



ALL SAINTS OF NORTH AMERICA ORTHODOX CHURCH
10440 Fourth Street NW
Albuquerque, New Mexico 87114
Rev. Nikolay Miletkov, Rector

REQUEST FOR PROPOSALS
Revised 9/17/2018
New Church Sanctuary Building and Site Development

SECTION ONE: INVITATION TO BIDDERS

All Saints of North America (ASONA) Orthodox Church requests bid proposals for design-build construction services to build a new church sanctuary building and associated landscaping, as described in this document.

Project Overview

The new sanctuary building is intended to become a landmark in the community, utilizing the provided conceptual design that blends traditional Byzantine elements with a native Southwest style; including a central dome with supporting arches and vaulted roofs clearly visible from 4th Street and the surrounding properties. The interior of the church must be designed utilizing harmonic proportions. Construction materials should be chosen for building longevity and minimal maintenance, with organic materials and non-toxic finishes wherever possible. Building design should also consider options for renewable energy and passive solar heating/cooling without detracting from the beauty of the conceptual design.

The conceptual design, including elevations, floor plan, site plan, dome cross section, and street view, can be found at <https://tinyurl.com/ya358s7m> (Google Drive, recommend using Google Chrome to open) and downloaded free of charge. Additional information can also be found on the church website: <https://www.allsaintsofnorthamerica.net/> under building project, or directly: <https://www.allsaintsofnorthamerica.org/buildingproject.html>

Inquiries regarding the project can be directed towards:

Building Committee Chair: Daniel Robson (c) 505.301.8388 daniel.robson@comcast.net

Additional points of contact for the church are:

Rector: Fr. Nikolay Miletkov (c) 505.659.5077 (o) 505.792.1997 fr.nikolay@gmail.com

Parish Council President: Rolf Sondergaard (c) 505.401.6791 Sondergaard.Rolf@jobcorps.org

Bid proposals will be received only at ASONA 10440 Fourth Street NW, Albuquerque, NM, 87114, no later than **5:00 PM, Wednesday, November 7th, 2018**, and will then be privately reviewed by a team comprising the rector, parish council, building committee, parish members, and external consultants. Proposals received after 5:00 PM, Wednesday, November 7th, 2018 will not be considered. Proposals should be fixed / flat rate / all inclusive.

ASONA reserves the right to reject any or all proposals and to waive minor irregularities in the

bidding process. ASONA reserves the right to award this Contract to any bidder of their choice, as well as the right to not award this Contract to any bidder. No bidder may withdraw their proposal after the time fixed for submission and review, or before award of contract, unless said award is delayed for a period exceeding ninety (90) calendar days.

*****END OF SECTION ONE*****

SECTION TWO: INSTRUCTIONS TO BIDDERS

1. PREPARATION OF PROPOSAL

Proposals shall be submitted at such time and place as is stated in SECTION ONE, INVITATION TO BIDDERS. All documentation requested in proposal shall be submitted as per this document and received no later than the time and place as stated in SECTION ONE, INVITATION TO BIDDERS. Incomplete proposals may result in rejection of the package.

2. SIGNATURES

The proposal must be signed in the name of the Bidder and must bear the signature in long hand of the person or persons duly authorized to sign the proposal.

3. MODIFICATIONS

Changes in or additions to the Proposal, recapitulations of the work proposed, alternative proposals or any other modifications of the Proposal which are not specifically called for in this document may result in ASONA's rejection of the Proposal as not being responsive to the advertisement. No oral or telephone modification of any Proposal submitted will be considered.

4. ERASURES

The proposal submitted must not contain any erasures, interlineations or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the corrections the surname of the person or persons signing the proposal.

5. EXAMINATION OF THE SITE, DRAWINGS, ETC.

Each Bidder shall visit the site of the proposed work and fully acquaint themselves with the conditions relating to the construction and labor so that they may fully understand the facilities, difficulties, and restrictions attending the execution of the work under this Contract. Bidders shall thoroughly examine and be familiar with the Conceptual Drawings and this document. The failure or omission of any Bidder to receive or examine any forms, instrument or addendum or other document or to visit the site and acquaint themselves with conditions there existing shall in no way relieve the Bidder from obligations with respect to their Proposal or to the Contract. The submission of a Proposal shall be taken as a prima facie evidence of compliance with this section.

