

1. Proposal Submission

1. Deadline: Friday, November 30, 2001, 2:00 pm.
2. Submit to: Pastor Doug Meyer  
Lutheran Church of the Holy Spirit  
30 Riverwoods Road  
Lincolnshire, IL 60069
3. Number of copies: 4

2. Information to be Submitted

The information you provide should include the following items.

1. Firm name, address, phone number, fax number and provide a brief history of the firm.
2. Describe your firm's capabilities and experience with projects of similar size and scope. For each project listed, identify the name of project, a brief description of the project, name and phone number of a primary contact, and the year the project was completed.
3. Identify the person who will be the church's primary contact person throughout the project, their specific role and responsibilities and describe his/her experience with projects of similar size and scope.
4. Provide resumes of individuals that will be involved in the project.
5. Describe your approach to new assignments and identification of key issues. Based on the information provided to you, what do you see as the key issues for our project.
6. Describe your specific approach to this project, your availability for commencing with the work and time frame for completion.
7. Provide your proposed fee schedule. Provide separate fee for schematic design phase of project. Identify items that are considered reimbursable expenses. Provide a list of billable hourly rates.

3. Selection Process:

All firms who submit proposals in response to this RFP will be notified of the results of the selection process.

The building committee will review the responses and develop a short list of 3-4 firms for interview. Interviews will be scheduled for the evening of December 13, beginning at 6:00 pm. Each firm will be allowed approximately 45 minutes for a brief presentation and a question and answer session.

The building committee will select an architectural firm shortly after the interviews and design work should commence as soon as possible.

4. Available Material:

1. Sketch plan of existing building.
2. Copy of site survey.
3. Preliminary space program and notes regarding congregation's needs.
4. Photographs of the building and a copy of the Building Assessment Report are available on the church's website - [www.holyspirit-elca.org](http://www.holyspirit-elca.org). Click on **Holy Spirit Expansion Project** near the bottom of the home page.

5. RFP Questions

1. All questions should be directed to Pastor Doug Meyer.
2. The existing building is available for your inspection. Please contact Pastors Doug or Chris Meyer to arrange a time that is convenient.

RFP Submitted to Potential Architects

Lutheran Church of the Holy Spirit										
Phase 2 Building Committee										
Concept Committee										
Preliminary Program w/ notes										
October 16, 2001										
General Notes:										
1	As much as possible, spaces should be considered for multiple uses - however, flexibility often decreases efficiency									
	for one or more uses - look at grouping 2-3 classrooms with movable walls.									
2	Major priority categories are 1) classrooms / meeting rooms; 2) fellowship space; 3) sanctuary									
3	Each space should have its own associated storage									
4	Fellowship space is typically not in concurrent use with classrooms									
5	Basement for large group space is probably not practical									
6	Toilet rooms need to be expanded/replaced per code									
7	Kitchen may be large enough - might be reconfigured for greater functionality or relocated									
8	Office area is good - size and function (middle office could be expanded to the west in the future if the need exists)									
9	A large multi-purpose space would not need to be ideal for all possible uses (volleyball vs. basketball)									
10	Need to schedule tours of recently completed church projects - specifically look at choir rooms, storage, movable wall systems, ,flexible multipurpose space, kitchen.									
11	The building is currently divided into 5,000 sf fire areas and does not have sprinkler protection.									
12	Program includes some spaces that are currently part of the building - existing spaces are to be evaluated for incorporation into the program.									
13	Design is not necessarily limited to identified spaces. Open to all possibilities.									
	<u>Space</u>	<u>Quantity</u>	<u>Capacity</u>	<u>SF/Per s</u>	<u>Avg. Size</u>	<u>Size Range</u>			<u>Net SF</u>	<u>Notes</u>
<b>Education</b>										
	3 yr old - 1st grade	4	18	30	540	405	-	675	2160	Interchangable - similar needs; different activity areas; also usable by nursery school; acoustical /functional separation from sanctuary desirable
	Storage	4			24				96	
	LCN Storage	1			500				500	Additional storage dedicated to nursery school will probably be needed, but exact requirement is unknown
	2nd grade - 6th grade	5	18	20	360	270	-	450	1800	
	Storage	5			16				80	
	Confirmands	1	36	15	540				540	
	Storage	1			24				24	
	High School	1	36	15	540				540	

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	Storage	1			16				80	
	Adult	1	18	20	360	270	-	450	360	
	Storage	1			16				16	
	Spare	1	18	20	360	270	-	450	360	
	Storage	1			16				16	
	Teacher's Workroom	1			200				200	
<b>Support</b>										
	Nursery	1	16	35	560				560	Should have adjacent or internal toilet room; near sanctuary
	Storage	1			100				100	
	Toilet	1			40				40	
	Library / Conference	1			300				300	Needs to be about 25% larger than existing (approx. 225 sf); existing location is good; wall space
	Choir	1			420				420	Needs to be about 66% larger than existing (approx. 250sf); lots of storage; mirrors
	Storage	1			80				80	
<b>Fellowship</b>										
	Fellowship Hall	1	160	12	1920	1440	-	2400	1920	ELCA recommends 10 sf / person - 12 should be comfortable - could be as much as 15, should be dividable
	Storage	4			50				200	
<b>Sanctuary</b>										
	Choir	1			550				550	Area is based on "Vision for Growth"
	Bell Choir	1			160				160	Area is based on "Vision for Growth"
<b>Miscellaneous</b>										
	Men's Room - based on total occupancy of 300	2			140				280	1 wc, 1 urinal, 1 lav ea. - one near sanctuary and one near classrooms
	Women's Room - based on total occupancy of 300	2			160				320	2 wc, 1 lav near sanctuary; 3 wc, 2 lav near classrooms
	Janitor	1			50				50	
	Storage	2			150				300	
<b>Sub Total</b>									<b>12052</b>	
Walls, Circulation, Mechanical (25% of subtotal)									3013	ELCA recommends 15%, it has been my experience that 25% is a better figure,
										especially at this early stage of the process

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<b>Total</b>									<b>15065</b>	
Outdoor Area										
	Patio	1			1200				1200	Patio area size of tent (30' x 40') - for tent set up or permanent covered outdoor area - for various outdoor activities