

All Souls Unitarian Universalist Church
4501 Walnut
Kansas City MO 64111
www.allsoulskc.org

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES for PROGRAMMING & CONCEPT DESIGN

PROPOSAL DUE DATE AND TIME

Thursday, July 9 2015 at 4:00 pm

Please submit 10 copies (maximum 20 double sided pages) plus a .PDF file
Deliver to: Chris & Kelley Davis
All Souls Unitarian Universalist Church
4501 Walnut, Kansas City, MO 64111

*An Open Tour of the Church will be offered June 30, at 9:00am.
Please contact Chris & Kelley Davis at ckdavis-alie@att.net to RSVP.*

All Souls Unitarian Universalist Church of Kansas City, Missouri is seeking qualifications from firms with outstanding reputations in the planning, design, remodeling and expansion of church buildings, and a proven capability of incorporating sustainable strategies in design and construction. Qualifications are being sought for programming and concept design services that will lay the groundwork for a Fall 2015 capital campaign which seeks to raise between \$1.5M - \$2.5M to fund the project. Ultimately, the size and scope of the project will be determined by the success of the capital campaign. The success of the capital campaign will be in large part driven by the quality of the thought process and deliverables from the programming and concept design phase.

ASUUC Mission Statement

All Souls Unitarian Universalist Church is a vibrant, diverse, caring community that inspires spiritual and intellectual growth and is committed to peace, justice and environmental responsibility. A more detailed explanation of this mission can be found here:
<http://allsoulskc.org/about-us/frequently-asked-questions/#>
(Once on this page, select "What is the mission of All Souls Unitarian Universalist Church?")

PROJECT DESCRIPTION

All Souls Unitarian Universalist Church has spent the previous eighteen months evaluating its current location, building infrastructure, and congregational needs through several committees and task forces. This work has been done in preparation for a major capital campaign that will renovate its existing building at 45th & Walnut.

ASUUC is seeking architectural services to work with the congregation under the direction of an Architectural Design Task Force to perform the following:

- **ARCHITECTURAL PROGRAM** - Work with various departments and stakeholders to establish an architectural program. The program shall describe the size, nature and use of desired spaces, along with the size and scope of the renovation and building additions including performance goals and metrics.
- **CONCEPT DESIGN** - The architect shall produce code compliant concept design plans, renderings and other associated drawings to successfully describe the design concept(s). The design should produce an approach to renovation and building addition(s) that is scalable to meet the anticipated variations in fundraising capacity. It is anticipated that the congregation will pursue a 'good / better / best' approach to the renovation concepts and/or a menu of renovation options for scopes that could be additive or subtractive depending on the success of the capital campaign.
- **COST ESTIMATE** - The architect shall produce an estimate of the various design options that will serve to establish a construction budget for the work and set targets for capital campaign fundraising. The congregation will then use the Construction Budget to establish an overall Project Budget for the work. It is anticipated that the \$1.5M - \$2.5M range will ultimately reflect the overall Project Budget.

The project site at 45th and Walnut is constrained and the church does not anticipate acquiring additional property for the expansion. As is typical with urban sites, the church has continuously tried to solve parking issues on its property. See attached preliminary property survey.

The majority of the church property is zoned as Category R-0.5, with a small portion of the property zoned as Category R-5. It is anticipated that the church will ultimately have to request a variance to the established setback requirements to build an addition of any reasonable size on the property. See attached parcel report and zoning map.

The congregation is exploring independent evaluations of the existing building that should be of use to the Architect. These may include:

- Underground Utility Survey
- Existing Roofing Evaluation
- Existing Mechanical System Evaluation
- Structural Evaluation of the Existing Office Wing - which is currently experiencing some foundation settlement and differential movement

In short the congregation is looking for thoughtful leadership and creative ideas that will enhance the church's ability to fulfill its mission and inspire a highly successful capital campaign.

EXISTING CONGREGATION AND BUILDING

All Souls Unitarian Universalist Church, a growing community of more than 320 members, is located east of the Country Club Plaza near the Kansas City Art Institute, the Nelson Atkins Museum of Art and directly across the street from the Kemper Museum of Contemporary Art.

The current building was constructed in the late 1950s, with an addition constructed in the 1960s and a substantial modernization completed in the mid 1990s. However, it is now in need of expansion and major renovations to serve the current needs of its congregation. Additionally, the church seeks to modernize and strengthen its brand in the community in order to facilitate growth, and in preparation to celebrate 150 years of serving the Kansas City community in 2018. The church will also host the 2018 Unitarian Universalist Association General Assembly in Kansas City during its sesquicentennial.

