



Request for Proposal: Architectural Services for Non-Profit Headquarters

Issued By: Women Support Girls Women Support Each Other

Date Issued: May 22, 2025

Proposal Due Date: June 30, 2025

Introduction

Women Support Girls, Women Support Each Other is seeking proposals from qualified architectural firms to provide comprehensive design and planning services for the development of our new headquarters. This project involves adapting a pre-designed cabin structure to meet our operational needs and state regulatory requirements.

Project Overview

The project entails the conversion of a cabin structure into our non-profit's headquarters. A key component of this project is obtaining state approval, which necessitates detailed architectural drawings.

Scope of Work

The selected architectural firm will be responsible for developing a complete set of architectural drawings and plans, specifically including, but not limited to, the following:

- **Plumbing Plans:** Detailed schematics for all plumbing systems, including water supply and wastewater disposal.
- **Water Plans:** Comprehensive plans for water service, indicating connections and distribution. Water utilities stub outs will be into the crawl space.
- **HVAC Plans:** Detailed designs for heating, ventilation, and air conditioning systems. The cabin currently has a mini split unit and an Eller Heater under the sink.
- **Parking Lot Layout:** A complete design and layout for the required parking facilities.

Building Specifications (provided for reference)

The cabin to be utilized has the following general specifications:

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- **Foundation:** 4x4 pressure treated foundation runners (5 full length of building). The foundation is a monolithic slab, 15'x41', with recommended 8"W x 30"D minimum perimeter footers. A serviceable crawl space, 30" minimum deep, is also part of the foundation. There is a crawl space access panel.
- **Floor Joists:** 2x4 pressure treated floor joists 12" OC.
- **Subfloor:** LP Legacy series subfloor panels - T&G.
- **Wall Studs:** 2x4 wall studs - 16" OC, with double top plates and a single bottom plate.
- **Siding:** LP Smart Panel siding - painted.
- **Trim Boards:** LP Smart series trim boards.
- **Ceiling Rafters:** 2x6 ceiling rafters - 24" OC, gambrel design, with hurricane clips at each rafter and double top plate.
- **Perlins:** 2x4 perlins - 24" OC.
- **Vapor Barrier:** Included.
- **Roofing:** Metal roofing.
- **Interior Walls:** 2x4 Interior stud partition walls included.
- **Doors:** Interior door frame outs (no doors).
- **Insulation:** Insulated floor - closed cell spray foam.
- **Porch:** Lofted finished porch with 4x4 treated posts and 1x6 treated deck boards.
- **Owner Responsibilities:** All interior finish work, electrical, plumbing, heat/cool systems, fire & alarm systems are to be provided by owner or others.

Proposal Requirements

Interested architectural firms are requested to submit a comprehensive proposal that includes the following:

- **Company Profile:** A brief overview of your firm, including your experience with similar projects.
- **Project Understanding:** Demonstrate your understanding of the project scope and state requirements.
- **Proposed Approach:** Outline your methodology for developing the required drawings and plans.
- **Project Team:** Identify the key personnel who will be assigned to this project, including their qualifications and experience.
- **Fee Proposal:** A detailed cost breakdown for all services outlined in the Scope of Work.
- **Project Timeline:** An estimated timeline for the completion of all deliverables.
- **Architect License Number:** Please provide your firm's architect license number.
- **References:** Provide at least three professional references for similar architectural projects.

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Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Firm's experience and qualifications
- Understanding of project scope and requirements
- Proposed approach and methodology
- Cost-effectiveness of the fee proposal
- Proposed timeline
- References

Submission Instructions

Proposals must be submitted electronically to natasha@wsgwse.com by June 30, 2025, 5 PM. Please clearly label your submission: "RFP - Architectural Services for Non-Profit Headquarters."

Questions

All questions regarding this RFP must be submitted in writing to natasha@wsgwse.com by June 23, 2025. Responses to all questions will be shared with all participating firms.

We look forward to receiving your proposals.

