

REQUEST FOR PROPOSALS
COMMUNITY HEALTH CONNECTIONS PROJECT
275 NICHOLS ROAD
FITCHBURG, MA 01420

ARCHITECTURAL SERVICES
DATED FEBRUARY 28, 2010

I. PROJECT DESCRIPTION.

Community Health Connections, Inc. (CHC) requests proposals for Architectural services. The preliminary deadline for submission of proposals is **March 22, 2010**, subject to modification as set forth below under “Selection Process.”

CHC has been awarded a Grant from the United States Department of Health and Human Services (HHS) as submitted under HRSA-10-029: Facility Investment Program, American Recovery and Reinvestment Act of 2009, as stated in the Notice of Grant Award dated 10-19-09 Grant Number C80CS16946, Activity Code C80. The Project site is within the campus of Health Alliance Hospital Inc. (HAH) off of Mechanic Street and Nichols Road in Fitchburg, Mass.

The anticipated total cost for the Project is approximately \$16,746,755. The HRSA Grant amount is \$10,732,754 equaling approximately 64% of the total Project cost.

The Project construction and renovation will consist of two stages. The first stage of the Project is the construction of a new two-story building with 23,250 square feet per floor. This building will have 32 examination rooms, 13 offices, 3 treatment rooms, an adult and a pediatric waiting room, a medical record file room, public restrooms, utility rooms, two nurses’ stations, two mental health-counseling rooms and a telephone room. There will also be a dental wing with 13 dental operatories. The second stage of the Project is the renovation to 20,100 square feet of an existing building to accommodate CHC’s behavioral health, pharmacy, and administrative and support functions.

CHC has a strong interest in making the building and building process as “green” as possible utilizing new technologies and energy saving building products and systems. The Project includes Geothermal Heating and Air Conditioning and the building design is to follow both the Green Guide to Healthcare and LEED Guidelines.

CHC provides the following Estimated Schedule for the Project:

Site Design and Acquisition	February - March
Project Manager Selection	March
Architectural Firm Selection	March
Engineering Selection	April

Design Development	April
Construction Documents	May
Advertising and Award	February through June
Start of Construction	May/June 2010
Completion On or Before	June/July 2011

II. SCOPE OF SERVICES.

The Architect shall perform the functions as described below together with any additional as required for the completion of the Project Plans and Specifications required for the construction of the building indicated from Initial Concept to Completion and Occupancy.

Review of Master Plan for Entire Parcel including land of HealthAlliance Hospital Inc.

Review Conceptual Development Plan prepared for CHC.

Prepare a Plan(s) indicating the Program Locations, Space Requirements and Conceptual Layout.

Review of Plans prepared by and Coordination with Traffic and a Civil Engineering Firm.

Prepare Outline Specifications, Building Elevations and Typical Sections and Details as needed for Construction Cost Estimating

Prepare Demolition Plan for Professional Office Building.

Complete Architectural, MEP Including Geothermal System Design, and Interior Design.

Development of Plan for Project Implementation and Phasing.

Inclusion of a high level of User involvement in the design process.

Meetings with HAH Architect during Conceptual Design.

Meetings with HAH Architect and MEP Professionals during detailed design.

Collaboratively work with selected Project Manager as part of the Design Team.

Collaboratively work with HAH and CHC Director of Facilities, HAH Architect and CHC Project Manager to address matters affecting the campus as a whole.

Provide all certifications required by HRSA.

Applicants for Architect are invited to submit detailed itemization of services to be rendered in connection with each phase of the Project and to submit conceptual drawings. Applicants for Architect are also asked to state their recommended AIA Form of Contract.

III. MINIMUM PROPOSAL REQUIREMENTS:

Each proposal must include statements as to the following items and in the following order:

(1) Fee Structure:

Detailed Fee Structure for each phase of the Project:

- Pre-Construction
- Construction
- Construction close-out and Certification

Identify and quantify all reimbursable costs and proposed compensation during all Project phases.

Provide an estimated range for total services and indicate whether applicant is willing to agree to a total maximum price for services.

Note that under 45 CFR 74.44(c), “The “cost-plus-a-percentage-of-cost” or “percentage of construction cost” methods of contracting shall not be used.”

(2) Experience:

Identify the partners or principals in your firm that would be actively involved in the Project; indicating the availability of each primary team member for the duration of the Project. Indicate the estimated percentage of time each primary team member will be working on this Project. Provide resume and experience for each team member.

List similar projects completed in the past 5 years with the staff and project team members including consultants utilized on the project. Include a short description of each of the listed projects.

