

Community Foundation Campus
Request for Proposal
4 Suite Buildout Architectural Plans and Specifications

Community Foundation Campus LLC (Campus), an Arizona Limited Liability Company, is looking for an architect to design and provide complete drawings and specifications for the build out of 4 vacant suites to vanilla shell on our property at 5049 E Broadway Blvd (Suites 115, 117, 127, 137).

RFP Sent: November 11, 2020

Responses Due: November 25, 2020

Please send any questions and completed proposals to Chelsey Johnson, Member Services Coordinator, at cjohnson@cfcampus.org.

COMMUNITY FOUNDATION CAMPUS OVERVIEW

The Community Foundation Campus is a nonprofit hub with offices, event space, and conference rooms for our nonprofit community. The main building (A) houses the Community Foundation for Southern Arizona and up to twelve other nonprofit organizations inside. The two out-lying buildings (B & C) on Campus are approximately 4,500 square feet each. Buildings B and C each have four adjacent office suites that range from 1,088-1,120 square feet. There are currently nonprofit tenants in four of the eight suites in our out-lying buildings, specifically suites 105, 107, 125, and 135.

The build out of our remaining four vacant suites will allow us to offer turn-key office spaces to nonprofit organizations. The organizations that rent our offices will not only have class A space, but they will become a part of a greater network of nonprofit professionals that collaborate and share resources within our community on Campus.

DESIGN REQUIREMENTS

Please find Community Foundation Campus floorplans in *Exhibit A*.

The Community Foundation Campus is looking for a "turnkey" approach. Suites 115, 117, 127, 137 plans and specifications will include: demising walls as needed, finishing existing walls, ceiling tiles, HVAC ductwork and diffusers for existing HVAC, electrical for LED lighting and receptacles/power outlets per code.

The architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the suites, incorporating the latest thinking in the field concerning office requirements.
2. Recommendations relative to the installation of different building systems (e.g., heat pumps vs. VAV).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous nonprofit projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. In coordination with CF Campus, make scheduled site observations to ensure contractor and subcontractor have completed the work as planned.
7. Assistance, where necessary, with the government approval process (i.e., permits).
8. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
9. This project is expected to be completed by February 6, 2021.
10. The existing facility will be available for inspection between the dates of November 17th - 19th, 2020. Please call to make an appointment.

PROPOSAL REQUIREMENTS

1. Provide the following information:

- a. Name of firm
- b. Complete address
- c. Contact person
- d. Telephone number
- f. Internet address
- g. E-mail address

2. Provide a General Statement of Qualifications that responds to the project background information given above.

3. Personnel

- a. List the professional and support positions and number of personnel in each position.
- b. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

4. Commercial Office Facilities

- a. For your last three office space projects, provide the following:
 - 1) Name of project
 - 2) Client contact
 - 3) Owner's total initial budget
 - 4) Total project cost
 - i. Number of change orders
 - ii. Total cost of change orders
 - 5) Date of bid
 - 6) Scheduled completion date
 - 7) Actual completion date
- b. Explain your firm's nonprofit office space expertise.

8. Legal Concerns

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
- b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a health care client or any of the same you have filed.
- c. Explain your General Liability Insurance coverage.

d. Explain your Professional Liability Insurance coverage.

9. Fees

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

CONFLICT OF INTEREST: To avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgement in the best interest of Community Foundation Campus . Please outline all conflicts of interest that may exist for your firm in relation to providing property management/real estate management services for Community Foundation Campus.

GOOD STANDING: Your firm must comply with Federal, State, County and local units of government law; which specifically includes good tax payment status and good corporate registration status. Please provide your firms legal corporate name and Tax ID number as reflected by the State of Arizona.

DIVERSITY: Preference is given to vendors with a proven record of a commitment to diversity and inclusion as a practice. Please include your company diversity/inclusion statement.

RFP & PROJECT TIMELINE DETAILS

Full project timeline details can be found in *Exhibit B*.

SELECTION CRITERIA

Selection of an agent/firm will be made based on the following criteria:

- a. Ability of the Architect(s) to meet or exceed the requirements defined in the RFP
- b. Experience, qualifications and references
- c. Regional reputation and local presence/experience
- d. Fee Schedule

ORAL PRESENTATIONS AND INTERVIEWS

Firms submitting a proposal in response to this RFP may be asked to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews may or may not be conducted.

TERM OF CONTRACT

The contract period for the successful agent/firm will be until the build out of all four suites is complete and all necessary permits have been received.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the Campus to award a contract. Campus reserve the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the agent/firms submitting an RFP, or to cancel all or part of this RFP.

GENERAL INSTRUCTIONS

The proposal must be submitted to the Community Foundation Campus building, 5049 E Broadway Blvd STE 201 or emailed to Chelsey Johnson at cjohnson@cfcampus.org by 3:00pm on November 25, 2020.

A Selection Committee will review the proposals and develop a list of finalists to interview. The Applicants are responsible for ensuring that their proposal is received on time.

To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.

The Community Foundation Campus reserves the right to reject any proposal, or any parts thereof, or to waive any informality or defect in any bid if it is in its best interest. All proposals, plans, and other documents submitted will become the property of the Community Foundation Campus.

Applicants are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the Community Foundation Campus, if any.

