

Request for Proposal to:



**Provide Design Services and Architectural Planning for the
CASA Rockville Welcome Center**

Responses due 1/27/2020

Contact: George Escobar
gescobar@wearecasa.org

Purpose

The purpose of this Request for Proposal is offered to solicit proposals from qualified vendors to provide design services and architectural planning for the current CASA Rockville Welcome Center, "RWC" located at 14645 Rothgeb Dr. Rockville, MD 20850. Vendors will be evaluated in part on their ability to deliver services on time and within budget, their demonstrated and understanding of the solution based upon their responses and subsequent interviews.

The Organization

CASA is the foremost Latino and immigrant organization in the mid-Atlantic region and a national leader in supporting immigrant families and ensuring that all individuals have the core supports necessary for full participation in society. CASA was founded in 1985 and its mission is to create a more just society by building power and improving the quality of life in low-income immigrant communities. Its vision is for a future in which diverse and thriving communities live free from discrimination and fear, and work together with mutual respect to achieve full human rights for all. The organization occupies a rare space as a truly grassroots organization that directly addresses human needs by serving over 37,000 people annually, while simultaneously influencing the regional and national debate on immigrants and public policy. Over its 34-year history, CASA has won the deep trust of the immigrant community, and established itself as a strong national leader in innovations for immigrant-focused services, as well as a backbone organization for collective impact involving community-based, government and private partners. CASA currently has seven offices in Maryland, three in northern Virginia, and one in south central Pennsylvania. CASA's members – nearly 100,000 strong – are low-income immigrants, the majority of whom come from Latin America and West Africa and speak Spanish or French as their first language.

CASA's Rockville Center Capital Project advances our mission to improve the quality of life in immigrant communities by expanding space for training and educational opportunities for low-wage immigrant workers at the RWC.

Scope of Work

Services that have been omitted from this RFP, which are clearly necessary for the completion of all work, shall be considered a requirement although not directly specified or called for in the proposal.

1. Full architectural and engineering services including but not limited to the coordination of structural engineers to prepare comprehensive construction drawings and documents that detail the placement of fixtures, finishes, and other materials necessary to convey the original design intent presented in the provided schematic designs and prepare design development plans.
2. Prepare and expedite the application and execution of all necessary building permits related to the project.
3. Assist CASA in assembling and evaluating a construction bid package for the project and ensure proposed project costs remain within budget.
4. Construction Administration - Oversee work of General Contractor, ensure work proceeds in accordance to an agreed upon schedule and budget negotiated with CASA.
5. "Phase 1" Construction will include demolition of existing structures at worksite as well as improvement of spaces labeled as Classroom, Electrical, Plumbing, and Maintenance in addition to common areas connecting and providing access to these spaces as indicated in the schematic drawings identified here as Appendix A.

Total project costs including construction cannot exceed \$300,000.

Proposal Preparation and Submission Requirements

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense. The proposal shall be sent to the official contact listed below, to be received no later than **5:00pm EST 1/31/2020**.

George Escobar
Chief of Programs and Services
CASA de Maryland, Inc.
8151 15th Ave.
Hyattsville, MD 20783
gescobar@wearecasa.org

Questions regarding this RFP must be submitted by e-mail to **George Escobar** at gescobar@wearecasa.org. All questions will be answered promptly. Responses to inquires that substantially or materially changes the RFP will be made available to all prospective vendors that have submitted a formal Letter of Intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s) – Based on Description of Services
5. Schedule of Work
6. References
7. Pricing, Hourly Rates and Other Fees
8. Warranties

Selection Process Schedule

- 1/6/2020 - Release of the bid
- 1/31/2020 – RFP responses due
- 2/5/2020 – Selected firm notified
- 2/10/2020 – Pre-construction meeting
- 6/30/2020 – Construction completed

