



FIRST UNITARIAN CHURCH OF ORLANDO

Request for Proposal (RFP)

28 JANUARY 2014



TABLE OF CONTENTS

1. Overview	1
1.1. General Information and Conditions.....	1
1.1.1. Background	1
1.1.2. Location and Neighborhood.....	2
1.1.3. Mission Statement of 1U.....	2
1.1.4. Congregational Life	2
2. Need and Considerations.....	3
2.1. Key Principles	3
2.2. Phased Process	3
2.3. “Green”Building	4
2.4. Repurposing.....	5
2.5. Size of Congregation.....	5
2.6. Safety and Children.....	5
2.7. Space and Sound.....	5
2.8. Budget.....	6
2.9. Building Needs.....	6
2.9.1. Children’s Religious Education	6
2.9.2. Adult Religious Education.....	7
2.9.3. Multi-use Space.....	7
2.9.4. Office Space	8
2.9.5. Music	8
2.9.6. Alliance Storage	9
2.9.7. Parking	9
2.9.8. Additional spaces	9
3. Scope of Service	9
3.1. Deliverables	10
3.1.1. Project Schedule	10
3.1.2. Cost Estimates	10
3.1.3. LEED Certification	10
3.1.4. Final Report.....	10
3.2. Cancellation of Service	11



4. Submission Requirements	11
4.1. Firm Qualifications	11
4.2. Technical Approach	12
4.3. Fee Proposal.....	12
4.4. Submission Schedule.....	13
4.5. Contact Person	14
4.6. Criteria for Evaluation.....	14
APPENDIX A: Map of Existing 1U Campus	15

LIST OF TABLES

Table 4-1: Submission Schedule.....	13
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1. OVERVIEW

1.1. GENERAL INFORMATION AND CONDITIONS

The First Unitarian Church of Orlando (1U) invites your firm to submit a proposal for developing, in consult with 1U's leadership, a design for new building(s) for our campus.

Proposals should be submitted in the format described in Section **Error! Reference source not found.** of this RFP: Submission Requirements.

1.1.1. Background

First Unitarian Church of Orlando was founded in 1912 as a voice of liberal religion in Central Florida. It is a lively, diverse and growing liberal religion congregation. We are part of the Unitarian Universalist Association (UUA), <http://www.uua.org>, and our church website is <http://orlandouu.org>.

We welcomed a new minister 3 years ago and have seen considerable growth. After much discernment, discussions within the congregation, town meetings, congregational meetings, and small group discussions, we are ready to take the major step to update our facilities and prepare for growth.

Our first building was constructed on Lake Eola on Central Avenue. We moved to our current location on Robinson Avenue in 1954 and built two of our three existing buildings in phases between 1954 and 1962. Our Sanctuary was built in 1994 and is the only part of our campus NOT in scope for this project.

Today, 1U has approximately 287 registered members. On a typical Sunday, about 200 adults and 50 children worship at our church, across two services. We expect to grow to 500 members and 250 children in the next five years.

While our initial two buildings are still in use and have significant meaning and memories associated with them, they also have tremendous structural, electrical, plumbing, roofing, and air conditioning issues. It is the opinion of the board of 1U that we should replace both the Enrichment Center building (on the west side of the campus) and Gore Hall (on the northeast side of campus).

This RFP seeks a bold plan for new building (or buildings) to address our Religious Education, Community Outreach, Congregational Life, and Administrative Support. We believe that these plans will maximize opportunities for continued growth and flexibility in our church's ministry in the years ahead.



1.1.2. Location and Neighborhood

1U is located at 1901 E. Robinson Street in Orlando, on the northwest corner of Robinson Street and N. Hampton Avenue (Parcel ID#30-22-30-2715-00-010). Our campus is in a very desirable part of town with great visibility to people driving on Robinson Street toward downtown. We have approximately 3.118 acres on our campus and are located near the very trendy Thornton Park area of town. As one of just two Unitarian Universalist churches in the Orlando area, we draw congregants from all of the greater Orlando area.

A map of our existing campus is included with this RFP as APPENDIX A:.

1.1.3. Mission Statement of 1U

To exemplify liberal religion in Central Florida with a commitment to lifelong spiritual growth and compassionate service to the community.