Mandatory Site Visit / Meeting: September 14, 2018 at 1:00PM at 10440 Fourth St NW, Albuquerque, NM, 87114 in the current church building on the ASONA property. This meeting is intended to familiarize interested parties with the property and address common questions in

the presences of all parties. All bidders are also invited to attend services on Sundays from 9:30 to 11:00 AM to see how the church is utilized.

6. WITHDRAWAL OF PROPOSALS

Any Bidder may withdraw or amend their Proposal, either personally or by written request, any time prior to the scheduled closing time for receipt of Proposals. No Bidder may withdraw their Proposal after the time fixed for reviewing Proposals, or before award of Contract, unless said award is delayed for a period exceeding ninety (90) days.

7. BID PROPOSAL PRICE

The Bid Proposal Price shall include everything necessary for the undertaking and completion of the Work and fulfillment of the Contract, including, but not limited to, furnishing all materials, equipment, tools, plant and other facilities and all management, superintendence, labor and services, permitting, and applicable taxes. Note: ASONA is a church and qualifies as a tax-exempt organization under both the Internal Revenue Service and the NM Taxation and Revenue Department, and as such may not be subject to various taxes. Prices set forth on the Proposal will be reviewed by ASONA for mathematical accuracy. ASONA reserves the right to correct mathematical errors that are obvious on the face of the Proposal. In the event of a discrepancy between a unit price and the extended amount for an item, the unit price will control. The prices, corrected for mathematical errors, shall be used as the amount of the Proposal for evaluation and award purposes.

Bidders must satisfy themselves as to the accuracy of the estimated quantities of Work by examination of the site and a review of the Conceptual Designs and this document, including addenda. After Proposals have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of Work or of the nature of the Work to be done.

8. AWARD OF CONTRACT

ASONA reserves the right to reject all Proposals, waive any formalities in the bidding and/or not make an award. ***ASONA reserves the right to award this Contract to any bidder of their choice, as well as the right to not award this Contract to any bidder.*** ASONA shall determine at their own discretion whether a Bidder is qualified to perform the Contract, price and other factors considered, and whether it is to the interest of ASONA to accept the Proposal.

ASONA intends to notify the successful Bidder within a period not exceeding fourteen (14) days following the time established for reviewing of Proposals. The successful Bidder shall be required to enter into a Contract with ASONA within thirty (30) days following notice to the

successful Bidder. Contract shall be based upon AIA 141-2014 Standard Form of Agreement Between Owner and Design-Builder. Contractor shall provide document.

9. EVIDENCE OF QUALIFICATION

The Bidder shall submit to ASONA satisfactory evidence showing the Bidder's experience, record of performance on previous work, references from prior work, New Mexico licensure, insurance, bonding, and their organization's ability to perform the requirements of the Contract, including line of credit information and bank references.

The successful Bidder must be able to demonstrate and verify having managed at least three (3) projects of similar scope and complexity. To qualify, the projects must have achieved substantial completion within the last five (5) years.

A 100 % Performance Bond and a 100% Payment and Materials Bond for the total contract amount, including appropriate New Mexico Gross Receipts Tax (if applicable), executed by a surety company authorized to do business in the State of New Mexico shall be required from the successful Bidder prior to award of contract. A subcontractor shall provide performance and payment bonds if the subcontractor's contract (to the Contractor) for work to be performed is \$125,000 or more. Failure of a subcontractor to provide the required bonds shall not subject owner to any increase in cost due to approved substitution of subcontractor.

10. DISQUALIFICATION OF BIDDERS

A Bidder may be deemed not responsible and the proposal rejected if:

- A. Evidence of collusion exists with any other Bidder or potential Bidder.
- B. The Bidder, in the opinion of the Owner, is not qualified for the Work or to the full extent of the Proposal;
- C. An unsatisfactory performance record exists based on past or current Work done for others, as judged from the standpoint of conduct of the Work; workmanship; progress; and other relevant factors;
- D. There is uncompleted Work on other projects which might hinder or prevent the prompt completion of the Work Proposed;
- E. The Bidder failed to settle bills for labor or materials on past or current Contracts;
- F. The Bidder has failed to complete a Contract or has been convicted of a crime arising from a previous Contract;
- G. The Bidder is not licensed to perform work in the state of New Mexico;
- H. The Bidder is not insured / bonded;
- I. The Bidder is unable, financially or otherwise, to perform the Work;

- J. The proposal in and of itself creates some type of illegal act; or
- K. There are any other reasons deemed proper by the Owner.

