



REQUEST FOR PROPOSAL

St. Sava Cathedral NYC

ABSTRACT

20210216 Request for
architectural proposal for
(A)Master Plan (B)
CO/TCO Design through
Construction (C)
Miscellaneous NYC
Landmarks items



Saint Sava Serbian Orthodox Cathedral

Bishop of Eastern America: His Grace the Right Reverend Irinej Dobrijevic
Dean: Very Rev. Milan Dragovic, Cathedral Dean
20 West 26th Street
New York City, NY 10010
(212) 242-9240

Request for Proposal: St. Sava Cathedral Campus

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St. Sava Cathedral Campus

xth September 2020

1. Introduction

St. Sava Serbian Orthodox Cathedral (SSSOC) wishes to retain the services of an Architectural Team to provide Design, Administration and Planning services for development of campus Masterplan and Temporary Certificate of Occupancy (TCO) of the St Sava cathedral campus located at 15 West 25th St - 20 West 26th St. The campus comprises multiple structures including the Cathedral, Rectory/Church Offices, Parish House, Cloister and Apartment Building.

SSSOC is part of the Serbian Orthodox Church in the Diocese of Eastern America led by His Grace the Right Reverend Irinej Dobrijevic, the Bishop of Eastern America with Very Rev. Milan Dragovic as the Dean of the Cathedral.

The Scope of Work (SOW) under this proposal would include:

- A. (MP) A phased Master Plan, including a gathering space within the campus with high level cost estimates
- B. (CO/TCO) Design through Construction buildout for Certificate of Occupancy
 - 1. Re-establish celebratory services, through achieving a CO/TCO
 - 2. Rectory/Church Office CO
- C. (MC) Miscellaneous consulting services, namely:
 - 1. Identify priority items to be addressed to reduce costs – e.g. removal of scaffolding
 - 2. Address Landmarks requirements for long term brownstone restoration

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3. Address Landmarks requirements for long term slate roof restoration
 4. Address Landmarks requirement for skylight restoration in Rectory/Church Office
 5. Assist in final stages of Air Rights discussions - determine hold back sqft amount
 6. Identify a path to leverage the campus for ongoing financial sustainability

1.1 History of the Site

SSSOC and adjoining rectory, are 1982 NYC Landmarks designated structures, built in 1850-1855 in the English Gothic Revival style as designed by Architect Richard Upjohn. The Trinity Chapel complex was sold to the Serbian Orthodox community in 1942 and reopened as the Cathedral of St. Sava in 1944. The Cathedral has undergone some renovations and changes since its original design including the addition of a St. Sava mosaic above the entrance, new stained glass windows commissioned in the Byzantine style in the Apse area, a hand-carved oak iconostasis was installed and on the exterior, busts of Bishop Nikolai Velimirovich, Michael Pupin and Nikola Tesla were featured. On May 1st, 2016 a catastrophic fire completely gutted the interior, destroyed the stained-glass windows and the slate roof with some damage to the brownstone exterior. The Cathedral is in the final stages of a *Stabilization and Enclosure* renovation effort.

The Rectory/Office is essentially a two-story structure but contains multiple split-level elevations which served the role of a school room, main office, museum, bathrooms, alternate office space.

The Parish House, also a 1892 NYC Landmark, was designed by Jacob Wrey in 1860 in the Polychromatic Victorian Gothic style and has served as a school house, a banquet hall, exhibition space, concert and arts space and has been the main gathering space post religious services over the years. Interior has undergone multiple renovations over time, such as the slate roof replacement and a modern kitchen renovation on the 2nd floor. The building has had limited damage from the fire on May 1st, 2016, mostly related to excessive heat inflicting damage to the windows and coverings but needs updates and a full renovation owing to its age.

The five-story brownstone apartment building houses 2 residential apartments per floor including living quarters for the Priest and his family.

1.2 Detailed Description of the Site

The campus occupies two lots: Lot 22 at 15 West 25th Street/13 West 25th Street includes the Cathedral, Rectory/Office, Cloister and Parish House and Lot 59 at 15 West 26th Street which includes the Apartment Building. [\[see map of lots\]](#)

The Cathedral was completely gutted by the fire on May 1st, 2016 and the Caan Stone in the interior was stripped away owing to fire and water damage. Structural schist rock and the exterior brownstone remain. There is weathering and some damage to the brownstone. *Stabilization and Enclosure* work has established a sound structural shell and includes new steel framed hammer beam roof with glue down asphalt membrane on plywood sheathing/cap sheet with a 10-year warranty period. A new 7-inch subbase concrete floor has been poured in the cathedral along with the installation of steel cross beams removing the need for central support columns.

