

# SAMPLE RFQ

Roman Catholic Church in the State of Hawaii

## Request for Qualification (RFQ)

for

### Architects and Consultants

For  
(Parish)

#### I. GENERAL PROVISIONS, TERMS AND CONDITIONS

##### A. Introduction

Roman Catholic Church in the State of Hawaii (**OWNER**) for (XXXXX) Church at (Parish Address), is requesting a proposal ("**Proposal**") from Architects/Consultants ("**Respondents**") interested in providing (XXXXXXX) Services as described in the Scope of Services attached hereto as **Exhibit A** ("**Scope of Services**") Upon OWNER's acceptance, as advised by the Parish of the **Respondent's** Proposal, the selected Respondent will receive a Request for Proposal (RFP) to enter into a negotiated agreement with the Owner on behalf of the Parish (XXXXXXXXXXXXXXXXX).

##### B. Objectives of the Request for Qualification

The Parish is attempting to qualify an Respondent who can work with the Parish and School to develop a (XXXXXXXXXXXXXXXXX):

[Adjust the below outline as necessary to satisfy the Parish's Expectations](#)

- Determine future XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Review Parish structures and infrastructure ; age, suitability, potential future use, and additional structures  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Develop the appropriate sizing of both existing structures and any new structures identified
- Evaluate alternative XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Facilitate the Parish in identifying all stakeholders
- Assist the Parish in developing an appropriate phasing of the project
- Identify any issues that could impact XXXXXXXXXXXXXXXX
- ETC.

The anticipated work on various Parish and School buildings will take place over the period of (XXXXXX Months or Years). The purpose of this RFQ is to evaluate and qualify a Respondent with the capabilities to accomplish the preceding objective. The intent is to work on projects with a policy of partnering towards the Parish's goals. The term partnering should not be interpreted as the legal definition; rather the term describes the close working relationship which will be a "win/win" for the parties involved in projects.

The Respondent must demonstrate relevant experience and skills, an integrated approach, financial strength and some knowledge of Parish's operation.

**C. Background**

The Parish is a faith-based community for all cultures and ages dedicated to building XXXXXX. Since its founding the parish has XXXXXXXXXXXXX, etc. The Parish's main campus is on approximately XX acres, etc.

The main campus consists of: (Physical Description)

- XXXXXX
- XXXXXXXX
- XXXXXXXXXXXXXXXXXXXX

**D. Questions, Inquiries and Submissions Information:** Any questions, interpretations, or clarifications, either administrative or technical about this RFQ must be requested in writing. Parish will provide copies of all written questions and Parish's responses to all Respondents. The deadline for submission of written questions is (Date). Please direct all questions and inquires to; (Contact Person and address)

For submissions purposes, the sealed Proposal shall be delivered to (contact person and address) on or before (date and time). The Proposal will be unsealed in private and Respondents will not be permitted to attend the opening. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

**E. Proposal Addenda:** Parish may modify this RFQ, any of its key actions, dates or any of its attachments, prior to the date fixed for submissions of Proposals by issuance of an addendum to all Respondents. Addenda will be numbered consecutively as a suffix to the RFQ reference number.

**F. Errors, Omissions and Exceptions:** If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, it immediately shall notify Parish of such error in writing and request a modification or clarification. Modifications will be made by addendum. Clarification will be given by written notice to all Respondents. Interpretation of this RFQ shall be the responsibility of Parish and that interpretation shall be final. Parish reserves the right to remedy any error contained in this RFQ.

If a Respondent fails to notify Parish prior to the time and date fixed for submission of Proposals of an error in the RFQ known to it, or that reasonably should have been known to it, it shall submit a Proposal at its own risk. If Respondent is awarded the services it shall not be entitled to additional compensation or time extension by reason of the error or its later correction.

If a Respondent takes exception to any part of this RFQ, of any addenda subsequently issued, it must do so in writing. All exceptions must be submitted

with the proposal. Failure to do so will be construed as Respondent's acceptance of all terms of this RFQ.

