

REQUEST FOR PROPOSAL: Memphis Merit Academy (MMA)

Memphis Merit Academy has retained Commercial Advisors, LLC (“CA”) to provide real estate consultation for its school office located in at 4775 American Way Memphis, TN (“The Property”). In MMA’s effort to hire an architectural & design services firm (“Architect”), CA is offering this Request for Proposal for Architectural and Interior Design services as described below. Firms with the capability for this initiative will be evaluated based on their response to this Request for Proposal (RFP) and previous like experience.

Project Description

MMA is in approximately 18,000 square feet of former retail space now converted to classrooms and educational space at 4775 American Way and has a goal of expanding in its current location to a total approximate occupancy of 54,000 square feet. MMA is looking for an architectural firm to help with site plans, space programming, space layouts, and design support required for renovations in the existing building.

Client objectives for this project include:

- Cost effective facility renovation
- Efficient and functional facility that meets the programming requirements
- Flexible facility to accommodate growth
- Aesthetics

Scope of Services

The Client requires that your proposal be separated into (2) Phases.

Phase 1 will include; Site Plan, Visioning & Programming and Schematic Design appropriate for a project of this nature.

Phase 2 will include; Design Development, Construction Documents

Please note in your proposal if any specialty consultants (i.e., technology, lighting, electrical, etc.) are deemed necessary by your firm to provide complete and professional services for the outlined proposal.

Client requires a clear presentation of alternatives together with the analysis necessary for timely decision-making. Client will expect the Architect to organize, manage, track and document the wide range of information generated in a manner that will allow Client representatives to quickly report internally on issues requiring approvals.

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In particular, your scope of services should reflect the following components:

PHASE 1

Site Plan & Master Plan

Client will require a Master Site Plan inclusive of all exterior and interior portions of the property.

Visioning & Programming

LRK will conduct a Visioning work session(s) with MMA and CA to assist in defining the project goals. The primary objective of these sessions is to develop and document long and short-range occupancy and space strategies that will achieve MMA's objectives. Specifically, Architect's focus should include, but not be limited to the following:

- 1) Growth – current and projected headcount, flexibility to accommodate growth
- 2) Flexibility and Adaptability – How will MMA address future expansions and contractions of staff and space requirements
- 3) Security – Include access control components to the design where necessary
- 4) Culture and Branding – How to express mission and company values
- 5) Cost – Explore expectations and define constraints vs. opportunities for change
- 6) Technology – Definition of Evolve's current condition and understanding of future requirements
- 7) Work Patterns - Work process drivers, communications, adjacencies and privacy needs
- 8) Environment and Quality of Life - Learning, wellness, safety and recreation

Architect shall meet with MMA personnel to develop a facility requirements report documenting aesthetic, budgetary, spatial, functional requirements and corresponding recommendations. Specific areas of focus shall include but are not limited to:

- 1) Organization structure and growth forecast
- 2) Personnel growth forecast by department/practice group
- 3) Space requirements including workspace standards, typical space planning concepts, major support area requirements, traffic flow, and adjacencies.
- 4) Unique or "Non-Standard" Security, Lighting, Technology, Audio-Visual and Acoustical Requirement
- 5) Privacy Requirements
- 6) Work and Communications Flow patterns
- 7) Shared space equipment needs

- 8) Design Standards
- 9) Interior/Exterior Signage
- 10) Artwork and Interior landscape

Schematic Design

Based on the approved Program and Block Plans, Architect shall prepare Space Plans and information sufficient to communicate interior organization and layout of intended use including offices, open plan areas, and special areas.

At a minimum, Space Plans will illustrate the following:

- 1) Single line drawings showing complete space plan
- 2) Identifications of Fixtures, Furniture & Equipment locations
- 3) Area calculations documenting conformance with the program requirements
- 4) Initial definition and location of proposed architectural elements
- 5) Interior walls, doors and windows
- 6) Special floor loading and/or structural requirements
- 7) Unique or special requirements
- 8) Production of backgrounds for Engineering and Specialty Consultants as required
- 9) Code compliance
- 10) Preliminary interior elevations and proposed typical sections

PHASE 2

Design Development & Pricing

Based upon MMA's approved interior's schematic design documents, Architect shall further prepare and document development/presentation of a complete dimensioned design and information on major finishes for the project premises to Client's satisfaction. Architect to complete high level pricing to begin determining overall design cost.

The design development/pricing documents need to allow for complete and accurate pricing of the intended space. Documents shall be complete, thorough, well-coordinated between consultants to fix and describe the character of the entire Project. In addition, Architect shall:

- 1) Prepare presentation materials as necessary to adequately convey the proposed design concept to Client.
Prepare an equipment matrix showing all required equipment based on information provided by Client.
Matrix should identify electrical, mechanical and structural requirements and utility connections.

