

# REQUEST FOR PROPOSALS



## Architectural/Engineering Services for the design of new and the renovation of existing Campus Facilities

for  
Lyon College  
2300 Highland Road  
Batesville, AR 72501

November 7, 2018

Project Management by:



Partners Development  
502 Union Avenue  
Knoxville, TN 37902

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### **Section I – GENERAL**

#### A. Introduction

Partners Development has been engaged by Lyon College as Project Manager for the anticipated projects as described in Section II - A. Pursuant to this engagement, Partners Development is seeking Architectural/Engineering Services for the renovation and adaptive re-use of certain existing campus facilities, and the construction of new facilities as described in Section II – A. All of the projects are located on the campus of Lyon College in Batesville, Arkansas. Partners Development and Lyon College will be the Architectural Selection Committee in selecting an Architect for this work. Based on the project descriptions contained herein proposers shall submit one proposal addressing all projects.

#### B. Selection Process Schedule

Mandatory Pre-Proposal Meeting	<b>Wednesday, December 5, 2018</b>
Last day to submit Questions	<b>Wednesday, December 12, 2018</b>
Proposals Due by	<b>Thursday, December 20, 2018</b>
Interview and Selection	<b>Thursday, January 17, 2019</b>
Contract Negotiation/Execution by	<b>Thursday, January 31, 2019</b>

#### C. Mandatory Pre-Proposal

A Mandatory Pre-Proposal Meeting will be held at Lyon College, 2300 Highland Road, Batesville, Arkansas, in a room to be determined, at 2:00 PM on Wednesday, December 5, 2018. A map of the location for this meeting and recommended parking will be sent to those who respond to Exhibit A with their intention to submit a proposal.

#### D. Inquiries

All questions regarding this Request for Proposal should be submitted in writing via email to Orlando Diaz, Chief Development Officer at Partners Development, at [odiaz@partnersinfo.com](mailto:odiaz@partnersinfo.com) no later than Wednesday, December 12, 2018.

Replies will be issued by email to all parties who have confirmed receipt of the Request for Proposals and their interest in participating in the proposal process. Failure of any proposer to receive such letter or interpretation shall not relieve the proposer from any obligation under the proposal as submitted.

Questions received after December 12, 2018 will not be answered. Only questions answered by formal written email will be binding. Oral and other interpretations or clarifications will be without legal effect.

To assure that proposers receive uniform responses to questions and to maintain the integrity of the process, Partners Development maintains a no contact policy during the selection process. The no

contact policy prohibits any officer, employee, representative or agent of any proposer of any firm affiliated with the proposer from initiating any contact regarding the project with any director or staff member of Partners Development or Lyon College between the date of this Request for Proposals and the date when the selection of the Architect is made. Questions to Partners Development staff member(s) seeking answers to questions about or clarification of the information contained in this Request for Proposals are not prohibited by this policy during the allowed question period.

#### E. Equal Opportunity

Partners Development and Lyon College encourage the meaningful participation of minority owned businesses in this project. In the performance of services pursuant to the contract with Partners Development the proposer must not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or physical impairment except where race, religion, sex, national origin or physical impairment is a bona fide occupational qualification reasonably necessary to the normal operation of the Architect.

## **SECTION II – PROJECT INFORMATION**

#### A. Project Description

While the following provides a brief description of the anticipated projects, the entire scope of the projects has not been determined. The selected architectural firm will be required to assist in defining the actual scope for the projects.

#### **Project 1 - New Multi-Use Complex**

The new multi-use complex will be the venue for several athletic uses and other activities at Lyon College, including football, M/W lacrosse, M/W soccer, intramurals, marching band, and cheer. The field will be synthetic turf, adaptable to the many activities planned for this venue with field lighting, and a digital scoreboard.

The grandstands will offer seating for 2,000, with 1500 on the home side and 500 on the visitor's side. The area beneath the home side will house restrooms, official's locker rooms and a satellite athletic training room. The press box above the home grandstand will include space for home and visiting coaches, media, entertainment boxes, and filming.

A separate end zone building is planned north of the stadium with concessions, spirit store, restrooms and ticketing. The project will also include sidewalks, plazas, landscaping and parking. Architecturally the complex will be constructed of red brick and stone and reflect the Georgian style prevalent on Lyon's campus.