The attached brownstone Rectory/Office sustained limited damage from the fire. Most of the damage was from water due to firefighting activity and is partially gutted. The space is essentially a two-story structure but contains multiple split-level elevations and contains multiple interesting architectural details on the outside including roof line and a supporting buttress for the cathedral.

The Parish House, facing the Cloister space and located near 25th street, is a separate 3 story structure with a basement and is situated on an approximately 25"x100" footprint. This structure was in the final phases of a plan for a gut and renovation prior to the fire. The structure is pressed against the wall of a multistory building of an unaffiliated lot.

The Cloister is fenced in with a wrought iron fence in the overall complex and is essentially a paved space -a driveway with parking spaces - between the Parish House and the Cathedral with an entrance on both the 25th and 26th side.

The five-story brownstone walk-up apartment building houses 2 residential apartments per floor including living quarters for the Priest and his family. The apartment building is currently partially occupied: The Priest occupies 1 floor and there are 3 other tenants. There has been no damage to the building from the fire; however, the building is in need of renovations and in the context of the overall campus and Air Rights discussions is being reconsidered for a complete demo/rebuild.

1.3 Statement of Purpose

The SSOC Campus is intended to re-establish itself as the center for Serbian Orthodox faith, studies, and practice in NY as well as to be the focus of Serbian cultural and social celebration

and education. Historically, this site has been a gathering place and a refuge for many in the diaspora to connect to on a personal level and preserve their language and customs.

1.4 Detailed Description of the work to be done

As stated above, overall expectation is for the Architectural team to develop a phased Masterplan and work with SSSOC to define programming and execute objectives as listed in Section 1.

The first priority is to efficiently achieve the Temporary Certificate of Occupancy and reduce unnecessary ongoing cost (e.g. external scaffolding), so that our parish can return to its spiritual home and resume religious services and gatherings. In doing so, the Architect should be mindful to minimize any abortive works and to maximize retention and inclusion into the Masterplan any work performed during the TCO phase.

Achieving the full vision for the campus of the Master Plan will take years to accomplish and will be constrained by timelines associated with Air Rights discussions and ongoing fundraising as well as a financial sustainability plan for SSOC. Therefore, the Architect shall phase the Masterplan into self-sustained phases of work, that can be developed logically, again minimizing any abortive work between the phases.

2.0 Masterplan – (A) MP

2.1 Cathedral - main building

This is to be the central Cathedral for Serbian Orthodox Church of Eastern America.

Below will provide guidance on program required to be considered during development of the master plan. The overall objective for the Master Plan is to provide a conceptual framework for the long-term development of the campus and to ensure the Section 1 **(B) CO/TCO** and **(C) MC** portions of the effort minimize future rework.

2.1.1. Cathedral Cellar

Proposed future use: Under the Nave, provide for accessible banquet space for maximum occupancy with flexible use including for concerts and performances. Focus is on use of this space as a large open banquet space with flexible wall systems to address future need as requirements mature. Reserve space for a private chapel under the Apse area. Programming to be considered and further developed:

-
1. *Lower the cellar floor to provide enough head clearance to allow for a public assembly space. Minimize underpinning requirements for lowering the floor*
 2. *Provide restrooms as per NYC DOB Code.*
 3. *Provide new MEP / FP systems as required for public assembly space.*
 4. *Provide a new stage and backstage area.*
 5. *Provide elevator access.*
 6. *Provide stair access from the ground floor.*
 7. *Provide code compliant egress to obtain maximum occupancy*
 8. *Allow for access via new underground tunnel to Parish House to link to a commercial kitchen, prep area, and pantry area in the Parish House - shared use*
 9. *Provide new small worship chapel conversion opportunity.*
 10. *Provide storage for tables and chairs.*
 11. *Provide for space to position a dais*
 12. *Provide for dance space to allow room for traditional dances such as Kolo and other line dancing*
 13. *Provide a reception area to manage guest coming in*
 14. *Provide for a coat storage space*

2.1.2. Cathedral 1st Floor - Sanctuary

Proposed future use: New design effort with a focus on the Orthodox Tradition and will not be a restoration of the prior Gothic elements.

