

GENESEE HEALTH SYSTEM

REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES

ISSUED: APRIL 10, 2022

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I. PURPOSE AND SPECIFICATIONS

Genesee Health System (hereinafter referred to as the “Board”) is seeking sealed proposals from interested and qualified parties experienced in providing Architectural Services. The ideal candidate will possess the depth of knowledge and expertise in medical health practice development schematics through construction. These services/products will be provided at locations as requested by the Board.

The initial project will double the existing square footage of the existing GCHC health clinic, a Federally Qualified Health Centers (FQHC), located at 2298 S. Center Road, Burton MI. This existing approximately 2,500 square foot active medical health facility includes examination rooms, waiting areas, interview rooms, clinical offices and business function areas. We anticipate there will be limited demolition involved, while the majority of the existing facility will remain untouched. The federal grant funding associated with this project will result in the requirement of obtaining approval to proceed from various local, state and federal agencies or organizations. The total available funding for the entire expansion project is **approximately \$560,000.00**. Offerors are to use their expertise and creativity to meet or exceed the Board’s needs and earn its trust.

Proposals must be clear, concise, typewritten, and must be signed in ink by the official authorized to bind the submitter to its provisions. The contents of this Request for Proposal (RFP) will become incorporated within any contract signed by the Board and the provider of service. Do not retype this RFP, instead, respond on a separate page and cite the section number for each response. All areas of the offered proposal must be addressed in the same sequence cited in the RFP instructions in order that proper consideration is given to the proposal. Proposals submitted without information or incomplete content will result in the proposal being removed from consideration. The Offeror must complete an **Offeror Cover Sheet** and attach to the proposal. Site visit may be available upon request, but it dependent upon Facility Manager’s schedule.

Potential Offerors and interested parties must demonstrate their interest in this opportunity by emailing RFPpreplies@genhs.org and providing their contact information. The Board will accept questions sent to RFPpreplies@genhs.org which must be received **by noon on Monday, April 18, 2022**. Questions and Responses will be prepared in an **Addendum** and emailed to the list of interested parties **by 5:00 P.M. Tuesday, April 19, 2022**. Any addendum or other changes will be posted on the GHS website <https://www.genhs.org/News/RFP-Opportunities>

Any change to this RFP subsequent to its release will be confirmed in writing by the Board. Offerors shall email their proposal, as a PDF document, to RFPpreplies@genhs.org . **Proposals will be accepted until April 27, 2022 until 3:00 P.M. Proposals must be received by this date and time in order for the proposal to be considered.** In your email, please request GHS to confirm receipt of your emailed proposal. If you do not receive a confirmation within the hour, submit a second email (no attachments) requesting confirmation. Include **“RFP ARCHITECTURAL SERVICES”** in the Subject line of your emails.

Proposal emails will be opened **on April 27, 2022, at 3:30 P.M.** and assembled into a listing of companies who submitted Proposals. The listing will be posted on the GHS website, as described earlier. Proposals will be logged in to identify which Offerers submitted proposals, but the dollar value of proposals will not be reviewed nor shared following the opening. The proposal shall cover services beginning on or about **June 1, 2022** or as agreed upon by the Contractor and the Board. The product/service will be delivered on or about **June 30, 2022** or as agreed upon by the Contractor and the Board.

The Board reserves the right to accept or reject any/all proposals received pursuant to this RFP, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the units of service; and/or to negotiate proposal terms in any way whatsoever to obtain a proposal as deemed in its best interest. The Board reserves the right to re-solicit/re-advertise as deemed necessary.

INTRODUCTION AND OVERVIEW

GHS operates as a Mental Health Authority under the provisions of Act 258 of the Michigan Public Acts of 1974, as amended. GHS intends to enter into a contract with a for-profit or non-profit entity or entities to provide **Architectural Services**. It is expected that the proposal to provide these services will be in compliance with all applicable State and Federal standards and guidelines.

