

Request for Proposal (RFP) for Architectural Services

I. **GENERAL INFORMATION**

- a. **Purpose.** This request for proposal (RFP) is to contract an architect to design and coordinate renovations at Bond Community Health Center, Inc. (hereinafter referred to as Bond CHC), 1720 S. Gadsden Street, Florida, 32301.
- b. **Who May Respond.** Only architects who are currently licensed to practice in Florida and maintain an office in Tallahassee, Florida, may respond to this RFP.
- c. **Proposal Submission.**
  - i. **Closing Submission Date.** Proposals must be submitted no later than **5:00 pm on December 31, 2018.**

- ii. **Inquiries or to schedule a pre-bid conference.** Inquiries concerning this RFP should be made to:

Ms. Shannon Clement, Executive Assistant to  
Dr. Temple O. Robinson  
Chief Executive Officer  
Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32301

850-576-4037 ext 305

Or e-mailed to: [sclement@bondchc.com](mailto:sclement@bondchc.com)

- iii. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Bond CHC.
  - iv. **Instructions to Prospective Architects.** Your proposal should be addressed as follows:

Dr. Temple O. Robinson  
Chief Executive Officer  
Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32301

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
Date of proposal  
SEALED PROPOSAL for Architectural Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by Bond CHC, by the date and time specified above. Late proposals will not be considered.

- v. **Right to Reject.** Bond CHC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- vi. **Small and/or Minority-Owned Businesses.** Bond invites any eligible entity to consider this RFP and subsequent contracts. Efforts will be made by Bond CHC to utilize and contract with small businesses, women and/or minority owned businesses. An Offeror will qualify as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).
- vii. **Notification of Award.** It is expected that a decision selecting the successful architect will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful architect, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful architect. It is expected that the contract shall be for work performed within a specific time period.

## II. **DESCRIPTION OF ENTITY**

Bond CHC is a nonprofit, 501(c)(3) community health center deemed as a Federally Qualified Health Center for greater than 30 years. Bond CHC takes great pride in providing a patient-centered approach to quality primary and preventive healthcare services by increasing access to medical, dental, and mental health care and support services with particular concern for lower socioeconomic groups in Leon and surrounding counties. **Bond's mission is to provide quality health care to everyone in our community!**

Bond CHC has an annual budget of approximately 8 million dollars and is governed by an eleven-member volunteer Board of Directors. Bond CHC employs over 80 people that provide health care and supporting services to nearly 10,000 patients annually. Administrative offices are located at Bond CHC's 1720 S. Gadsden Street location. Other facilities are located throughout Leon County:

### **The Kay Freeman Center**

2729-8 Municipal Way  
Tallahassee, FL 32304

### **Bond Community Wellness Center**

**Pediatric Center**  
1549 South Monroe Street  
Tallahassee, FL 32301

### **Bond Mobile Unit**

### III. PROJECT SUMMARY

Bond CHC recently received funding from the Health Resources and Services Administration (HRSA) in the form of a Substance Use Disorder/Mental Health grant. This new funding allows for Bond CHC to expand access to quality integrated substance use disorder and mental health (SUD-MH) services. Bond CHC's goal is to use a portion of this funding to create confidential and secure spaces that are conducive to the patient seeking help for SUD-MH services.

Design for renovations at Bond Community Health Center, Inc., 1720 S. Gadsden Street, Florida, 32301 are to include: renovation of the registration/check-out area; expansion of existing clinical pharmacy consultation area; renovation of one or two restrooms to make them ADA compliant.

### IV. RESPONSIBILITIES

Architect's Responsibilities:

- a. The architect will review Bond's scope of work, budget, and schedule to reach an understanding of the project requirements.
- b. The architect will field measure and document existing conditions as required.
- c. The architect will assist Bond in determining what, if any, consulting services are required for the project.
- d. The architect's work is comprised of five (5) sequential design phases which are described in section V. *SCOPE OF SERVICES*.