- 2) Assist in the preparation of an updated detailed project budget including but not limited to consultants, construction, furniture, fixtures, equipment, and signage specifications.

Construction Documents

Based upon MMA's approved design development/pricing documents, Architect shall further prepare, document and develop final documents detailed to cover all work included in the project. It is assumed that the base building dimension will not match the drawings and is the Architect's responsibility to field-verify to avoid changes in the field. Drawings and Specifications shall be inclusive of but not limited to:

- 3) Floor Plans
- 4) Life Safety Plan
- 5) Reflected Ceiling Plans
- 6) Furniture and Equipment Plan
- 7) Enlarged Plans/Elevations/Sections
- 8) Door Schedule/Details
- 9) Interior Elevations
- 10) Standard Partition Types and Details
- 11) Millwork Details
- 12) Ceiling Details
- 13) Finish Plan
- 14) Interior architectural specifications and other documentation.
- 15) Compliance to codes and municipal requirements including but not limited to ADA
- 16) Engineering, Consultant and Design Build Sub-Contractor Coordination

Architect shall assume complete responsibility for the communication, coordination, production, and incorporation of the work performed by other consultants into the base set of interior construction documents (structural, mechanical, electrical, plumbing, and specialty consultants as appropriate). Architect shall also assist in securing qualifying documents such as variances or other covenants necessary as a result of interpretation that differs from preliminary plan check.

Construction Administration

- 1) Prior to the commencement of construction, Architect shall conduct general on-site review and approval of contractor's layout and locations of architectural elements. It is assumed that the base building dimension will not match the drawings and is the Architect's responsibility to field-verify to avoid changes in the field.
- 2) Visit the site to become generally familiar with and keep the CA team informed about the progress and quality of the portions of the Work completed. Architect will determine in general if the Work is being performed in a manner indicating that the Work when fully completed, will be in accordance with the Contract Documents. Continuous on-site inspections are excluded.
- 3) Issue clarification sketches in a timely manner, based on receipt of written RFI's prepared by the General Contractor and/or other team members.
- 4) Architect shall review shop drawings and samples for design intent and for compliance with information in construction documents and take appropriate action.
- 5) Review submittal of alternate manufacturers "or equal" and take appropriate action.
- 6) Assist Team with value engineering suggestions and concepts.
- 7) Have the authority to reject work that does not conform to the Contract Documents.
- 8) Review and certify Contractor's applications for payment, based on Architects best knowledge, information and belief, subject to any subsequently discovered information.
- 9) Coordinate with Contractor in its responsibility to prepare a punch list and comply with closeout procedures and submittals.

Construction Punch-List & Project Closeout:

Architect shall prepare a detailed list of omissions, corrective work and changes necessary to ensure the construction work conforms to the construction documents. Architect shall coordinate with the General Contractor until all items on the punch-list have been completed.

Architect shall coordinate the collection of all As-Built record documents and other closeout documents as required by the Construction Documents for delivery to MMA.

Proposal Content

Submission of Proposal

Proposals are to be delivered by Friday January 28th.

Please deliver an electronic copy to:

Jeremy Turner (jturner@commadv.com)

Proposal Requirements

Scope of Work

Please submit changes/revisions or additions to the scope of work with your proposal.

Firm Profile

- 1) The proposal shall include, in summary form, background information regarding the relevant work experience and capabilities of the firm, including the following:
- 2) Provide at least three (3) examples of similar recent projects the firm has completed
- 3) Include client reference for each project listed
- 4) Please describe your approach to the stated objectives including programming methodology and schedule

Project Team

- 1) Please submit a list of prospective project team members with a description of their title, individual contributions and responsibilities.
- 2) List the members that will be responsible for various phases of the project, experience, specific responsibilities and corresponding hourly rates.
- 3) List the name of the primary point of contact, address, and how that individual can be contacted.

List the Identify the location of the office where the work will be performed and list the number of personnel in that office that will be working on the project.



**COMMERCIAL
ADVISORS**

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Fee Structure

The intent of this RFP is to establish a fee for the (2) separate Phases of the project. Please provide a breakdown of your fee per phase of the design as detailed below. Include your proposed fee, hours for each phase of the project and any suggested additional services.

Phase 1: As a Flat Fee

- 1) Visioning/Programming
- 2) Schematic Design

Phase 2: As a percentage of Construction Costs

- 3) Design Development & Pricing
- 4) Construction Documents
- 5) Furniture, Fixtures & Equipment
- 6) Construction Administration
- 7) Construction Punch-List & Project Closeout