Engage and work with specialists for all Orthodox design elements.

1. *Provide for new Narthex space. Narthex space should allow for multi-function use - icon, book and candle sales, space for lighting candles for the living and the departed souls*
2. *Provide for full safety features to manage lit candles*
3. *Section the exonarthex space to isolate from services being held to minimize disruptions*
4. *Provide for a raised area, soleas and ambon, in front of the iconostasis*
5. *Provide for a raised pulpit with enhanced natural acoustics for periodic significant readings of the Gospel*
6. *Provide new altar and high altar areas*
7. *Provide for arched alcoves to support future frescoes and mosaics in the Orthodox tradition*
8. *Provide new pews layout – perimeter seating for elderly and physically challenged in line with Orthodox tradition. Current engineered solution includes steel beams at 100lb/ft2.*
9. *Stained Glass design in the altar area is out of scope – new design will incorporate Orthodox tradition*
10. *All stained-glass work is for future scope of work*
11. *Provide new sanctuary and required religious rooms as per Cathedral needs.*
12. *Provide side chapels for reflection and prayers.*
13. *Provide new elevator access to Cellar*
14. *Provide new stair access to Cellar.*

15. *Provide storage of liturgical items.*

16. Exclusions - accommodations for an Organ are out of scope as this is not in Orthodox tradition

2.1.3. Rectory/Church Office

Proposed future use: Integral architectural element of the overall cathedral, the attached Rectory is to provide for a meeting space and main office for the church. This is a multi-level two story structure with a sky light. The exterior is part of the overall NYC Landmarks designation.

As this space is needed for the functioning of site elements of this will require Design to Construction and be covered in Section 1 **(B) CO/TCO** and **(C) MC** portions of the RFP. Portions of this space will require demolition/restoration.

Rectory split level - lower level

- a. *Provide for multi-purpose space - lecture and reading room. Space has been used as interim classroom*
- b. *Provide for a collaborative space with minimum of 1 dedicated workstation*
- c. *Optimize space for max capacity occupancy for office/meeting room*

Rectory split level - main floor

1. *Provide the main office space for the priest with multiple workstations and a meeting space/seating area*
 - a. *Provide for 3 workstations. (Dean +2 others)*
2. *Incorporate vestibule in current space*
3. *Provide for restrooms as per NYC DOB Code*
4. *Provide/restore direct access to Apse, Nave, new chapel(s), back yard, 26th Street*
5. *Provide space for office automation work*
6. *Provide for seating area*
7. *Provide for lan / wi-fi access*
8. *Provide for Security monitoring and Tech Command Center to manage facility*

Rectory raised level - mid building

1. *Provide for archive space, records keeping, museum exhibition space*
2. *Provide space for 1 dedicated workstation*
3. *Looking for guidance on best use for this space*

Rectory loft

1. *Provide for a collaborative workspace with seating area*

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2. *Meditation and Prayer room*
 3. *Provide for 1 dedicated workstation*
 4. *Provide restroom/shower as per NYC DOB Code*

2.1.4. Parish House

Proposed future use: The exterior is part of the overall NYC Landmarks designation. Main purpose for this space is to allow for a flexible banquet hall, with exhibition and performance space capacity. Coordination with PSA (Purchase and Sale Agreement for Air Rights) is needed.

Cellar

1. *Storage space.*
2. *Central MEP / FP equipment room.*
3. *Provide new bathroom as per code requirements.*
4. *Provide Elevator access.*
5. *Provide new egress stair.*
6. *Provide access to new underground tunnel to Cathedral cellar*
7. *Provide for shared commercial grade kitchen, prep area, and pantry capable of supporting gatherings in the Parish House and the Cathedral new hall (cellar)*
8. *Provide for logistics to receive supplies, store as needed and distribute finished meals to Cathedral hall and Parish House*