1.1.4. Congregational Life

We have a wide diversity of congregants at 1U. We welcome all, without regard to class, ethnicity, religious background, sexual orientation, or physical ability. We are a Welcoming Congregation, which means that we have gone through specific steps outlined by the UUA to be welcoming to those who identify as lesbian, gay, bi-sexual, or transgendered. We have members who have been with us for over 50 years as well as a large proportion of new members who have joined in the last two years. Our large population of young families and children is expanding.

Being involved in our community is important to us, and we are involved in a wide range of outreach efforts. In addition to going out into the community to work on issues important to us, like marriage equality, equal pay issues, women's health, and immigration, we also invite organizations into our space for their work. As we look to build new facilities, we wish to create a welcoming, productive and safe space, and possibly one that will also bring in some revenue.

We offer two services with identical content each Sunday. Our first service is at 9:30am and attracts a smaller group. The service at 11:00am draws about twice as many people as the earlier service. In addition, our facilities are busy all week long with Adult Education classes, meditation, yoga, committee meetings, space rentals, and other activities.

We are vibrant and excited, and we can't wait to see what our next 100 years bring us.



2. NEED AND CONSIDERATIONS

2.1. KEY PRINCIPLES

We would like our new facility to:

- Allow us to offer a broad array of programs and events for the congregation and the wider community.
- Inspire the confidence of parents whose children would be learning and thriving both in the classroom and in community space.
- Be attractive and maintainable, accessible and flexible, safe, healthy, and “green.”
- Be technologically advanced, including acoustics, and be able to transform to accommodate small groups, large events, and everything in between.
- Have a high performance commercial grade kitchen.
- Be a showcase of our values.

We are looking for YOUR creativity. Come up with solutions to help us meet our needs. Please feel like you have the permission and flexibility to suggest innovative solutions for our growth.

2.2. PHASED PROCESS

Throughout the construction, the church will be occupied. To minimize disruption of the church’s regular business, there are some basic needs we will have. We are open to an architect’s suggestions as to how we should do this, but there are some things to keep in mind regarding our needs during the construction process.

We have a very active Children’s Religious Education (CRE) program in place from September through May of each year. We will need to have some way of accommodating approximately 50-75 children in classrooms during that time. (This currently takes place in our Enrichment Center building). Note—this can be also be handled with splitting CRE in half for the two different services.



We will need meeting rooms for our coffee hour, 2-3 Adult Religious Education classes, and other meetings. We currently use the two main rooms in Gore Hall—our Gore Hall meeting room and the Sharon Lee Hiatt Library – as well as the Community Room in the Enrichment Center, for these meetings.

We will need office space for 5-6 staff people, which is currently in Gore Hall. We are flexible on how this can be accommodated.

We will need at least minimal kitchen access. The kitchen is currently in Gore Hall.

We will need parking spaces for approximately 50 cars, which is currently below capacity.

Phased Process

One solution, which has not been screened for feasibility, is to execute this process in phases. While we are open to other suggestions, our vision of a phased process is briefly described below:

- Phase One: Construct new building to the north of the Enrichment Center while keeping the existing buildings in place and usable.
- Phase Two: Take down the Enrichment Center to make room for another new building or an addition to the newly constructed building in that space.
- Phase Three: Bring down Gore Hall to create green space and/or additional parking.

2.3. ONE BUILDING OR TWO? ONE STORY OR TWO?

We are replacing two buildings. However, there has been a lot of discussion as to whether we believe we should replace the buildings with one building or combine it into two buildings.

We are also open to discussing whether this building/these buildings should be one story or two.

We are open to your ideas and creativity.

2.4. “GREEN” BUILDING

As a denomination, a congregation, and as individuals, we strive to tread lightly on the earth. We would like our new building(s) to reflect that value as much as possible. We understand that there are cost implications to having more environmentally-focused facilities, but we are interested in making them as green as we possibly can and special consideration will be given to creative ways to do that.



2.4. REPURPOSING

We are open to using or repurposing parts of our old building, but only where it makes sense. There is not anything that we feel like we need to repurpose in this building effort.

2.5. SIZE OF CONGREGATION

We currently have 287 registered members and 50 children.

We would like to build to accommodate 500 adults and 250 children on a Sunday.

