

Request for Proposal (RFP)

RFP DESCRIPTION

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals to identify a Project Manager or Project Management firm for a Capital expansion project.

The project is funded by Grant monies and therefore, may be subject to predetermined disbursement criteria. The successful firm will be expected to provide all services as described within this document through to project completion. Proposals from women and minority owned businesses are encouraged.

Timeline of the RFP:

Timeline	
12/27/2019	Release of RFP Documents
01/10/2020	Proposals 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 Attention: Suzanne Lagarde MD. Proposals can be submitted by hard copy or via email.
01/11/2020	Award Contract

Background and Deliverables:

Fair Haven Community Health Clinic, Inc. is planning to completely renovate their current lobby and targeted areas on the second and third floors at 374 Grand Avenue. It is anticipated to be completed within one-hundred and twenty (120) days from the start of construction and will be completed in a multiple phase process. Services provided at this site include pediatrics, adult medical, and behavioral health services.

Considerable work has already been completed on the preliminary design of the space. We are looking for a Project Manager to help bring this project to completion, i.e., Certificate of Occupancy. It is anticipated that the Project Manager will

- Assist with final design plans as they relate to the phases of the project
- Assist with adherence to timeline.
- Provide needed reports as per federal grant requirements, provide guidance and advice in decisions re: equipment and furniture purchase.

Firm Requirements:

1. The successful bidder must be ready to start on this project no later than January 11, 2020

and stay with project through at least delivery of Certificate of Occupancy.

2. 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. Detailed description of services with associated fees is encouraged.
 - The total fee shall be all-inclusive and contain all costs related to the project.
3. Proposals must be valid for *60 days*.
 4. The Firm is responsible for conducting necessary research, visiting the site and becoming familiar with the organization as necessary. Firm can request floor plan for site or request visit to site. To arrange either, please contact Suzanne Lagarde MD at s.lagarde@fhchc.org
 5. The selected firm will be required to enter into a contract with Fair Haven Community Health Clinic, Inc. 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.
 6. Questions related to this RFP can be sent via email to Suzanne Lagarde MD at email address above.
 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
- Introductory Letter
- Project Approach
- Relevant Experience (minimum of three references within CT must be provided)

RFP General 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. 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.
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. 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.
9. Billing: Billing for completed services shall be based upon the terms outlined in the final contract.
10. Proposer Responsibilities: The Firm is responsible for conducting necessary research, visiting the site and becoming familiar with the organization.
11. Addenda to RFP: Any changes, additions or clarification so the RFP will be made by written Proposal Addenda.