

ISNRV Expansion Project

REQUEST FOR PROPOSAL

ARCHITECTURAL / ENGINEERING DESIGN SERVICES

BLACKSBURG, VA

July 21, 2023

Introduction

The **Islamic Society of New River Valley (ISNRV)** is a diverse and growing Islamic community based in Blacksburg, VA. ISNRV is a non-profit 501(c) (3) corporation formed exclusively for religious, educational, and charitable purposes. It serves the needs of the Muslim community in the New River Valley area as well as those of the larger community. The ISNRV owns and operates a mosque, Masjid Al-Ihsan, and a Muslim cemetery.

As a community in a college town, serving Virginia Tech University, we have a special responsibility to nurture the young people who come through our doors. ISNRV collaborates closely with the Muslim Student Association (MSA) at Virginia Tech in organizing events and activities targeted at providing a welcoming and a spiritually-enriching environment for Muslim student community in Blacksburg.

Whether it be the young children of graduate students who come to our community from all over the world, or the undergraduate students who are leaving home for the first time, we take this responsibility seriously. Our focus on **education**, strengthening a **Muslim identity** of our young community members, and creating a **sense of community** is built into our DNA.

ISNRV is requesting proposals for Architectural and Engineering Services for the master plan design of a major renovation, addition, and new construction project which will serve an expanding community for generations to come. Proposals are requested from Architects licensed by the Commonwealth of Virginia with experience in the design and construction of similar projects.

Background

Originally constructed in the 1980s, the building has been a central gathering place for the community for decades. As the university has expanded, so too has the local Muslim community, comprised of many families connected to the university. As such, the facility is bursting at the seams and is seeking expansion to serve a larger capacity community and growing programmatic services. An adjacent parcel of land was procured that has grown the site by 2.25 acres. Through a robust community engagement process in 2021, a conceptual master plan with new program was developed for the project. The program serves as the basis of design for this RFP. These documents are provided as attachments to the RFP.

The existing *musallah* (mosque) is a three-story masonry structure that has a main prayer hall with mezzanine, administrative spaces, multipurpose community space, and small classroom area. The site has a single narrow drive for access from Main Street, with parking to the front of the building, and a steep drive that ascends to the rear of the building with additional parking. Towards the back of the site there is a small wetlands area. The steep slope on the site creates significant challenges for accessibility.

Project Purpose

To design and build a mosque and community center that serves a diverse Muslim population for today and for the future.

Guiding Principles

1. The whole facility, communal and prayer spaces, should all have a sense of spirituality and Islam. This is the heart and predominant goal for the project.
2. ISNRV is like home. As it expands, it will be important to maintain that comfortable environment.
3. The ISNRV community is a diverse group, with people from all backgrounds. This project should celebrate diversity and be inclusive for all.
4. Community and social gathering is one of the key reasons why individuals come to ISNRV.
5. Spiritual Education for the next generation is very important to pass on knowledge about Islam and to cultivate family bonds within the Islamic tradition.
6. The future facility should be simple, pragmatic, cost-effective, flexible, adaptable, and efficient.
7. The women are the backbone of ISNRV; and as such need supportive, social, equitable, and accessible spaces.
8. ISNRV is a very intellectual community, and unique because it's connected to Virginia Tech. There should be support spaces for the students and university Muslim orgs.
9. The indoors and outdoors are both important. Outdoor spaces for activities will be important for future programming.
10. Outreach and philanthropy are important to give back to the New River Valley community.

Project Plan

The project shall be built in several phases over the span of several years, contingent on funding required. The conceptual master plan outlines the vision for the completed project at the end of all phases. Ultimately, the completed project programming will include expanded prayer hall, additional parking, outdoor recreation area, gymnasium/multipurpose room, classroom spaces, educational spaces, family and university gathering spaces, and commercial kitchen. Priority scope of work includes urgently needed parking and overflow prayer space for peak service days throughout the year.

Tentative Construction Phasing Plan:

Phase 1: Shell and core for new multipurpose building (gymnasium, school, etc.), connector to existing building with site work, new parking area, and outdoor recreation spaces.