Construction Budget Range - \$5,800,000 to \$6,800,000

#### **Project 2 - Becknell Gymnasium Addition and Renovation**

The existing Becknell Gymnasium is the primary home for indoor athletics at Lyon College. Designed in 1968, Becknell houses a performance court for M/W basketball and W volleyball. The arena itself is in good condition due to some recent updates, but many other areas of the building require attention. In addition, access to the building is not ideal relative to ADA compliance.

An approximately 3,000sf addition to the north face of the building will provide access (at grade) to the arena and house ADA compliant restrooms, concessions, ticketing and lobby functions.

The existing auxiliary gym and the weight room, (6,600sf total), will receive new lighting, flooring and paint. To accommodate cardio and weight training for the general student population, the existing pool will be filled in and half of the space will be renovated as a new 4,500sf recreation fitness area. The

balance of the current pool will be “shelled” to eventually provide additional athletic office, conference and meeting space on 2 floors.

Construction Budget Range - \$3,500,000 to \$4,300,000

### **Project 3 - Mabee Simpson Library Renovation**

The Lyon College library was constructed in 1967 and had an addition to the east portion of the building in the 1990s. The existing configuration of the building does not lend itself to the ways that current or future students and faculty need and want to access information efficiently. The project is to include renovation on both the first level, and the lower level of the building.

On the first level, recommendations are for the removal of a large portion of the physical library collection and relocating the circulation desk to open the view to the internal courtyard. The resulting open floor space would then house several sizes of glass-walled, group study rooms, open study areas, and space for socialization. In addition, a small food service venue, computer labs, and a visualization lab or “maker space” might be included.

On the lower level, the current tenants, Campus Safety, the Print Shop, and IT will be relocated to a new building to be constructed near the existing Maintenance Building. The space will then be renovated as new offices, academic classrooms and labs. No work is planned for the second floor in this project.

Construction Budget Range - \$2,900,000 to \$3,300,000

### **Project 4 - New Auxiliary Services Building**

A new 6,000sf facility will be constructed in the southwest corner of campus near the existing Maintenance Building. The facility will be the new home for Campus Safety, the Print Shop and the IT Department. This project is a prerequisite to the renovation of the library. The facility will include a pre-engineered building with site improvements and some limited parking.

Construction Budget Range - \$800,000 to \$1,100,000

### **Project 5 - New Fine Arts Annex**

A new facility for Fine Arts is to be constructed in the south east part of the campus on a site to be identified. The building will bring together all of the Fine Arts programs in one location. Planned as a pre-engineered structure, the 13,000sf building will include space for studio art labs, offices and storage. A 5,000sf “Hi-Bay” room will provide practice area for band, pipe and drum, cheer and dance. Offices and storage for those four programs round out the functions housed in the building. Site improvements and minimal parking spaces are also part of this project.

Construction Budget Range - \$2,600,000 to \$3,100,000

### **Project 6 - New Athletic Annex**

A new 16,000sf pre-engineered building will be constructed in the south east part of the campus on a site to be identified to support athletics programs. The facility will house coaches’ offices, multi-purpose and team rooms and locker rooms. Site improvements and minimal parking spaces are also part of this project.

Construction Budget Range - \$2,400,000 to \$3,000,000

**Project 7 - New Residence Hall(s)**

The college plans on constructing 2 new residence halls as student enrollment grows over the next several years. Each facility will be 40,500sf total, encompassing 3 floors at 13,500sf/floor. The total occupancy is to be approximately 100 students per building. The site for both facilities is east of Becknell Gymnasium, and just west of Bryan Lake.

The room configuration targets suite style, with single sleeping rooms and bathrooms shared by 2 or 4 students. Study and multi-purpose rooms and common kitchen(s) are amenities that are desirable to be included in each project.

Each new residence hall will also include a 50-car parking lot and significant site improvements.

Construction Budget Range Phase I - \$6,500,000 to \$7,400,000

Construction Budget Range Phase II - \$6,600,000 to \$7,600,000

Construction Budget Range for All Projects - \$31,000,000 to \$36,500,000

Once the Architect has been selected, Lyon College will enter into an agreement with the selected firm for full and complete architectural and engineering services for the projects.

**B. Project Funding**

The project will be funded through borrowing by Lyon College. The total project budget for design, construction and soft costs will be determined by Partners Development and Lyon College.

