



Compassion Health Care, Inc.
PO Box 1448
Yanceyville, NC 27379
(336) 694-9331

Request for Proposal

PRELIMINARY ARCHITECTURAL REPORT – EXISTING CONSTRUCTION

1. General Information

A. Purpose: Compassion Health Care, Inc. (CHC) is issuing this Request for Proposal (RFP) to establish a contract through competitive negotiation for professional architectural services to complete a Preliminary Architectural Report (PAR) for commercial property located at 250 W Kings Hwy, Eden, NC 27288, hereafter referred to as 'the Kings Hwy property'.

B. Background Information: CHC is a federal qualified community health center (FQHC) that has provided healthcare services to residents of Caswell and Rockingham County, NC since 1978. The organization is based in Yanceyville, NC, and opened a second location in Eden, NC in 2019. CHC currently leases space for the Eden operation and has started the due-diligence process related to purchasing the Kings Hwy property, which will serve as the CHC's Eden operation's new and permanent home.

The Kings Hwy property is currently occupied by a medical practice that intends to vacate the property in the fall of 2022.

CHC is exploring financing the property through the United States Department of Agriculture (USDA), Office of Rural Development. USDA is requiring CHC to submit a PAR completed by a licensed architect as part of that financing process.

C. Project Organization: CHC's Contract Administrator for the contract awarded by this RFP will be CHC's Chief Executive Officer (CEO). The CEO will be the single point of contact for all issues arising from the execution of a contract for this RFP and will be the final decision authority on all aspects of the project.

2. Scope of Work: Complete a Preliminary Architectural Report based on the template included as attachment to this RFP. The template has been provided by USDA and is recognized to include elements that would only be relevant to new construction. Those specific elements may be omitted; however, to the template should be followed to the greatest extent possible.

Proposers should be prepared to begin services defined by this RFP as soon as possible.

Email: info@compassionhealthcare.org | Web: compassionhealthcare.org

Facebook: [@CaswellMedical](https://www.facebook.com/CaswellMedical) [@JamesAustinHealthCenter](https://www.facebook.com/JamesAustinHealthCenter)

3. Technical Requirements:

- A. The contractor shall have the organization, human and technical resources in-house to perform the tasks listed above in an expeditious and economical manner consistent with the interests of CHC.
- B. Contractor will be expected to plan, program, administer, manage and execute its scope of work in accordance with all federal, state, local laws and regulations including but not limited to, applicable building codes and the Americans with Disabilities Act.
- C. The Contractor shall have the necessary licenses and authorizations to perform work in the State of North Carolina.
- D. The Contractor will be required to complete a Conflict of Interest Disclosure Affidavit affirming that the Contractor has no conflict of interest with any of the organizations or personnel of the design or construction teams.
- E. Subcontracting of services identified in this RFP or subcontracting of specialty consultants may be permitted only with the written authorization of CHC's Contract Administrator.
- F. Prior to the Contractor gaining access to the proprietary information in performing services for CHC, the Contractor must agree to protect the information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than which it was furnished by CHC.
- G. The Contractor, at its own cost, shall furnish and maintain all necessary personal protective safety equipment as required for the type of work in accordance with Occupational Safety and Health Administration (OSHA) and the Contractor's Safety Program.
- H. The Contractor will supply its own transportation and properly insured vehicles.
- I. Time is of the essence for this project. If a Contractor fails to respond to reasonable requirements of the Contract Administrator, the Contractor may be removed from consideration for the project and for future projects, and/or any existing contract may be terminated.

4. Procurement Timeline: The following dates are proposed by CHC; however, the dates and times may be changed as the needs of CHC change. Those who have submitted an Intent to Bid as outlined below will be notified of any date and time changes. All times listed are Eastern Standard Time (EST).

RFP Issued	12/01/2022	
Intent to Bid	12/09/2022 no later than 5:00PM EST	Contractor to send notice of intent to bid, including company name, contact name, direct phone and e-mail to wcrumpton@compassionhealthcare.org . Failure to notify CHC of the intent to bid