Phase 2: Interior fit-out for new building and update finishes of existing mosque (paint, carpet, tile, etc.).

Phase 3: Addition to existing building and extension of building connector.

Scope of Work

ISNRV desires design services from Schematic Design through Construction Documentation with an architecture and engineering (AE) team to provide all necessary services, including, but not limited to, the following:

- Validation of the conceptual master plan and proposed project program (see attached).

- Full life cycle plan of the project, including all proposed construction phasing, conforming with state and local municipality codes.
- A construction plan which minimizes impacts to the existing center, allowing continued operation of the existing facility throughout the construction period.
- Propose a project schedule, from design through construction of all phases.
- Design drawings, specifications, and construction administration (CA) for the phase 1 and phase 2 of the project. Construction plans for each phase shall be included to protect the work completed in the prior phase. Provide Phase 3 design drawings through CA as a separate line item in the proposal.
- At the end of each design phase, a meeting shall be held seeking approval before advancing to the subsequent design phase.
- Architect shall utilize design tools to express the project intent, i.e., conceptual renderings, material boards, and finish samples as the project progresses. If requested by the ISNRV, building models (physical or virtual) may be necessary and to be priced separately.
- Maintain all AE design documentation and drawings in Autodesk Revit and final deliverable of project as BIM model and CAD floor plans.
- Evaluation of the existing building spatial configuration, structure, exterior, and systems, to provide for the seamless integration of an addition.
- Expert professional services required to complete the design, permitting and construction of the project in accordance with current building and land use codes. Recommendations for design materials and systems that meet lifetime maintenance and operational budget.
- Adequate staffing and project management team to meet the proposed project schedule.
- Project AE team shall be comprised of architectural, structural, landscape, mechanical, plumbing and electrical disciplines. Other consultants may be proposed, but approval is at the discretion of ISNRV.
- Civil has already been procured by ISNRV and a site plan is provided in this RFP. The AE team shall coordinate with the existing Civil engineer and cooperate to complete the project design and construction.
- Project site and building design shall conform with ADA requirements, including, elevator service that shall connect all levels of the new and existing buildings. Elevator shall also provide emergency egress from each level, access for emergency personnel and stretcher, and freight use for large items. If necessary, an elevator consultant shall be included in proposal as separate line item.
- Meetings and presentations to the community, as needed, with approvals required from the board and project committee.
- Communication with the Town of Blacksburg planning and permitting staff regarding permit requirements, preparation of all documents to obtain necessary permits, submittal of project requests as needed to maintain the project schedule, and assistance with any government approval process.
- Integration and respect of spiritual Islamic concepts with contemporary design solutions, technologies, and construction.
- Exterior design solutions that give the overall campus (existing + new) one cohesive, welcoming, and sophisticated presence.
- Environmentally sensitive and sustainable design solutions that respect the local site and neighbors and connect congregants to the spiritual value of nature.
- Energy conserving systems and considerations given to fenestration, shading, and construction assemblies.
- Final permit set of plans with detailed construction drawings and specifications that will

serve as the basis for permitting, bidding and construction for the first two phases of the project.

- Facilitate cost estimation services and value engineering options as necessary.
- Preparation of necessary bid documents to be sent to construction firms for the project.
- Assistance with the selection of construction firms. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing an appropriate contract.