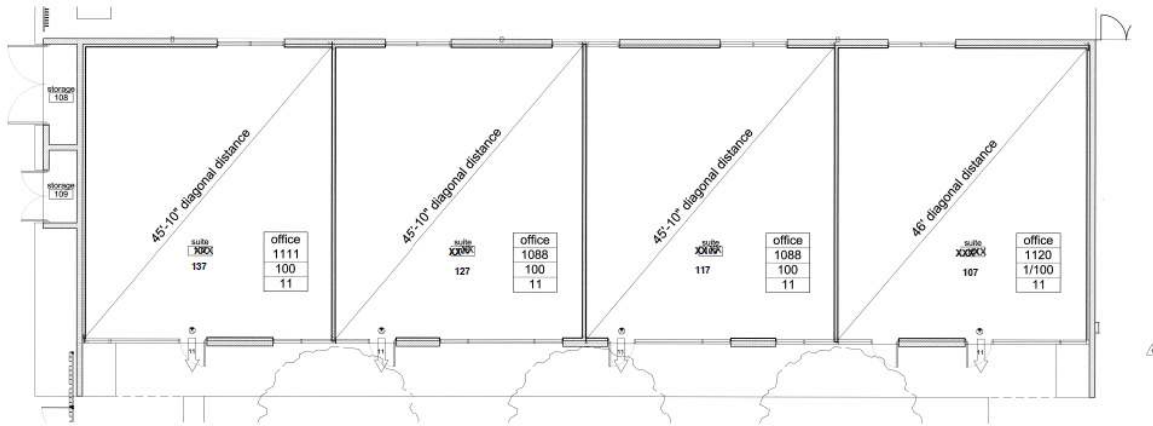
All questions may be directed to the following contact person: Chelsey Johnson at cjohnson@cfcampus.org or 520-770-7898.



- one set of stamped approval drawings shall be maintained on site and made available to city inspectors on demand.
- provide city of Tucson an electronic copy of drawings for a public utility notification system.
- provide all weather access and 2-in. 10' to all building and backflow from public water supply installation.
- see approved code for the number of fire hydrants installed and schedule prior to the building inspection. hydrants shall be spaced at a maximum spacing of 1500 gpm. the developer shall obtain the city approved and water plan available to the fire authority.
- provide fire extinguishers shall be installed per locations determined by the municipal code.
- see and emergency lighting shall comply with the city of Tucson ordinance and the IFC, see code sheet and specification.

- legend:**
- 1 to indicate fire separation (horizontal)
 - direction of egress - occupant load @ egress component
 - function of space/occupancy
 - occupant load
 - number of occupants
 - exit sign (directional where indicated)

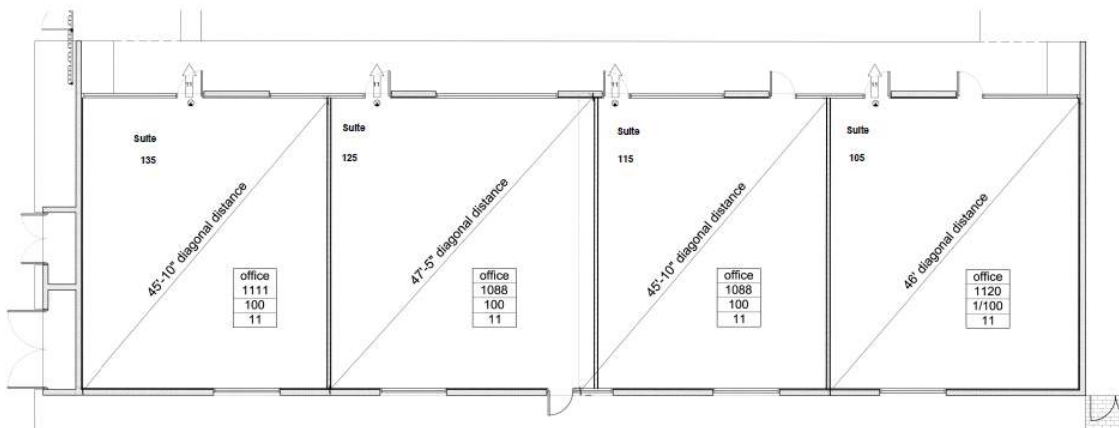
WEST Bldg



1 EXITING plan



EAST Bldg



- legend:**
- 1 to indicate fire separation (horizontal)
 - direction of egress - occupant load @ egress component
 - function of space/occupancy
 - occupant load
 - number of occupants
 - exit sign (directional where indicated)

Exhibit B (Project Timeline)

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Architect RFP Posted	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Architect RFP Submissions Due	26 Thanksgiving	27 Holiday	28
29	30	1 Interviews	2 Interviews	3	4 Architect Selection Made	December 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Architect Drawings/ Specifications Due	24 Christmas Eve	25 Christmas Day	26
27	28	29	30	31	1 New Year's Day	January 2
3	4 Plans submitted for review COT	5	6	7	8	9
10	11	12	13	14	15	16

	Contractor RFP Posted					
17	18	19	20	21	22 Contractor RFP Submissions Due	23
24	25	26 Interviews	27 Interviews	28	29 Contractor Selection Made	30
31	1	2	3	4	5	February 6
7	8	9	10 Construction Begins	11	12	13