On any given Sunday, we'd expect 75% of our membership to be at one of the two services.

2.6. SAFETY AND CHILDREN

Given the safety issues at schools and churches lately, we'd like to understand what the current thinking is surrounding church safety as that thinking is brought into our plans, particularly related to our CRE area.

Related to safety, we may wish to incorporate a school into the new Enrichment Center at some point and would like to keep that possibility in mind as we consider safety and children in the design.

2.7. SPACE AND SOUND

We are open to innovative floor plans, shared space, etc.; however, we also want to take into account the effect of sound. We want the spaces to be useful and sound to be a consideration.

2.8. OPEN AND WELCOMING

We consider ourselves to be a welcoming and open congregation and we wish for our space to create that same sense—both emotionally and physically. We envision a place where organic and meaningful conversations can happen and people can feel at home. We want the space to communicate that sense of openness. We want this feeling both in the building and at the street-level to communicate that openness to the community.

2.9. ACCESSIBILITY

Of course, we want everything to be up to code and in compliance of all accessibility standards. But, we put high emphasis on accessibility of all people—including those with different physical or mental abilities, hearing and sight



abilities, gender identification, pregnant women, people for whom English is a second language, etc. We want to make sure that accessibility is communicated in creative and comprehensive ways.

2.10. BUDGET

We will be conducting a Capital Campaign. Based on our guidelines, we expect to raise 3-5 times our annual budget, which is \$300,000. Therefore, we can expect a budget between \$900,000 to \$1,500,000.

The new space should be designed to allow for as much flexibility and multiple uses as feasible as a way to lesson our building footprint and maintain our budget.

2.11. BUILDING NEEDS

The current square footage of the buildings that need replacement is 12,455. That is 6881 sq. ft for the Enrichment Center and 5574 sq. ft for Gore Hall. We anticipate the new buildings to be built in the 12,000 to 15,000 square foot range.

2.11.1. Welcome Area / Foyer / Lounge

- We envision the “welcoming area” to feel open and comfortable. Ideally, it conveys both a sense of personable, peaceful relaxation as well as stimulating, full-of-possibilities excitement.
- A place for non-organized congregating/fellowship where organic discussions can manifest (meeting new people, making connections, working on upcoming events, organizing rallies, or other collaborative events).
- Possibilities for this area could include, but are not limited to:
 - A registration desk
 - A “lounge” area where people can congregate, mingle or wait.
 - A location for information about who we are, what is happening and where to go around campus
 - A Sunday retail shop (where we can sell books, fair-trade items, etc.)
 - A resource center (with books, videos, pamphlets)
 - A coffee bar.

2.11.2. Children’s Religious Education

- Bigger “Assembly Room” to hold up to 250 children.



- Space for classrooms, using flex-space where possible:
 - Space to accommodate At least 10 classes to hold approximately 25 children each
 - Need to be to code for the respective age groups
 - Nursery (for under 1 year old)
 - Toddler Room (for 1-2 year olds)
 - Preschool (for 3-4 year olds)
 - Kindergarten (for 5-6 year olds)
 - Lower Elementary (for 1st and 2nd graders)
 - Middle Elementary (for 3rd and 4th graders)
 - Upper Elementary (for 5th and 6th graders)
 - Middle School (for 7th and 8th graders)
 - High School (for 9th-12th graders)
 - Youth Group Room
- Storage space for children's religious education.

2.11.3. Adult Religious Education

- 5 Classrooms
 - 2 smaller classrooms (approximately 20 people each)
 - 2 bigger classrooms (holding approximately 40 people each)
 - 1 large classroom (holding approximately 75 people)
 - One of these meeting rooms should also be able to hold the library books.

2.11.4. Multi-use Space

One Large Multi-use Space that can serve as:

- Location for coffee hour—needs to be easily accessible from sanctuary for ease of movement after worship services.
- Location for all congregation meetings
- Space for small concerts, open mic-type performances
- Can serve for internal shows/fund-raisers/etc.
- Can serve as an “Auditorium”, with a stage



- Ideally can hold at least 400 people, with seating in rows.
- Perhaps has cabinets and areas for storage.

Kitchen: This space would contain our high performance commercial grade kitchen. This could have both the space and the appliances to run everything from a successful coffee hour to a Thanksgiving dinner for 100 people.

