

Attachment "A"

Request for Proposal

The John R. Webb VFW Post 3285 (VFW) is soliciting proposals from Architectural firms to design our new building. The requested design will be for a two story building consisting of a 3,000 square foot lower level and a 6,000 square foot main level located at West Park Village, Lot 4 in Frederick, MD.

Your proposal should include the listed scope of services described below.

Phase 1: Design Development:

- Using the provided site plan boundary information furnished by our civil engineer and working with the VFW, develop basic shell floor plans, building elevations and 3D renderings for inclusion into a final site plan.
- Assist the civil engineer with providing all necessary electronic files needed for the final site plan.
- Revise the plans and elevations as required based on County comments during the site plan process.
- Select and present all required exterior architectural elements to include: metal siding color and profile, masonry selections and colors, metal trim profiles and colors, Brick, Stone or Wood. Selections shall include all materials noted or a selection of them based on building design.
- Select and present exterior building lighting, doors, storefront and misc. accessories.
- Develop interior space plans to include offices, support spaces, restrooms, event spaces, conference rooms, kitchens, utility rooms and other misc rooms as needed.
- Develop interior lighting and electrical plans for comment/approval.
- Select and present all required interior architectural elements to include: luxury vinyl tile, ceramic tile, carpet, wood flooring, vinyl base, wood base, solid surface countertops, cabinet laminates, paint, wall coverings and other interior finishes as may be required.

Phase 2: Construction Documents:

Based on the VFW approved building design develop a full set of architectural, mechanical, electrical, plumbing and structural construction drawings: The drawings shall include the following components at a minimum:

- Master Legend and Notes
- Code Data and Life Safety Diagrams
- Floor Plans
- Elevations, Sections and Details
- Telephone, Data and Security Plans
- Finish Plans
- Reflected Ceiling Plans

- Window, Door and Finish Schedules
- Electrical Plans and Specifications
- Mechanical Plans and Specifications
- Plumbing Plans and Specifications
- Structural Plans and Specifications

Phase 3: Construction Administration:

The requested Construction Administration shall include the following:

- Review and approve submitted shop drawings and samples.
- Document and respond to RFI's.
- Issue any required change directives.
- Review any change order proposals.

All construction management will be provided by VFW personnel to include GC bid evaluation/selection and personnel coordination.