11. MAINTENANCE (WARRANTY) BOND AND OTHER WARRANTIES

The Bidder who is awarded the Contract shall be required to furnish and maintain a Maintenance Bond to provide security for the obligation of the Principal to repair and/or replace any improvement against defects in workmanship, materials, or installation for a period of at least twelve months (12) after written and final acceptance, with an option to purchase an additional twelve (12) months that can be included as part of initial agreement. The Maintenance Bond shall be for fifteen percent (15%) of the Contract Price. Bidder should also consider including longer term structural / free from defective installation warranties.

12. SUBCONTRACTORS LIST

The Bidder shall provide a list of subcontractors that will be utilized if awarded the Contract, including those that would be used with Bid Proposal options. Subcontractor Firm Name, Contractor Number, and Category of Work or Specific Work will be identified for each Subcontractor expected to support the project.

13. PERMITS

The Contractor shall secure and pay fees prescribed for all permanent permits and licenses, specialty permits such as electrical permits, transportation permits, wage and hour regulations permits, and all other permits of a temporary nature relating to the construction of the project.

14. ORIGINAL CONCEPTUAL DESIGN ARCHITECT INFORMATION

The original conceptual design architect is available for consultation regarding his design (fees negotiable between Bidders and architect and to be paid by Bidder). There is no requirement to consult with original conceptual design architect unless Bidder chooses to do so.

Architect: Michael Bertin, (o) 719.256.4854, mbertin@fairpoint.net
PO Box 867, Crestone, CO 81131

*****END OF SECTION TWO*****

SECTION THREE: PROJECT DESCRIPTION AND REQUIREMENTS

1. PROJECT LOCATION

The new sanctuary building will be located at 10440 Fourth Street NW, Albuquerque, NM 87114. The building will be positioned within the 125 foot front yard between the existing Parish Hall and front fence.

2. PROJECT DESCRIPTION

Construct a new church sanctuary building in accordance with the provided conceptual design that blends traditional Byzantine elements with a native Southwest style, including a central dome with supporting arches and vaulted roofs clearly visible from 4th Street and the surrounding properties.

The sanctuary building has been designed in accordance with the canons, teachings, and traditions of the Orthodox Church. Orthodox people should be able to recognize it as an Orthodox temple by looking at it from the outside. At the same time, the structure should fit well in the local southwestern environment. Thus, use of local southwestern motifs, materials, and styles can be applied when appropriate.

Construction materials should be chosen for building longevity and minimal maintenance, with organic materials and non-toxic finishes wherever possible. Building design should also consider options for renewable energy and passive solar heating/cooling. Construction will also include landscaping aspects, similar to those in the provided conceptual design.

The cost expectation / budget is roughly \$800,000.

All items / descriptions should be priced into the overall Proposal Price, unless specifically listed as Optional. Optional items can be included in the overall Proposal Price, or provided as an Option to Add with Price, at the discretion of the Bidder.

All new construction and landscaping must meet applicable code, including ADA requirements. Previous property GeoTech survey in 2003 indicated 4 feet of dirt below new building would need to be removed and replaced with non-compressible fill dirt. Phase 1 environmental assessment has previously been completed by Reese Co. ASONA does not have copies.

Supporting documents are available for inspection at the church by prior appointment, online at <https://tinyurl.com/ya358s7m>, or may be purchased through Albuquerque Reprographics.