		will preclude your Firm from receiving addendums, schedule changes and pertinent information related to this RFP.
Vendor Questions	12/15/2022 no later than 3:00PM EST.	Any questions regarding this RFP, technical requirements, general conditions, etc., should be directed BY EMAIL ONLY to wcrumpton@compassionhealthcare.org .
CHC Response to Vendor Questions	12/19/2022 by 5:00PM EST.	Questions and clarifications will be addressed and forwarded to all proposers who have submitted an intent to bid to assure consistency in the proposal process.
Proposals Due	12/21/2022 by 5:00PM EST.	Proposals due BY EMAIL ONLY to wcrumpton@compassionhealthcare.org . No late responses will be accepted. Each respondent is solely responsible for the timely delivery of its response. Failure to meet the RFP response due date and time deadline will result in automatic rejection of the response. Contractor is advised to keep proof of date and time of sent email. Should Contractor encounter difficulties with delivery of response, it may contact wcrumpton@compassionhealthcare.org . <i>Proof of date and time of failed attempt will be required.</i>
Short-listed vendors notified (and invitation to interview as determined necessary by CHC)	12/22/2022 by 5:00PM.	
Interviews Scheduled	01/04/2023, times TBD	Because the notification window is short, contractors are advised to hold interview times on their schedules. Interviews may be conducted in person virtually using Zoom, depending on the need as identified by CHC.
Best and Final Offer	01/09/2022	Clarifications and, if necessary, requests for Best and Final Offer
Contracting	01/11/2022	
Performance Period Starts	01/12/2022	

5. Administrative Information:

A. The contract, including insurance requirements, to be provided by CHC is

expected be similar and in line with industry standard contracting terms and format.

- B. CHC intends to select one (1) Contractor to provide the services requested by this RFP.
- C. All bidders are expected to examine the scope of work, the site and all instructions. It is incumbent upon each bidder to carefully examine these requirements, terms and conditions including all attachments, exhibits, and documents incorporated by reference. Before submitting a proposal, bidders are solely responsible to make all investigations and examinations necessary to ascertain conditions and requirements affecting the full performance of the contract and to verify any representation made by CHC upon which it may rely. Failure to do so will be at the bidder's risk. By submitting a proposal, each bidder represents:
 - 1. Has read and understands this Request for Proposal;
 - 2. The proposal is made in accordance with the requirements of this RFP; and
 - 3. Familiar with the local conditions and requirements under which the proposed services must be performed.
- D. Proposals must be signed by a person authorized to bind the Contractor to its provisions for the period identified herein. Prices identified herein shall be states as "not to exceed" amounts unless otherwise specified and shall be good for the full term of the Contract. Any proposed price adjustment for potential escalation should be either specifically identified as 'included' or specifically identified, including the percent or amount of adjustment. **In no instance shall pricing be increased without an expressed written document signed by both parties.** If surcharges or increases of any type are to apply during the term of the contract, the amount and the basis of that surcharge or increase are to be specifically stated within the proposed bid.
- E. Proposals must be e-mailed **only** to wcrumpton@compassionhealthcare.org by the due date specified, with the subject line "Owners Representative Proposal". There will be no formal bid opening.
- F. CHC reserves the right to check both references offered in the response and also any other references, regardless of the source. CHC will be the sole judge of the completeness of all information requested and submitted by respondents.
- G. CHC reserves the right to make all decisions regarding this procurement, including, without limitation, the right to decide whether a response does or does not substantially comply with RFP requirements or bidding procedures and requirements.
- H. CHC reserves the right to reject any and/or all proposals, to further negotiate with the successful Contractor, to waive informalities and minor irregularities in proposals received, to accept any portion of the proposal if deemed to be in the

best interest of CHC to do so, to seek clarification through oral discussions, site visits or inquiries about the contractor's experience with similar projects, to request a Best and Final Offer, and to cancel this project at any time prior to the signing of a contract. This RFP does not represent a guarantee of any contract utilization.

- I. **Award of the contract related to this RFP is not based solely on low bid.** A contractor will be selected based upon the contractor's experience and expertise with similar projects, the ability of the contractor to best fulfill CHC's needs and to provide value added services, the ability to complete the project in a timely manner, the completeness of their submittal, and the ability of the contractor to meet the needs of CHC. This determination will be made solely by CHC based on the criteria listed below:
 1. 40% - Cost;
 2. 10% - Contractor's experience and references;
 3. 10% - Experience of key personnel designated to this project;
 4. 30% - Ability of Contractor to meet CHC needs; and
 5. 10% - Interviews.
- J. If clarifications to Proposals are required, CHC may, at its option, request a Best and Final Offer from finalist contractors. Such request will indicate specific areas of Contractor's proposal that are in question and include specific response instructions. CHC will re-score any revised proposals submitted using the original criteria and scoring before making a final decision.
- K. The issuance of this RFP and the receipt and evaluations of proposals does not obligate CHC to award a contract. CHC will not be liable for costs incurred by the respondent in preparation, delivery and/or presentation of their response. This procurement may be cancelled at any time by CHC prior to the execution of a contract without any liability to CHC.
- L. Contractor shall operate within all governing laws at all times.
- M. CHC reserves the right to enforce the performance of the Contract in any manner prescribed by law or deemed to be in the best interest of CHC in the event of breach or default by the Contractor.
- N. This RFP is CHC's good faith effort to detail its requirements for qualified contractors to provide proposals for the services described herein. Responses should be prepared simply and contain a concise description of the proposer's ability to satisfy the requirements of this RFP.
- O. Proposers may amend or withdraw a proposal any time prior to the time and date established for submission of proposals.

