Request for Qualifications for Architectural Design Services

For
Renovation of Crisis and Assessment Center
(309 Crutchfield St, Durham, NC 27704)

RFQ 17-002

NOTE:
Alliance Behavioral Healthcare reserves the right to reject any and all RFQ submittals or any portions thereof, or select the RFQ submittal which in its opinion, are in the best interest of Alliance. Alliance Behavioral Healthcare reserves the right to award this RFQ or to not award this RFQ.

Alliance reserves the right to cancel, issue amendments or modify this RFQ to correct any errors or to clarify requirements. Any changes will be posted on our website http://www.alliancebhc.org

Copies of all postings will be emailed directly to anyone who registers with Alliance. To register, please send an email to admcontracts@alliancebhc.org with your name and contact information.
Pursuant to General Statutes of North Carolina, Section 143-64.31, as amended, subject to the conditions and specifications herein, Firms are invited to submit Request for Qualifications for Architectural Design Services.

Responses to Request for Proposal will be received by the Alliance Behavioral Healthcare until 5:00 p.m. EST Wednesday, November 9th, 2016.
Responses shall be submitted to: admcontracts@alliancebhc.org

Introduction

Alliance Behavioral Healthcare, a public entity existing under the laws of NC General Statute 122C, serves as a Managed Care Organization for the management of publicly-funded mental health, intellectual/development disabilities and substance use services for people living in behavioral healthcare services for individuals living in Wake, Durham Johnston and Cumberland Counties.

Project Summary

Alliance is seeking qualifications from professional firms/teams to provide architectural design services for the renovation of its Crisis Center in Durham. The overall renovation outcome is to provide:

1. Increase visibility (treatment area for staff to see consumers)
2. Expand space for Lincoln Community Health Services
3. Remodel bathrooms for safety, ADA and anti-ligature standards
4. Reconfigured the quiet room in order to receive consumers
5. Reconfigure the dining hall area to make room for triage area and police lockers
6. Kitchen to receive face-lift and minor repairs to the kitchen area

The project site is located at 309 Crutchfield St, Durham, NC 27704. It is approximately a 26,280 square foot building. The site has been previously known as the Durham Crisis Center (DCA) and is now referred to as the Recovery Response Center (RRC). The site is used as a crisis and assessment inpatient treatment center providing services to individuals experiencing both mental health and substance abuse related crisis serving adults. This facility is operational 24 hours a day/7 days a week.

This is a Durham County owned building, leased by Alliance, and managed by Recovery Innovations, an Alliance In-Network service provider. Alliance has the County’s consent to proceed with the management of this renovation. All associated costs will be paid direct by Alliance. This building will be occupied during the renovation, and construction phasing will be required. This building received performance contracting in 2013, and all electrical was retrofitted, plumbing and HVAC controls updated; this work is not to be disturbed during the project.

The budget of 2 million is a maximum amount set for the project, and includes all design, professional services, construction costs, administration costs, contingencies and all other costs associated with the project.

Scope of Services

The Architect is to provide architectural design, engineering, construction administration, and inspection services for the renovation of a Facility Based Crisis Center.

The architectural firm will need to work with all stakeholders involved. The project scope and services shall include, but are not necessarily limited to the following:

- Architectural Design Services
- Preparation of bid list
- Preparation of Construction and other bidding documents for the project to be sent to construction firms and posted per NC Statutes
- Construction Bidding Phase Assistance
- Review of bids received and assist with selection and award of construction firm.
- Construction Administration to include meeting facilitation and regular site observations of the contractor and subcontractors during the construction phase
- Cost estimating
- Provide complete design services under his/her contract including plumbing, mechanical, electrical, heating, ventilation and air conditioning engineering services plus any other necessary sub-contract services
- Sign offs on construction to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed
- Obtaining approvals of governmental agencies having jurisdiction over the project, i.e., County Fire Marshal inspections, Durham City/County and the State of North Carolina building and zoning codes plus all other applicable federal, state and local laws and regulations
- Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
- Project close-out, including warranty phase administration

It is Alliance’s intention to hire a construction management consultant (CM). The consultant will serve as Alliance’s single point of contact to the Architect, General Contractor and Alliance Tenants, and will represent Alliance’s interest during the renovation project.

