

**Community Health Programs
Architectural & Engineering Services
Request for Proposals**

Purpose

Community Health Programs (CHP) requests proposals from qualified firms for comprehensive professional architectural and engineering (A/E) consultant services for proposed renovations to the Adams Dental Practice. CHP intends to award a one-time contract to the Contractor whose proposal is determined to be most advantageous to CHP, with price and other factors considered. CHP encourages women and minority business firms to submit proposals and offerors to utilize women and minority businesses for supplies, equipment and services.

Background

CHP is the only Federally Qualified Health Center in Berkshire County, Massachusetts, and serves those who have limited access to care, including low income, uninsured, under-insured, immigrant, migrant and seasonal workers, homeless and public housing residents. CHP is a community-based non-profit network with 7 health centers, 3 dental centers, 2 mobile health units, and comprehensive family services and food support programs. CHP serves an average of 30,000 patients a year through approximately 100,000 medical, dental, nutrition, and behavioral health, physical therapy, and vision services.

CHP will conduct alteration/renovation at the existing Adams Practice Health Center, adding capacity to provide comprehensive dental services. CHP will renovate 1,441 square feet, including 421 square feet of clinical areas and 1,020 square feet of non-clinical areas. There will be a minimum of four (4) dental operatories that will be improved. Improvements to the interior arrangements of this existing facility will comprise reconfiguration of patient waiting areas, reception areas, entryways, operatories, and building infrastructure. The previous dental waiting area will become shared office space and previous lab and office space will become storage. Modifications to the building exterior include reconfiguration of the entryway door and vestibule to allow ingress to a newly reconfigured shared medical and dental waiting area. Heating, ventilation and air conditioning modifications include replacement of air handler and ducts. Plumbing work includes the installation of new plumbing and upgrades to existing plumbing to supply the new dental chairs and hand pieces; water filtration and treatment equipment to serve autoclave, ultrasonic cleaner, and sterilization equipment; and to handle inputs to the amalgam separator.

Grant Funding

The Adams Practice Dental Expansion is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human

Services (HHS) as part of an award totaling \$844,113 (Adams component totaling \$525,228.18 and A/E budget totaling \$61,673) with 5% percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.

Ethics in Public Procurement

It is unlawful for any Contractor or Sub-contractor to offer, or any employee of CHP or their immediate family to solicit or accept, any gratuity, favor, or anything of monetary value in connection with the solicitation, award, or administration of this RFP and contract agreement(s) issued by CHP.

Anticipated Contract Term and Conditions

All contracts awarded from this RFP shall contain the provisions of [Appendix A, Part 74 of 45 CFR Part 74](#) as applicable.

The duration of the contract awarded from this RFP will be from date of award through all phases of the project, ending on or before 3/31/23. The selected Contractor must be able to complete all required components of the RFP on or before 3/21/23. CHP reserves the right, prior to contract award, to determine the length of the initial contract term. Proposals from Contractors not able to meet this deadline will be considered non-responsive and will be excluded from consideration.

The resulting contract agreement(s) will be subject to the availability of funding and shall be terminated immediately if for any reason funding ability, budgeted to satisfy this RFP and/or agreement is withdrawn, limited, or impaired.

CHP does not guarantee to award a contract under this RFP.

CHP may terminate a contract resulting from this RFP at any time that the contractor fails to carry out its responsibilities under the terms of this RFP or contract agreement(s) to the satisfaction of the CHP.

Interpretation or Correction of Solicitation Documents

Contractors shall promptly notify CHP in writing of any ambiguity, inconsistency, or error which they may discover upon examination of this RFP.

Contractors requiring clarification or interpretation of the solicitation documents shall make a written or via email request which shall reach CHP no later than ten (10) days prior to the date for receipt of proposals.

Any interpretation, correction, or change of the solicitation documents will be made by written amendment by CHP. Interpretations, corrections, or changes of the solicitation documents made in any other manner will not be binding and Contractor shall not rely upon such interpretations, corrections or changes.

Protests based upon any omissions or errors or on the content of the solicitation will be disallowed if not made known to CHP in writing or via email prior to the proposal due date.

Rejection

Any or all proposals received in response to this solicitation may be rejected by CHP if CHP determines that any such Contractor is not responsive or responsible or that the quality of the services, supplies, materials, equipment or labor offered does not conform to requirements of if the public interest would be served by such a rejection. Contracts and/or subcontracts will not be awarded by CHP to parties debarred, suspended, or otherwise excluded from procurement.

Proposal Costs

There shall be no obligation for CHP to compensate Contractors or Sub-contractors for any costs associated with responding to this solicitation.

Scope of Services

The work to be performed by the selected A/E will include all architectural and engineering services required for all of the alterations and renovations for CHP's Adams Dental Practice Expansion Project ("Project"). The selected A/E will coordinate and manage project tasks and phases and play an active role in CHP's Project Team, consisting of the A/E, CHP Vice President of Systems Operation and Compliance, CHP Director of Facilities, and other members deemed appropriate by CHP (the "CHP Project Team").

The selected A/E will utilize their skill and knowledge of design, permitting, and construction to provide the services and deliverables including, but not limited to:

Initial Planning Phase

- ◇ Meet with members of the CHP Project Team in order to fully understand the project scope, concept and other pertinent aspects of the Project
- ◇ Review and, as necessary, refine the Scope of Services for CHP Team approval.
- ◇ Provide the CHP Project Team with a list of permits, approvals or other authorizations required for the Project from federal, state or local governmental bodies with approval jurisdiction over the Project.
- ◇ Assist the CHP Project Team to determine if other environmental compliance reviews are required for the proposed Project through consultation with the HRSA Project Officer and environmental reviewer.
- ◇ Assist the CHP Project Team in developing a contracting and purchasing strategy, identifying long lead time items.

Schematic Design Phase

- ◇ Identify any code or permitting issues that may affect the scope or timeline of the Project.
- ◇ As the Project involves alteration and renovation of an existing building, identify and retain Sub-Contractors to conduct materials testing and inspection as required.
- ◇ In consultation with the CHP Project Team, produce draft floor plans and sketch out other interior design elements.

Design Development Phase

- ◇ Commence engineering analysis on structural, plumbing, electrical, heating/ventilation, energy, and any other Project specific elements and systems.
- ◇ Finalize floor plans and interior design elements.
- ◇ Work with CHP Project Team to select materials including interior finishes and products such as windows, doors, etc. as well as equipment for a

minimum of four (4) dental operatories, reception/waiting areas, offices, common spaces, and storage areas.

Construction Document Phase

- ◇ Finalize all technical design and engineering plans including structural engineering and detailing, heating air conditioning and ventilation systems, plumbing, electrical, and energy calculations.
- ◇ Develop a complete set of project design drawings and technical specifications.
- ◇ Develop schedule for alterations and renovations and Project costs.
- ◇ Prepare engineering drawings for all site improvements and update schedule and costs for each.
- ◇ Engineering Report, plans, schematics, sections and elevations, typical construction details, test-fit plan, and specifications that identify major materials and systems.

Permit and Approval Phase

- ◇ Assist the CHP Project Team obtaining all such permits, approvals and other authorizations by agencies having jurisdiction over the Project.
 - The costs of such permits, approvals and other authorizations shall be paid by CHP directly or by reimbursement to the selected architecture/engineering firm.
- ◇ Cause the necessary copies of such drawings and specifications to be filed with any governmental bodies with approval jurisdiction over the Project.

Bid Phase

- ◇ Provide bid phase assistance to the CHP Project Team.
 - pre-bid conference, document distribution, bidder questions, prepare and distribute addenda, bid evaluation and recommendations, contract liaison, and if required, preparing bid packages for each contract, including definition of scopes of work, drawings, technical specifications, terms and conditions, bonding and insurance requirements etc.
- ◇ Assist the CHP Project Team in bid selection process.
 - establish a list of contractors, evaluate bids and alternates, and make recommendations to the construction manager for approval of selected contractors with public bidding requirements.
- ◇ Work with CHP Project Team to ensure compliance with the regulatory requirements for advertisement, review, and award of bids.

Construction Administration

Assist the CHP Project Team in overseeing the renovation.

- ◇ continually evaluate project progress and recommend appropriate actions to maintain the accepted schedule.
 - Provide necessary reports to the CHP Project Team as requested.
- ◇ monitor quality of work through periodic site visits.
- ◇ review Requests for Information (RFI) and provide clarifications.
- ◇ review all submittals and shop drawings for conformance with the contract documents; maintain records of accepted and rejected submittals.
- ◇ review General Contractor's application for payment, and prepare change orders as necessary.
- ◇ schedule and conduct final inspections alone and with the CHP Project Team and others and prepare punch lists; oversee completion of punch list items.

Post-Construction Phase/Record Drawings

Assist the CHP Project Team in recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD set and delivered electronically, plus an unbound Mylar hard copy to CHP upon completion of the project.

Proposal Format

Provide the following information about your firm:

- ◇ Name
- ◇ Address
- ◇ Website
- ◇ Primary Contact Telephone and Email

Brief History of your firm:

- ◇ Size of Firm/Staff
- ◇ Years in Business
- ◇ Organization chart
- ◇ Distance from Community Health Programs & Adams Practice
- ◇ Experience providing A/E services for Federally Qualified Health Centers
- ◇ Experience providing A/E services for dental facilities

Project Team Members, Resumes & Years of Service (indicate use of Sub-Contractors, if any)

- ◇ Project Manager
- ◇ Project Architect
- ◇ Structural Engineer
- ◇ Mechanical/Electrical Engineer
- ◇ Interior Design
- ◇ Unique Qualifications – Please state why your firm is uniquely suited to perform this Project Scope of Services

Project Approach

- ◇ Describe your firm's approach for this Project.
- ◇ Please include your approach and the benefit each step has for CHP.
- ◇ Please describe any unique aspects your firm may employ in the design and engineering of the project.
- ◇ Describe your approach to client relationships and communication.

Representative Projects – List a minimum of five (5) projects completed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:

- ◇ Name and Location
- ◇ Brief Description
- ◇ Budget & Change Order Percentage
- ◇ Photographs
- ◇ Total Square Footage of Additions and/or Renovations
- ◇ Verifiable References

Proposed schedule and, as appropriate, contingencies.

Fee proposal including breakdown by task and personnel

Provide certification that offeror, and any Sub-contractors, have no interest which would conflict with its performance of services under this Agreement. If a possible conflict of interest arises, Contractor shall immediately inform CHP regarding same.

Provide certification that offeror, and any Sub-contractors, are not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body pursuant to 45 CFR Part 76.

Provide certification that offeror, and any Sub-contractors, have not divulged to, discussed or compared its response with other contractors and has not colluded with any other respondent, with the exception of qualified Sub-contractors, or parties to the response.

Proposal Evaluation

All proposals accepted by CHP will be reviewed to determine whether they are complete and responsive or nonresponsive to the RFP requirements and whether costs are allowable. Proposals determined to be nonresponsive, incomplete, or non-allowable will be rejected.

The CHP Evaluation Committee will evaluate all remaining proposals based on the Evaluation Criteria prescribed below. CHP reserves the right to conduct interviews and/or to request that respondents make presentations and/or demonstrations, as CHP deems applicable and appropriate. Although discussions may be conducted with respondents submitting acceptable proposals, CHP reserves the right to award a contract based on the initial proposals received, without discussions; therefore, the Offeror's initial proposal should contain its best technical and price terms. CHP reserves the right to contact Offeror provided references and additional references as necessary. Contracts will be awarded to the proposal most advantageous to CHP, with price and other factors considered.

Proposals received that are responsive, complete, and on time will be evaluated against the following criteria:

- **Qualifications:**
 - Qualifications of the professional staff expected to be assigned to this Project.
 - Capability of the A/E firm and Sub-contractors to progress and complete the work, taking into consideration size of work force, current workload, in house staff capabilities, etc.
- **Past experience:**
 - Previous experience of the A/E firm, the specific staff the firm intends to assign to this Project, and Sub-contractors with similar projects.
 - Particular attention will be paid to previous work providing A/E services for Federally Qualified Health Centers and dental facilities.
 - Experience in Berkshire County.
- **Technical approach:** Proposed approach that best meets CHP's needs per this RFP requirements; proposed approach must be presented in a clear and organized manner.
- **Client Service:**
 - Contractor approach to and experience providing client communication and support (timeliness, responsiveness, appropriateness).
 - Level of prior client satisfaction.

- **Schedule:** Proposed milestones and timeline best meets CHP’s needs.
- **Cost:** Offeror total price and cost per task, including hourly rates for each level of personnel.
- **Compliance with Public Policy:** Project as proposed will comply with existing local, state, and/or federal regulations and policies.
- **Environmental:** Integration of materials and equipment that conserve natural resources and are energy efficient.
- **Opportunity:** Contractors or sub-contractors designated as small businesses, minority-owned firms, and/or women’s business enterprises.

Proposals will be scored on their merits using the following weighted approach:

Criterion	Score (0-5)	Weight	Points	Max Points
Qualifications		X 3 =		15
Past Experience		X 3 =		15
Technical Approach		X 3 =		15
Client Service		X 2.25 =		11.25
Schedule		X 2.25 =		11.25
Cost				25
Compliance with Public Policy				2.5
Environmental				2.5
Opportunity				2.5
TOTAL				100

The price criterion score will be calculated using a proportional method for a maximum point value of 25:

$$(\text{Lowest Submitted Price (from all proposals)} \div \text{Proposal Submitted Price}) = \text{Proposal Percentage}$$

$$\text{Proposal Percentage} \times \text{Available Points (25)} = \text{Price Points}$$

Proposal Submission Instructions

Request for Proposals (RFP) Release Date: October 28, 2021

Authorized CHP Contact(s): Carrie Barth, Director of Grant Administration

All questions about this RFP, through the award of a contract(s), shall be directed only to the Authorized CHP Contacts. No other person has the authority to respond to questions about this RFP.

Communication about the RFP with any person other than the Authorized CHP Contact(s) is prohibited. Failure to adhere to this requirement will result in rejection of the proposal.

Questions:

Written questions about this RFP may be submitted via email to cbarth@chpberkshires.org by Thursday, November 4, 2021.

Offeror Site Visit:

A site visit for prospective offerors will be held on Friday, November 12, 2021 at 10:00 a.m. ET at 19 Depot Street, Adams, Massachusetts 01220.

Proposal Submission:

Proposals are due on Tuesday, November 30, 2021 by 4:30 p.m. ET.

Proposals may be mailed or e-mailed. Faxed proposals will not be accepted.

Mailed: Submit one (1) hard copy and one (1) electronic copy on USB drive in a sealed envelope clearly marked "CHP Adams A/E RFP" to:

Carrie Barth, Director of Grant Administration
Community Health Programs
444 Stockbridge Road
Great Barrington, MA 01230

E-Mailed: Submit one (1) PDF/Adobe document with the subject "CHP Adams A/E RFP" to: cbarth@chpberkshires.org. **NOTE** that attachments over 15 MB in size will exceed the CHP email limit. If the proposal must be sent via more than one email, specify "CHP Adams A/E RFP Email 1 of X, 2 of X, etc." in the subject line.

Late Proposals:

Proposals received after 4:30 PM ET on November 30, 2021, will be rejected.