GHS manages and provides, both directly and through existing contracts, a continuum of services to persons with mental health disabilities who are located within the County of Genesee. Services are directed to persons who meet the criteria found in the most recent Diagnostic and Statistical Manual of Mental Health Disorders published by the American Psychiatric Association. Priority is given to the provision of services to individuals and families with severe and persistent mental illness, children with serious emotional disturbance, persons with developmental disabilities, and persons with substance use disorders.

Managed care has created a need for GHS to more clearly define the role of and expectations for contractors from whom **Architectural Services** are purchased. The RFP establishes criteria and requirements that have been designed to cover important aspects of the products and services to be provided.

GHS has chosen to meet the challenge of managed care by managing its mental health care service delivery through evaluation and monitoring, and expecting its service providers to be solely responsible for managing its operations consistent with terms of the accepted contract. Consequently, the submitter should be aware that providers from whom GHS purchases services are expected to operate in the marketplace and be able to effectively meet the requirements for establishing and maintaining a contractual relationship with GHS.

COST LIABILITY

The Board assumes no responsibility or liability for costs by the Offeror, or any Offeror prior to the execution of a contract between the organization and the Board.

OFFEROR RESPONSIBILITIES

All inquiries concerning the content of the RFP shall be submitted to the address cited on page two of the RFP.

It is the responsibility of the Offeror to understand all details of the RFP. The Offeror, by submitting a response indicates a full understanding of all details and specifications of the RFP. Offerors are expected to present narrative statements/summaries in a clear, concise and organized manner for review.

The Offeror is solely responsible for delivery of their Proposal, as a PDF document, and emailing it to RFPpreplies@genhs.org . The email must be received on or before the date and time specified on page two of the RFP. The Contract Management Office will be the single point of contact throughout the RFP process. (It is recommended for Offerors to send a second email (with no attachments) stating that you submitted your proposal earlier.)

RFPs submitted after the deadline will not be considered and will be discarded.

All RFPs submitted by the deadline will become the property of the Board.

OTHER MATERIALS

Offerors may attach other materials believed to be relevant to illustrating the Offeror's ability to successfully provide the(se) service(s).

AWARD OF CONTRACT

It is the intent of the Board to enter into a contract with provider(s) that will emphasize administrative efficiencies, and possess the capacity, infrastructure and organizational competence to provide the requirements under this proposal.

Award recommendations are contingent upon an initial evaluation of the Offeror's qualifications to determine if the Offeror is a quality provider.

There are three types of evaluation that **may be used** to determine if an Offeror meets quality standards. The first is an evaluation of the written response to the RFP. The second involves interviewing Offeror's staff and/or regulators. The third involves interviews with Offeror's customers.

In addition to access to customers, the evaluation process must be assured of unimpeded access to employees of the Offeror. Requests for additional information, to assist the evaluators, may be submitted to the prospective Offeror in order to facilitate sampling satisfaction.

Offerors who are awarded contracts shall not assign or delegate any of their duties or obligations under the contract to any other party without written permission of the Board.

DISCLOSURE

All information in an Offeror's proposal is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act.

CONFLICT OF INTEREST

Offerors awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the Offeror, is currently an employee of the Board; nor will any such person connected to the Offeror currently be using or privy to any information regarding the Board which may constitute a conflict of interest.

At the time of the proposal, all Offerors shall disclose any known direct or indirect financial interests (including but not limited to ownership, investment interests, or any other form of remuneration) that may be present between the Offeror or its potential subcontractors, and Board personnel. This disclosure shall be made to the Boards' Chief Financial Officer who will forward the information to the CEO.

As part of the proposal, include a list of any known potential subcontractors, including the portion of work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a contract is awarded, the successful Offeror shall provide the Board with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project.

RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)

The relationship between the Board and any Offerors successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The independent contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, and servants during the performance of a contract resulting from the RFP.

NO WAIVER OF DEFAULT

The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFP shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

DISCLAIMER

All the information contained within this RFP reflects the best and most accurate information available to the Board at the time of the RFP preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFP, a supplement will be issued to all potential Offerors who obtained the original RFP.