**Content of Response**

The Respondent shall submit the following required information/documents with sufficient depth and breadth necessary to substantiate his/her competence and qualifications. Failure to provide the required information may result in rejection of the submittal. Unnecessarily elaborate brochures, art work, expensive paper, bindings, visual and presentation materials, beyond that sufficient to present a complete and effective response to this RFQ is not desired. Proposals, less attachments, shall be limited to fifteen (15) double-sided pages or less. Proposers shall address the following by conforming to the order and numbering system used below:

1. **Introductory Letter:** An informative, narrative letter pertinent to your firm’s capabilities and services, and additional information as noted below.
   a. Respondent must be fully licensed and certified for the type of work to be performed in the State of North Carolina.
   b. Have the financial ability to undertake the work and assume the liability

3. **Experience of Firm and References:**
   a. Firm name, address, telephone number, and contact person and NC License number.
   b. Firm biography, profile and current workload.
   c. Listings and detailed descriptions of similar projects successfully completed by the firm during the past three (3) years. Include the name and telephone number of a contact person for each client who can verify the information provided.
   d. Provide demonstrated experience with governmental renovation projects, Division of Health Service Regulation (DHSR) requirements and inspection process in regional area to stated project.
   e. Provide list of proposed Engineers or others (to work under Architectural Design Firm)

4. **Additional Information:**
   a. Explanation of approach to a project of this nature (phasing for crisis center)
   b. Provide information on your fee structure based on the scope
   c. Include hourly rates for personnel and others proposed in whole or part to the work
   d. Provide an example of an itemized bill for services rendered
   e. Familiarity and experience with local commercial building codes, County Fire Marshal requirements, and planning department processes
   f. Provide Conflict of Interest statement
   g. Provide Equal Employment Opportunity statement
   h. Provide Minority and Women-Owned Businesses information (if applicable)

5. **Proposed Schedule:** A proposed time schedule for this project. Project must be completed in a timely manner and within a reasonable time period.
6. **Insurance Requirements:** Provide a copy of a certificate of insurance which identifies current levels of insurance in areas of general liability, automobile liability, workers compensation and professional liability.

7. **Non-Collusion Affidavit:** The Non-Collusion Affidavit-Attachment A must be properly executed and submitted.

**Submittal Instructions**
Firms/individuals interested in being considered for providing the specified services shall submit electronically to admcontracts@alliancebhc.org. All submissions shall be in Adobe pdf format version, readable by MS Office computers and file names.

**Responses shall be labeled in Subject Line and in Introductory Letter as:**
RFP# 17-002 Request for Qualifications for Architectural Design Services-DCA

**General Comments**
All qualifications responses, inquiries or correspondence relating to this RFQ will become the property of Alliance when received and will not be returned. Alliance reserves the right to reject any and all responses, or any portions thereof, or select responses which, in its opinion, are in the best interest of Alliance. Alliance reserves the right to award a contract(s) as it deems will best serve its interest. Respondents are requested to refrain from contact with the Selection Committee members, with the exception of written communication described in this RFQ.

Alliance reserves the right to approve all personnel working on Alliance projects. Key professional staff may not be removed, reassigned or replaced without prior approval from Alliance.

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions may be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Respondents acknowledge that Alliance reserves the right to reconsider any submittal at any phase of this procurement process. Alliance also reserves the right to meet with select Respondents at any time to gather additional information.

Submittals will be received by Alliance at the time and in the manner designated in this document. At that point, Alliance will close the receipt of submittals and begin the evaluation process. The only information that will be released will be the names of the respondents. No other information will be disclosed, except as required by the evaluation process, until a firm is selected and a contract is awarded.

Alliance will not be held responsible for the failure of any email delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Respondents’ responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Submittals received by hand deliver, telephone, telegraph, or facsimile will not be accepted. (3) Alliance Behavioral Healthcare reserves the right to reject any and all submittals or any portions thereof.

**Submittals must be received on or before 5:00 p.m. EST, Wednesday, November 9th, 2016. All submittals received after the noted deadline will not be considered and will be returned to the Respondent.**

**Conflict of Interest**
By submission of a response, the Respondent agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire an interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Respondent’s services, or (2) will not benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Alliance Behavioral Healthcare.
Minority and Women-Owned Businesses
Alliance encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification’s package.

Selection Process
Alliance intends to ensure that all technically qualified firms are provided the opportunity to be considered for providing professional Architectural Design Services. The firm that is most qualified to conduct this scope of work and meet the needs of Alliance will be selected. The RFQ proposals will be evaluated by the Architectural Design Services Selection Committee. Preliminary design or final solution in your response is not required. The Committee will make a selection based on the firm’s level of interest, competence, qualifications and expertise for the project. Prior to selection, Alliance may request interview or oral presentations.
The Non-Collusion Affidavit

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___________________________________________________________, being first duly sworn, deposes and says that:

1. He/She is the __________________ of ________________________________, the bidder that has submitted the attached bid;

2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said bidder nor any of its officers, partners, owners agents, representatives, employees, parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price of any other bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against Alliance Behavioral Healthcare or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

___________________________________
Title

State of North Carolina
County of: _______________

Subscribed and sworn before me,
this _____ day of _____________, 20__.  

______________________________________ (SEAL)
Notary Public
My commission expires: __________________