6. Proposal Format: Contractor's proposal is expected to consist of the following:

- A.** Cover letter introducing your company;
- B.** Required Company Data, including:
 - 1. Company Name;
 - 2. Contact Name;
 - 3. Company Address;
 - 4. Phone Number;
 - 5. Tax ID Number;
 - 6. Number of Years in Business;
 - 7. Contact Email Address;
 - 8. Website address/URL;
 - 9. Name of the individual who would be “Contractor Representative” on any awarded contract; and
 - 10. Name and title of person legally authorized to bind Contractor/sign contract.
- C.** Business references: List a minimum of three current business references you have recently provided similar services to, including:
 - 1. Business Name;
 - 2. Address;
 - 3. Contact Name;
 - 4. Contact Direct Phone Number;
 - 5. Contact Email;
 - 6. Scope of Project (Square Foot and/or Dollar Amount of Contract as appropriate); and
 - 7. Date Contracted/Date Completed.
- D.** Provide, at a minimum, each of the following:
 - 1. Succinct description of value adding services you understand CHC to desire;
 - 2. Brief background of your organization/business;

3. Description of your business's mission and basic philosophies;
4. Company organizational chart with names, titles and responsibilities;
5. Description of projects the business typically performs;
6. Description of the business/s knowledge and experience base;
7. Description of the business' philosophical approach to the provision of services as sought by this RFP;
8. Overview of the business' innovative and technological resources;
9. Description of the organization's experience doing work similar as to what is described by this RFP;
10. Resume; and
11. At least Three (3) but no more than Six (6) references for project of similar size and scope.

E. Pricing Format: Please list pricing per the detail requested below.

1. On a separate page, provide itemized list of all services proposed for the project scope. Be specific about what role or service your firm would provide for each item you propose, i.e., 'manage x process', 'facilitate meetings re x', 'coordinate work of x and x', etc.
2. Provide your best estimate of professional/staff hours anticipated to provide proposed scope, based on your experience with projects of similar size and structure.
3. Provide the maximum full burdened labor rate for each labor category proposed.
4. Itemize additional expenses, including documentation and reimbursable costs anticipated to be associated with managing the project.
5. The following is a recommended format:

Category/Item	Total Proposed Cost	Total Hours Proposed
Fully burdened Hourly Professional/Staffing Costs (Itemized)		
- <Position title>...		
- <Position title>...		
Additional Fully Burdened Costs		

Proposed (Itemized)		
- ...		
- ...		
- ...		

6. All bidders are to attach the following declaration to their signed proposal before returning: “The undersigned declares that they have carefully examined the RFP, the site, and all provided documentation for the bidding of services for Compassion Health Care, Inc. Signature below acknowledges understanding of and ability to comply with all items in the bid proposal. If there are any differences concerning the specifications, those differences will be resolved in favor of Compassion Health Care, Inc.”.

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

I GENERAL. The following may be used as a guide for preparation of the Preliminary Architectural Feasibility Report as required for RD financed facilities.

A Need for the facility.

B Existing facilities. Describe - include condition, adequacy, suitability for continued use and other pertinent information.

C Proposed facility. General description of proposed facility including design criteria adopted for continued use and other pertinent information. (*square footage of facility, number of stories, construction type, etc*)

D Building sites.

- 1 Amount of land required.
- 2 Location - Alternate locations.
- 3 Site plan.
- 4 Site suitability.

E Cost estimate.

- 1 Development and construction.
- 2 Land and rights.
- 3 Legal.
- 4 Architect fees.
- 5 Interest.
- 6 Equipment.
- 7 Contingencies.
- 8 Refinancing.
- 9 Other (*Environmental Study Fees, Third Party Feasibility, Appraisal, Third Party Inspectors, Consultant Fees, etc.*)

PN

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F Annual operating budget.

1 Income - Include rate schedule. Project income realistically.

2 Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.

G Maps, drawings, sketches, and photographs.

1 Maps - Show locations, boundaries, elevations, population distribution, existing and proposed facility, right-of-way, and land ownership.

2 Drawings and sketches - Show preliminary design and layout elevations.

3 Photographs - As needed.

H Construction problems. Discuss in detail - Include information on items which may affect the cost of construction.

I Conclusions and recommendations. Discuss possible alternatives to proposed plans.