SERVICE DESCRIPTION

BACKGROUND

Genesee Health System (GHS) received Authority status as of January 1, 2013, becoming a distinct governmental public entity separate from the County of Genesee. Funding for the service(s) described herein is enabled by a cost reimbursement contract with Region 10 Prepaid Inpatient Health Plan to manage the Concurrent 1915(b)(c) Programs, the Healthy Michigan Plan and relevant I waivers in Genesee County, Michigan and to provide a comprehensive array of specialty mental health services and supports as indicated therein. GHS also operates Genesee Community Health Center, which offers a holistic approach to physical health care for those who may otherwise go without.

The Genesee Community Health Center (GCHC) is in the midst of a growth and expansion mode. There is an immediate need for GHS/GCHC to select and retain a qualified and responsive architect firm to develop initial conceptual drawings; expanded architectural plans; mechanical, electrical, plumbing and civil engineering drawings; leading to final production drawings; developing RFQ materials and overseeing the management of the remodeling/reconstruction portion of the coming future project. Offeror's proposal shall include cost of all necessary prints/renderings/drawings required through construction and shall include modifying and producing "As Built" drawings for the owner at the project conclusion. GHS has a preference for REVIT files; all drawing files shall be turned over to the owner.

The initial project will double the existing square footage of the existing GCHC health clinic located at 2298 S. Center Road, Burton MI. This existing approximately 2,500 square foot active medical health facility includes examination rooms, waiting areas, interview rooms, clinical offices and business function areas. We anticipate there will be demolition involved, while the majority of the existing facility will remain untouched. The federal grant funding associated with this project will result in the requirement of obtaining approval to proceed from various local, state and federal agencies or organizations. The total cost of the expansion project is **approximately \$560,000.00**. Due to the dollar amount of the project, the construction phase of the project will be subject to the payment of Prevailing Wage rates.

SCOPE OF WORK

Genesee Health System is seeking proposals from qualified, licensed Architectural/Engineering firm(s) to provide professional services. The initial step in this solicitation is to evaluate the qualifications, experience and expected costs associated with the complete life cycle of planning, designing, and managing the remodeling/construction efforts to create a functional modern

medical health or dental clinic from concept through construction. The Owner reserves the right to select more than one Architectural/Engineering Firm. The Firm(s) awarded the project will be expected to provide and sign a Standard AIA Contract between Architect and Owner.

EXPERIENCE AND QUALIFICATIONS

Each Architect submitting a proposal should include, but is not limited to the following information:

- A. The name of the firm and location of all its offices, specifically indicating the principal place of business.
- B. A brief history of the firm and the range of services offered.
- C. The age of the firm, the total number of years of experience providing architectural services, and the average number of employees over the past five (5) years.
- D. Demonstrate abilities to design a building addition and tie the new structure to the existing building structure and produce a unified exterior appearance across the two structures. The additional structure must provide for the needs of a medical health practice and/or dental practice facilities. Provide thorough detail to include, but not limited to: business name; project title; total construction cost/value; project pictures; physical locations; awards, etc.
- E. A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.)
 1. Provide the education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the design, sustainability, energy efficiency, and for field supervision during the construction. Include an organization chart.
 2. Describe how the firm intends to manage their responsibilities and provide value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
 3. Propose project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.
 4. Demonstrate the experience, qualifications, and expertise of the firm with these types of projects, specifically the design services for a medical health practice. Reflect management plans, community relations, innovative ideas, technical capabilities, project experience, and ability to perform the services as reflected by workload and having adequate personnel, equipment, and facilities.

5. The plan should also clearly identify the Architect's methods for providing the following:
- Comprehensive architectural services from pre-design through construction.
 - Deliverables review and approval by the Board/Owner at various stages of project development.
 - Construction administration.
 - Analysis and consultation with the Board/Owner in the determination of the best construction delivery method for this project.
6. Indicate all firms or individuals the firm anticipates to utilize to provide engineering, interior design, acoustic engineering, lighting design and any other services required.
- F. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to the Board. For each project listed above, provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost or on a flat fee basis.
- G. Provide names of at least three (3) clients who may be contacted, including at least two (2) for whom medical health facilities and/or dental health facilities, or of a similar size and nature, having been designed in the past seven (7) years.
- H. Indicate the present level of professional liability and other insurance coverage for the firm.
- I. Include drawings of floor plans of similar type projects the firm has designed, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, other benefits, etc.
- J. Declare the accessibility of the Architect personnel to the Board, beginning on or about June 1, 2022 and moving forward over the next 3, 6, and 9 months.
- K. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past ten (10) years.
- L. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- M. Provide any other pertinent information regarding qualifications and performance data requested by the Board.
- N. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Michigan and meet all the

requirements and qualifications described herein. The Board reserves the right to request additional information which, in the Board's opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

