

## Request for Qualifications (RFQ) & Design Criteria Package

2920 Tuttle Blvd Longview Texas 75605

<https://communityhealthcore.com/about-us/contractors/request-for-qualifications/>

- **Purpose-**
  - Community Healthcore (Center) is seeking to obtain a Design/ Build Contractor for a commercial property recently purchased by the Center in Longview Texas. The facility is within the City Limits of Longview, Texas. Services requested, if selected will be providing a design/ build contract to Sabine Valley Regional MHMR Center, dba Community Healthcore, a unit of local government, created under Section 534 of the Texas Health & Safety Code. Focus of the work to be provided are in the area of commercial building design and construction in the State of Texas.
  - To assist the Center in selecting a qualified candidate as established under GOVERNMENT CODE CHAPTER 2269, CONTRACTING AND DELIVERY SERVICES FOR CONSTRUCTION PROJECTS. SUBCHAPTER A, GENERAL PROVISIONS.
  
- **Objective-** Design/Renovate and expand an existing 22,300 square foot commercial building to provide Behavioral Health and Primary Care Services at 2920 Tuttle Blvd in Longview, Texas.
  
- **Description of the two stage Selection Process**
  - Stage 1 -respond to this RFQ with all information requested and deliver as requested on time for initial evaluation. Submissions will be narrowed down to no more that 5 firms who will move on to Stage 2 in the process.
  - Stage 2 -If selected, you will be scheduled for a presentation and interview Thursday October 10<sup>th</sup> 2024 or Friday October 11<sup>th</sup> 2024 to discuss your qualifications including information presented in Stage 1.
  
- **RFQ Submissions/Opening- Stage 1**
  - Responses will be accepted until 10:00 am, Monday, September 30, 2024.
  - Send responses to email: [Q1001-25@communityhealthcore.com](mailto:Q1001-25@communityhealthcore.com). Mark Subject Line: RFQ\_Q1001-25 – Design/Build Contractor Services Tuttle
  - Timely responses will be considered sealed until opened by Community Healthcore as described below.
  - Community Healthcore reserves the right to accept or reject in part or in whole any proposals received.
  - Responses received after 10 am on September 30th 2024 will be rejected and not included in the opening.
  - Responses delivered in any manner other than the email listed [Q1001-25@communityhealthcore.com](mailto:Q1001-25@communityhealthcore.com) will also be rejected and not included in the opening.

- Responses that are accepted will be opened by Community Healthcore Facilities and/ or Contracts Department on September 30<sup>th</sup> at 1:30 pm in the Ben Bane Conference Room at 107 Woodbine Place Longview, Texas.
- Responders delivering a timely and accepted RFQ submission shall be notified by Thursday October 3<sup>rd</sup> 2024 by 5 pm, as to whether they have been selected as a finalist to be interviewed. Community Healthcore may select up to five (5) finalist who will proceed to Stage 2.
- **Project Scope**-The successful respondents will provide design/build services that must include Architectural/ Design, Engineering, and General Contracting services to support this Community Healthcore project. Qualified candidates must be able to provide a Team that can meet these minimum requirements. **For the purposes of meeting this requirement the design-build firm must be a sole proprietorship, partnership, corporation, or other legal entity or team that includes an architect or engineer and a construction contractor**
  - Architectural Services-registered state of Texas
    - Building design and planning for new and remodeling and renovation
    - Interior Design
    - Compliance- meet ADA/TAS standards, state registration for AIA Architect, quality standards for Texas
  - Engineering Services- licensed state of Texas
    - Structural
    - Mechanical
    - Electrical
    - Plumbing
  - General Contracting and Construction Services-
    - Supervision and oversight for all construction services
    - Licensed personnel for MEP's as required by law
    - Qualified personnel for all construction service
  - Budget,
    - Final budget will be based on final design and estimated cost. We estimate the budget for the remodel of the existing structure will be \$2,000,000-\$4,000,000. The expansion cannot be estimated until a design has been completed and a scope of work has been determined.
  - Special systems,
    - Use for Mental Health Counseling and Primary Care Clinic
    - There will be a Pharmacy within the facility
- In preparing documentation, [Attachment A-Design/Build General Information Packet](#) is also posted on the website. Please include this information in your response.
  - <https://communityhealthcore.com/about-us/contractors/request-for-qualifications/>

