

FHCHC's RFP for Lobby Renovation at 374 Grand Avenue, New Haven, CT: Update on 12/24/2018

In response to questions from interested architectural bidders, Fair Haven Community Health Clinic, Inc. (FHCHC) has made an addition on 12/24/2018 to its 12/12/2018 *Request for Proposals (RFP) and Request for Qualifications (RFQ)* to design, renovate and update the physical lobby space at 374 Grand Avenue, New Haven, CT, 06513. The due date for proposals has also been changed.

Please note the following addition: The current budget estimate is projected to range between \$450,000 and \$550,000.

Change in due date: The due date for proposals for this RFP/RFQ has been changed to **Thursday, January 10, 2019, at 2:00 PM**. Proposals should be submitted to the attention of Ms. Camila Rubino, VP of Operations, by email at c.rubino@fhchc.org or by delivery to FHCHC's Administrative Building at 374 Grand Avenue, New Haven, CT.

SCOPE OF PROPOSAL -

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, which provides primary health care, as well as ambulatory dental and behavioral health services is seeking proposals from qualified architectural firms to design, renovate and update the physical lobby space at 374 Grand Ave, New Haven, CT. Vendor/firm must have experience with grant based budgets, Federal and State of CT procurement rules, the development of request for proposals, planning and execution of timelines, tracking and reporting requirements.

The selected vendor/firm will partner with executive leadership and other key staff members to design an open floor concept that will enhance revenue cycle functions, create a warm and welcoming environment for patients and staff, facilitate patient throughput, create privacy for patients when checking for appointments and provide sitting space. The successful vendor/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.

The selected firm/vendor will provide a plan and a timeline table for the following key elements :

- 1) **Programming**
 - Develop existing condition documents
- 2) **Schematic Design**
 - Meet with staff to determine programmatic needs and determine areas of existing space which will be affected
- 3) **Design Development**
 - Develop schematic design for owner review
 - Finalize single schematic with cost estimates for overall project
- 4) **Contract Documents**
 - Develop contract documents for public bidding and construction
- 5) **Contract administration**
 - Oversee project to completion
- 6) **Deliverables**
 - All construction projects must be done with minimal interruption to clinical care hours. In some instances, work must be done before or after clinical hours, Saturdays and Sundays.



The selected vendor/firm must be responsible for meeting OSHA, The Joint Commission (TJC) and CT Department of Health standards across all projects, including asset assessment and planning for existing and new projects. This may be accomplished by oversight of FHCHC staff who would be tasked with completing required activities.

The selected vendor needs to provide a minimum of three (3) professional references. Experience with Federally Qualified Health Centers is desired.

The selected vendor/firm will be required to enter into a contract with FHCHC. Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. FHCHC reserves the right to negotiate a change or modification to any of the proposed contractual conditions.

A Request For Qualifications (RFQ) must be included in the RFP. Bidders' qualifications will be evaluated and the most qualified bidder will be selected, subject to negotiation and reasonable compensation.

Timeline: Please schedule a site visit with Janine Davey (781) 760-6203 or j.davey@fhchc.org before or by December 20th, 2018.

Proposals are due to FHCHC by December 31st, 2018 at 2:00PM. They can be emailed to c.rubino@fhchc.org or mail to Camila Rubino, 374 Grand Avenue, New Haven, CT 06513.