The All Souls campus includes the historic, Simpson House. Built in 1909, Simpson House was a residential home until 1986, at which time the house was purchased by All Souls. The building now serves as a venue for church meetings, activities and events as well as a source of income for the church through rentals. The first and part of the second floor are available as rental space for weddings, parties, meetings and other events. The second floor is home to two local social justice related organizations which office on that floor in return for modest monthly rent. For the last 20 years, the third floor has also been an apartment which has housed All Souls staff who assist in management and maintenance for both Simpson House, the church building and grounds.

The Simpson House grounds include a lovely garden suitable for strolls or as a backdrop for a wedding or party. This garden is the All Souls Unitarian Universalist Church's Memorial Garden where the ashes of many members who have passed away are interred. Simpson House is a beloved and beautiful part of All Souls.

It is intended that the congregation will continually occupy the building during the renovation work. Therefore consideration should be given to the implementation and/or phasing of the design to allow for this.

It is also noted that the congregation is continually interested in furthering sustainable design principles for its building and grounds. In 2015 the congregation installed a photovoltaic array on the existing roof. It is not anticipated that the PV panels will affect the design concepts, however the designers should be aware of the existing PV array on the roof.

PROJECT BACKGROUND

Last year, a **Vision Task Force** was established by the Board of Trustees in order to better understand the congregants' sentiments towards the existing church location, the existing building, facility shortcomings, areas upon which to improve church life and activities and desire for future growth. A more detailed explanation of this process and the conclusions drawn from the experience can be found here:

<http://allsoulskc.org/about-us/forms-documents-and-reports/2015-renovation-project/>

(Once on this page, select "Vision Initiatives Report")

Shortly thereafter, a Task Force was established to analyze a real estate opportunity that would have relocated the church to an alternate location. The unoccupied facility was significantly larger in square footage and in need of substantial repair. It was located in a neighborhood where the church could more directly engage in community outreach efforts. The property was subsequently purchased by a third party; however based on the intensive efforts of these two Task Forces it became apparent that remaining at the Plaza location is preferred by a majority of congregants.

As a result the Board of Trustees established a **Building Renovations Task Force** that created a detailed report with conceptual diagrams based on improvements that various user groups believe are required in order to fulfill the church's mission and address the facility shortcomings identified by the Vision Task Force. The full report of the Building Renovation Task Force can be found here: <http://allsoulskc.org/about-us/forms-documents-and-reports/2015-renovation-project/> (Once on this page, select "Renovation Concepts Report")

The Board of Trustees hired a **Feasibility Consultant** in May of 2015, who engaged the congregation in a weekend long session to test the will for running a capital campaign. In addition to concluding that the desire to support a campaign was generally present, the Feasibility Consultant had several key recommendations for the congregation that would be necessary to advance this effort. Based on an analysis of the congregation's financial statistics and membership commitments, the Consultant concluded that a Capital Campaign generating approximately 0.9 to 1.5 million dollars over a 3 to 5 year period was a reasonable expectation; however this may well be exceeded by engaging major donors. The full report by the Feasibility Consultant can be found here: <http://allsoulskc.org/about-us/forms-documents-and-reports/2015-renovation-project/> (On this page, select "Next Steps Weekend Report")

The Board of Trustees has established three additional groups to facilitate the selection and design process:

An **Architect Selection Task Force** will identify, manage and execute the plan by which an architectural firm will be selected to move forward with developing a Program, Conceptual Design and Cost Estimate for the renovation. It is anticipated that several of the members of this Task Force will continue working with the selected architectural firm throughout the Programming and Design process, representing the interests of the congregation.

At completion of the Architect Selection process, an **Architectural Design Task Force** will be formed to interface with and direct the work of the architect throughout the concept design phase.

A **Steering Committee** will advise the other two task forces and report to the Board of Trustees throughout the entire architect selection, concept design process, the capital campaign and ultimately the final design and construction phases. Although the Architect may be working closely with members of various stake holder groups, the Architect will report to and will receive direction from the Architectural Design Task Force for this concept design effort.

The Board of Trustees must execute all contracts.

