

DATE: February 07, 2010

TO:

Mr./Miss. Architect

FROM:

Engineering Committee
IEC Husaini
1269 Goodrich Ave
Glendale Heights, IL 60139

RE: Request for Proposal
Design Services for IEC Husaini Expansion Project

Mr./Miss. Architect

You are invited to provide a work order proposal to the Engineering Committee of IEC Husaini for the professional services outlined in the attached request for proposal. The proposal requested is specifically for design services for the addition to the center which is located at 1269 Goodrich Ave, Glendale Heights, IL 60139. The design shall be coordinated with the Engineering Committee of IEC Husaini.

Please deliver a complete proposal no later than 8:00 PM, Central Time, February, 12th, 2010. The proposal can be emailed (mehdi.mirza@sbcglobal.net and geevah@aol.com), faxed (847-241-0011) or hand delivered at IEC Husaini to the address listed above. In case, an architect wants to hand deliver the proposal, he/she must coordinate the time of deliver so that a representative is available to accept the proposal. Proposals submitted late will not be entertained. Upon receiving your proposal, a meeting will be setup to discuss it and a contract will be awarded to the architect selected to design this project.

If you have any questions relating to this request for proposal, please contact Mehdi Mirza by telephone at 847-208-2964 and by email at mehdi.mirza@sbcglobal.net or Manzar Rizvi by telephone at 312-576-3796 and by email at geevah@aol.com. Last day to ask questions is 48 hours before the proposal submittal date.

Sincerely,

Engineering Committee
BEPT – IECHusaini

Attachments: Request for Proposal, dated 02/07/10
Attachment A - Project Scope Documents, dated 02/07/10
Attachment B - Project Schedule, dated 02/07/10
Attachment C - Selection Criteria Questionnaire, dated 02/07/10
Attachment D – Request for Information Form, dated 02/07/10

Cc: Project File, Nayyer Rizvi - IEC Trustee, Shabbir Lakhani – IEC Trustee,
Mushtaq Merchant-Chairman BEPT

REQUEST FOR PROPOSAL

I. SCOPE OF SERVICES REQUESTED

- The intent of this project is to address the need for an addition to the existing IEC Husaini facility that is located at 1269 Goodrich Ave, Glendale Heights, IL 60139. Basic Services Fee shall be based on the estimated construction cost of \$2,000,000.00 or 20,000 sq ft including contingencies and project shall be designed to this construction estimate. The scope of services shall include full design and engineering services as required to complete schematic design, design development, construction and bidding documents including technical specifications and construction administration services. This design build document will also encompass a sketch of the future east wing of IEC Husaini which will house a school.

The scope of services shall address the following items:

- Architect to fully understand the owner's requirements and design a builder friendly facility that will make optimal use of the existing facility as well as the new addition being built.
- Provide Basis of Design Report identifying applicable regulatory requirements and applicable standards. Include complete permit submissions with all authorities having jurisdiction.
- Construction of the New Expansion to IEC Husaini will require phasing. Incorporate phasing into all facets of the design process. Include full phasing representation as part of the final construction documents. Provide both written and CAD representation of the steps required to complete each phase including building access and limitations.
- Provide presentation drawings at the end of each phase to the Owner for approval prior to start of next phase.

II. DELIVERABLES (Dates listed below are dependent on a contract date of March 3, 2010)

- Provide schematic design documents to the Project Manager for pricing and review no later than 03-19-2010.
- Provide final design development documents to the Project Manager for pricing and review no later than 04-30-2010. This is contingent upon final design locked by IEC Husaini on April 16th, 2010.
- Provide 50% construction documents and preliminary specifications to the Program Manager for pricing and review no later than 05-14-2010.
- Provide complete construction documents for permit and bidding to the Program Manager including drawings and specifications no later 05-28-2010.
- Submit new set of drawing to the Village of Glendale Heights and Dupage County within two weeks after the receipt of comments.
- Provide written answers to all requests for information within 5 business days from receipt of the request.
- Provide sketches and bulletins and technical write-ups as necessary for issuance of pre-bid addenda as required to maintain bidding schedules.
- Provide sketches and bulletins and technical write-ups to modify the construction documents as necessary.

- Include all necessary site visits required for investigative review of systems and meetings with the Engineering Committee as required to complete the design.
- Include full submittal review and processing to ensure all materials and equipment comply with the intent of the design and technical specifications. Notify the Project Manager of deficiencies during this process. Provide a price to add this service.
- Perform field inspections of work in progress and document weekly inspections during the course of construction. During each inspection verify work in progress meets the intent of the construction documents; Provide a price to add this service.
- Issue Mechanical/Electrical punch list before closing of ceilings. Provide a price to add this service.
- Propose other deliverables necessary to provide a complete design.
- Provide Record Drawings to the Program Manager in CAD format within 90 days of substantial completion to be submitted to EC. Provide a price to add this service.

III. MEETING ATTENDANCE

- Conduct design meetings with the EC members of IEC as required for determining and reviewing design criteria. These meeting may be scheduled on the weekends.
- Attend project meetings during the course of construction. These meeting will be arranged during the work week, on weekends or off-hours as per the schedule set by the Engineering Team.
- Propose other meetings as necessary to provide a complete design.

IV. SCHEDULE

The following milestones are critical to the on-time completion of the project. Propose a design schedule showing the completion of these milestones on or before the milestone dates provided. See Attachment B for the full project schedule.