**C. Project Duration**

It is anticipated that an extensive review of the existing facilities and sites will be required in order to develop an appropriate scope of work for the projects. The selected Architect will assist in creating a design and construction schedule anticipated to meet the needs of the College. A carefully planned schedule will be required to accomplish this work in the time frame available.

**SECTION III – SCOPE OF SERVICES (APPLIES TO EACH PROJECT)**

The Architect will provide Lyon College with complete design services for the project. The primary phases of services are generally described below. The scope of services may include, but are not limited to the following:

**A. Programming/Planning Phase**

The selected Architectural firm will work with Partners Development and Lyon College in preparing a formal written program for this project. The Architect will work with Partners Development and Lyon College in evaluating the site and buildings and making recommendations based on the conditions, program, schedule and budget.

**B. Conceptual Design Phase**

Based on the program, building and site evaluations, the architectural firm will prepare conceptual designs, which will include, as a minimum, a site plan, floor plan, elevations, sections and narratives to describe the systems and materials planned for the facilities. At the successful conclusion of Conceptual Design, meaning that the project generally meets the previously approved Program design criteria and is

generally thought to be within budget and on schedule, Partners Development and Lyon College will approve the Conceptual Design documentation and authorize the Architect to proceed with the Schematic Design phase.

These projects are intended to be funded through financing under the USDA Rural Development Community Facilities Program. A requirement of the application process with USDA RD is the creation of the Preliminary Architectural Feasibility Report (PAR). A copy of the guide to be followed in the development of the PAR is included as Exhibit B to this RFP and is an essential part of the conceptual design phase.

It is also important to know that application of the **Architectural Barriers Act (ABA) Standards (2015)** and the **ADA Standards for Accessible Design (2010)** will be a requirement for these projects. A copy of these Standards can be provided upon request.

### C. Schematic Design Phase

Based on a successful conclusion to the Conceptual Design, the Architect will proceed with the Schematic Design phase. During this period the Architect will continue to review any changes to the designs with the other team members pertaining to cost, constructability and schedule impact. The Architect is responsible to provide design modifications until it is determined the project can be built within budget. Periodically, the Architect will conduct a progress meeting to update the team members as to the progress of the design and seek their input regarding any changes or deviation from the approved Conceptual Designs. The Architect shall be responsible for taking and distributing meeting minutes.

The Architect shall prepare schematic design documents that incorporate the program requirements. The schematic design documents shall include, but not be limited to:

- Site plans showing preliminary grading and stormwater system elements, hardscape, utilities and other significant features
- Floor plans drawn to scale that include program requirements
- Finish schedule
- Tabulated gross square footage, identifying each space
- All four elevations, with exterior materials identified
- Typical building section(s) with heights indicated
- Typical wall section(s)
- Foundation description
- Structural description
- Services description, with total capacities identified
- Rendered exterior perspective
- Site plan with tabulated areas, parking, etc.
- Identify budget and address appropriateness of budget to schematic design documents
- After the approval of the schematic design phase, it is expected that the floor plan areas will not change except for very minor refinements as the next phase of work is performed.

The Architect will prepare a Schematic Design construction cost estimate and a cost status report. The report will identify differences between the most recent cost estimate and the previous version. Additionally, the report will identify all allowances in the estimate and define the cost variance potential in the allowances, if any. If the estimate exceeds the construction budget, the Architect will make quantitative recommendations to the Project Team to reduce the estimated costs to be within the

budget. As a part of its responsibilities, the Architect will be responsible to provide adjustments for the design, when required, in order to bring the design within budget.

At the successful conclusion of Schematic Design, meaning that the project generally meets previously approved design criteria and is generally thought to be within budget and on schedule, Partners Development and Lyon College will approve the Schematic Design documentation and will authorize the Architect to proceed with Design Development documents.

#### D. Design Development Phase

Based on a successful conclusion to Schematic Design, the Architect will proceed with the Design Development phase, incorporating any comments, which were received during the schematic design review. As the Project progresses in Design Development, the Architect shall continue to refine the design based on costs estimates and input from the Project Team. Periodically, the Architect will conduct a progress meeting to update the Team members as to the progress of the design and seek their input regarding any changes or deviation from the approved Schematic Design. The Architect shall be responsible for taking and distributing meeting minutes.

