REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES FOR A HEALTH CARE CENTER ADDITION

February 18, 2022
NEVADA HEALTH CENTERS REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES  
FOR A HEALTH CARE CENTER ADDITION

Nevada Health Centers (NVHC) is 501c3 non-profit organization. We are Nevada’s largest Federally Qualified Health Center (FQHC) and Nevada’s primary provider of healthcare services to uninsured/underinsured, economically disadvantaged and geographically isolated children and adults.

NVHC invites the submittal of responses to this RFQ from qualified firms interested in providing architectural services in connection with the planning and completion of an addition to our existing facility in Carson City, Nevada. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

NVHC will receive responses to this RFQ at the offices of Stacey Giomi, Director of Facilities, 3325 Research Way, Carson City, NV 89706 until 3:00 pm on March 14, 2022. The Request for Qualifications document may be obtained in the following manners:
- Downloaded from the NVHC website: www.nvhealthcenters.org/Bids
- Requested via email to: sgiomi@nvhealthcenters.org
- Requested via phone call to: 775.888.6661

Request for Qualifications documents may be sent via U.S. mail at the requester options, however, NVHC is not responsible to ensure timely delivery of mailed Request for Qualification documents.

Receipt of responses does not bind NVHC to any contract for said services, nor does it guarantee that a contract for the Project will be awarded.
I. PURPOSE OF RFQ

Nevada Health Centers invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with a 12,000 sq. ft. (+/-) addition to our existing Carson City health center and administrative headquarters as herein outlined. The existing facility is located at 3325 Research Way, Carson City, NV 89706.

II. OBJECTIVES

NVHC proposes to retain a highly qualified, capable firm(s) to act as the Architect during the entirety of the Project for a fixed price. Those firm(s) who participate in this RFQ process are sometimes referred to as “Respondents” and “Architects.” NVHC will give prime consideration to the Architect with significant, current experience in the development, design, and construction of health centers and/or with significant & current experience working within the Carson City/Reno region. NVHC reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

III. SCOPE OF WORK

The selected Architect(s) will be required to perform architectural and engineering services as outlined below and to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed. Upon selection of a Respondent with whom negotiations will proceed, a specific Scope of Work will be developed. NVHC anticipates a contract that will include programming, design, production of computer-generated renderings, submission of a complete set of construction plans, obtaining a construction permit, and construction monitoring to ensure contractor compliance with the developed plan. NVHC reserves the right to include additional project elements in the initial or subsequent professional services agreements, as NVHC may (in its sole discretion) deem appropriate. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, NVHC reserves the right to approve proposed sub-consultants that will be associated with the Project.

The general scope of the project includes a 12,000 to 13,000 square foot addition (+/-) that will include the following elements.

A. Two-story structure
B. Relocation of existing pharmacy and expansion in pharmacy size and layout
C. Addition of a dental treatment suite with provision for panoramic x-ray and dental laboratory
D. Addition of a podiatry suite with provisions for a procedure room
E. Relocation and expansion of a patient check-out receptionists area
F. Addition of a dedicate suite for the provision of telehealth services
G. General office space, storage, and circulatory space as required.
IV. PROJECT FUNDING

This project is partially funded by a grant from the U.S. Department of Health and Human Services Health Resources Service Administration. Additional funding is to be provided through state and federal grants as well as donations from local non-profit organizations. The selected firm will be required to comply with reporting requirements as may be identified and required by the various funding agencies.

The awarded firm will be required to obtain a Carson City business license. At present, the federal government will require the selected firm to have a DUNS number, however, by April of 2022 entities doing business where federal funding is a factor will use a Unique Entity Identifier (UEI) created in SAM.gov. It will be a requirement for the firm selected as well as all consultants and sub-consultants to be registered and active in SAM.GOV with UEI.

The project will be paid to the contractor as a fixed price, however, all invoices are to be broken out into task, position, hourly rate, and hours worked. This will apply to any subcontractors used by the selected architect. Progress billing will be approved.

