

August 8, 2018

Due Date: August 30, 2018, 1:30p CDT

Question Submittal Deadline: August 15, 2018

**REQUEST FOR PROPOSAL
for
ARCHITECTURAL SERVICES
for
THRIVE ALABAMA
A NONPROFIT HEALTHCARE ORGANIZATION
Mary Elizabeth Marr, Chief Executive Officer**

Statement of Purpose

The AIDS Action Coalition of Huntsville, Inc. dba Thrive Alabama seeks to engage an Architectural firm (“Consultant”) to provide architectural design-bid-build services for construction of its innovative health clinic including administrative offices. Services needed include site selection assistance, architectural and engineering design, construction plans, bid specifications and construction management. To be considered, written proposals should be submitted to Marc Seldon, the single point of contact for questions or clarifications regarding this RFP by **1:30 p.m., August 30, 2018** to Thrive Alabama, Attention Marc Seldon, **600 St. Clair Avenue, Building 3, Huntsville, Alabama, 35801**. All responders must submit a signed original and five copies of their proposals to the above address. An electronic copy to mseldon@thrivealabama.org is also required.

Background

Thrive Alabama is a 501(c)(3) nonprofit organization with clinics in Huntsville, Florence, and Albertville, Alabama. Thrive Alabama has provided healthcare and support services for 30 years to people living with HIV/AIDS in North Alabama. The agency currently serves more than 4,000 people with services that include primary healthcare, sexually transmitted infection (STI) treatment, HIV prevention and education, nutritional counseling, substance abuse and mental health treatment, support groups, housing assistance, Affordable Care Act insurance registration, transportation, and more.

Thrive Alabama has applied for and is in the process of attaining designation as a Federally Qualified Health Clinic Look-Alike organization as defined by the Health Resources and Services Administration, an agency of the U.S. Department of Health and Human Services.

Thrive Alabama employs 65 full-time staff and has a number of contractual agreements with health care providers in our service area. Our mission is to empower our patients to create a healthy community by providing compassionate, accessible, affordable, comprehensive care.

In 1988, as the AIDS Action Coalition, Thrive Alabama began offering volunteer services such as providing dinner or assisting with rent payments to people living with HIV and AIDS. In 1992, Thrive Alabama opened the Joe Davis Clinic to provide medical services. To better represent our expanded

services and the improved health of our clients we changed our name in 2015 to Thrive Alabama. In 2018, we launched ThriveMobile, a service that includes free HIV/STI testing and basic STI treatment on a 33-foot clinic on wheels throughout our 12-county service area.

A newly constructed or renovated facility will enable Thrive Alabama to better serve its current clientele and expand to serve the greater population in the Huntsville metropolitan area. We have recently initiated a capital campaign feasibility study to determine the organization's fund raising capability with the intent of constructing an approximately 60,000 square foot facility, costing approximately sixteen million dollars.

Scope of Work

The selected consultant is to provide both pre-design and basic services. The services and the approximate percentage duration and percentage cost are provided as guidelines.

- A. Pre-Design Services
 - a. Programming Phase
 - b. Site Selection Phase
- B. Basic Services
 - a. Schematic Phase (approximately 15% of project duration/cost)
 - b. Design Development Phase (approximately 20%)
 - c. Construction Documents Phase (approximately 40%)
 - d. Bid/Negotiation Phase (approximately 5%)
 - e. Construction Administration Phase (approximately 20%)

The following items are not all-inclusive or exclusive. Responders are expected to provide a comprehensive plan for their approach to providing this service and defining their role during the various phases.

1. Thrive Alabama expects to negotiate a full service architectural contract including as necessary, but not limited to platting, landscape design, interior design, furniture, fixtures and equipment selection and contract administration. Various anticipated phases are pre-design; design; construction bidding; construction; furnishing contract administration; building commissioning; and post construction. Responders are to provide their approach to accomplishing the desired RFP purpose.
2. The engaged architectural firm will work directly with the designated building project team of Thrive Alabama. The firm will be required to make regular presentations on the strategies and progress of the facility to staff and stakeholders.
3. The engaged firm will provide pre-design services such as site selection and/or analysis, code analysis, budget analysis, schedule development and conceptual designs.
4. The engaged firm will prepare and submit site plans for the project including, if required, a complete site development plan, and preparing all permit applications.
5. The engaged firm will execute design development tasks including preparation of drawings and other documents as to architectural, structural, mechanical and electrical systems, security systems, materials and other elements. Sustainable design practices are to be recommended where available and feasible.

6. Professional services include documenting all meetings, conferences and information and submitting accurate notes and minutes to the owner within an agreed upon time.
7. The engaged firm will monitor the estimated construction costs at all times during design to ensure a facility within the construction budget.
8. The firm will oversee the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of award.
9. The firm will conduct pre-construction conferences as necessary and issue notices to proceed.
10. The firm will provide construction administration including regular onsite observation of construction work.
11. The firm will ensure compliance with all federal and state labor standards as applicable, ensuring that required equal opportunity, labor standards, and wage determinations have been posted, and conducting, if required, regular onsite interviews with construction personnel to assure compliance with prevailing wage standards.
12. Review and approve all contractor requests for payment and submit approved requests to Thrive Alabama for payment processing.
13. Conduct final inspection and testing.
14. Provide as-designed, reproducible plan drawings and contractor-provided as-built drawings to the owner upon completion.

