



Foundation 2
Crisis Services

Request for Qualifications

For

Design/Architect

Headquarters Renovation Project

June 17, 2022

**REQUEST FOR QUALIFICATIONS – DESIGN, DEVELOPMENT AND CONSTRUCTION
ADMINISTRATION**

All interested parties shall provide one (1) electronic PDF copy of proposal emailed to eblomme@foundation2.org . Confirmation of receipt will be emailed. **Proposals are due Monday, June 27, 2022, at 4:00pm.** Thank you in advance for your consideration.

Foundation 2 Crisis Services

Attn: Emily J. Blomme, CEO
1714 Johnson Ave. NW
Cedar Rapids, Iowa 52405
eblomme@foundation2.org
(319) 200-8424

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SUMMARY

This Request for Proposal (“RFP”) issued by Foundation 2 Crisis Services through partnership with the selected general contractor is soliciting RFQs for multiple phases of the project including schematic design, design development, construction documents, cost estimations, and construction administration on the new Foundation 2 Crisis Services Headquarters Building located in Cedar Rapids, Iowa. The selected architect/firm will work alongside the selected general contractor and Foundation 2 Crisis Services leadership throughout the “Headquarters” project.

The successful firm must have demonstrated experience working with historical buildings and will provide a response that articulates options and oversight of space needs and helps the Foundation 2 Crisis Services leadership team and Board of Directors determine the best path forward.

Proposals received shall be considered valid for sixty (60) days once submitted. To be considered for this work, you must follow the guidelines for proposal format and submission and submit all items electronically to Chief Executive Officer, Emily Blomme (ebloomme@foundation2.org) **by 4 pm on Monday, June 27, 2022.**

INTRODUCTION & PROJECT DESCRIPTION

OUR MISSION & STORY

***Mission Statement:** Our mission is to be a trusted support when life gets tough. All people. Any time. Every time.*

***Vision Statement:** Our vision is to build resilience and improve quality of life by ensuring every Iowan has access to our lifesaving work in crisis prevention, intervention, and response. Foundation 2 services are confidential. We believe that all persons have the right to be treated with respect and dignity.*

Foundation 2 Crisis Services is a non-profit human service agency committed to positive youth development, suicide prevention, and helping build the foundation for stronger and healthier families and safer communities for everyone. Our services include a 24-hour crisis phone line, crisis chat and text, family counseling, mobile crisis outreach, an emergency youth shelter for runaway, homeless and human-trafficked youth and independent living support for

young adults. We take over 70,000 crisis contacts a year. We began in 1970 as a volunteer led organization and have continued to grow and serve the state of Iowa.

Currently, we are 145+ employees strong and are a medium size non-profit headquartered in Eastern Iowa. Annual revenues are over \$8,000,000 and we continue to grow as the need for crisis mental health services increases across the state. You can learn more about us at www.foundation2.org

PROJECT DESCRIPTION

Our “Headquarters Project” will combine multiple smaller offices scattered across the Cedar Rapids community into a single location. The Witwer Building located on the corner of 2nd Ave and 3rd St. SE (303 or 305 2nd Ave SE, Cedar Rapids, IA 52405 depending on available public documents) is currently under contract to purchase and will be the location of the Foundation 2 Crisis Services Headquarters.

The historic Witwer Building at 305 2nd Ave. SE, Cedar Rapids, IA was originally constructed in 1895 as the two-story Cedar Rapids Post Office and Federal Building and occupies the corner of Second Avenue and Third Street in the downtown central business district. This Renaissance Revival structure is one of only a few buildings erected in the late nineteenth century still standing in Cedar Rapids. Revisioned in 1906 by James Knox Taylor, supervising architect of the United States Treasury, the building was enlarged, and a third story was added. Original features include ornate carvings, decorative grill work, marble flooring, decorative wood molding and elaborate doorways.

The building is approximately 40,000 square feet including the basement. The top two floors were renovated in 2015 and have approximately 58 offices. White Star Ale House currently leases the first floor, and the basement is currently leased to a nightclub and will be included in the agency renovation.

The project entails a partial renovation to the existing space that will provide a permanent location to support our teams providing crisis and supportive services to Iowans. Being progressive in mindset about the wellness of our employees but fiscally conservative, we endeavor to create a welcoming environment that considers the natural beauty of the century old building, supports the mental and physical wellness of our employees, and is financially sustainable.

The analysis shall incorporate recommendations based on best practices from employee-focused and supported businesses nationwide as well as agencies providing critical human service needs the community.