- **Requirements for Proposal** (selection criteria based on these categories below)
  - *Unique Qualifications and Availability*
    - In a Letter of Interest, not to exceed 750 words,
      - describe your firm’s unique qualifications to deliver the requested services. Include a history of the firm including its size, principle location, ownership and any other relevant information. And,
      - Provide a statement about the availability and commitment of your firm to be able to take on and complete this project for Community Healthcore
  - *Firm Stability and Financial Health*
    - Firm information- provide Firm name, address, ownership information, and primary contact for this response
    - Financial References- Last Income statement and Balance sheet or Letter from Primary Bank confirming stability of your firm.
    - Provide letter from your surety (Bonding Company) to verify you have capacity to bond this project.
  - *Experience/ Build-Design Team members*
    - Provide a list of three (3) projects similar to this one in which a design build team was used even if it were not necessarily identified as design build.
    - Provide your Team members that will meet the Build Design Team requirement (must include and Architect or Engineer and a Construction Contractor) and specify what Team members work for you and who if any are subcontracted.
    - Describe how you propose to integrate the design team and how the design team and construction team interact and influence one another.
    - Describe your process for subcontractor award
    - Has your organization failed to complete a project in the last 5 years under a construction contract? If yes, please explain.
    - Identify the General Contractor or Construction Firm and either Architect or Architectural Firm or Engineer (licensing will be verified)
  - *Process of Planning and Project Management*
    - Describe your firms process for the relationship between the architect, the contractor and the owner in establishing a final design.
    - Describe your plan for assuring that the project meets the owner’s requirement.
    - Describe your process for reviewing design and construction documents for quality control/ constructability and providing feedback to the Center.
    - Describe your process for making sure the materials, equipment, and construction method meet the owner’s requirement.
    - Describe your firms process for managing this project if your principle office is not within 50 miles of 2920 Tuttle Blvd in Longview Texas.
    - Describe your firms start up and closeout procedure for this project.

- *Schedule Control*
  - Describe in detail the methodology you use in developing and maintaining a schedule to meet the deadlines in a project.
  - Identify tools you use to meet the schedule demands... i.e. Milestones, project meetings, phases, etc....
- *Local Business*
  - Principal office located within 50 miles of 2920 Tuttle Blvd Longview, Texas.
  - We are a unit of local government and are designated by the state to be the Local Mental Health Authority (LMHA) for Northeast Texas.
  - Building relationships with our local community and businesses within that community is important to the mission of the organization.
  - We also value having dedicated staff on-site daily to ensure prompt and quality workmanship throughout this project.

NOTE: Cost-related or price-related evaluation factors will not be considered.

## **SELECTION CRITERIA**

- **Stage 1** selection criteria below will be applied to responses received on or before 10:00 am, Monday, September 30, 2024 through email address [Q1001-25@communityhealthcore.com](mailto:Q1001-25@communityhealthcore.com).

<b>Criteria to be Evaluated</b>	<b>Possible Points</b>	<b>Actual Points</b>
Unique Qualifications and Availability	40	
Firm Stability and Financial Health	10	
Experience/ Build- Design Team Members	20	
Process of Planning and Project Management	25	
Schedule Control	5	
Local Business Bonus	25	
<b>Stage 1 Total Score</b>	<b>125</b>	

- **Stage 2** – for responders selected as finalists:
  - Community Healthcore will select up to 5 respondents to participate in **Stage 2** of this process by Thursday October 3rd, 2024.
  - The finalists will be scheduled for onsite Presentation and Interview on either Thursday October 10<sup>th</sup> 2024 or Friday October 11<sup>th</sup> 2024. Finalists are responsible for their travel cost.
  - **Stage 2 Selection Criteria-** to be applied to the Finalists submission for Stage 2 is as follows:
    - The on-site Presentation and Interview will account for 125 of the 250 points available. Stage 2 will be evaluated on:

- Ability to present information from Stage 1 (presentation) highlighting the Design/Build teams strengths. Each Finalist will have up to 30 minutes to present.
- Ability to answer questions from the evaluation team (interview). Finalist should plan up to 30 minutes for this part of the evaluation.
- Center is seeking Best Value to complete this project.

<b>Criteria to be evaluated</b>	<b>Possible Points</b>	<b>Actual Points</b>
Stage 1 Score	125	
Stage 2 Presentation and Interview	125	
<b>Combined Total Score</b>	<b>250</b>	

- The Community Healthcore has delegated authority to the Evaluation Committee to evaluate responses to this RFQ, interview candidates, and make a final recommendation to the Board for consideration.
- A final recommendation will be taken to the Community Healthcore Board of Trustees on October 24<sup>th</sup> 2024 and, if approved, Community Healthcore will enter contract negotiations with the selected firm.
- Each respondent will be notified of the decision by or before Tuesday October 22, 2024 at 5pm.

### **QUESTIONS & ANSWERS**

- Please submit any questions to the address below regarding this Request for Qualifications.
  - Questions email [rfp.questions@communityhealthcore.com](mailto:rfp.questions@communityhealthcore.com).
- Please submit all questions by COB Tuesday, September 25; answers received after this will not be answered until after the opening.
- All Questions and their Responses will be posted on the website as part of Attachment B Question & Answer.