List of owners’ references; bank references and professional references.

Indicate how your firm’s relevant project experience demonstrates a history of success when comparing order of magnitude estimates developed during pre-design and schematic design with detailed design estimates, contract amounts and actual total cost with changes.

Describe your experience with green technologies and design. If you lack such experience, suggest consultants that would be useful to this aspect of the Project.

(3) Schedule:

Provide an estimated schedule and sequence for the scope of work indicated.

(4) Financial Information/Bid Guarantee and Bonding.

Provide a recent financial statement and bank references.

Provide a statement as to whether applicant will comply with the following requirements if CHC does not obtain the consent of HHS to use of CHC's standard Bonding Policy, Inspection and Payment Procedures. 45 CFR 74.48(c) requires (unless HHS makes a determination that the Federal Government's interest is adequately protected by the bonding policy and requirements of the award recipient) the following for contracts or subcontracts over \$100,000:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

(4) Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

(5) Compliance with HHS and CHC General Policies

(a) HHS Grants Policy Statement:

CHC and all those contracted by CHC are required to conform to HHS Grants Policy Statement dated January 1, 2007, available on line at <https://hrsa.gov/grantspolicystatement.pdf/>, and to provisions of 45 Code of Federal regulations Part 74. HHS Grant Policy, Part II: Terms and Conditions of HHS Grant Awards include, but are not limited to: Davis Bacon Wage Requirements, Requirements for Using Small Businesses, Minority-Owned Firms, and Women-Owned Businesses. CHC contracts with the successful bidder and any subcontractors of the successful bidder are required to include in its contract provisions of 45 CFR Part 74, Appendix A, including "The Equal Employment Opportunity Clause"; a provision for compliance with the Copeland "Anti-Kickback" Act; a provision for compliance with the Davis-Bacon Act; a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act; a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act; and

certifications required by the Byrd Anti-Lobbying Amendment. Certain contracts shall not be made to parties listed on the nonprocurement portion of the General Services Administration's "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." (See 45 CFR part 76.). Provide a statement as to whether or not applicant will comply with these policies.

(b) CHC Smoke Free Policy

HAH Inc. Campus is Smoke Free Inside and Out. All employees of CHC or any of its contractors, suppliers or vendors shall conform to the requirements of HAH Inc. and CHC Policies. Provide a statement as to whether or not applicant will comply with these policies.

(c) Conflict of Interest

Please indicate whether your firm or any affiliates are employees or directors or perform services for CHC.

Please indicate whether your firm or any affiliates are employees or directors or perform services for HAH.

Please indicate whether you agree to comply with the following policy regarding conflicts of interest:

- Any person who fails to disclose any material relationship or conflict of interest may be immediately terminated by CHC without further compensation.
- No person or firm or affiliate providing project management services for the Project may provide any other services or materials for the Project.
- No person or firm or affiliate providing architectural or engineering services for the Project may provide construction services or materials for the Project.
- For purposes of this section, "affiliate" means any owner, director, officer, employee or any member of such person's immediate family.
- Please disclose any other matters that may be a conflict of interest in performing services for CHC.

(6) Additional Information:

Provide additional information as your firm deems appropriate.

Number of Copies to be submitted: Original and 5 copies. To Pierre Primeau, VP Facilities, CHC, 275 Nichols Road, Fitchburg, MA, 01420.

IV. SELECTION PROCESS.

CHC will review the proposals submitted regarding qualifications, relevant projects, interest, design ideas, and thoroughness of submission and will determine, at its sole discretion, firms to be invited to make a presentation to CHC selection team after which a selection will be forthcoming. In compliance with 45 CFR 74.43, "Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered." CHC reserves the right to make its selection in its sole discretion, to reject any and all proposals not deemed to be in the best interest of CHC or the Project, to extend the application deadline, to solicit additional proposals and to negotiate changes in terms of proposals. CHC will not be responsible for any costs incurred by applicant in responding to the request for proposals. Selection will be subject to execution of a final contact in form and substance satisfactory to CHC in its sole discretion. All contracts will be subject to termination at the determination of CHC. CHC will have the right to use all work performed through the date of termination of any contract.

CHC will make its final selection and will require a binding bid shortly after completion of the interview process.

Information Meeting for Applicants

The final deadline for submission of proposals will be, March 22, 2010. Questions may be submitted in advance of the deadline to dcasavant@chcfhc.org or to 978-878-8580. Responses will be posted within 24 hours at chcfhc.org.