




Request for Proposal of Master Planning Services

- Date: June 10, 2010
- To: Selected Master Planning/Architects/Design Builders (MP)
- From: SouthPoint Church Selection Team
Warren Crouch – SouthPoint Church Elder/Project Lead 
- Re: Master Planning Services for a 49.65 acre parcel of land located on the north side of St. Andrews Church Road adjacent to the intersection of Fairgrounds Road in St. Mary's County Maryland, as shown on the attached Tentative Subdivision Map.
- Objective: Provide SouthPoint Church (SPC) with a comprehensive and complete Schematic Site Plan, Schematic Building(s) footprints and elevations supported by qualified Cost Estimates on or before June 30, 2010 in a format as described below.
1. Develop a Concept/Major Site Plan pre-submittal package, including exhibits, in conformance with the St. Mary's County requirements for a all applications & complete package as found on the County's Land Use Growth Management web page <http://www.co.saintmarys.md.us/lugm/lugmtemplate.asp?content=indexcontent.asp> and confirmed by meeting with County staff that this is the correct application (forms) that SPC needs to obtain any and all discretionary Entitlements on and for the subject property.
 2. Provide a time line and lump sum cost of services for each of the Master Planning steps (you may insert others that you might identify and recommend to SPC, but at a minimum include the following steps) as listed in this request for Master Planning Services;
 - a. Initial meetings and research with County
 - b. Initial meetings and research with SPC
 - c. Civil Engineering & other Consulting Services (see paragraph 4 below)
 - d. Programming Efforts

- e. Charette/Worksession with SPC
 - f. Prepare and Present a minimum of 3 Concept Sketches of a Master Site Plan including Phasing
 - g. Develop the Selected Concept Sketch into a Schematic Site Plan including Phasing
 - h. Prepare and Submit initial Schematic Designs of each Proposed Building
 - i. Prepare a written Basis for Design that defines proposed finishes, systems etc.
3. Our desire is to have a clear understanding of each and every task that you will perform for us, when that task/activity will be performed, the cost of that task/activity and when payment for each is due to you. It is also our desire to be able to terminate the Master Planning Services process at any time during the process if and when we discover that the project is no longer economically feasible.
 4. Master Planner to Contract directly with the Professional Engineering firm of Mahaffey & Associates, P.C., (William 'Billy' Mehaffey Professional Engineer 41650 Court House Drive, Suite 100 Leonardtown MD 20650, Telephone: 301.475.0406 Email: bmehaffey@mehaffeyassociates.com for all Civil Engineering related services and consulting with the MP for all subcontractors with local experience for services not limited to the following;
 - a. Preliminary Surface Water Drainage based on the new State of Maryland requirements.
 - b. Utility Plan Schematics including the location and size of on-site waste water treatment systems, domestic and fire suppression water systems, electrical distribution system (including site lighting).
 - c. Schematic Landscape and Irrigation Plan
 - d. On & Off Site traffic circulation plans with analysis review from the Maryland Department of Transportation & County Traffic Engineering regarding existing and future street configuration and driveway locations.
 5. As part of the tasks listed in 2) above, complete a Programming Plan Study after assisting SPC in creating a well defined & empowered Core Committee to adequately define the form and function all current levels of ministry and those ministries envisioned in the future use of the property. SPC will commit to the time required to meet the project timeline, or in other words, 'Please tell us what, when and how to do it'.
 6. As part of the tasks listed in Paragraph 2 above, create a Phased Master Plan with timeline and cost estimates (flow chart format) for development from the submittal of a complete Concept Site Plan application through the completion of construction of Phase I.

7. Cost Estimates to include the hard and soft costs of development for each Phase of development along with Furniture, Fixtures & Equipment (FF&E) cost estimates including audio & video concepts.
8. Provide SPC with a minimum of 3 References with at least 1 bad experience project that was at a minimum designed but not built.
9. Deliverables shall included electronic CD's & DVD's as needed, Hard Copy plans for demonstration purposes to SPC supporters/members/attendees that meet County submittal requirements.
10. Other products as requested and approved by SPC in writing shall be provided as an additional service.