The following is a list of items considered to be in the facility but may change as design and cost are discussed:

2nd & 3rd Floor Workspace

- Cohesive branded space
 - Agency PMS colors for flooring/walls
 - Agency logo use
 - Brand compliant graphics
 - Meeting rooms of all sizes with updated technology needs
 - Utilization of quotes from clients, etc.
 - Furniture as needed
- Renovated bathrooms that are ADA accessible and gender inclusive
- Counseling room for walk-ins needing support (off 2nd floor entry)
- Restoration Room for counselors
- Studio Space for video/audio recording
- Sound proofing/limiting sound transfer in offices
- Sitting area/reading up at “Eagles Nest” attic area

Entry/1st Floor Needs:

- Branded Signage on outside of the building
- Common Area/building entry on both the 2nd Ave. and 3rd St. side
- Community Room 50+ people on the 1st Floor

Staff Area in Basement:

- Small workout area with equipment (treadmill, bikes, etc.)
- Updated bathrooms with showers
- Lockers for employees
- Break room area
- Training room for internal meetings with technology
- Storage space

BASIC SCOPE OF SERVICES

1. Meet with stakeholders to collect information and confirm overall project (4 meetings)
2. Provide multiple design options using information provided in the stakeholder meetings
3. Work with general contractor to provide pricing scenarios for best value and provide multiple options to meet a range of costs to keep the project within budget.
4. Provide guidance and oversight of the design, architect and construction documents working alongside the general contractor and agency leadership

RFQ SUBMITTAL REQUIREMENTS

Proposals shall include the following information and be no less than 20 single sided pages:

1. General company information

- a. Firm name (legal and Dba) and address
- b. Number of years in operation
- c. Primary point of contact
- d. Proposed team members, resumes and relevant project experience. Please highlight those who have experience working in historical spaces
- e. Disclosure of any recent or ongoing litigation related to building planning projects managed by the consultant or firm
- f. Narrative on your understanding of the project and a summary of the consultant/firm's objectives

2. Project experience

- a. List of three (3) comparable projects remodeling historical buildings or spaces that you have successfully completed in the last 6 years including but not limited to:
 1. Project name
 2. Project address
 3. Date of substantial completion
 4. Project size
 5. Project cost
 6. Project representative contact information

**be advised Foundation 2 may contact project representatives for feedback*

3. Project/Design Services

- a. Discuss your approach to quality design to meet the needs of the agency
- b. Based on the above information regarding the purpose of the space and interests of the agency, identify what your services would look like for this project.
- c. Describe your experience creating spaces that are “employee focused” to help our agency support the good mental and physical wellness of our teams.
- d. Describe your experience working with historical spaces and ability to maintain the look/feel of the original space while renovating and updating the space.
- e. Describe how you keep track of overall project cost during each phase of the project.
- f. Describe how you plan to work with the general contractor of the project, our agency, and subcontractors to ensure the project gets completed as designed.

4. Proposed Fee Structure

- a. Provide the following:
 - Proposed Fee Structure
 - Provide your standard billing rates/overhead percentage for any additional services
 - Provide as a part of your fee applicable general and professional liability insurance rates and associated limits.

If you have any questions, feel free to reach out until 4pm Wednesday, June 22, 2022.

Questions will be responded to as they come in!

ANTICIPATED PROJECTED TIMELINE

June 13, 2022	RFP issued
June 20, 2022	Non-mandatory walk-thru of space 10am-12pm
June 22, 2022	Questions due by 4pm
June 27, 2022	RFP Due at 4:00pm
June 30, 2022	Meeting to review, discuss, develop follow up questions
July 8, 2022	Interview top 3 firms
July 11, 2022	Notification of selected firm
September 1, 2022 (estimate)	Project begins once building is in the Agency’s possession

SELECTION PROCESS AND EVALUATION CRITERIA

Respondents to the RFQ will be evaluated on their design experience, specific project qualifications, design approach, fee proposal, and quality of RFQ response. Consideration will be given to a firm’s ability to actively participate in the design build process. This includes fostering relationships with current team members and promoting a teamwork environment.

The selected general contractor, agency leadership and the Building Ad Hoc Committee of the Board will evaluate RFQ responses and make a selection based on the following weighted percentages:

Pre-Design Basic Services.....	25 %
Historical space renovation experience	20 %
Qualifications of proposed team members	15 %
Fee proposal	30 %
Subjective.....	10%
<hr/>	
Total	100 %

FORM OF CONTRACT

The successful design firm will enter into an agreement with Foundation 2 Crisis Services and the selected contractor. As part of the project core team, the design firm will also serve as a source of value ideas to ensure the total project budget can be met.