First Floor

1. *Most used gathering space for community events and performances*
2. *Provide new lobby / entry sequence.*
3. *Provide new Community Hall type space.*
4. *Provide new coat storage area.*
5. *Provide new beverage / food area*
6. *Provide elevator access.*
7. *Provide bathrooms as per code requirements.*
8. *As this will be the most common gathering space ensure adequate acoustics for natural magnification as well as A/V enhancements for presentations which will link all three floors and the new Church Hall (cellar)*
9. *Supporting floor must accommodate dance space for traditional dances such as line dancing "Kolo" and live music*

Second Floor

1. *Provide new Dining Hall type space.*
2. *Relocate current kitchen to the cellar.*
3. *Provide new beverage / food staging area.*
4. *Provide new A/V services - needs to link the Parish House as well as the Church Hall (cellar)*

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5. *Provide bathrooms as per code requirements.*
 6. *Provide new storage.*
 7. *Provide elevator access.*

Third Floor

1. *Provide a new elegant Private Function room (dining or entertaining).*
2. *Provide storage.*
3. *Provide dumbwaiter to commercial kitchen.*
4. *Provide elevator access.*
5. *Provide new bathrooms as per code requirements.*

2.1.5. Cloister space

Proposed future use: Develop as green space with limited parking – 2 cars. Provides for a quiet space for gathering and contemplation.

1. *Space for badnjak/yule log fire*
2. *Green space for gathering post services and walking to the Parish House*
3. *Small seating area for contemplation and outdoor enjoyment*
4. *Consider glass coverage against rain*
5. *Gathering space for food festival*
6. *Barbecue/outdoor cooking*
7. *Accommodation for outdoor services as an alternative due to COVID type restriction*

2.1.6. Apartment Building

Proposed future use: Multi use structure - to be rebuilt and for residential use by the priest with evaluation for commercial use such as office space along the lines of WeWorks incubator space or charter school and commercial space on the ground floor such as a coffee house space, bakery or bookstore.

Explore mixed use potential – commercial/residential.

Initial thoughts are a shell and core design with mechanicals, elevators, plumbing, electrical pushed to the west walls leaving the middle as open as possible taking into consideration AC and sprinkler systems. Design needs to allow for subdivision of each floor as needed for single or multiple rooms with non-load bearing walls and partitions and provide for future placement of bathrooms.

Review PSA and provide necessary design for core and shell including ZLDA.

Overall plan is to replace it with a 10 story building in coordination with Air Rights Developer and discussed in Reference for " Excess Development Rights' ' estimated at 237,000 sq.ft. less "any additional development rights needed to complete the Church Buildings". Retained Development Rights" estimated at 1,500 sq.ft., "Utilized Development Rights" estimated 25,666 sq.ft. Development Rights plus 4,994sq.ft. Development Rights to complete the reconstruction of the cathedral and related facilities of the Church Property from Article 1 Definitions Section on PSA Agreement; Taking not less than 100,000 sq.ft.

(this sections will need to be reconciled to the most current PSA which is being finalized)
Developer's architect shall be responsible for designing the restoration and any expansions or renovations of the 20 W 26th Building in accordance with the Church's specifications (below the 95 feet datum level)...for the purposes of integrating the 20 W 26 Building life and fire safety systems with the III. New Building

2.1.7. Other

Evaluate energy options for Solar, Heat Pumps, Geothermal and provide recommendations on feasibility and next steps

3.0 Temporary Certificate of Occupancy - (B) CO/TCO

The priority is to efficiently achieve a Certificate of Occupancy in quickest time possible and/or in the interim obtain a renewable Temporary Certificate of Occupancy/Temporary Public Assembly Permit that will allow the use of the facility while ongoing efforts continue. Architect should be mindful to minimize any abortive works and to maximize retention and inclusion into the Masterplan any work performed during the TCO phase.

Time objective is to be able to hold services in time for Christmas and pre-Christmas celebrations.