A. Church Interior

- 1) Designed utilizing harmonic proportions (natural, un-amplified acoustics) to project sound from the altar area located on the east end of the church, while also projecting acapella choir singing from either / both sides of the altar area (see floor plan).
- 2) Ceilings of domes and arches, as well as the church walls and columns will eventually be painted or have canvas with paintings of icons placed over them. Wall material and finish must be planned to facilitate this.
- 3) Columns in Nave in conceptual design are not mandatory and should be left out if not required structurally or if structural supports can be built in a different way to remove them.
 - a) If columns are left in design, every effort will be made to minimize obstruction of view from choir areas to Royal Doors (central doors of Iconostasis) and Ambo.
- 4) Exonarthex ceiling should be arched, as able, based on structural requirements.
- 5) West entrance should have an arched covering extending out several feet to protect entrance from afternoon and evening sun (not depicted in conceptual drawings)
- 6) (Optional) West entry doors and narthex doors should be “grand” and “inviting.” Include design concept in Proposal.
- 7) The nave and narthex of the church should hold roughly 250 individuals (minimum of 200), in a combination of sitting on bancos (traditional Southwest style benches built into walls) along the side and standing in the middle. Typically, parishioners do not stand near the Solea so calculations should include roughly a 10 foot buffer in front of the Solea.
- 8) Raised Ambo / Solea (two steps) that is rounded at each end on either side of the Iconostasis, ending approximately at the pillars. Must be deep enough to accommodate the customary liturgical entrances without hindrance, as indicated on conceptual design (roughly 5 feet deep for Solea and 8 feet deep for Ambo).
- 9) Ensure Iconostasis structural support accounted for.
 - a) Note: Iconostasis is not part of Proposal and will be sourced separately.
- 10) Bathroom space should be the minimal allowed by ADA code, and must be located in the exonarthex. Any restrooms in the new parish should be single use only. Parish Hall restrooms are also usable during services if code requires specific number of stalls.
- 11) Provide an external exit from the sacristy.
- 12) Sink in sacristy should have a French drain (directly to the ground and not to the sewer).
- 13) Security system with keypads at the sacristy entrance and main entrance.
 - a) Internal and exterior video with storage
 - b) (Optional) Capability of online access to video storage
- 14) Provide additional video drops for recording of services at the following locations

- a) Back of church facing towards front, located either below or above loft opening to provide a “grand view”.
 - b) One on each side of Nave in sight of choir locations
 - c) One on west side of dome in sight of the central doors of the Iconostasis
 - d) One in nursing room for wall-mounted TV
 - e) Terminations located in NE corner of loft (see sound system)
- 15) Install wiring / cabling for church sound system for recording (not amplification) purposes.
- a) All terminations should end in NE corner of loft.
 - b) Include unobtrusive drops (to include wall and floor) at both the Choir location in provided conceptual design and at the side directly opposite the Choir location, as well as inside altar, and at Ambo
 - c) (Optional) include sound equipment to merge and record from all locations
 - i) Should include assisted listening capability for hearing impaired
- 16) Install phone and internet ports in loft/storage room, NW and SW office, and two rooms directly east of SW office. Consider Cat-6A cabling for long term capability.
- 17) Upstairs loft / storage room stairs with lockable door access to stairs on first floor. Stairwell structurally sound enough and wide enough to potentially have a handicap accessible stair lift installed at a future point.
- a) Include an electrical outlet capable of providing power for the lift.
 - b) Design with banister opening at top of stairs into loft, not closed wall.
 - c) (Optional, dependent on code) Installation of handicap accessible stair lift.
- 18) Install candle and church materials alcove beneath stairs in exonarthex, without blocking entry doors to narthex. Alcove should be at least 2 feet deep but preferably as deep as structurally allowable, 4 or more feet wide, and as tall as possible to have enough space for furnishings. ASONA will provide the furnishings for the alcove.
- 19) (Optional) Install cabinetry / closets along North and South walls of loft/storage room at 6 foot line
- 20) Loft opening to church below should be closable. Opening will normally be closed, but should have the following design recommendations (builder to determine best methodology).
- a) Open into loft for ease of access or use a “pocket door” type of system
 - b) If open into loft, provide for recess storage on either side for “doors”
 - c) Material does not diminish the acoustical effectiveness of the church when closed
 - d) Material capable of being painted or covered with canvas painting for iconography
- 20) Install tile flooring throughout (wood tile for main room and offices is preferred, but will accept interior design recommendations for consideration)
- 21) Plan and install (after approval of plan) an inset decorative design, 3 feet wide, directly under the center of the Dome, done in either tile or metal. Design of artwork

