



HIGHLAND MEDICAL CENTER

Caring for the health of the Highlands

PO Box 490, 120 Jackson River Road, Monterey, VA 24465

**Request For Proposals (RFP) for Architectural Services
Highland Medical Center, Inc.**

1. Request for Proposals.

Highland Medical Center (HMC) is seeking bids from qualified firms or individuals (Architect) to provide schematic design and design documents for bidding for minor alteration/renovation of the property located at 120 Jackson River Road, Monterey, VA 24465.

2. Scope and Nature.

HMC will be reconfiguring space in the interior of their existing facility. The renovation will include reconfiguration to provide a waiting area with better circulation and to improve access to the exam rooms, laboratory space, and patient services. The work will include realigning the existing reception and waiting room space. The new space will allow for more efficient and distanced check in and check out. Work will include the removal of a walls to improve line of site and improve overall flow of patient traffic.

The work will also include realignment of the existing physical therapy space to enhance social distancing, increase private treatment areas, and overall improve flow while increasing capacity. In addition, we are planning for future expansion and upgrade of the current health and wellness area that does not support distancing and has been closed to the public since March 2020.

Work will include renovating the current pharmacy space to expand into underutilized offices, hallways, and a large meeting room. This expanded space will increase space and allowable distancing in the pharmaceutical area. Additionally, HMC will add a dedicated private vaccination space and increase the retail area to increase capacity.

Federal funds will be utilized for the modifications.

Included in the proposal should be conceptual plans that are based on the latest developments in cooperative working space design.

- Plans and documents to be used in the bidding for construction of the project.
- Assistance with selection and or design of furniture, fixtures, and equipment.
- Participation I the review of bids and selection of Construction Company.
- Oversight and inspections during the renovation and approval of the completed project for acceptance.
- Compliance with American with Disabilities Act requirements and similar requirements



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- Energy efficiency and sustainability consultation and advice.

3. The tentative schedule for the project is as follows:

- November 10, 2021- RFP sent out to architects
- November 22 - Proposals due from architects
- November 29 and later - interviews of finalists
- December 1 - contract awarded

4. Estimated Budget.

The estimated budget for the renovation project is \$490,000.

5. Property Inspection.

All interested parties should contact Letitia Amirault, CEO (540-468-6401) to schedule a time to view and inspect the building.

6. Proposal Submission.

Proposals should be emailed, with reproducible documents attached to Letitia Amirault, lamirault@ourhmc.org and Janice Ellis jellis@ourhmc.org and will be received until 4:00 pm (Eastern Standard Time) on November 22, 2021. Any bid received after that date and time will not be considered.

7. Experience and Qualifications.

Each Architect submitting a proposal should include, but not be limited to, the following information:

- The name of the firm and location of all its offices, specifically indicating the principal place of business.
- A brief history of the firm and the range of services offered.
- A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain sufficient information for evaluation.)
 - The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart.
 - Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.



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8. The plan should also clearly identify the Architect's methods for providing the following:
 - Comprehensive architectural services for the project described herein.
 - Deliverables review and approval by HMC and other relevant stakeholders at various stages of project development.
 - Construction administration (not construction management).
 - Analysis and consultation with HMC to determine the best construction delivery method for this project
 - Indicate all firms or individuals the firm anticipates utilizing to provide engineering, landscaping, and interior design, acoustic engineering, lighting design and any other services required.

9. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to HMC.
Provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost or on a flat fee basis.

10. The names of at least three (3) clients who may be contacted for references.

11. Indicate the present level of professional and general liability and other insurance coverage for the firm.

12. Include illustrative drawings of floor plans similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. The format should be 8/5x11 and only include enough material to be illustrative, not complete sets of drawings.

13. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past five (5) years.

14. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.

15. Provide any other pertinent information regarding qualifications and performance data requested by the HMC.

16. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately



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licensed in the Commonwealth of Virginia and meet all the requirements and qualifications described herein. HMC reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

17. EVALUATION CRITERIA AND SELECTION.

HMC will evaluate each RFP submitted based on responsiveness to the project's needs. HMC will consider the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. HMC will recommend the award of a contract to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

- Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
- Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
- Experience, qualifications, and ability to perform cooperative workspace design and construction services and historic renovations.
- Personnel accessibility of architectural firm to PATHS.
- Experience with the various delivery methods of construction.
- Costs, durability, energy efficiency, and educational benefits of prior designs.

18. HMC will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Contractor will enter a written contract and will perform all work pursuant to that contract. All terms and conditions are subject to further negotiation. HMC reserves the right to require bidding of any work to be subcontracted by Architect, according to a competitive bidding process determined by HMC



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19. Bond and Insurance.

The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.

20. Disqualification of Bidders.

Architects may be disqualified, and their proposals disregarded for reasons which include but are not limited to the following:

- HMC has reason to believe that the Architects have engaged in collusion.
- The Architect being interested in any litigation against any party to the proposal.
- The Architect is in arrears on any existing contract or has defaulted on a previous contract.
- The Architect has uncompleted work which, in the judgment of HMC, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Architect.
- Other appropriate reason as determined by HMC
- An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
- Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the Commonwealth of Virginia.

21. Rejection of Proposal and Termination of Process.

HMC reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews, and other dates; and (d) to waive formalities and minor irregularities in the proposals received. HMC further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical, and other capabilities, the positive establishment of which is determined by HMC to be necessary for the successful performance of the contract. HMC further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

22. Submit all questions, inquiries, or requests for clarification about the project in writing to Letitia Amirault, CEO, 120 Jackson River Rd., Monterey, VA 24465 via email at lamirault@ourhmc.org