V. SELECTION PROCESS

NVHC will use an evaluation panel to review the submittals based upon the criteria noted below. The selected respondent then will negotiate with NVHC on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the sole opinion of NVHC, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

VI. EVALUATION CRITERIA

NVHC will assemble a team to evaluate and score the RFQ responses using the criteria identified in this section.

A. Qualifications of Firm – Maximum of 20 points

Qualifications of firm, and specifically the individuals within the firm who will be working with this project. What experience do they have in the health care field? Please indicate what specific health care experience they have (pharmacy, medical, dental, etc.)

B. Firm Experience on Health Facility Projects – Maximum of 30 points awarded

Related project experience of the firm(s) and the individuals who would be assigned to this Project. In order to evaluate this criterion, Respondents should provide examples of recent work completed in the healthcare field.

C. Available Resources to Complete Project – Maximum of 20 points awarded

What resources does the firm have to contribute toward the completion of the plan? What sub-consultants will be used by the firm and what experience do the sub-consultants have as it pertains to the health care field.
D. Approach to the project - Maximum of 20 points awarded

Please describe your firm’s understanding of the project, and describe how the firm will organize to perform the services required. How will the firm work with NVHC on project scheduling, coordination of sub-consultants, quality and cost control? How does the firm and the selected architect approach code analysis and jurisdictional (AHJ) communication.

E. Professional References – Maximum of 10 points awarded

Provide a list of three (3) recent references that the firm has worked with in the past three years. Preference will be given to recent references of work completed in the health care field. References will be contacted, so firms should ensure that the listed references are aware of this process.

VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. No Gratuities – Respondents will not offer any gratuities, favors, or anything of monetary value to any official, evaluator, or employee of NVHC for influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of NVHC that are outside of the established process should not be initiated.

B. All Information True – By submitting a response, Respondents represent and warrant to NVHC that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to NVHC for consideration in the selection process may be excluded.

C. Insurance – The architectural firm that is selected will be required to provide proof of professional liability insurance.

D. Inquiries – Respondents are prohibited from contacting any NVHC board member or employee beyond the point of contact listed in this document. Process inquiries may be directed to Mr. Stacey Giomi, Director of Facilities at NVHC.

E. Cost of Responses – NVHC will not be responsible for the costs incurred by anyone in the submittal of responses.

F. Contract Negotiations – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by NVHC the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. A sample contract is included at the end of this document for reference.

G. No Obligation – NVHC reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in NVHC’s best interest; or (6) cancel the entire
process.

VIII. SUBMITTAL INSTRUCTIONS

One (1) original and three (3) copies of the submittals must be delivered to Mr. Stacey Giomi, Director of Facilities at the address set forth below at or before 3:00 pm on March 14, 2022. Proposals must be enclosed in a sealed envelope or package. Late submittals may not be considered.

Nevada Health Centers Inc.
Attn: Architect RFQ
3325 Research Way
Carson City, NV 89706

To enable NVHC to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses. RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

Pages shall be no larger than letter size (8 ½” by 11”). Exceptions for submitted examples of work are allowed – in which case pages shall be a maximum of 11” x 17”. Elaborate covers and permanent binders are not required. Each section of the submittal should be separated by a tabbed/labeled page or a plain page with the ensuring section identified.

IX. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

• Section #1: Letter

The first page following the divider shall be a letter transmitting the response to NVHC and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

• Section #2: Firm Information

a. Firm name, addresses, and telephone numbers of all firm offices.
b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
c. Years firm has been in business.
d. Names of principals in firm.
e. Primary contact
f. Resume of individual who would be assigned to this project
g. Documentation that the assigned individuals are licensed/registered to perform work in the state of Nevada
• Section #3: Financial and Legal Status
  a. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
  b. List all litigation against or involving the firm or its agents or employees with respect to any work performed.

