and local governmental officials for program development / refinement.
- Design Development Phase (Phase II) After approval and acceptance of the end product from Phase II by the developers, local governmental officials, the firm will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical / control systems and final design. Revisions of the plan may be needed as the project is developed during this planning stage. The firm shall provide energy modeling for mechanical and other building systems under consideration. The firm will then prepare a final design plan based on the input received from the city and any applicable governmental agencies responsible for project approvals.

- Construction Documents (Phase III) After approval and acceptance of the product from Phase III by the developer, the firm will create detailed construction and specification documents for bidding purposes. The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, Storm water Management Plan, Roof Plan, Drainage Plan, Floor Plan(s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door /Window / Room finish / Header / Plumbing / Electrical schedule, HVAC Plans, Electrical Plans, Submittal Worksheets and the project manual including specifications in the City of Chicago permit ready format. The firm is expected to submit drawings, process for permit.

Design Guidelines

The Developers will require the firm to integrate City of Chicago Green standards design into the project. The project must complement the exhibiting housing stock of the area. However, it should not mirror another project in the city. The firm shall create a design that will require an elevator and fully wheelchair accessible. The unit count of 28-32 units with a blend of 1 and 2-bedroom units is being considered. Most of the units shall be 1 bedroom. The project shall include a multi-purpose space, property management and maintenance office and supply room. Integration of new innovative products is encouraged. This project budget is projected in the \$230 - \$245 per square foot range.

Proposal Inclusion

Respondents to this RFP shall include the following minimum information in their proposal:

- General qualifications: describe the general qualifications of the firm.
- Special qualifications: describe any special or unique qualifications of Architect(s) as they relate to this project including, but not limited to, sustainable/green building design and affordable housing designs.
- Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services that have been provided within the last five (5) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.
- Include a 2-D schematic design interpreting the described design goals articulated in the design guidelines that includes existing street scape and exterior physical attribute of the proposed structures.
- List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- Describe the firm's understanding of the project and the planned approach to achieve the goals of the project.

- Describe the firm's Minority and Women Diversity Inclusion Participation Plan for the entire scope of the project.
- Describe sustainable or "green" design experience as well as experience working with Focus on Energy.
- Provide a fee proposal, including retainer, using the projected scope and projected budget. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing, and construction phase.
- Special Design Concerns: Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA) accessibility requirements. Provide examples of Senior Housing that incorporates the forementioned ADA requirements. Describe how your firm includes energy savings and indoor air quality aspects of design into your work.
- Architectural/Engineering Services: Provide information on your current workload and how you would accommodate this project. Also include the process you would follow from start to end of our engagement. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value, such as your methods of consensus building, maintaining schedule, and resolving and avoiding problems.
- Construction Costs: Describe your schedule/cost control methods you use and how you establish cost estimates. List the steps in your standard change order procedure.
- Legal Concerns: Explain the circumstances and outcome of any legal matters involving you and a client and/or housing agency/advocacy group.