2.11.5. Office Space

A Locked Office Area, with office space for:

- Minister
- Ministerial intern
- Director of Religious Education
- Music Director
- Church Administrator
- Room for growth for additional staff (approximately two people)
- Ideally, small meeting space or common work area.
- Note: We are open to different plans for how to accomplish this, such as open office areas.

An unlocked general office area with space for:

- Copier, fax, and other office equipment
- An accessible area with mailboxes for church leaders.
- An open space or area for volunteers

An office and storage area for the custodian

2.11.6. Music

Space for music storage, choir room, with space for up to 40 people and a piano.



2.11.7. Ample Storage

An area to store tables, chairs, easels, banners and to collect seasonal items, props, decorations as well as items being saved for projects such as rummage sales. Of course, we believe that there can never be enough storage, but we are looking for creative solutions where we can have easy access and organized storage.

2.11.8. Parking

Space for up as many cars as possible, given our church growth numbers, city restrictions and space allowances.

2.11.9. Additional spaces

Space for yoga, meditation, and perhaps a small chapel.

Note: This could also be the large assembly room or a large classroom, if designed appropriately.

2.11.10. Outdoor Spaces

Having outdoor, natural space is important to us. Currently, we have a courtyard in our Enrichment Center and we find lots of ways to use that outdoors space. We wish to incorporate natural space into the design. Possibilities could include (but are not limited to):

- Natural seating areas
- Space for meditation/labyrinth/wellness
- Courtyard for congregating/wedding receptions, etc.
- Activities area for kids (could incorporate playground, fitness path, discovery trails, community food gardens, etc).

3.SCOPE OF SERVICE

1U is seeking a proposal to provide design (and potentially also construction services for one or two buildings. The proposal should envision our campus after this undertaking and chart a path toward its implementation. The proposal should also cover the implementation of any phases, as applicable.

We are open to both a design-only as well as a design-and-build approach to this work.



A key piece of this is going to be selling the congregation on our plans to go forward so that we can have a successful capital campaign. We are open as to what vehicles we have to show and communicate to the congregation, but the more that we have and the more comprehensive they are, the better we will be able to sell.

3.1.DELIVERABLES

The following are the expected deliverables.

3.1.1. Building Design/Blueprints

3.1.2. Project Schedule

The final services shall include a project schedule adjusted throughout the project as dates and durations become known and are refined. The schedule shall include commencement and conclusion dates for each phase, key meeting dates, and review periods. A more comprehensive schedule shall include durations and submission dates for design, assembly of contract documents, bidding, regulatory approvals, and construction. There may be different schedules for each phase, as appropriate.

3.1.3. Cost Estimates

The final plan shall be accompanied with an order of magnitude cost estimate to assist in the church's fundraising efforts. The estimates shall include construction costs, soft costs, and escalation costs. A detailed cost estimate shall be created for the different phases, as applicable. It shall include line item cost estimates of each component of the work with quantities and unit prices.

3.1.4. LEED Certification

The design of the building shall meet with as many of the design and engineering criteria as are feasible for a LEED silver or above building. Tradeoffs shall be presented where a criteria is not met.

3.1.5. Final Report

The conclusions of the all of the construction shall be summarized in a written and illustrated Final Report for the congregation's records. The report shall be submitted in hard and digital formats. The report shall contain an executive summary of the final master plan supported with colored plans, sections and other illustrations, written summaries of each



discipline's work, the project schedule, phasing plan(s), a code report, and a summary of the costs. Options studied but not selected shall be included in an appendix to the report.

3.2. CANCELLATION OF SERVICE

1U reserves the right to cancel the project at any time and for any reason. Should the project be canceled through no fault of the consultant before services are complete, the consultant will be compensated for proven time spent up to the notice of cancellation.

1U is not liable for costs associated with preparation of any response to this RFP, unless an agreement is worked out beforehand.

1U reserves the right to amend or modify this RFP at any time.

