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## BUILDING OUR FUTURE

WILLIAMSBURG UNITARIAN UNIVERSALISTS

## STEP BY STEP

DECEMBER 3, 2013 ISSUE #25

*The BOF Committee is currently preparing an RFP to send to selected architects. What is an RFP? The information below should give you a better understanding of this next step on the Building Our Future Timeline.*

### **An Explanation of the Request for Architectural Service Proposals**

A *Request for Proposals (RFP)* is used to solicit proposals from qualified architectural firms to assist them in planning any changes and expansion to our property and facilities. Interested architects will be invited to a pre-proposal tour of our facilities in mid December.

Responses to the RFP are due in early January. From these responses, a smaller number of architects will be selected for interviews. From these interviews, one architect will be selected. The BOF will recommend that selection to the WUU board for consideration of entering into a formal agreement for services.

### **What is included in a Request for Proposals?**

- \* The RFP will tell us how the architect intends to go about the project, should he/she be selected.
- \* The architects' responses usually include a letter from the architect explaining the design process along with materials describing his/her qualifications and experience. At this point the architect will give us a proposal for services, not a design proposal.

### **Do we pay the architects for responding to our RFP?**

- \* No. There is no payment to architects for submitting their responses to our RFP.

### **How is the architect chosen?**

- \* The responses by the initial group of architects are evaluated, the field will then be narrowed to possibly three who will be interviewed by the Design and Building Group, a subcommittee of the BOF. Roger Guernsey will lead this group.
- \* Once interviews are completed, one architect will be hired to create a detailed master plan with phasing options and detailed drawings.
- \* The selected architect will meet with WUU Board, program leaders, committee chairs, etc. to learn all he/she can about the congregation.

### **What is the scope of the architect's work?**

- \* The architect, in regular consultation with the BOF committee and its architectural liaison sub-committee, will work up the master plan which will include:

-conceptual graphic materials illustrating options with a site plan

- floor plans with interior and exterior views
- phasing options and project costs
- prepared budgets for operation costs and capital replacement reserves

- \* The architect will present all of the above to the congregation.
- \* The master plan will be used both in the Financial Feasibility Study and the Capital Campaign.



#### **Where do we send contributions to the Next Steps Fund?**

Checks made out to WUU (with Next Steps Fund in the memo line) can be mailed to the WUU Office, placed in the Sunday collection basket (in a clearly labeled envelope) or given to Les Solomon.

Approximately \$30,000 is needed to complete phase one. To date, \$14,241.96 has been received. \$6000 has been pledged.

*IT HAPPENS ONCE A GENERATION OR TWO: AFFIRMING & ENABLING OUR VISION, BUILDING OUR FUTURE*

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