• Section #4 through Section #9: Evaluation Criteria

Sections 4 through 9 will be the firms response to the Evaluation Criteria as noted in Section VI, Sub-section A through E (see above)

XI. ANTICIPATED TIME-LINE

NVHC has established an estimated time-line for the initial phases of this project. Major milestone dates are noted below. Dates are flexible and will be finalized once a firm is selected and a contract is executed.

  a. NEPA Environmental Assessment – Underway, expected completion mid to late August 2022
  b. RFQ process opens – February 18, 2022
  c. RFQ legal advertisement, Nevada Appeal – February 19, 2022
  d. RFQ process closes – March 14, 2022 (all responses due by 3 pm)
  e. NVHC RFQ internal review – March 14 to April 4, 2022
  f. Selected firm notified by NVHC – April 8, 2022
  g. Design phase – mid-April through mid-October, 2022
  h. Plan review by AJH – mid-October to mid-November, 2022
  i. Construction start – December 1, 2022

XII. CONTACT AND QUESTIONS

Questions should be address to the project manager for Nevada Health Centers.

Stacey Giomi, Director of Facilities
Nevada Health Centers
3325 Research Way
Carson City, NV 89706
(775) 888-6661
sgiomi@nvhealthcenters.org
(Sample agreement)

AGREEMENT BETWEEN

___________________

AND

___________________

FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made this ___ day of ________, by and between ____________, hereinafter called the CLIENT, and ____________, hereinafter called the CONSULTANT.

WITNESSETH:

WHEREAS, CONSULTANT has represented that it has the expertise and staff necessary to perform certain consulting services in a competent and professional manner; and

WHEREAS, CLIENT wishes to retain CONSULTANT to perform those services in conjunction with the identified Request for Qualifications (RFQ)

Now, therefore, CLIENT and CONSULTANT, in consideration of the mutual covenants and other consideration set forth herein, do hereby agree as follows:

ARTICLE 1 - ENGAGEMENT OF THE CONSULTANT

1.1. The CLIENT hereby engages the CONSULTANT and the CONSULTANT hereby accepts the engagement to perform consultation services.

1.2. PROJECT DESCRIPTION

The project will entail planning, design, completion of an approved set of construction plans for improvements at the Nevada Health Center’s facility located at 3325 Research Way, Carson City, Nevada. The project shall include all functions necessary to plan, design, and complete a 12,000 to 13,000 square foot addition (+/-) to the existing facility at this address.
ARTICLE 2 - SERVICES OF THE CONSULTANT

2.1. SCOPE OF SERVICES

The scope of services will generally consist of the tasks delineated in Exhibit A, "Scope of Work", attached hereto and incorporated herein.

2.2. ADDITIONAL SERVICES

The CLIENT shall have the right to exercise its option(s) for any additional tasks or subtasks identified during the effective dates of this Agreement. CONSULTANT shall be informed of tasks in writing. CONSULTANT will prepare and submit an “Extra Work Order Authorization Form” reflecting the specific additional services requested. CLIENT will review and approve the additional work and CLIENT and CONSULTANT shall concur on an estimated budget. CONSULTANT shall undertake no work on any additional task without written authorization with the performance of said task.

ARTICLE 3 - RESPONSIBILITIES OF THE CLIENT

3.1. The CLIENT will:

3.1.A. Upon request and without cost to the CONSULTANT, provide all information that is reasonably available to CLIENT and pertinent to the Project including surveys, reports, available data and any other data relative to completing the project.

3.1.B. Provide access to and make all provisions for the CONSULTANT to enter upon CLIENT facilities and lands, as required for the CONSULTANT to perform its work under this Agreement.

3.1.C. Vest the CLIENT Manager or designated representative(s) with authority to act as the CLIENT’S representative with respect to the work to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret and define the CLIENT’S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.

ARTICLE 4 - PERIOD OF SERVICES

4.1. The period of services shall begin upon execution of this agreement and end ____________.

ARTICLE 5 - PAYMENTS TO THE CONSULTANT
5.1. CONSULTANT’S fee for the work described in Exhibit A, "Scope of Work", will be based upon a not-to-exceed fee of ______pursuant with the itemized cost for each separate task identified in Exhibit A, attached hereto and incorporated herein by reference.

5.2. Payment for work accomplished for each major task may be invoiced monthly. The CLIENT will pay approved invoices within thirty (30) days of the date of invoice. Simple interest will be paid at the rate of 1% per month on all unpaid balances not paid within ninety (90) days.