4. SUBMISSION REQUIREMENTS

4.1. FIRM QUALIFICATIONS

The Statement of Qualification must include the following elements:

- Letter of Intent reflecting the consultant's understanding of the project and approach to the project.
- History of the firm, including present ownership and key management members.
- The following information for no more than five (5) current or recently completed projects of similar size and complexity, including at least two (2) that are church-related and one (1) that is classroom-related:
 - Project Name
 - Project Location
 - Project Scope and Description
 - Project budget and number/description of change orders
 -
- Names, address and responsibilities of key personnel participating in the project. Please include resumes for key personnel, including educational experience and history with similar facilities, emphasizing similar budgets and schedules. Include designation of project principal and project manager.



- Identification of personnel who will work on various aspects of the project.
- Experience in design-only and/or design and build projects.

4.2. TECHNICAL APPROACH

The design portion of the proposal must include:

- Three (3) conceptual drawings, suitable for printing on 11"x17" paper, for what the new campus and building would look like (that we will use to gain alignment with the congregation)
 - Overhead view
 - Elevation from Robinson Street
- Description of the design process, including number and types of meetings with the congregation and surrounding community.

4.3. FEE PROPOSAL

Please provide a fee proposal for the design services (and potentially also the build services) according to the following format. For the purposes of the fee proposal, please assume there will be one presentation/progress meeting every two weeks, to be scheduled on recurring evenings with 1U leaders for the duration of the entire process.

- **Basic Services**—Provide a total fee for all architectural, engineering and other consultant services to complete the project as described in this RFP, including any phases recommended. The proposal shall be itemized by discipline. Except as indicated under reimbursable expenses and additional services below, the fee shall include all costs for labor and other expenses.
- **Additional Services:** For services determined to be outside the scope of basic services, but determined by 1U to be helpful or required for the successful completion of the plan, provide a labor rate for each member of the proposed design, engineering and consultant team. The rate shall be the hourly dollar labor value with the consulting firm's multiplier.

Reimbursable Expenses: All labor, transportation, meal, copying and reproduction costs shall all be included within the basic services fee.



4.4. TOOLS TO HELP US SELL TO THE CONGREGATION

A key part of the success of this endeavor will be getting the congregation excited about our new building so that they will be willing to jump in with their energy, excitement and their checkbook. In order to have a successful Capital Campaign, we will need tools that we can present to the congregation. This should include the overhead and elevation conceptual drawings outlined in 4.2. But any other tools/visuals/selling collateral that you can create will be useful in getting the congregation on board and may influence the award decision.

4.5. SUBMISSION SCHEDULE

All relevant dates in 2014 are listed in Table 4-1 below.

Table 4-1: Submission Schedule

Event	Date
January Board Meeting to finalize RFP	January 13
Informal Sharing of RFP with select architects.	Starting January 14
Congregational Meeting to Share RFP	January 26
Final RFP Sent Out	January 28
Questions due Date (Questions must be submitted in writing to Karen Schultz, Building Committee Chair by e-mail)	January 30
Responses to Questions	February 4
Proposal Due Date	March 3
Present Proposals to Board	March 10
Interviews	To be scheduled the week of March 10 th
Process of Presenting options to congregation to get buy-in	March 16-April 13 th
Board meeting to decide on what to bring to the congregation for a vote	April 14
Congregational Meeting	May 18
Anticipated Award Date	June 1



4.6. CONTACT PERSON

Please submit three (3) bound proposals and an electronic (CD) copy, including a cover letter signed by a Principal of the Firm, addressed to:

Karen Schultz
Construction Committee Chairperson
First Unitarian Church of Orlando
1901 E. Robinson Street
Orlando, FL 32803
407-898-3621

Karen's Contact Information:
321-377-2110

Bldgconstruction@OrlandoUU.org (after February
Karenschultz0664@gmail.com (Use until _____))

4.7. CRITERIA FOR EVALUATION

1U is considering several design firms for the development of this construction plan. Selection of the successful consultant team will be based upon the following criteria:

- 30% Proposal's fit with 1U's criteria and needs
- 30% Team Qualification
- 40% Interview



APPENDIX A: MAP OF EXISTING 1U CAMPUS



First Unitarian Church of Orlando
1901 E. Robinson Street
Orlando, FL 32803

Site Data:
Jurisdiction - City of Orlando
Acreage - 3.118
Zoning - R-1A/T/AN
FLU - Residential Low Density
PID # - 30-22-30-2715-00-010