At the end of the Design Development phase, the Architect will prepare a Design Development package of drawings and specifications at the levels of detail normally associated with Design Development, which will include, but not be limited to:

- Engineered site plans with grading, storm water system, hardscape, utilities and other significant features
- Floor plans drawn at 1/8" = 1'-0" with overall dimensions and key spaces individually dimensioned
- Finish schedule with general details to show changes from schematic design, if any.
- Reflected ceiling plan generally showing all elements contained in the ceiling
- Tabulated gross square footage identifying each space
- All exterior elevations with dimensions and materials identified and references where individual sections will be cut
- Typical building sections with dimensions and materials identified and references for details that will be developed
- Wall sections and detail sections necessary to describe the design and identify interface of the various materials
- Foundation plan that generally identifies typical footings and sizes
- Floor and roof framing plans with all members generally sized
- Mechanical equipment shown with major duct runs sized, duct paths shown, and equipment rooms laid out
- Sanitary plumbing lines set, paths identified, major lines sized
- Domestic water paths set, and major lines sized
- Electrical panel locations identified and sized to support intended loads
- Typical power outlets and communications' locations shown
- Outline specifications for all divisions that generally identify all systems, finishes, materials and sets the quality level of the project
- Site plan showing typical site details with general dimensions for site scope to include lighting, storm drainage and sanitary sewer lines, shown and generally sized and entry points for all site utilities connecting to the building
- Landscape design adequate to illustrate the scope of work and establish cost of the work

- Identify budget and address appropriateness of budget to Design Development documents with Partners Development.

The Architect will prepare a revised construction cost estimate and a cost status report. The report will identify differences between the most recent cost estimate and the previous version. Additionally, the report will identify all allowances remaining in the estimate and define the cost variance potential in the allowances, if any. If the estimate exceeds the construction budget, the Architect will make quantitative recommendations to the Project Team to reduce the estimated costs to be within the budget.

Working with the Project Team members, the Architect will explore alternative approaches, materials and systems in an attempt to minimize total construction and operating costs and to achieve maximum value (“Value Engineering”). As a part of its responsibilities, the Architect will be responsible to provide adjustments to the design, when required, in order to bring the design within budget.

At the successful conclusion of Design Development, meaning that the project generally meets previously approved design criteria and is generally thought to be within budget and on schedule, Partners Development and Lyon College will approve the Design Development phase and will authorize the Architect to proceed with Construction Documents.

#### E. Construction Documents Phase

Based on the successful conclusion of the Design Development Phase, the Architect will proceed with the preparation of Construction Documents incorporating any comments into the documents, which were issued at the conclusion of the Design Development review.

As the Construction Documents are prepared, the Architect will continue to review and refine the estimate and advise the Project Team immediately if it appears that the Project cannot be completed in accordance with the Construction Documents and/or within budget. The Architect will continue to provide input on alternate methods, details and systems to the Project Team and will continue with value engineering reviews of the Work.

The Architect will be responsible to provide all necessary plans, details and specifications. The Architect will be responsible to submit plan for all necessary approvals and permitting. The Architect will manage the approval and permitting process until all permits are ready to be issued.

#### F. Bidding/Negotiation Phase

The Architect, following approval of the construction documents and the latest estimate of construction cost by Partners Development and Lyon College, shall assist Partners Development in obtaining competitive bids or proposals for the contract for construction and shall assist in preparing contracts for construction.

#### G. Construction Administration Phase

The Architect shall be a representative of and shall advise and consult with Lyon College and Partners Development, as their agent (1) during construction until final payment to the Contractor is due, and (2) at Partners Development’s direction from time to time during the warranty correction period described in the contract for construction.

The Architect and its consultants shall visit the site as required by the progress of the construction to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in accordance with the contract documents. Based on the Architect’s observations and evaluations of the Applications for Payment, the Architect shall review and certify the amounts due to the Contractor.

The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with the design concept expressed in the contract documents.

The Architect shall prepare change orders and construction change directives, with supporting documentation and data, for Lyon College's approval and execution in accordance with the contract documents. The Architect may authorize minor changes in the Work not involving an adjustment in the contract sum or an extension of the contract time, which are not inconsistent with the intent of the contract documents.