- to be provided by ASONA. See attached documents and additional resources for examples.
- 22) Lighting
- a) Recessed / hidden LED lighting (or other long-life system), designed to project independently towards ceilings and walls of nave, narthex, altar, and dome; which is dimmable / adjustable.
 - b) Structural support and power in dome to provide for a large chandelier centered under the dome. Chandelier will not be hung via a single chain from center of dome, but instead from 3-4 side support locations around the lower edge of the dome coming to a single point.
 - c) Additional chandelier in center of narthex.
 - d) ASONA must approve chandelier design / selection.
 - e) Provide controls for all nave, narthex, dome, and altar lights inside the sacristy (preferably at altar entrance) and at the narthex entrance next to one of the two bancos. Nave, narthex, dome, and altar lighting controls should be independent of each other. Include an “all light on/off” option.
 - f) Note: Will consider alternate lighting concepts / options as advised by builder
- 23) Energy efficient windows with UV protection throughout (including under main dome)
- 24) HVAC should have at least 4 zones
- a) Altar
 - b) Nave and narthex area (main church area)
 - c) Exonarthex and offices
 - d) Loft
- 25) HVAC system should be rated for minimal sound / decibels
- 26) HVAC vents diffused to prevent blowing out candles around the church yet provide sufficient airflow
- 27) (Optional) In-floor, coverable baptismal font. See attached documents and resources for examples.
- a) Note: this option can be excluded from the Proposal if not feasible
 - b) Roughly bathtub size (not counting steps), three feet deep, located in center of narthex
 - c) Should have steps. Consider a removable handrail.
 - d) Include both a dry side (for priest) and wet side (for person being baptized)
 - e) Cover should be of same material and indistinguishable from rest of floor
 - f) Hot and cold-water faucet in tub area under floor covering
 - g) Drainage should not go to sewer (consider drain pump to exterior garden area) or a cavity full of gravel into which the font can drain
 - h) Installation of font shall not cause sanctuary to exceed two feet above grade as per Section 3, para. 2.B.8.

B. Church Exterior

- 1) Bottom 3 feet (at a minimum) of the exterior wall should be made of a permanent material (masonry, waterproof adobe bricks, etc.).
- 2) (Optional) Entire exterior of building made of permanent material (masonry, etc.).
- 3) Install 3-bar Orthodox Crosses on domes (see Traditional Orthodox Church Examples). Crosses should be made of a permanent material that will not degrade, due to the complexity of replacing them. Crosses to be approved by ASONA.
- 4) Provide external LED or similar lighting of domes and Orthodox crosses on top of domes.
- 5) LED or similar sconce lighting (or other traditional Southwest style) around exterior of building to light walkways.
- 6) External water faucets in lock boxes should be built into the North and South sides of the church at a minimum.
- 7) Adequate external power outlets for yardwork and other uses.
- 8) Build up grade so sanctuary is one to two feet above existing grade. Ensure build-up does not cause issues with ADA requirements.
- 9) Install lightning protection.
- 10) Include snow stoppers on roofing as applicable.
- 11) Include rain gutters and downspouts.
- 12) Insure exterior A/C units do not restrict customary processions around the church (see Landscaping pathway requirement).
- 13) West entry doors should have a camera with internal viewing (either in exonarthex or in southwest corner office). Include doorbell / buzzer with intercom.
- 14) Include structural support for heavy church bells under the overhang either directly behind altar area between new sanctuary and parish hall, or in the NE corner of same area. Bells should be "hidden" from view to limit vandalism / theft. Consider building the support behind the prothesis or above the portal to the north of the prothesis to not protrude higher or past the curved altar wall. The back of the church should not be obstructed or 'ruined' by view of the bell tower/platform. Will consider alterations to overhang from conceptual design to accommodate this. New Creation Bellringing (information in Additional Documents and Resources) can be contacted for information and consultation.

C. Landscaping

- 1) Install handicap accessible pathway around the entirety of the church to allow for customary processions, which traditionally circle the church.
- 2) If feasible, include handicap parking close to the sanctuary or in front of the building, similar to the example provided in the conceptual design.