Cost of Preparing RFP Response

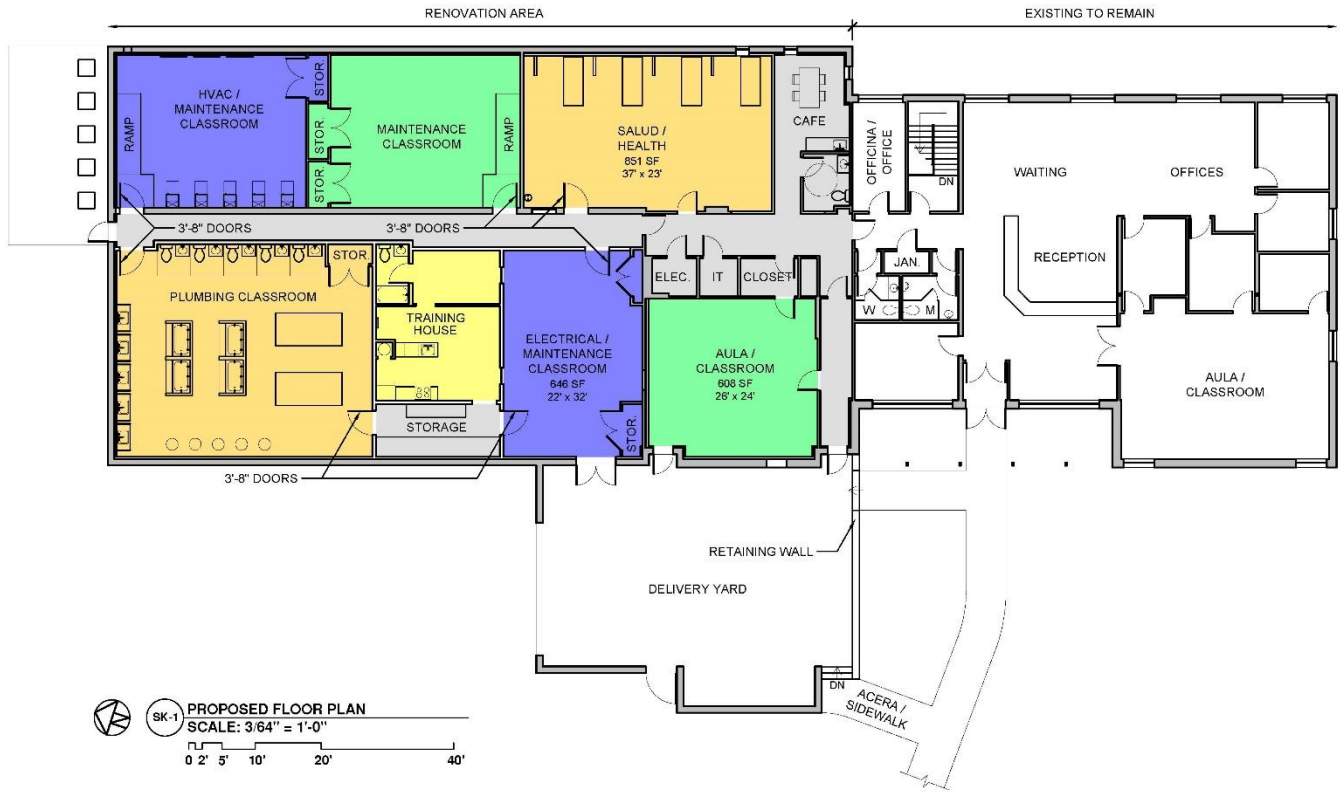
All costs associated with responding to this RFP are the sole responsibility of the responding company.

Additional Information

Submitted responses to this RFP become the property of CASA. CASA reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed service.

CASA reserves the right to reject any and all responses, and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of CASA and the respondents to the RFP have no appeal rights or procedures guaranteed to them.

Attachment A



CASA ROCKVILLE WELCOME CENTER

ENCORE SUSTAINABLE DESIGN ARCHITECTURE PRESERVATION	CASA ROCKVILLE WELCOME CENTER 14645 ROTHGEB DRIVE ROCKVILLE, MD 20850	ARCHITECT ENCORE SUSTAINABLE DESIGN 31 LIGHT STREET, SUITE 500 BALTIMORE, MD 21202	OWNER CASA DE MARYLAND	PROPOSED FLOOR PLAN	
				SCALE: 3/64" = 1'-0"	
				DRAWING ISSUE DATES	
				01	12.11.2019 SD REVIEW

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