The Architect shall assist in coordinating the efforts of the Contractor in the commissioning of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation except for Post-Construction Phase services.

#### H. Post-Construction Phase

The Architect shall assist Lyon College in achieving warranty satisfaction from the Contractor during the one-year basic warranty period following Substantial Completion. Prior to the completion of the one-year basic warranty period, the Architect shall inspect the completed facility with Partners Development, Lyon College and the Contractor to determine if any further warranty work is required.

### **SECTION IV – PROPOSAL SUBMITTAL PROCEDURES/CONTENTS OF RESPONSES**

The Architect shall submit a cover letter and executive summary highlighting the key points of the response and indicating the experience and other factors, which make the Architect appropriate for this project. The Architect shall complete and submit a B305, Architect's Qualification Statement with their response and should be submitted with the proposal.

Proposals must contain the following information. Concise and direct responses are encouraged:

1. Table of Contents – A table of contents referring to specific sections within the response to the Request for Proposals.
2. Identification – Provide full legal name of the proposing firm, mailing and email address, telephone and fax numbers and contact person.
3. Letter of Commitment – A letter executed by the Owner or Authorized Representative of the proposer committing the firm to the requirements of the Request for Proposals.
4. Design Approach – Describe the proposer's design approach to projects of similar size and use.
5. Project Experience – Provide illustrations, photos and other presentation material which illustrate the proposer's experience on other facilities of similar size and use.
6. Proposed Personnel – An organizational chart or written description of the proposed individual project team members. Show each individual's project function and title and reporting relationship, how the Work is to be managed and the amount of time each individual will provide services to the Project. Please indicate contingent team members for key members should that key team member become incapacitated or leave the firm's employment or association. The successful proposer may not increase or decrease the staffing committed to the Project, as shown on the Organizational Chart or Organizational Listing, without the written approval of Partners Development.
7. Resumes – Provide resumes of each key team member. Highlight relevant experience.

8. **References** – Provide the names, addresses and telephone numbers of five (5) references. Provide the project name(s) and service(s) provided for each reference.
9. **Project Performance with Cost Estimating Track Record** – Provide project information for the last five (5) projects of similar construction, listing the projected construction cost, amount of change orders, year completed, client name and current phone number.
10. **Litigation** – Provide a list of (i) any pending litigation against the proposer, and (ii) the results of any litigation against the proposer concluded within the past three (3) years.
11. **Fee Proposal** – Submit your Fee Proposal including a breakdown of the fee for each project and a detailed budget of anticipated reimbursable expenses, signed by a principal of the firm authorized to make a binding offer.

## **SECTION V – SUBMISSION OF RESPONSES**

Submit five (5) printed copies plus one electronic copy in pdf format of the proposal in a sealed envelope/package no later than 4:00pm on Thursday, December 20, 2018 to the following:

Mr. Orlando Diaz  
Vice President, Director of Operations  
Partners Development  
502 Union Avenue  
Knoxville, Tennessee 37902  
865-524-7777

SEALED RESPONSES shall be submitted no later than 4:00 pm EST, on December 20, 2018. Responses received after that time and date will not be considered and will be discarded. The Respondent shall assume full responsibility for timely delivery at the location designated for the receipt of Responses. Oral, telephonic, telecopier or telegraphic responses are invalid and will not receive consideration.

## **SECTION VI – MODIFICATION OR WITHDRAWAL OF RESPONSES**

A response may not be modified, withdrawn or canceled by the Respondent for ninety (90) days following the date designated for the opening of the responses and each Respondent so agrees in submitting a Response.

Prior to the time and date designated for receipt of responses, a response submitted may be modified or withdrawn by notice to the party receiving responses at the place designated for receipt of responses. Such notice shall be in writing over the signature of the Respondent. If the change relates to fees, the change shall be so worded as not to reveal the amount of the original response.

Withdrawn responses may be resubmitted up to the date and time designated for the receipt of responses if they are then fully in conformance with this Request for Proposals.

## **SECTION VII – CONSIDERATION OF RESPONSES**

### **A. Opening of Responses**

The properly identified responses received on time and in accordance with the requirements of the Request for Proposals will be considered for award. Responses not received on time, or otherwise not

submitted in accordance with the requirements of the Request for Proposals will not receive consideration for award.