Milestone	Date
Issue Schematic Design Drawings for pricing and review	03-19-2010
Issue Design Development Drawings for pricing and review	04-30-2010
Issue 50% Construction Documents for Pricing and Review	05-14-2010
Issue 100% Construction Documents for Bidding & Permitting	05-28-2010

V. KEY PERSONNEL

Provide the names, titles, and billing rates of the personnel who will be involved in the project. Indicate the individual who will be the primary contact for all communications regarding the project during the course of the project.

VI. CONSULTANTS

If sub-consultants are to be utilized, provide a list of these sub-consultants and team members who will be providing services related to this scope of work.

VII. COMPENSATION/PROFESSIONAL SERVICES FEE

Propose a fixed sum component for basic services labor, hourly not to exceed estimate for requested additional services and any additional reimbursable cost to perform the scope of services outlined in this request for proposal. The hours for the additional services and reimbursable expenses shall not exceed the estimated amount without the prior approval of IEC Husaini's Engineering Committee. Requested additional services shall be billed hourly with detailed billing documentation included as backup. Expenses are to be billed at actual cost without administrative markup and must be accompanied by supporting invoices.

VIII. INSURANCE

The Consultant shall maintain insurance in the following amounts during the performance of this work in accordance with the Master Agreement:

General Liability

Each Occurrence \$1,000,000
Damage to Rented Premises (Each Occurrence) \$100,000
Med Expenses (Any One Person) \$5,000
General Aggregate \$2,000,000
Products - Comp/Op Aggregate \$1,000,000

Automobile

Combined Single Limit \$1,000,000

Workers Compensation and Employer's Liability

E.L. Each Accident \$1,000,000
E.L. Disease - Each Employee \$1,000,000
E.L. Disease - Policy Limit \$1,000,000

Errors and Omissions

Aggregate / Occurrence \$2,000,000

If your insurance does not meet the above listed requirements then please list the extent of insurance coverage carried by your firm.

ATTACHMENT A – PROJECT SCOPE DOCUMENTS

I – Project Scope: Building addition design is subdivided into architectural, structural, and mechanical/electrical/plumbing (MEP) design. Some of the requirements of the new building are - men and women’s prayer halls, library, conference room, offices, bathrooms, nursery/babysitting facilities, kitchen, men and women’s banquet/dining facilities.

The building design is based on approximately 20,000 square feet of new building addition to the northwest of the existing building.

Schematic Design Phase: This phase will be completed in conjunction with the conceptual site plan in the early stages and will be completed after conceptual site plan is approved by the parties involved (including the Village).

Design Development Phase: Based upon the Owner approved schematic design documents and any adjustments authorized by the owner in the program, schedule or construction budget, architect will prepare, for the approval of the owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

Construction Document Phase: Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the owner, Architect will prepare, for the approval by the owner, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project. This must include the following:

- a. Detailed Architectural Drawings
- b. Detailed Structural Drawings
- c. Detailed Mechanical Drawings
- d. Detailed Electrical Drawings
- e. Detailed Plumbing drawings

Attend up to five design meetings with the Owner and the Village in addition of one field visit. Provide a set of final Design Documents with the seal of Registered Professionals in the State of Illinois for permit purposes.

II - Additional Services Civil Engineering, Fire Protection, Soil Test, Landscape Design

Civil Engineering Services: A Civil Engineer will be required to review surveys, identifying boundaries, setbacks, right-of-ways, utility locations, utility connections and design the traffic flow, parking layout, detention pond, storm water management/drainage, site lighting and other related site plan permitting requirements of the IEPA, Dupage County and Village of Glendale Height.

Fire Protection: Sprinkler, Alarm design and drawings to meet the permit requirement of the Village of Glendale Heights.

Soil Test: A Geo-technical engineering company to provide a Sub-Surface Soil Investigation Report.

Landscape Design: Provide landscape plan with location, size schedules and maintenance of trees, shrubs and other plantations.

ATTACHMENT B – PROJECT SCHEDULE

Issue Schematic Design Documents for Pricing and Review	03-19-2010
Issue Design Development Documents for Pricing and Review	04-30-2010
Issue 50% Construction Documents for Pricing and Review	05-14-2010
Program Manager Pricing and Review Complete	05-28-2010
Permit Documents issued to State and City:	05-14-2010
100% Construction Documents issued to Program Manager for Bidding:	05-14-2010
Bid Package Issued to Prospective Bidders: (Permit Received)	07-15-2010
Bids Received:	xx-xx-xxxx
Contractor Recommendation:	xx-xx-xxxx
Contract Award & Notice to Proceed:	xx-xx-xxxx
Start Construction:	xx-xx-xxxx
Substantial Completion:	xx-xx-xxxx
Final Completion:	xx-xx-xxxx

- 5) List all the design and engineering services that are offered by your firm.

- 6) List other value add services that your firm can provide.

- 7) What kind of software will your firm use to design this project?

- 8) How accessible will you and your staff be during the different phases of this project?

- 9) How accessible will you and your staff be for site visits, meetings and/or by telephone on weekends and off-hours? If this will add cost then identify the added cost in your proposal.

REQUEST FOR INFORMATION FORM FOR IEC EXPANSION PROJECT

Current State	Open : Closed (Circle One)		
Subject			
Number			
Priority	NORMAL : High (Circle One)		
QUESTION			
Question			
Reason for Question Clarification			
Question Sent Date			
Question Source		Company	Main Contact
	Source Contact		
		Original Contract Document	
ANSWER			
Answer			
Reason for Answer Clarification			
Due Date			
Answer Sent Date			
Answer Source		Company	Main Contact
	Source Contact		
		Original Contract Document	