5.3. The CLIENT shall notify the CONSULTANT of any disagreement with any submitted invoice for consulting services within thirty (30) days of receipt of an invoice. In the event there is a dispute as to the amount owed and the matter cannot be informally resolved within a reasonable period, either party may invoke remedies allowed by this Agreement. Any amounts not in dispute shall be promptly paid as provided in Section 5.2.

5.4. For the work described under Article 2.2. "Additional Services", the CONSULTANT’S fee will be in accordance with Exhibit B, “Schedule of Rates and Charges for Engineering Services”.

ARTICLE 6 - LITIGATION

6.1. Except as required by Article 9, CONSULTANT shall receive compensation for preparing for and/or appearing in any litigation at the request of CLIENT. Compensation for litigation services shall be paid at a rate of 1.5 times the normal hourly fees indicated in Exhibit B for litigation services.

ARTICLE 7 - TERMINATION

7.1. This Agreement may be terminated by either party upon seven days’ written notice, should the other party fail substantially to perform in accordance with its terms through no fault of the terminating party. In the event of termination, the CONSULTANT shall be paid at the rates specified in Article 5 for all services performed to the satisfaction of the CLIENT until the day termination is effective, including all reimbursements then due.
ARTICLE 8 - INSURANCE

8.1. The CONSULTANT shall not commence any work or permit any employee/agent to commence any work until satisfactory proof has been submitted to CLIENT that all insurance requirements have been met.

8.2. In conjunction with the performance of the services/work required by the terms of this Agreement, CONSULTANT shall obtain, unless excused in writing by the CLIENT, all types and amounts of insurance provided by the CONSULTANT’S insurance carrier.

ARTICLE 9 - SAVE HARMLESS

9.1. The CONSULTANT for itself, its successors and assigns, agrees to save CLIENT harmless from all liability and defense costs, including without limitation reasonable attorney fees incurred by the CLIENT in the defense of all claims or causes of action which may be made against CLIENT, which arise out of or connection with the CONSULTANT’s willful or reckless acts, negligence, errors, or omissions in the performance of all services performed pursuant to this Agreement. Said obligation would extend to any liability to the CLIENT resulting from any action to clear any lien and/or to recover for damage to CLIENT property.

ARTICLE 10 - EQUAL EMPLOYMENT OPPORTUNITY

10.1. During the performance of this Agreement, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, sexual orientation or status as a parent, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, disability, sexual orientation or status as a parent, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the CLIENT setting forth the provisions of this nondiscrimination clause.

10.2. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that well qualified applicants will receive consideration of employment without regard to race, color, religion, sex, age, disability, sexual orientation or status as a parent, or national origin.

10.3. The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each contractor.

ARTICLE 11 - SUCCESSORS AND AssignS
11.1. CLIENT and CONSULTANT bind themselves and their successors and assigns to the other party and to the successors and assigns of such party, with respect to the performance of all covenants of this Agreement. Except as set forth herein, neither CLIENT nor CONSULTANT, shall assign or transfer interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating a personal liability on the part of any officer or agent or any public body, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than CLIENT and CONSULTANT.

ARTICLE 12 - NOTICE

12.1. Notices required under this Agreement shall be given as follows:

CLIENT:
Nevada Health Centers
Attn: Director of Facilities
3325 Research Way
Carson City, NV 89706
775-887-1590

CONSULTANT:

ARTICLE 13 - ATTORNEY'S FEES

13.1. In the event a dispute between the parties results in any arbitration or a proceeding in any Court of Nevada having jurisdiction, the prevailing party shall be entitled to an award of costs and a reasonable attorney's fee.

ARTICLE 14 - APPLICABLE LAW

14.1. Venue for the enforcement of this Agreement and any amendments shall be White Pine County, Nevada and all proceedings shall be governed by and construed in accord with the laws of the State of Nevada.

ARTICLE 15 - SEVERABILITY

15.1. If any part, term, article, or provision of this Agreement is, by a court of competent jurisdiction, held to be illegal, void, or unenforceable, or to be in conflict with any law of the State of Nevada, the validity of the remaining provisions or portions of this Agreement are not affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held invalid.
IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

*** SIGNATURES TO FOLLOW ***