- G. Withdrawal, Cancellation or Rejection:** Respondent's may withdraw a Proposal after its submission by written request, signed by the authorized representative of the firm, prior to the time and date specified for submission. Proposals may be withdrawn and resubmitted if done so before the submission deadline. Withdrawal or modification offered in any other manner will not be considered.

Parish retains the right to cancel this RFQ at any time. No obligation, either expressed or implied, exists on the part of Parish to make an award or to pay any costs incurred in the preparation or submission of a Proposal. Proposals, and any other supporting materials submitted to Parish, will not be returned and will become the property of Parish. Parish reserves the right to make use of any information or ideas contained within a Proposal, unless portions of the Proposal are designated proprietary at the time of submittal and are requested to be returned.

Parish may reject any or all proposals and may waive any immaterial deviation in a Proposal. Parish's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the Respondent from full compliance with the specifications if the Respondent is awarded the negotiated contract. Proposals referring to terms and conditions other than Parish's terms and conditions may be rejected as being non-responsive.

Parish may make investigations as deemed necessary to determine the ability of the Respondent to perform the desired services, and, if requested by Parish, the Respondent shall furnish Parish all such information and data for this purpose. Parish reserves the right to reject any Proposal if the evidence submitted by, or investigation of such Respondent fails to satisfy Parish that such Respondent is properly qualified to carry out the obligations of the negotiated Contract and to complete the services as specified.

- H. Supporting Documents:** The supporting documents may include plans of the Parish and School that are furnished for evaluation purposes only and are not to be used for any other purpose whatsoever. They may not be reproduced without prior written permission from Parish, or any other preparer for the contract documents. All documents must be promptly returned upon demand.

- I. Award:** All qualified Proposals will be evaluated and an award made to the Respondent whose Proposal best complies with all of the requirements of the RFQ and is deemed to be in the best interest of Parish.

The intent of the qualification process is to qualify Respondents with the organizational experience, overall suitability, technical expertise, and previous work experience in the design and/or build of worship and/or multi-purpose facilities. As part of the evaluation process the selected Respondents will be invited for an interview to review their qualification submissions. The

Respondents project manager proposed in the submission and the significant members of the project team must attend this interview session.

The interview sessions may be three hours in length. One hour or less will be used for presentation by the Respondent team followed by questions and answers. Respondents will be notified of interview dates and times.

Any award made is subject to a signed Standard Diocesan negotiated contract. Parish reserves the right to withdraw the award at any time for any reason during the contract negotiation process. The successful Respondent must work diligently with Parish to execute and deliver a signed contract within one (1) month of the award date. The agreement is not effective until fully executed by Parish. The Respondent's services shall not be performed prior to receipt of a fully executed contract. In the event the successful Respondent does not execute the contract as required, the award of the Respondent's contract may then be made to another Responder or the Parish may decide to call for new Proposals.

- J. Confidentiality:** If a proposal is accepted, the Consultant shall not issue any news releases or other statements pertaining to the award or the Contract which state or imply Parish's endorsement of Respondent's Services.

## II. SCHEDULE OF EVENTS

- |    |   |        |
|----|---|--------|
| A. | Release RFQ                               | (Date) |
| B. | Last Date to Submit Questions             | (Date) |
| C. | Submit Proposals                          | (Date) |
| D. | Interview Date (if necessary)             | (Date) |
| E. | Notification of Selected Firm             | (Date) |
| F. | Sign Standard Diocesan Contract           | (Date) |
| G. | Start Services (approximate date)         | (Date) |
| H. | Completion of Services (approximate date) | TBD    |

## III. SCOPE OF SERVICES

The scope of services is detailed in **Exhibit A**. Parish will provide as much detail as is available for Respondent's consideration.