Sincerely,

NaTasha Pepper

Vice President

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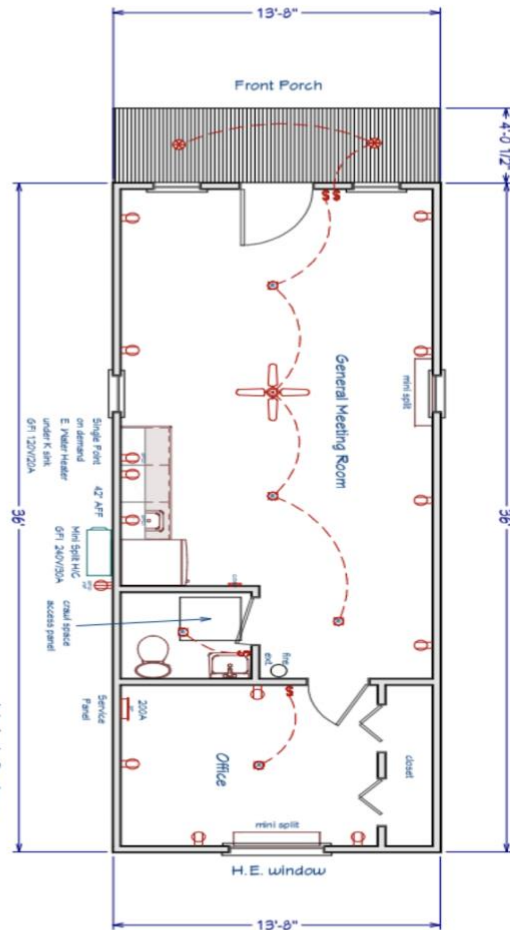
317-681-9436

natasha@wsgwse.com

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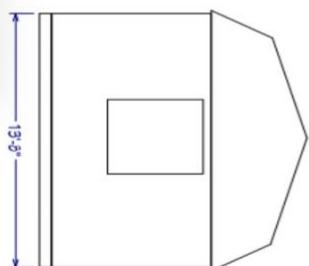
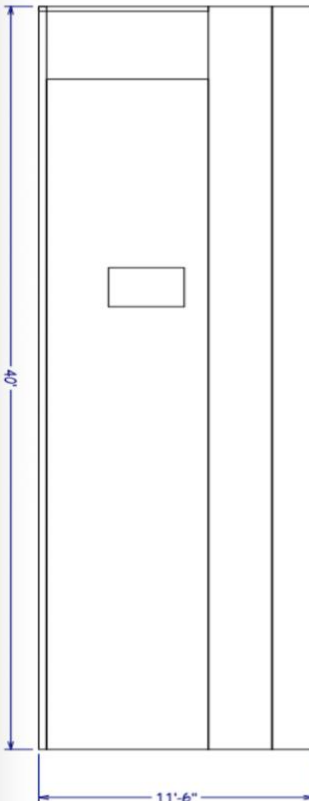
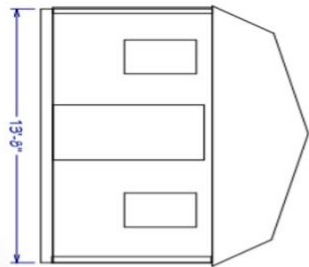
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LIVING AREA
492 SQ FT