Architect proposal for this portion of effort needs to include Design to Construction

3.1. (CO/TCO) Design through Construction buildout for Certificate of Occupancy

3.1.1. Re-establish celebratory services, through achieving a CO or renewable TCO –
First Phase

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- a. Identify optimal space and layout to minimize future rework and allow for ongoing construction*
 - b. Design/buildout of space for holding worship services*
 - c. Maximize occupancy space while allowing for ongoing construction to continue*
 - d. Include space for Eucharist, Alter, Icons*
 - e. Include space for Choir*
 - f. Address lighting requirements*
 - g. Address MEP/FP requirements*
 - h. Identify space for post worship gathering*
 - i. Fit out space for post worship gathering - coffee hour, lunch etc.*
 - j. Consider this may need to serve for 5-10 years*

3.1.2. Rectory/Church Office CO – Second Phase

Address water and fire damage to allow for a full CO and a fully functional space

Rectory split level - lower level

- a. Design lighting and electric layouts*
- b. Provide for multi-purpose space - lecture and reading room*
- c. Fit out space to accommodate conference room/meeting room with multiple seating for breakouts*
- d. Provide for 1 dedicated workstation*

Rectory split level - main floor

- a. Design lighting and electric layouts*
- b. Provide the main office space for the priest with multiple workstations and a meeting space/seating
 - i. Provide for 3 workstations. (Dean +2 others)**
- c. Restore vestibule in current space*
- d. Restore restroom in vestibule to NYC DOB Code*
- e. Provide/restore direct access to Apse, Nave, new chapel(s), back yard, 26th Street*
- f. Provide space for office automation work*
- g. Provide for seating area*
- h. Provide for lan / wi-fi access*
- i. Provide for Security monitoring and Tech Command Center to manage facility*

Rectory raised level - mid building

- a. Provide for archive space, records keeping, museum exhibition space*
- b. Provide a for 1 dedicated workstation*
- c. Restore staircase*

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- d. Restore windows*
 - e. Restore sky light*

Rectory loft

- a. Provide for a collaborative workspace with seating area*
- b. Provide for a meditation and prayer room*
- c. Provide for 1 dedicated workstation*
- d. Provide restroom/shower as per NYC DOB Code*

4.0 Miscellaneous Consulting Services – (C) MC

This portion of the RFP proposal is intended to cover Design to Construction phases but is dependent on timing of available funding.

Miscellaneous consulting services (MC) is intended to cover:

- A. Identify priority items to be addressed to reduce costs – e.g. removal of scaffolding
 - a. Provide a plan for execution to reduce ongoing costs and future investment
- B. Address Landmarks requirements for long term brownstone restoration
 - a. Provide detailed plan to restore the brownstone exterior per NYC Landmarks requirements
 - b. Restore facade stone elements as required by NYC Landmarks
 - c. Preserve and restore historical elements destroyed by the fire to their true material and design intent on the exterior
 - d. Explore the possibility with NYC Landmarks to replace the Rosetta window in an Orthodox tradition
- C. Address Landmarks requirements for long term slate roof restoration – restored in ~20004 – Landmarks Commission and DOB would have the original approved drawings
 - a. Provide detailed plan to restore the slate roof exterior per NYC Landmarks requirements
- D. Address Landmarks requirement for skylight restoration in Rectory/Church Office
 - a. Provide detailed plan to restore the skylight per NYC Landmarks requirements
- E. Assist in final stages of Air Rights discussions - determine hold back sqft. amount
- F. Identify a path to leverage the campus for ongoing financial sustainability

5.0 Outline of Consulting Team and Governance

The SSOC Church Assembly is required to approve the overall plans and the final decisions of the elected or appointed Board of Trustees (BOT)

BOT with the Building Committee will make a down select to 3 Architectural firms based on the RFP proposals (down select duration 1 month).

The SSOC Assembly is needed to approve to proceed.

The Bishop, the BOT and Building Committee will interview the architectural firms and based on the quality of the RFP and interpersonal dynamics will select the final Architecture firm to proceed with the project.

The Assembly will be gathered to finalize the approval process and approved signing of the contract. (Duration 1-month post down select approval)

A multi-year Building Committee will be appointed to advise, facilitate reviews, and make presentations with the Architectural firm to the BOT and the SSSOC Assembly. They will have a defined scope of decision making for execution of the projects but will require the BOT for all approvals including any approvals for spend

To professionally perform the above described services, the Architect may need to consult with one, or all, of the following professionals to leverage their expertise:

- Structural Engineer
- MEP Engineer – including COVID related
- Fire consultant
- Cost Estimator
- Code Consultant/Expediter
- General Contractor/Construction Manager
- Civil Engineer – grading/storm sewer/etc.
- Real Estate Developer
- A/V Consultation
- Security Consultation
- Environmental
- Owner Representative included on the Building Committee