Other Important Information

- The selected individual or firm will be required to enter into a standard AIA contract for the timely completion of the project. The contract will be prepared by the selected firm and reviewed / negotiated/ approved by ISNRV.
- After award, awardee will be provided “Design-to” project guidelines and budget.
- Design shall commence immediately after award of contract and construction work for Phase 1 is tentatively scheduled to begin in December 2023/January 2024.
- It should be noted that members of the congregation may offer to donate services and/or materials for this project at little or no cost. ISNRV wishes to encourage this type of participation wherever practical. A list of known resources of this nature will be made available to the Architect at the outset of the design process. While we do not expect these resources to be accounted for in the proposal, an awareness of such resources and openness to accepting and incorporating local resources into the design/build process is important.
- The Architect shall carry at its expense and provide evidence of insurance coverage to protect itself and ISNRV from and against liability, loss, damage, expense, cost (including without limitation to litigation and court costs and attorneys’ fees) out of or in connection with the performance of any work performed in accordance with the specifications or any related documents, whether such work is performed by the bidder or any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. ISNRV to be named as additional insured. Coverage must be written with insurance companies licensed in the Commonwealth of Virginia. All policies shall provide a thirty (30) day advance notice of cancellation to ISNRV. Certificates of insurance shall be presented to ISNRV for approval before the successful bidder, its agents and/or employees commence any work whatsoever pursuant to the contract.

Proposal Submittal Deadline

Proposals must be received at ISNRV by 5 pm, Eastern Standard Time (EST) on Friday, August 15, 2023. They may be emailed to Idris Adjerid at president@isnr.org, copy [Ziyad Shalaby at zshalaby@dev-consulting.com](mailto:ZiyadShalaby@dev-consulting.com) or mailed or hand delivered to the address listed below:

Islamic Society of New River Valley
Re: Expansion Project
1284 N Main St Blacksburg, VA 24060

Proposal Requirements

ISNRV seeks firms experienced in the design and construction of similar major projects. Please submit the following:

1. Letter of Interest (maximum 2 pages): The cover letter shall briefly summarize the firm's qualifications and past experience relevant to this scope of work and include a brief description of how you would differentiate your firm from your competitors. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Identify the proposed project team, key personnel and their roles and responsibilities. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work.
3. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Provide examples of projects that involved similar components to the work requested by ISNRV. These examples should be selected from projects that have been performed by the key AE team members proposed for the work.
5. Provide the following for each of the projects listed above (in item 4):
 - a) Name of project
 - b) Client contact
 - c) Owner's total initial budget
 - d) Final/total Project cost
6. Explain your General Liability Insurance coverage and your Professional Liability Insurance coverage.
7. Provide a rough schedule of design, permitting and construction activities. Include information about your current workload and how you would accommodate this project schedule.
8. A fee proposal that outlines your fees and all consultant fees. This fee proposal is understood to be inclusive of all reasonably anticipated services. As part of the proposal, identify activities that your firm would consider to be contingent additional services. Also, the proposal should include a breakdown of separate costs for each of the following areas:
 - a) Drawings only,
 - b) Drawings and specifications (for all materials, equipment and systems),
 - c) Drawings, specifications and construction administration/full project management. (Permit fees shall be paid by ISNRV)
9. Early conceptual thoughts are optional, but not required.

Note- Once submitted, all Proposals become the property of ISNRV and will not be returned.

Proposal Evaluation

Proposals will be evaluated by the project committee and ISNRV Board. Selection of the finalist will be based on the following criteria:

- Ability to meet the stated project goals.
- Experience with similar projects.
- Functionality of design and aesthetics of similar projects.
- Recommendations from previous customers.
- Vision and enthusiasm.
- Fiscal management.
- Awareness and appreciation of the local community, the nature of the congregation,

and the availability of local resources.

- Compatibility and "fit".
- Presentation of the firm (RFP and interview).
- Total fee

Selection Process

All responses to this request will be screened for eligibility. A selection panel will rate eligible responses according to the criteria listed above and may conduct reference checks as part of the process. If there is insufficient information, ISNRV reserves the right to request additional information and to interview firms to discuss their qualifications.

The proposed schedule for Architect selection and work is as follows:

- Request for proposals opens July 21, 2023
- Tours of the property August 7th, 2023
- Submission of proposals by applicants August 15th, 2023, 5pm EST
- Architect Interviews August 21st, 2023
- Selection of Architect August 31st, 2023

This solicitation does not obligate ISNRV to award a contract to any respondent. At its option, ISNRV reserves the right to waive as informality any irregularities in RFPs and/or to reject any or all RFPs.

Questions? Point of Contact:

Ziyad Shalaby
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[540-840-9979](tel:540-840-9979)