Fair Haven Community Health Care

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 the expansion to our five (5) chair dental practice and create space for one additional operatory (6th) located at 50 Grand Avenue, New Haven, CT.

Vendor/firm must have experience with dental practices, 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 add one additional dental operatory, relocate the front desk area, check out area and add an entry vestibule. We are looking to have an open floor concept that will create a warm and welcoming environment for patients and staff, and provide an additional clinical space to provide dental care, create privacy for patients and place all required dental equipment to provide services. 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.

Timeline of the RFP:

Timeline	
10/28/2019	Release of RFP Documents
11/1/2019	A walkthrough will take place on 11/1/2019 at 50 Grand Avenue. For any questions, please contact Janine Davey (781) 760-6203 or j.davey@fhchc.org
11/11/2019	Proposals must be received by 1:00PM Eastern Time in the Administrative Offices of Fair Haven Community Health Clinic, Inc. 374 Grand Avenue, Fair Haven, CT 06513 Attention: *Janine Davey, Director of Facilities or J.Davey@fhchc.org* .Proposals may be either in hard copy or electronic.
11/20/2019	Award Contract

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 leadership team 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 responsible for meeting OSHA, The Joint Commission (TJC) and CT Department of Health standards. 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 must be included in the RFP. Bidders' qualifications are evaluated and the most qualified bidder will be selected, subject to negotiation and reasonable compensation.