### V. SCOPE OF SERVICES

The Offeror shall be readily available to perform the following architectural services, within five (5) sequential design phases as requested by the Chief Executive Officer (CEO) and the project committee:

- a. **Schematic Design (SD).** The architect will create a thorough list of project objectives, measure the affected spaces, draw base plans, develop schematic design options in 2-D and 3-D, and review options with the Administration. The architect will meet with the Administration to review and collect complete information regarding desired size, function, and aesthetic of new or renovated spaces.
- b. **Design Development (DD).** The architect will be expected to refine and revise the design of the space. Once the Administration selects a design direction, the architect will add details and incorporate requested changes. These will then be reviewed in-person. The DD phase includes the following steps: architect revises drawings based on the Administration's feedback from SD phase; architect reviews changes with the Administration.
- c. **Pricing.** The architect is responsible for obtaining preliminary pricing from professional contractors. The architect will produce pricing drawings, assist in contractor selection, distribute drawings, and receive estimates. Pricing drawings include: a narrative description of project scope; floor plans and 3-D views that describe extent of demolition and new construction; a list of specific products, fixtures, and materials to be included in

the estimate as well as quantities of significant materials such as flooring, counter tops, and tile; Instructions for preparation and itemization of estimates to facilitate comparison.

- d. **Construction Documents (CD).** Once preliminary pricing is received, the Administration may wish to adjust the project scope to satisfy budget and time constraints. The architect is responsible for making sure changes are incorporated, and the final design is detailed. The architect will develop construction documents in accordance with the building codes and zoning ordinances having jurisdiction. The architect will decide which drawings are necessary for construction. These may include: site plan, ceiling plans, zoning and code information for permitting, door and window details, demolition plans, materials and fixtures lists, floor plans, construction details, sections general notes, interior and exterior elevations.
- e. **Construction Administration (CA).** The architect will act as Bond CHC's advocate during construction by answering contractor questions, interpreting the construction documents, and assisting with final product, material, and color selections. CA phase will last for the duration of construction.

VI. **SCHEDULE/ TIMELINE**

**Project Period:** January 15, 2019 through August 30, 2019.

Hard deadlines will be determined.

VII. **BUDGET**

\$125,000. Project budget will be refined with input from selected architect.

VIII. **COMPENSATION and PAYMENT**

Compensation and payment should be set by the Offeror. Bond CHC reserves the right to negotiate with the Offeror on the structure of fees and payment schedule. See *Section IX PROPOSAL CONTENTS, part b. Proposed Compensation* for further details.

IX. **PROPOSAL CONTENTS**

The Offeror, in its proposal, shall, as a minimum, include the following:

a. **Architectural Experience and Qualifications.**

The Offeror should describe its architectural experience, including the names, addresses, contact persons, and telephone numbers of **at least three clients**, preferably including clients similar to Bond CHC.

The Offeror should have experience in the following areas: non-profit and tax-exempt organizations; government grants and contracts; general business operation, health care organizations, health care compliance resources and regulatory agencies.

The Offeror should describe their qualifications. Descriptions should include:

- i. Professional and educational background.
  - ii. Prior experience of the architect with respect to the required experience listed above.
- b. **Proposed Compensation.** The Offeror's proposed compensation should include Initial payment, consultation fees, additional service fees, reimbursable expenses fees and payment schedule. Include information on the hourly billing rates of the architect or other staff who is expected to work on this project and charges for expenses, if any. Bond CHC reserves the right to negotiate with the Offeror on the structure of fees and payment schedule.

X. PROPOSAL EVALUATION/ CRITERIA for SELECTION

- a. **Submission of Proposals.** All proposals shall include an original and four (4) copies.
- b. **Evaluation Procedure and Criteria.** Bond's CEO and appropriate staff will review proposals and make recommendations to the BODs for final approval. The CEO and/or BODs may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1. Proposed approach to scope of work.
  - 2. Level of experience of the individual identified to work on this matter.
  - 3. The Offeror's experience with similar organizations and services.
  - 4. Response from references.
  - 5. Cost.
  - 6. Interviews, if conducted.
  - 7. Education, years and types of experience, and continuing professional education will be considered.