- A. Partnering Intent:** The project based relationship is expected to last over a period of five or more years. The projects are expected to be relatively complex with many types of measures to be managed and coordinated with the Parish and all stakeholders.
- B.** The Respondent's selected will be expected to work closely with Parish's personnel. The intent is the development of a "win-win" approach to project goals and project implementation. Partnering is not used in the legal sense of a partnership for this RFQ.

## IV. PROPOSAL INSTRUCTIONS AND FORMAT

- A. Introduction:** To be considered responsive to this RFQ, Respondent's must submit Proposals in the format identified in this section. All requirements and questions in the RFQ must be addressed and all requested data must be supplied. Parish reserves the right to request additional information that in Parish's opinion is necessary to assure that the Respondent's competence, number of qualified employees, business organization and financial resources are adequate to perform according to the negotiated Contract. The Proposal must address all requirements of the RFQ even if a "no response" is appropriate. The Respondent's shall provide a minimum of two (2) original and three (3) duplicates of the Proposal. All copies of the Proposal must be delivered sealed. Two copies of the Proposal must be clearly marked "Master Copy". Proposals should be labeled as "RFQ (Parish) in the State of Hawaii."
- B. Preparation:** Proposals should be prepared in such a way as to provide a straightforward, concise delineation of Respondent's capabilities to satisfy the requirements of this RFQ. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on the completeness and clarity of the content. Proposals shall adhere to the following format for organization and content and must be divided into individual sections listed below, indexed, and tabbed.
- 1. Cover Letter:** The cover letter shall include a brief general statement of intent to perform the Outlined Services and confirm that all elements of the RFQ have been reviewed and understood. The cover letter should include a brief summary of Respondent's qualifications and Respondent's willingness to enter into an agreement under the terms and conditions prescribed by Parish. The cover letter should be signed by an individual who can bind the Respondent's contractually.
  - 2. Table of Contents:** The table of contents shall identify the contents of the Proposal in a format consistent with the Proposal Content set forth below.
  - 3. Exceptions:** Any and all exceptions to the RFQ must be listed on an item-by-item basis and cross-referenced with the RFQ document. If there are no exceptions, Respondent's must expressly state that no exceptions are taken.
  - 4. Proposal Content**
    - a. Respondent Overview:** Provide an overview of the Company, Ownership structure, number of employees, office locations and describe the service and products offered by the Architect/Consultant. Identify any alliance partners or other companies that are used to deliver services. Identify any proprietary products or technologies used by the Company.

- b. **Respondent's Experience:** Provide a description of any relevant experience related to the type of project work described for the Parish. Use Appendices for any detailed project case studies. Outline the specific aspects of Respondent's experience that are applicable to this qualification.
- c. **Project Management:** Describe the methodology used for project management on planning & design projects performed by your Company. Describe the software tools used by project managers for project planning and implementation work. Describe the formation of project teams and the accountability structure of the project team. Describe the qualifications of your project managers.
- d. **Engineering Design:** Describe the types of engineering services performed by Respondent's employees on typical master planning/design projects. Describe the engineering services which are typically outsourced by the Company. Describe how the Respondent's procures and manages outsourced engineering services.
- e. **Project Team:** Identify the Project Manager and the proposed team members. Show the team structure including the primary office where each team member permanently resides and reporting responsibilities. Provide a brief description of the team members and unique capabilities. Detailed resumes of team members should be placed in an Appendix.
- f. **Performance Management:** Describe any software/tools used for assessing the performance and timing of the project. Describe the strategy that the Respondent's uses for Monitoring and Verification of the successful completion of tasks during the project
- g. **Deliverables:** Describe the type and format of the finished product expected at the end of the project. Include any examples as an Appendix to your submission.
- h. **Planning Services/Design:** Describe your experience with providing design services. Describe project organization and approach. What ancillary services are provided in a project of this scope?
- i. **Partnering and Stakeholders Communication:** Describe your approach to a partnering process on projects. Define the Parish's and stakeholders as you understand them. Describe the communication tools which are suitable for each stakeholder group. Outline a communication strategy for the involvement and motivation of stakeholders.
- j. **Sustainability:** Describe your experience with sustainability concepts and implementation of sustainability practices in buildings. Describe any involvement with LEED rating and

certification. Describe any experience with new buildings which incorporated sustainable options.