QUESTIONS and CLARIFICATIONS

Firms are encouraged to ask questions, and to notify the owner of any ambiguities, inconsistencies, or errors in this request for proposal. **Questions about this RFP must be submitted** via e-mail, United States Postal Service or other mail delivery service to Marc Seldon, the single point of contact for the RFP. Questions must be received by **August 15, 2018**. Written clarifications and responses will be posted to the owner's website no later than August 22, 2018.

QUALIFICATION REQUIREMENTS and SUBMITTALS

Firms will be evaluated on the basis of overall experience, quality of proposed approach, and the cost of the proposed service. Responses must contain the requested information and additional information as needed for clarification. Responders should provide one original and five hard copies and also one copy by email to mseldon@thrivealabama.org. Proposals should be concise while including the required information.

FORMAT REQUIREMENTS

Information should be provided and sectioned according to the following.

- I. Cover Letter
 - Name, address and other identifying and contact information.
 - Summary of the firm's interest and the name(s) of individual(s) authorized to represent the firm.
 - A signature from the person authorized to obligate the firm.

II. Corporate Information

- Firm history, including present ownership and key management members.
- Evidence of financial capacity to perform the service.
- Other current work projects and the capacity to avoid workload conflicts.
- Location of corporate offices. Specify which office will be primary in this project.
- List any current, pending or threatened firm-related litigation and any during the past five (5) years.
- A disclosure statement listing all potential conflicts of interest or a statement in the negative regarding conflicts.

III. Experience

- Provide the following information for three (3) to five (5) recently completed projects of a scope similar to the project herein.
 - Project Name
 - Location
 - Scope, Expected Duration & Actual Duration
 - Contract Type
 - Original Budget
 - Total Cost
 - Participating Firm members
 - Point of Contact with contact information

IV. Project Approach and Proposed Team

- Details of pre-design and basic services.
- Description of Deliverables.
- Outline of project philosophy and methodology including expected involvement of Thrive Alabama stakeholders.
- Expected timeline for project phases.
- Vita of anticipated assigned personnel.

V. Cost Proposal

The cost proposal should be enclosed in a separate, sealed envelope and clearly labelled as "Cost Proposal". The electronically transmitted document should not include a cost proposal.

- Provide your charging practice for the project or phases as applicable.
- Include a summary of assumptions used to determine the fee.
- Delineate any reimbursable expenses.
- Define the payment terms for the contract and reimbursable expenses.
- Specify the redesign charge if construction bids exceed 10% of the budget allocation.
- The owner reserves the right to negotiate with the selected consultant the contractual cost structure, the rates and terms.

EVALUATION CRITERIA and METHOD OF AWARD

Proposals submitted will be evaluated and scored according to the following categories, points and weight factors.

Category	Maximum Raw Points	Weight Factor
I. Organization, Resources, Personnel (See Format Requirements §§ I. and II.)	5	3
II. Demonstrated Experience (See Format Requirements § III.)	5	6
III. Project Approach & Proposed Team (See Format Requirements § IV.)	5	6
IV. Cost (See Format Requirements § V.)	5	1

Proposals will be scored according to the above matrix with a maximum score of 80 points available. The owner may choose to interview firms onsite based on the score results. Selected firms will be notified accordingly. A combination of the highest score and the interview presentation will determine the selected vendor.

GENERAL TERMS AND CONDITIONS

1. Thrive Alabama reserves the right to reject any or all proposals, in whole or in part, at any time prior to selecting a consultant and entering into a contract, for any reason without liability.
2. All costs associated with the preparation of the bidder’s proposal will be solely the responsibility of the responder.
3. Thrive Alabama reserves the right to select the most qualified and responsive proposer in its sole judgment and according to its evaluation process.
4. All submittals and related correspondence and supporting materials are the property of Thrive Alabama upon receipt. Proprietary information in the submittal(s) should be so indicated; however, a general indication that the entire contents or a major portion of the proposal is proprietary will not be honored.
5. Proposals submitted are irrevocable for sixty (60) days.
6. Proposers must not have been debarred, excluded or suspended from participation in any federal or state health care program, nor convicted of a crime for which a person can be debarred, excluded or suspended.
7. The laws of the state of Alabama govern the terms and performance of any resulting agreement.

TARGET SCHEDULE OF EVENTS

RFP Available	August 8, 2018
Deadline for Receipt of Written Questions	August 15, 2018
Question Responses Posted on Website	August 22, 2018
RFP Responses Due from Proposers	1:30 pm CDT August 30, 2018
Onsite Interviews of Selected Firms	September 10-12, 2018
Consultant Selection	September 14, 2018