- 3) Replace existing front fencing and gate to permit closing the property when no one is present. Fencing and gate(s) should be aesthetically appealing, befitting the beauty of the new sanctuary building. Fence should be masonry, complement the design of the new building, and complement the existing Northern wall with El Pinto.
 - a) Include a small pedestrian gate and a larger gate for vehicle traffic and emergency vehicle access.
 - b) (Optional) Install automatic opener for vehicle gate that can be opened via a remote and a keypad, and can be locked in the open position
 - c) Extend fencing on South side of property from new fence to existing shed
- 4) Move existing electrical service underground; from 4th street to new building and sanctuary, as well as to property served by easement on the NE side of property.
- 5) Install automatic sprinklers for any landscaped areas that will house vegetation (if needed).
- 6) Install a new sign on 4th street (designed with input from Owner). Must include lighting.
- 7) (Optional) Install lighting for parking area to end of existing parking area.
- 8) (Optional) Install asphalt, concrete, or other permanent road surface from 4th Street to existing shed.
- 9) (Optional) Install asphalt, concrete, or other permanent road surface from existing shed to end of existing parking lot.
- 10) (Optional) Install half-court pad and playground with low fence as per site plan. Preferred installation would be at beginning of construction to provide alternate location for parish children to play safely.
- 11) Ensure property drainage is accounted for in all aspects of building and landscaping construction.

D. Existing Building (Parish Hall)

- 1) Install lightning protection
- 2) Renovate exterior to match new sanctuary building
 - a) Renovation to include removal of west portal overhang as applicable
 - b) Renovation to include removal of existing “arc” lights and installing lighting complementary with new sanctuary building
- 3) LED or similar sconce lighting (or other traditional Southwest style) around exterior of building to light walkways. Must match new sanctuary building.
- 4) (Optional) Roofing does not need to be replaced, but can be refreshed to match new building.
- 5) Update electrical service to building based on change to underground service (see landscaping). Include electrical rough-in for solar panels on south facing roof.

- 6) (Optional) Install SunPower© Solar Panels on south facing roof (Parish Hall building only), building in as much capacity as able with available space, and include PNM Solar Rec agreement for Owner.
- 7) (Optional) Repaint interior after new building is completed and services have moved locations.
- 8) (Optional) Install tile in whole building after new building is completed and services have moved locations (wood tile for main room and offices is preferred, but will accept interior design recommendations for consideration).
- 9) (Optional) Shift existing outside A/C units to vertical position to minimize footprint.

3. SPECIAL REQUIREMENTS

- A. Weekly walkthrough inspections of construction site with Owner, project manager, and consultants to ensure there are no issues or discrepancies. Intent of weekly inspections is to resolve issues before they become larger problems.
- B. No smoking, eating, or drinking is permitted inside of the new building by any personnel working on the project.
- C. Weekly safety meetings, use of Personnel Protective Equipment, and a worker's/operations bulletin board will be utilized during construction
- D. Qualified personnel onsite requirements stated in contract agreement
- E. Due to the presence of children and church requirements, no known sex offenders are to be allowed on the job site.
- F. Access from 4th Street to church parking lot cannot be closed down until after Pascha (April 28, 2019).
- G. If access to church parking lot must be closed down, then a drive lane will need to be created from the 2nd street entrance prior to the closure.
- H. Provide for "attic stock" and account for requirement in contract.
- I. External lighting should be controllable via light sensor and timer controlled with the option to override / turn off.
- J. No construction activities performed on Sundays between 8:00 AM and 2:00 PM.
- K. No construction activities from April 25-28, 2019.

4. KEY DATES

Mid-August – Publish Request for Proposal

September 14, 2018- Bidder's meeting

November 7, 2018 – Final date to submit proposals

November 8, 2018 to November 21, 2018 – Review submitted proposals

November 21, 2018 – Inform Bidders of selection / non-selection

December 2018 – Formalize agreement with selected bidder

February 2019 – Begin Work

April 28, 2019 – Pascha (Orthodox Easter). No construction activities from April 25-28, 2019.

November 13, 2019 – Preferred construction completion no later than date

The Proposal must contain a timeline for completion of the work.

5. OVERVIEW OF ATTACHED DOCUMENTS AND ADDITIONAL RESOURCES

All documents below can be found at <https://tinyurl.com/ya358s7m> and downloaded free of charge.