5.1 Form of Contract

Contract with Architectural firm will be on a modified AIA document and cover as appropriate interests of SSOC

6.0 Deliverables

6.1 Masterplan

Your work in this phase will begin with data collection and clarification of SSOC Building Committee objectives including vision, program, cost and time requirements. These are to be studied and a Masterplan design document, including proposed design, narrative and drawings, comprised of the following are to be submitted to SSOC for approval: (all drawings to be at minimum scale of 1/16"=1'-0"* or larger, as needed)

1. Full workable phased campus masterplan, including plans, elevations, sections, perspectives, and a full masterplan design report (including connectivity of spaces, proposed ceiling heights, program spaces, etc.)
2. Critical sections in greater level of detail – for example, a detailed section is required to determine excavation/underpinning need for the basement community space, etc.
3. Phased deliverables allowing to address items in priority order including estimates per phase
4. Cost estimate of the full masterplan and each proposed phase
5. Provide a feasibility Study /requirements to execute the Master Plan.
6. Design narrative, case studies & character images
7. Key plan & location plan
8. Site plan*
9. Site circulation plan*
10. Typical floor plans*
11. Typical sections*
12. Typical elevations*
13. Area tabulation
14. Computer rendering studies – minimum 3 interior & 3 exterior images
15. Draft architectural design guidelines & planning parameters as summarized from your design

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16. Review of deliverables and confirmation of timelines for subsequent phases
 17. Associated Costs for this section and estimate of cost for subsequent phases

6.2 CO/TCO

1. All design work required to Obtain a temporary occupancy permit (may include other disciplines, such as MEP, civil, etc). Cost estimate for temp occupancy work
2. Any construction drawings for work required to obtain temporary occupancy permit
3. Bid preparation for temporary occupancy permit
4. Contract Administration for work related to temporary occupancy permit
5. Obtaining temp occupancy permit

7. Schedule:

Schedule of design services:

Please propose your timelines for the following:

1. (A) Masterplan
2. (B) CO/TCO Phase 1 and Phase 2
3. (C) Miscellaneous consulting services

Request for submission of Architecture Bid

- Bidder questions will be addressed via email throughout. All Q&A will be shared with all bidders
- There may be a written review of proposals and feedback/request for any additional information
- Schedule of Oral Presentations will be required
- Selection of winning proposal at SSSOC Assembly which is to be scheduled for specific purpose
- Contract signing 1-week post Assembly - estimate

8. Document Sharing

SSSOC to create a file (drop box or Google Docs) with relevant drawings of past and up-to-date construction documentation.

9. Proposal Submissions:

- Provide a response no later than Fri. March 19th, 2021
- Send electronically to:
 - office@stsavanyc.org,
- Your team contact information.
- Proposal Submissions must include the following:
 - Individual Lump Sum Fee for each SOW:
 - Masterplan
 - CO/TCO Phase 1
 - CO/TCO Phase 2
 - Identify any elements that are not covered but are needed to deliver full service to start construction
 - Miscellaneous consulting services
 - Identify any elements that are not covered but are needed to deliver full service to start construction
- Anticipated reimbursable expenses (expected budget breakdown)
- Anticipated number of meetings with the SSSOC committee and number of site visits.
- Hourly Rates for all employees that will be on the architectural team for the purpose of budgeting for any additional SOW
- You may send any questions for clarification to: office@stsavanyc.org

10. Proposal Requirements:

- The proposal should include the following.
 - General Information describing the firm, location, and relevant capabilities.
 - Project Team, specific members to be assigned to the project.
 - Architecture Firm's availability for engagement
 - Identification of accountable lead for the effort
 - Project Approach detailing the understanding of the project and phases of the work. Include quality control and assurances,

methods for managing costs, product delivery and techniques for dealing with unanticipated changes.

- Project Costs showing a breakdown of projected hours that will be spent on the project including a professional hourly service rate for each team member.

11. Appendix

The following documents are available for reference and will further inform the full detail of the scope and nature of campus as well as its current state

Summary of Architectural Guidance 20200112

StSava Original Drawings

As we have previously provided these documents – please let us know if you need the copies re-sent.

