



**Request for Proposal**

374 Grand Avenue Roof Evaluation by Architectural/Engineering Firm

**Fair Haven Community Health Clinic, Inc.**

**BID DESCRIPTION**

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals from qualified Architectural/Engineering firms to provide professional services related to the evaluation of the existing conditions of the roofing at 374 Grand Avenue site. The evaluation will include recommendations as to whether to repair or replace the existing roof and subsequent cost estimates for completion of either scenario. In addition, to evaluation, the chosen firm will write an RFP for construction firms based on the evaluation and assist FHCHC with review of those bids received from the RFP.

The project is funded by Grant monies and therefore, subject to predetermined disbursement criteria. The successful firm will be expected to provide all services as described within this document through to project completion.

Bids from women and minority owned businesses are encouraged.

**Timeline:**

Timeline	
01/02/2018	Release of Bid Documents
01/12/2018	Proposal/bids must be received by 12:00PM Eastern Time in the Administrative Offices of Fair Haven Community Health Clinic, Inc. 374 Grand Avenue, Fair Haven, CT 06513
01/19/2018	Award Contract

**Fair Haven Community Health Clinic, Inc.**  
374 Grand Avenue  
Fair Haven, Connecticut 06513  
(203) 777-7411

## 374 Grand Avenue Roof Evaluation by Architectural/Engineering Firm

**Introduction** Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals from qualified Architectural/Engineering firms to provide professional services related to the evaluation of the existing conditions of the roofing at 374 Grand Avenue site. The evaluation will include recommendations as to whether to repair or replace the existing roof and subsequent cost estimates for completion of either scenario. In addition, to evaluation, the chosen firm will write an RFP for construction firms based on the evaluation and assist FHCHC with review of those bids received from the RFP.

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### **Scope of Services**

Architectural/Engineering services shall include, but not be limited to:

### **Deliverables**

1. On site review of current roof structure.
2. Analyze and prepare evaluation and recommendations whether to repair or replace roofing.
3. Provide Bid Committee with Cost Estimates for both repair and/or replacement.
4. Develop an RFP for roofing contractors to bid on the project.
5. Review with FHCHC Bid Committee proposals received from roofing contractors.
6. Provide guidance to FHCHC Bid Committee through the roofing contractor selection process.
7. Assist with contract review of selected vendor to repair/replace roof.

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### **INSTRUCTIONS TO BIDDERS**

1. This request for proposals is being released on 01/02/2018.
2. Three copies of the qualifications / proposal must be received by 12:00PM Eastern Time on January 12, 2018 in the Administrative Offices of Fair Haven Community Health Clinic, Inc.
3. The outside of the envelope shall be clearly marked:

**Attention: Patricia J. Moro**

Title of Bid: "374 Avenue Grand Roof Evaluation by Architectural/Engineering Firm"  
**374 Grand Avenue, New Haven, CT 06513**

4. Emailed qualifications / proposals will be accepted. Late qualifications / proposals will not be considered. To be considered, architectural/engineering firm must have completed a minimum of five (5) Connecticut public facility roof replacement projects.
5. Questions regarding this Request for Proposal, or regarding submitted proposals, should be directed to Patricia J Moro, VP of Finance, 374 Grand Avenue, Fair Haven, CT 06513, p.moro@fhchc.org.
6. The CEO and FHCHC Bid Team will select the firms. If interviews are required, those firms selected to be interviewed will be informed of the exact time and place of the interview at a later date.
7. Content of Proposals-

The following content will be evaluated by the CEO and FHCHC Bid Team and be used as the basis for selecting firms to be interviewed (if necessary) and the final selection of the vendor. Proposals shall be arranged in the following order and be organized for ease of understanding:

- Cover sheet with organization name, contact information
- Table of Contents
- Introductory Letter
- Project Approach
- Relevant Experience (minimum of three (3) references within CT must be provided)
- Executive Summary stating your understanding of the project and why your firm should be chosen as well as a statement that the firm meets the requirement of completion of a minimum of five (5) CT public facility roof replacement projects.
- General Information Section provides any additional information the proposer wishes the CEO and FHCHC Project Team to consider about the proposal.

8. Anticipated Timetable:
  - a. Agree to a compressed timetable for deliverables to be developed with the FHCHC Project lead.

9. Deviations

None

10. Project Cost Estimates

- Final fees/costs will be negotiated upon selection. However, in an effort to assure the full anticipated costs are understood by the CEO and FHCHC Bid Team, and to assure an accurate comparison with all submissions, all proposing firms must provide an accurate list of fees along with their proposal.
- The total fee shall be all-inclusive and contain all costs related to the project.

Terms

1. Acceptance of Proposal: Fair Haven Community Health Clinic, Inc. reserves the right to reject any and all proposals and to waive informalities, if, at its discretion, the interests of Fair Haven Community Health Clinic, Inc. will be best served thereby.
2. Fair Haven Community Health Clinic, Inc. reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. Fair Haven Community Health Clinic, Inc. reserves the right to negotiate contract changes following the award.
3. If there is any conflict between these documents and the proposal, these documents shall control.
4. Fair Haven Community Health Clinic, Inc. reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
5. No proposer shall have a right to make a claim against Fair Haven Community Health Clinic, Inc. in the event FHCHC accepts a proposal or does not accept any proposals.
6. Validity of Proposals: Proposals must be valid for at least 60 days.
7. Assignability: Vendor shall not assign any interest in the contract and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of Fair Haven Community Health Clinic, Inc.
8. Nondiscrimination: Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.

9. **Payment:** Payments shall only be made in accordance with the agreed upon Contract. No reimbursements will be made for any expenses incurred by the Firm except for expenses specifically described in the Contract. No payment will be made for any incomplete, inaccurate or defective work until same has been satisfactorily remedied at no additional cost to Fair Haven Community Health Clinic, Inc. All work performed and all related documentation records, etc., shall become property of Fair Haven Community Health Clinic, Inc.
10. **Billing:** Billing for completed services shall be based upon the terms outlined in the final contract.
11. **Proposer Responsibilities:** The Firm is responsible for conducting necessary research, visiting the site and becoming familiar with the organization.
12. **Addenda to RFP:** Any changes, additions or clarification so the RFP will be made by written Proposal Addenda.
13. **Contract and Conditions:** The selected firm will be required to enter into a contract with Fair Haven Community Health Clinic, Inc. The proposal should indicate if your firm has any problems with the draft contract language. Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. Fair Haven Community Health Clinic, Inc. reserves the right to negotiate a change or modification to any of the proposed contractual conditions.