- A. ASONA-RFP
- B. Conceptual Design Elevations
- C. Conceptual Design Floor Plan
- D. Conceptual Design Site Plan and Dome Cross Section
- E. Conceptual Design Street View
- F. Property Survey completed August 2018
- G. Traditional Orthodox Church Examples
- H. Traditional Orthodox Dome Examples
- I. Decorative Design under Dome Examples
- J. Iconostasis Examples
- K. Examples of in floor baptismal fonts
- L. Examples of bell setups
- M. Examples of Orthodox Three-Bar Crosses

All Saints of North America (ASONA) - <https://www.allsaintsofnorthamerica.net/>

Examples of Russian Bells can be found at <http://russianbells.com/towers/plans.html>The

Orthodox Church in America - <https://oca.org/>

New Creation Bellringing - www.newcreationbellringing.com (Constantine Stade 636-328-4821)

*****END OF SECTION THREE*****

SECTION FOUR: BIDDER'S CHECKLIST

1) REQUIRED ITEMS

A. Bid Proposal

- 1) Include updated design renderings (if updated)
- 2) Include architectural plans (as available), to include electrical, plumbing, and HVAC based on conceptual design renderings and substantive enough to determine the scope of work that the Bidder will perform

Or,

If plans are unavailable, explain how company will provide services, cost of the services, scope of the services, how cost increases/overruns will be limited, with enough substantive detail to determine the scope of work that the Bidder will perform

- 3) Include expected schedule of payments for work performance

B. Proposal Signed

C. Statement of Bidder's Qualifications

D. Subcontractors List with Federal EINs (as able)

E. NM Contractor License Registration Number and Expiration

F. Federal EIN

G. Workman's Compensation Modifier

2) AGREEMENT FORMS

The following forms shall be provided by the contractor after the contract is awarded and prior to Notice to Proceed. The contractor shall provide for the Maintenance Bond at substantial completion.

A. Contract Agreement

B. Performance Bond

C. Certificate of Insurance (for Prime and all Sub-contractors)

- 1) See Section Six of this document for requirements
- 2) Sub-contractors shall provide Certificates of Insurance

D. Maintenance Bond

*****END OF SECTION FOUR*****

SECTION FIVE: BIDDER'S QUALIFICATIONS

Proposing Firms will be required by the Owner to submit documentation demonstrating compliance with the selection criteria. The following information shall be submitted with the Proposal:

1. Firm Name
2. Firm Address
3. Telephone Number
4. Fax Number
5. E-Mail
6. State in which the Contractor is incorporated or state where the Contractor's business entity was formed
7. Number of years engaged in contracting business under above name
8. The names and titles of the principal officers of the corporation submitting this proposal, or of the partnership or of all persons interested in this proposal as principals. NOTE: Signatories of this proposal must be identified above. Failure to identify the Signatories will be cause for considering the proposal irregular and for subsequent rejection of the Proposal.
9. General character of work performed by Bidder
10. Approximate value of work currently under contract
11. Bank Reference
12. Name of Bidders' Project Manager. The Bidders' Project Manager shall have successful past experience and competence in managing the day to day activities on no less than three (3) construction projects within the last ten (10) years with an initial construction value of at least \$300,000 that meet the similar in scope and complexity elements. To qualify as a project, the Owner must have determined the project to be substantially complete or issued final acceptance. For each project, identify the name of the project, describe the project, explain how the project is similar in scope and complexity, and name and telephone number of the Owner's project manager or other person who can verify the experience of the individual.
13. Name of Bidder's Field Superintendent proposed for this project
14. Bidder Experience. The Bidder shall have successful experience and must be able to demonstrate and verify managing at least three (3) projects that meet the definition of Similar in Scope and Complexity. To qualify, the projects must have achieved substantial completion within the last five (5) years. Identify all similar construction contracts (whether completed or in progress) entered into or performed by the Bidder within the past ten (10) years. Only projects for which the Bidder was responsible for the day to day management of the project will be evaluated with regard to this provision.

*****END OF SECTION FIVE*****

SECTION SIX – INSURANCE REQUIREMENTS

The winning bidder, as part of entering into a contract with ASONA shall procure and maintain at the Contractor's expense insurance of the kinds and in the amounts herein provided. This insurance shall be provided by insurance companies authorized to do business in the State of New Mexico and shall cover all operations under the contract agreement, whether performed by the Contractor, the Contractor's agents or employees, or by sub-contractors. All insurance provided shall remain in force and effect for the entire period of the work, up to and including final acceptance, and the removal of equipment, employees, agents, and sub-contractors therefrom.