**k. Innovation:** Describe any innovative ideas, products or services which you think may be applicable to the Parish.

**l. Financing of Projects for Non Profits:** Describe your experience in assisting with financing planning/design projects. Describe the financial structures used in past projects and the benefits to the client.

**5. Evaluation Criteria:** The following provides criteria for the qualification process.

Note: The below Evaluating and Rating Criteria should be adjusted to meet the Parish's' expectations

Evaluating Criteria	Maximum Rating
Experience at (XXXXXXXXXXXXXX) for projects over \$(XXXXXXXXXX)	20
(XXXXXX) Track record, approach and style, communication methods to stakeholders, project team experience and qualifications	15
Experience and process in partnering	10
Experience in identifying costs	20
Strength of local office	10
Experience in renovating and/or construction of religious structures	20
X-factor	5
<b>TOTAL</b>	<b>100</b>

**6. Project Schedule:** Based on the approximate start and completion dates set forth above, Respondent should provide a tentative schedule, as described in **Exhibit B**, in bar chart format, which illustrates proposed timing for each phase of the services, proposed milestone dates and a completion date for the services.

**7. Sub Consultants:** Provide a list of proposed sub Consultants, as described in **Exhibit C**.

8. **References:** Provide a list of professional references.
9. **Respondent's Comments:** Respondent must acknowledge that it has reviewed and agree that it shall adhere to the following; Respondent *shall not: (1) accept any trade discounts; (2) undertake any activity or employment detrimental to this project; (3) have any significant undisclosed financial or other interests; or (4) accept any contributions, if it would appear reasonably that such actions could compromise Respondent's professional judgment or prevent Respondent from serving the best interest of Parish.*
10. **Contact Information:** Name of person that Parish should contact about the proposal.



**Exhibit A**  
**Scope of Services**  
**that define the Parish vision**

Assist the Parish in the development of (XXXXXXX) that will:

- Determine (XXXXXXXXXXXX)
- Review Parish structures: age, suitability, potential future use (renovate, expand, demolish), and additional structures to meet future Parish and ministry needs while identifying all design, structural, and fixture modifications and/or additions to meet Parish objectives
- Develop the appropriate sizing of both existing structures and any new structures identified after a thorough analysis of varied approaches to meet (Parish) objectives with assistance from Parish staff, planning, and finance committees
- Evaluate alternative siting options to determine (XXXXXXX) (advantages, disadvantages)
- Facilitate the Parish in identifying all stakeholders and researching ministry needs based on demographics (determine if ministries should be added or deleted)
  - a. Identify stakeholders who could positively or negatively influence execution of the Master Plan
- Assist the Parish in developing an appropriate phasing of the project
- Are current structures adequate for existing and future needs?
- Create a complete site plan that includes size and location of structures that includes future growth
- Identify all zoning, permitting, entitlements, and infrastructure issues that could impact the Master Plan
- Address parking requirements to include handicapped and regular stalls while accommodating a drop-off area
- Updating the look and feel of the church to one more warm and welcoming: conducive to catholic prayer and liturgical celebrations in keeping with Built of Living Stones guidelines and consideration of green/sustainable design
- Determine the future (XXXXXXX)
- Assist the Parish in determining its ability to meet their vision out to the year (Year)

**Exhibit B**  
**Project Schedule**

The Respondent shall submit with its Proposal a tentative project schedule, in bar chart format, which illustrates the proposed timing for each phase of the services, proposed milestone dates and a completion date for the services.

**Exhibit C**  
**Proposed Sub Consultants**

**Sub-Consultant List**

The Respondent shall submit a list of all sub Consultants being proposed for Project: