



## COMMUNITY HEALTH PROGRAMS

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Community Health Programs  
Architectural & Engineering Services  
Request for Proposals  
Response to Questions  
November 11, 2021

Q: Can additional questions and comments be submitted after the walk through on 11/12/21?

A: Yes, additional questions must be submitted on or before Monday, November 15 at 4:30 p.m. EST to [cbarth@chpberkshires.org](mailto:cbarth@chpberkshires.org). CHP will post responses on or before Monday, November 22 at noon (12:00 p.m.) EST on the following website:  
<https://www.chpberkshires.org/rfp/>.

Q: Was there a planning study done for the HRSA grant application? If so, was an architect involved?

A: No, a planning study was not performed for the HRSA grant application.

Q: Are CAD files available for the existing building?

A: CHP does not have CAD files for the existing building. Scanned plans dated 10/31/1985 are on file at the Berkshire North Registry of Deeds, Documents 492162 through 492165, and also available online at <https://massrods.com/berkshirenorth/#> by searching for these document numbers under Recorded Plans.

Q: Is CHP looking for a new firm with new insights into the design of the space?

A: In accordance with CFR 45 Part 74, particularly §74.43 through §74.45, CHP is conducting a competitive Request for Proposals process open to all eligible offerors.



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- Q: On page 5 under "Bid Phase" there is a reference made to a "construction manager". Does CHP intend to hire a construction manager in addition to a general contractor? Please provide information on the intended method (if one has been stipulated) for getting the A/E designed work bid constructed.
- A: CHP does not intend to hire a construction manager in addition to a general contractor. As stated in the Scope of Services, the selected A/E will provide services during the Construction Administration phase of the project.
- Q: On page 5 under "Bid Phase" there is a reference made to "preparing bid packages for each contract". Does this indicate that the work will be not be bid to one general contractor? Please provide information on the intended method (if one has been stipulated) for getting the A/E designed work bid and constructed.
- A: In accordance with CFR 45 Part 74, particularly §74.43 through §74.45, CHP will conduct a competitive Invitation for Bids process open to all eligible bidders. CHP cannot at this time anticipate whether one general contractor will be selected
- Q: Does HRSA stipulate that a specific A/E-Owner form of contract be utilized? If so, what is that form?
- A: No, HRSA does not stipulate a specific A/E form of contract to be utilized. However, the selected A/E will need to complete and sign a Project Implementation Certification Form, available for viewing and download at <https://bphc.hrsa.gov/program-opportunities/capital-development>. Contracts, and subcontracts, must contain provisions stipulated in CFR 45 §74.48 and Appendix A to Part 74, as applicable.
- Q: Is the figure of \$61,673 for the A/E budget the maximum allowed A/E fee for this project or is the portion of the A/E fee that is funded by HHS and HSRA?
- A: As stated in the RFP, the Adams component of the HRSA award is \$525,228.18, of which the A/E budget totals \$61,673. Also as stated in the RFP, contracts will be awarded to the proposal most advantageous to CHP, with price and other factors considered.



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- Q: Is the A/E obligated to deliver a design that can be constructed for a stipulated amount? If so, what is that amount?
- A: Yes. As stated in the RFP, the Adams component of the HRSA award is \$525,228.18, of which the A/E budget totals \$61,673. The remaining award amount is comprised of equipment, construction, and contingency costs.
- Q: Is the A/E to carry the costs for subcontractors to conduct materials testing?
- A: Yes, the A/E, as part of the Schematic Design Phase described in the RFP, will identify and retain Sub-Contractors to conduct materials testing and inspection as required. As such, the A/E will submit these Sub-Contractor costs to CHP as part of regular billing for A/E services.
- Q: Will the A/E fee include the costs for the design of any hazardous materials mitigation?
- A: Yes. However, in accordance with Appendix A of the HRSA Funding Opportunity Number HRSA-21-114 under which the award to CHP has been made, the "Costs of hazard material abatement and remediation" are not allowable costs.
- Q: Upon review, Appendix A, Part 74 of CFR Part 74 appears to apply only to contracts with builders, not to contracts for A/E services. Is this reference to Appendix A, Part 74 of CFR intended in this RFP to apply to the A/E contract?
- A: As stated in the RFP, all contracts must contain the provisions of Appendix A, Part 74 *as applicable*. These provisions are not just for contracts with builders, although some provisions may be applicable to just those contracts. CFR 45 §74.48(e) states that "All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions of Appendix A to this part, as applicable." The language re: disbarment and anti-lobbying, for example, have broader applicability.



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Q: Will the CHP Dental Practice/clinic need to apply for state licensure? Is your clinic currently licensed by the Department of Public Health?

A: Yes. CHP has an active license for a medical practice at the Adams location and will need to add the dental practice to that existing license. As such, CHP will need plan approval from the Massachusetts Department of Public Health for the expansion.

Q: On Page 10 you request total price and cost per task. Are you looking for a breakdown per phase of the project, ie. schematic design, design development, construction documents, bidding etc. ? If not, please provide information on the intended breakdown of cost per task.

A: To clarify, CHP seeks:

Fee proposal including breakdown by *phase* and personnel