Partners Development and the Selection Committee will review and evaluate each response according to the following criteria:

- General Qualifications of the Architect.
- Specific Project Experience.
- Demonstrated ability to complete previous projects within established schedules.
- Experience working on higher education projects of similar size and scope.
- Personnel Qualifications
- Management and Organizational Approach
- Design Approach
- References
- Competitiveness of Design Fee

After all responses have been evaluated, Lyon College and Partners Development will develop a list of Respondents for further consideration in the selection process.

Final Selection/Negotiation: At this time, Lyon College and Partners Development, at their discretion, may reject all proposals or may negotiate agreements for services. It is anticipated that Lyon College and Partners Development as their agent will negotiate an AIA B101-2017 Form of Agreement with the Architect to provide Architectural/Engineering Services for the projects. If, in Lyon College's opinion, it is not possible to successfully complete negotiations with the first rank Architect, Lyon College may, at its sole discretion, elect to terminate those negotiations and initiate negotiations with the second rank Architect.

Rejections of Responses: Lyon College shall have the right to: (1) reject any or all Responses for any reason at any time, (2) reject a Response not accompanied by the data required by the Request for Proposals or (3) reject a Response which is in any way incomplete or irregular, with no liability for cost incurred. Nothing contained in this Request for Proposal shall create any legal rights in favor of any Respondent or create any liability or obligation on the part of Lyon College.

Acceptance of A Response: Lyon College shall have the right to accept any Response, which, in Lyon College's judgment, is in Lyon College's and the project's best interest.

Time of Award: Responses will be irrevocable for ninety (90) days from the date of opening. It is the intent of Lyon College to enter into a contract within sixty (60) days of selection of the Architect.



This page MUST be emailed to Partners Development  
No Later Than November 28, 2018

ACKNOWLEDGEMENT OF RECEIPT and PROPOSER INFORMATION FORM

- Project 1 – New Multi-Use Complex
- Project 2 – Becknell Gymnasium Addition and Renovation
- Project 3 – Maybee Simpson Library Renovation
- Project 4 – New Auxiliary Building
- Project 5 – New Fine Arts Annex
- Project 6 – New Athletic Annex
- Project 7 – New Residential Facilities

Description:            Architecture and Engineering Services

Partners Development Contact:    Orlando Diaz  
    Vice President, Director of Operations  
    Phone:    (865) 246-0126  
    Email:    [odiaz@partnersinfo.com](mailto:odiaz@partnersinfo.com)

Your company will receive additional information and any addenda pertaining to these projects by completing the following information and indicating your intent to submit a proposal.

Will Submit a Proposal:             Will Not Submit a Proposal:

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email a pdf of this page to Orlando Diaz at [odiaz@partnersinfo.com](mailto:odiaz@partnersinfo.com)

Proposed Project Name:

1. NEED FOR THE FACILITY – present a compelling objective argument that the project is needed. Explain how the proposed project will:
  - 1.1. Benefit the local community
  - 1.2. Enhance and/or supplement other services currently available within the community
  - 1.3. Attract other services, residents, or opportunities to the community
  - 1.4. Impact the existing infrastructure
2. EXISTING FACILITY (if any) – describe and document them, if any. Include photos of existing sub-standard or inadequate features. Explain in this section:
  - 2.1. The current condition thereof
  - 2.2. How these are inadequate or unsatisfactory for continued use
  - 2.3. Whether it is more or less feasible to rehab an existing facility compared to construction of new
3. PROPOSED FACILITY – present a summary description of the proposed facility and the features and functions that it will provide. Include a list of applicable design criteria. Indicate in this section:
  - 3.1. Number of stories or levels
  - 3.2. Whether or not an elevator will be included
  - 3.3. Proposed construction features, e.g.
    - 3.3.1. Foundation Type And Building Structural System
    - 3.3.2. Roof Configuration – low-slope or pitched
    - 3.3.3. Thermal Performance Requirements & Goals, for example LEED Certification, Energy Star Rating, etc.
    - 3.3.4. Seismic Zone Requirements
4. BUILDING SITES – summarize the evaluation process used to consider alternative sites. Discuss in this section:
  - 4.1. Amount of land required for the proposed use
  - 4.2. Site selection, criteria, and alternate locations that were considered
  - 4.3. Proximity of site to related or supporting facilities
  - 4.4. Suitability of the site selected
5. COST ESTIMATE – in addition to preliminary cost parameters, this section should indicate the level of local investment in the proposed facility and other funding sources for the project. Present preliminary assumptions and estimated costs for:
  - 5.1. Land Acquisition and Rights
  - 5.2. Property Development and Construction
  - 5.3. Consultants Fees:
    - 5.3.1. Legal
    - 5.3.2. Architectural & Engineering
    - 5.3.3. Soil Analysis
    - 5.3.4. Site Survey
  - 5.4. Equipment
  - 5.5. Contingencies – Include a minimum 10%
  - 5.6. Interest During Construction
  - 5.7. Initial Operating Capital
  - 5.8. Refinancing