SCHEDULE

The selection process is anticipated to occur over the following timeline:

June 23	Release RFQ	
June 30 (9:00 am)	Tour of ASUUC for prospective design firms	
July 9	Receive Qualification Statements from prospective design firms	
July 9 - 19	Short List firms to be interviewed	1.5 weeks
July 20 - July 26	Interview Firms	1 week
Aug 9 - Aug 9	Make Recommendation regarding selection to Steering Committee Negotiate Fees with Selected Firm	2 weeks
Aug 12	ASTF submit report for Aug 19 Board Meeting	
Aug 19	Board of Trustees - Approval and Authorization to Proceed	
Aug 23 (Sunday)	Introduce Selected Firm to ASUU Congregation	

After final selection of the Architect, a preliminary timeline for the design and programming effort is anticipated to be as follows:

Aug 23 - Nov 15	Programming & Concept Design	12 weeks
Nov 18	Present Final Deliverable to ASUUC Board	
Nov 22 (Sunday)	Present Final Deliverable to ASUUC Congregation Kick off Capital Campaign	

The Architectural Selection Task Force is soliciting Qualifications from interested firms and anticipates making a recommendation to hire the selected firm by August 12, 2015.

SUBMISSION REQUIREMENTS

I. Cover Letter:

Submit a cover letter describing your interest in the project. The cover letter should include the name, title, address, phone number and e-mail address for your team's primary project contact.

II. Project Approach & Understanding:

Provide a statement of project understanding outlining relevant issues for the project and how your firm will approach the work. The approach should outline your proposed process and address how you intend to achieve the following:

- Review the existing facility and come to understand the congregation as a whole
- Interface and work with the Architectural Design Task Force
- Establish the needs of stakeholders and the overall congregation
- Your proposed schedule that would offer the best possible opportunity for successful completion of the work
- How you approach your design work in general

III. Personnel Profile:

Provide an organizational chart, staffing plan, and resumes for individual team members and their specific roles for which you are proposing for this project. Provide billing rates and anticipated level of involvement for each individual. If the individual team members have worked on any LEED certified projects, or any projects that demonstrate sustainable design practices, include information on those projects and indicate the team members role on the project.

If you are proposing the inclusion of consulting engineers or firms, provide profile information for all firms involved in your team, including any specialty consultants you believe may be required (if applicable).

IV. Experience:

- Provide a comprehensive list of projects similar in size and scope completed over the previous eight years. For each project, please include date of completion and cost.
- Describe your ability to work with staff and volunteers in a church setting.
- Provide examples of your firm's concept design deliverables for previous projects of similar size and scope.
- Describe your firm's success at cost estimating. For the list of projects provided above, provide the estimated cost of the project, the project cost at bid date and the final project cost. Please also explain any discrepancies.

V. References:

Provide a minimum of five references from previous Owner's for projects of similar size and scope.

EVALUATION CRITERIA

The Architectural Selection Task Force will use the following, non-exclusive list of criteria to select from the submitted proposals:

Professional qualifications for the architectural team and any designated consultants;

Experience and competence of each individual member of the architectural team and designated consultants, including references;

Past performance on contracts with agencies, private sector or non-profit organizations for cost-control, work quality and performance schedules;

Overall design strength of the firm as a whole and of personnel assigned to the project;

Capacity and experience for design using sustainable building methodology, including capacity to meet building performance metrics equivalent to LEED certified building standards;

Demonstrated commitment to diversity within the firm and on project team(s) as a whole.

Ability to work in a democratic process with high congregational input;

The above criteria will be most relevant in the selection process. Demonstrated competence in the following areas may add special consideration:

- Design of buildings for both congregational and public needs
- Design of other church buildings

SELECTION PROCESS

After submission of qualifications, the Architect Selection Task Force will notify selected short-list candidates and interview those candidates between the dates of July 20 through July 27, 2015 (*exact date and times TBD*). Selected Architects should anticipate making a 20-30 minute introduction of the design team demonstrating design philosophy and your approach to this project to be followed by a question and answer session. Architects who will work on the project, including the proposed team lead, shall be present at the interview.

The Architectural Selection Task Force will make a final recommendation to the Steering Committee by August 12, 2015. The Board of Trustees will execute a contract following selection.

The selected firm will be asked to kick off the programming and concept design effort with a short presentation to the congregation on Sunday, August 23, 2015.

CONTACT INFORMATION

For questions and further information, please contact by e-mail:

Chris & Kelley Davis, Co-chairs - Architect Selection Task Force
ckdavis-alie@att.net