Interior Lofts above
Office and front porch



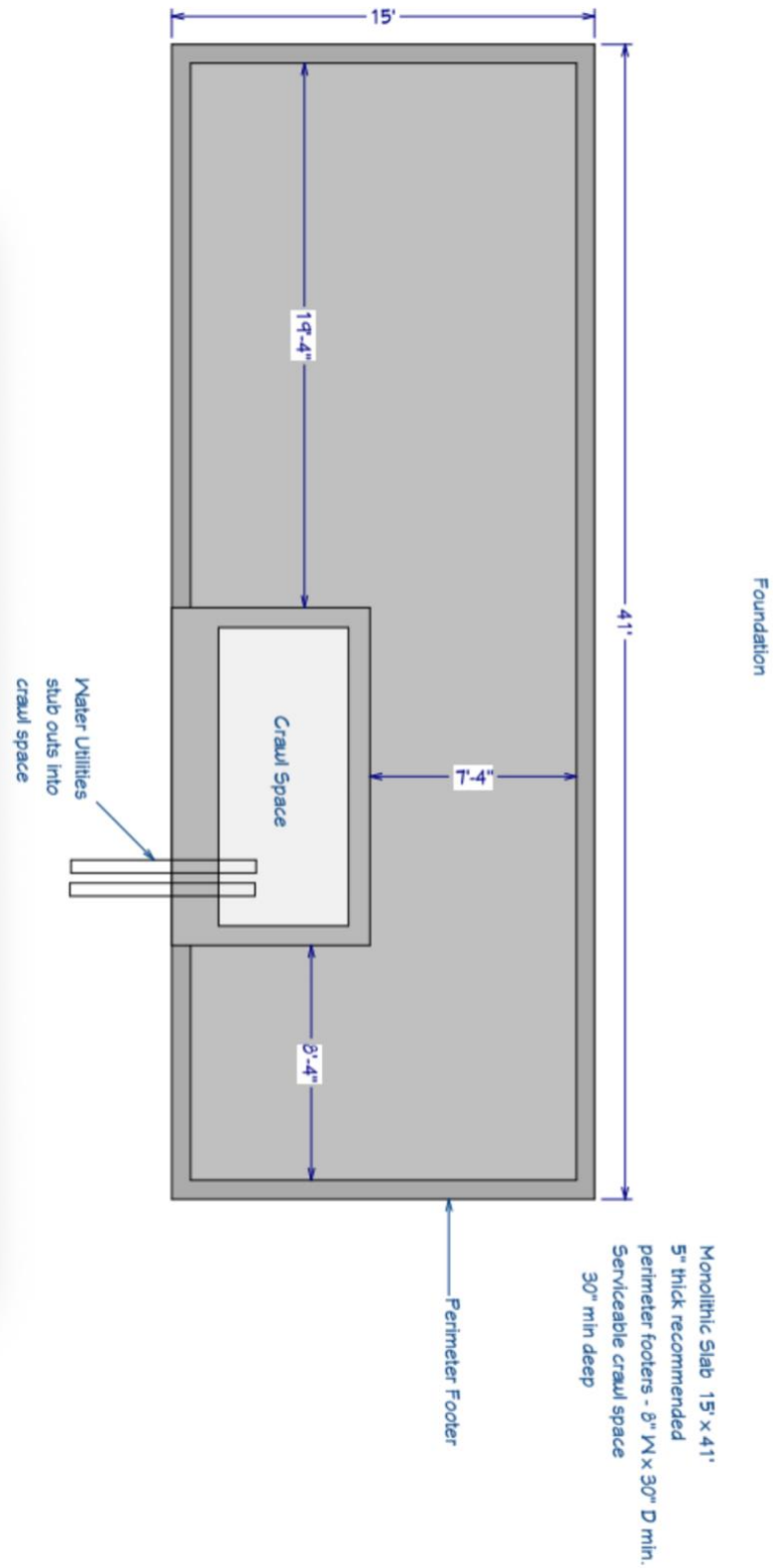
General Building Materials

- 4x4 pressure treated foundation runners x 5 full length of building
- 2x4 pressure treated floor joists 12" OC
- LP Legacy series subfloor panels - T&G
- 2x4 wall studs - 16" OC
- double top plates
- single bottom plate
- LP Smart Panel siding - painted
- LP Smart series trim boards
- 2x6 ceiling rafters - 24" OC gambrel design hurricane clips at each rafter and double top plate
- 2x4 perkins - 24" OC
- Vapor barrier
- Metal roofing
- 2x4 interior stud partition walls included interior door frame cuts - no doors
- Insulated floor - closed cell spray foam
- Crawl Space Access Panel in bath
- Lofted Finished Porch
- 4x4 treated posts
- 1x6 treated deck boards
- All interior finish work, electrical, plumbing, heat/cool systems, fire & alarm systems, to be provided by owner or others.

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