A. Public Liability and Automobile Liability Insurance

1. General Liability: bodily injury liability and property damage liability insurance applicable in full to the subject project shall be provided in the following minimal amounts:

Bodily Injury Liability:

\$1,000,000 each person; \$2,000,000 each occurrence (annual aggregate)

Property Damage Liability:

\$2,000,000 each occurrence (annual aggregate)

- a. The policy to provide this insurance is to be written on a Comprehensive General Liability Form or Commercial General Liability Form which must include the following:
 1. Coverage for liability arising out of the operation of independent contractors
 2. Completed operation coverage
 3. Attachment of the Broad Form Comprehensive General Liability Endorsement
 4. Coverage for injury to or destruction of property arising out of the collapse of or structural injury to building or structures due to excavation, including burrowing, filling or backfilling in connection therewith, or tunneling, cofferdam work or caisson work or to moving, shoring, underpinning, razing or demolition of building or structures or removal or rebuilding of structural support thereof.

2. **Automobile Liability Insurance Coverage:** for the Contractor (whether included in the policy providing General Liability Insurance or in a separate policy) must provide liability for the ownership, operation, and maintenance of owned, non-owned, and hired cars. The limits of liability for Automobile Liability Insurance shall be provided in the following amounts:

Bodily Injury Liability:

\$1,000,000 each person; \$2,000,000 each occurrence (annual aggregate)

Property Damage Liability:

\$2,000,000 each occurrence (annual aggregate)

3. **Certificate of Insurance / ASONA as Additional Insured**

The certificate of insurance shall be submitted prior to award of contract agreement. The contractor shall have ASONA named as an additional insured on the Comprehensive General Liability Form or Commercial General Liability Form furnished by the Contractor. The Certificate of Insurance shall state that the coverage provided under the policy is primary over any other valid and collectible insurance.

The Certificate of Insurance shall also indicate compliance with these specifications and shall certify that the coverage not be changed, cancelled, or allowed to lapse without giving ASONA thirty (30) days written notice. Also, a Certificate of Insurance shall be furnished to ASONA on renewal of a policy or policies as necessary during the term of the contract agreement.

4. **Umbrella Coverage:** The insurance limits cited in the above paragraphs are minimum limits. This specification is no way intended to define what constitutes adequate insurance coverage. ASONA shall recognize following form excess coverage (Umbrella) as meeting the requirements of Subsection (A) 1.a, should such insurance otherwise meet all requirements of such subsections.

*****END OF SECTION SIX*****

SECTION SEVEN – GLOSSARY OF TERMS

Ambo(n) - the raised platform immediately in front of the Royal Doors is part of the solea and forms a semi-circular platform which juts out from the solea, from which the deacon proclaims the litanies, from which the Gospel may be read, and the sermon and the dismissals are given by the priest during the Divine Services. As a projection of the solea, the ambo(n) has the same number of curved steps between it and the floor of the nave as the solea.

Exonarthex - the space anterior to the narthex of a church; in antiquity, the area where catechumens were permitted to be close to the Eucharist, but forbidden to see it celebrated.

Holy Table – the table on which the Eucharist is consecrated. Also known as an altar table.

Iconostasis – a wall of icons and religious paintings, separating the nave from the sanctuary in a church.

Narthex - an architectural element typical of early Christian and Byzantine basilicas and churches consisting of the entrance or lobby area, located at the west end of the nave, opposite the church's main altar.

Nave - the nave is the main body of the church. It provides the central approach to the high altar. The nave extends from the entry.

Prothesis - the place in the sanctuary in which the Liturgy of Preparation takes place. Located behind the Iconostasis and consists of a small table, also known as the Table of Oblation, on which the bread and wine are prepared for the Divine Liturgy. It is most often placed on the north side of the Altar, or in a separate chamber on the north side of the central apse.

Solea – an extension of the sanctuary platform that projects beyond the Iconostasis, forming a walkway the entire length of the Iconostasis.

Sacristy - the room on the south side of the Sanctuary where the vestments are stored.

Sanctuary – the area behind the iconostasis, which includes the Holy Table and the Prothesis

*****END OF SECTION SEVEN*****