- O. Provide a list of projects currently under contract.
- P. Offeror shall describe its ability to create CAD drawings. REVID files are preferred.

EVALUATION CRITERIA AND SELECTION

The Board will evaluate each RFP submitted based on responsiveness to the Board's needs. The Board will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. The award of contract, if made, will be the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

1. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
2. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
3. Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
4. Experience, qualifications, and ability to perform medical health design and construction services.
5. Personnel accessibility of architectural firm to the Board.
6. Experience with the various delivery methods of construction.
7. Costs, durability, energy efficiency, and other benefits of prior medical health practice designs.
8. Interview presentation. (May be requested)

INTERVIEWS

The Board may take an additional step and interview Architect firms evaluated as being professionally and technically qualified. The purpose of the interview would be to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided to the

Board. Interviews would also provide an opportunity for the board to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the interview.

II. OFFEROR CRITERIA AND RESPONSE REQUIREMENTS

The Offeror shall be responsible for preparing an effective, clear, and concise proposal. Proposals must contain the following information:

A. Service Delivery System

1. Provide a complete response to each section contained within the Service Description section, and specifically, the **EXPERIENCE AND QUALIFICATIONS** section **questions A through P** and including responses to any and all sub-questions contained within. Label your responses accordingly.

B. Legal Structure and Financial Viability

1. The Offeror shall submit documentation and proof of entity (e.g. IRS 501(c) 3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception;
2. The Offeror shall include the names, addresses, and title or representation of all owners or controlling parties of the organization, whether they are individuals, partnerships, corporate bodies, or subdivisions of the bodies;
3. The Offeror shall attach a certificate of professional liability (errors and omissions) in a sum of not less than \$1 Million per claim and \$1 Million annual aggregate; and,
4. The Offeror shall attach a certificate of general liability insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1 Million per occurrence and \$1 Million annual aggregate.

C. Rate Submission for Products and Services to be provided

Offeror shall present their total cost of the architectural/engineering products/services associated with the designated remodeling of an existing business building and repurposing the facility to provide for the needs of a medical health clinic or dental practice facility. Rates are best represented as a percentage cost of the final construction project or identified as a flat rate fee.

GENESEE HEALTH SYSTEM

**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES**

III. OFFEROR COVER SHEET

Offeror Information

Name of Organization:

Address:

Authorized Representative:

Title:

Telephone Number:

Fax Number:

Person(s) to Contact:

- 1. For Board representative to ask questions regarding the contents of the packet:*

Title:

Telephone Number:

E-Mail Address:

Program Services Included in the Proposal:

ARCHITECTURAL SERVICES

IV. TIME REQUIREMENTS

The following is the calendar of events related to this RFP:

<u>EVENT</u>	<u>FIRM DATES</u>
Issue RFP	April 10, 2022
Email statement of interest <u>prior to</u> RFPreplies@genhs.org	April 18, 2022 Noon
Question accepted until Send to RFPreplies@genhs.org	April 18, 2022 by Noon
Release Q & A Addendum	April 19, 2022 by 5:00 P.M.
<i>Deadline</i> for Final Submission of PDF file, of Proposal, by email to RFPreplies@genhs.org	April 27, 2022 @ 3:00 P.M.
Opening	April 27, 2022 @ 3:30 P.M.
Award (Tentatively)	June 1, 2022
Delivery Due By:	June 30, 2022

V. PRELIMINARY DESIGN / SCHEMATIC DESIGN

Posted on GHS website as an attachment
<https://www.genhs.org/News/RFP-Opportunities>