6. ANNUAL OPERATING BUDGET – provide realistic preliminary projections for:
  - 6.1. Projected Revenue Generation
  - 6.2. Operation & Maintenance Expenses
7. GRAPHIC INFORMATION – these items should complement the written information and be legible in either color or black & white formats.
  - 7.1. Drawings – Minimum Requirements
    - 7.1.1. Site Plan showing parking, accessible parking, accessible route, drives, easements, adjoining roadways, significant amenities.
    - 7.1.2. Floor Plan(s) for every habitable level of the building
    - 7.1.3. Two Building Elevations minimum
    - 7.1.4. Preliminary Wall Section showing type and location of insulation to be used.
  - 7.2. Maps, Property Plats, and Street Location Map
  - 7.3. Photographs (if any) – Optional
8. ANTICIPATED CONSTRUCTION COMPLICATIONS – anything that is vague or undefined should be researched and addressed as early in the process as possible. Discuss any issues or unknowns that could potentially increase construction costs or extend the schedule like:
  - 8.1. Easements
  - 8.2. Environmental Factors & Limitations
  - 8.3. Local Soil Characteristics
  - 8.4. Sub-Surface Factors, e.g.
    - 8.4.1. indeterminate quantities of rock
    - 8.4.2. potential presence of abandoned foundations or structures
  - 8.5. Phasing Requirements including staged move-in and operation
  - 8.6. Scheduling Constraints or Limitations, e.g. completing a new school in time for the school year.
  - 8.7. Future Expansion
9. Indicate the proposed procurement method from among the following options and provide justification and anticipated benefits for any option other than Design/Bid/Build:
  - 9.1 Design/Bid/Build
  - 9.2 Design/Build
  - 9.3 Construction Manager Constructor at Risk (CMc)
10. SUMMARY CONCLUSIONS & RECOMMENDATIONS – present a summary statement of the decisions reached thus far and the implications of those decisions going forward.

Use the outline on the pages following this instruction sheet for preparation of the Preliminary Architectural Feasibility Report required for Rural Development financed facilities. Do not include this instruction sheet in your submittal.

- (1) Read these instructions completely BEFORE compiling your PAR. Omission of requested information may be justification for non-concurrence by RD. This will require resubmission thus taking more time.
- (2) You may use this Microsoft Word document to write your report. Edit the information on the following pages and save the document with a unique filename using the 'Save As' command under the 'File' tab.
- (3) Your submission is not limited to the considerations, issues, and questions listed herein. Submit anything that helps explain, define, or illustrate the proposed project.
- (4) Avoid repeating phrases and information. A lengthy report is not the objective. For example, avoid the following:  
**“This project will be very beneficial to the community. It will be beneficial because...”**
- (5) Clear, concise, coordinated, and legibly presented information will expedite the review process. Present your information in as few words as possible.
- (6) If you are submitting a hard copy only, provide an identifying number and title for every page, drawing, and/or exhibit in the submittal package. Drawings may be numbered differently – in that case, the drawing number will suffice.
- (7) It is preferable to submit PAR documents electronically as PDF files. If using Microsoft Word to edit the PAR Guide, An Adobe PDF version may be generated from within Word using the tab labeled 'Acrobat' along the top of the menu. PDF versions of drawings are preferred as well. Most architects have the capability to provide their drawings in this format. Do not provide faxed information. If submitting photographs, ensure they are legible. If you don't have the software needed to generate PDF files, have the submittal scanned at a copy/print store and request that format.
- (8) Where you are directed to give alternative proposals or options, consider that a proposal of 'no action' is an option. It is unrealistic that one (and only one) solution is the only possible alternative.