

**REQUEST FOR PROPOSAL**  
**October 29, 2021**



450 W Paseo Redondo  
Tucson, Arizona 85701

**ARCHITECTURAL AND ENGINEERING SERVICES**  
**NORTHWEST HEALTH CENTER FEASIBILITY STUDY RFP**

Submittal Deadline	Date: November 19, 2021	Time: 4:00 PM
Site Visit	Date: November 5, 2021	Time: 1:00pm-1:30pm <i>(Manning House)</i>
		Time: 2:00pm-3:00pm <i>(NW Health Center)</i>
Interviews	Date: December 1, 2021	Time: TBD
El Rio Project Manager 450 W. Paseo Redondo (520) 309-2429	Kenneth Sand Tucson, AZ 85701 KennethS@elrio.org	

**SUMMARY OF PROJECT**

El Rio Health Center is soliciting offers from architectural/engineering firms to furnish, provide and perform a feasibility study on an existing 15,000 sq. ft. clinic to determine the ability of expansion to a ± 35,000 sq. ft. clinic total size as described and identified within this Request for Proposal (RFP) invitation. Please read carefully all instructions, specifications, terms and conditions. Failure to comply with the instructions of this request may result in your proposal being declared unacceptable.

## **SECTION A. SCOPE OF WORK**

- I. This building project will provide a ± 35,000 square foot outpatient medical facility. This facility is located at 340 W Prince Rd in Tucson, Arizona 85705.
- II. El Rio currently owns an outpatient medical center of 15,000 square ft. and adjacent to this property there is potential land that can be purchased to expand this new building. A feasibility study will need to be conducted for land acquisition and how the sale of the property affects the seller.
- III. The selected Architectural firm will work closely with El Rio Health and all other consultants necessary to provide a cohesive final project. As part of the project , the Architectural firm will provide but is not limited to the following:
  - a. Work as a team with the El Rio Project Manager to advise and consult as a program is developed for the building.
  - b. A/E scope should include site plan and analysis, as well as schematic design and conceptual space panning.

## **SECTION B EVALUATION/SELECTION**

- I. Upon receipt and opening of proposals, El Rio Health Center's Procurement Department will determine the responsiveness of each applicant prior to its evaluation by the Selection Committee.
- II. A Selection Committee will evaluate each responsive proposal on the basis of demonstrated competence and qualifications for the type of service required and shall be based on the weighted evaluation criteria listed below. Final rankings will be based upon an average tabulation of all individual committee members' rankings. Interviews may be conducted with the top respondents and may include previous project descriptions and illustrations. El Rio Health Center reserves the right to contact references other than, and in addition to, those furnished by the respondent.
- III. A contract awarded as a result of this solicitation shall be awarded to the responsible Offeror whose proposal represents the best value and is in El Rio Health Center's best interest.
- IV. All criteria, i.e. the committee members' rankings as well as the proposal that offers the best value, knowledge and is the most qualified, will be considered in determining the final award.

- V. A Site visit is required and will be scheduled November 5<sup>th</sup> at 1:00pm, in order to get familiar with the site and view scope of work. On the day of the site visit, all offerors will first attend a meeting at Manning House located 450 W Paseo Redondo, Tucson AZ 85701. There will be a brief meeting to discuss the scope of the project and questions prior to visiting the site. Once the meeting concludes, all offerors will drive to the site located at 320 W Prince Rd, Tucson AZ 85705. Everyone is to park on the staff parking located east of the health center and wait until further instructions are given to proceed on the property.

## EVALUATION SELECTION CRITERIA

Each response will be evaluated and assigned points as follows:

I.	Specialized Design and Technical Competence	25 pts
II.	Capacity and Capability (Experience with outpatient medical facilities' design, including medical exam rooms, reception, offices, pharmacy, classrooms, etc.	20 pts
III.	Record of Performance	20 pts
IV.	Scope of Service: Work Plan & Timeline	15 pts
V.	Additional Considerations	5 pts
VI.	Fee	15 pts

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**Possible Points Available 100 pts**

- I. Specialized Design and Technical Competence (25 possible points)**
- a. Describe your firm's organization, including joint venture or other form of contractual association. Provide the name of the firm's owner and/or principal officer(s), current annual revenues and number of employees. Provide the firm's organizational chart.
  - b. Provide a current CV for the architect who may be assigned or in charge of the project. Also each additional employee who will provide services under the proposed agreement, including those required for LEED certification. Provide proof of registration for the registered professional architect(s).
  - c. Provide a current CV for the proposed consultants such as structural, mechanical and electrical engineers who will be contracted to provide professional services under this project, including licensure and/or registration number.
  - d. Provide current CV for all specialized services that may be contracted out, including, but not limited to, furniture/ interior design consultants, etc.
- II. Capacity and Capability (20 possible points)**
- a. Describe your firm's approach to providing and managing the required services as identified within this RFP.
  - b. Provide information that demonstrates your firm's, and that of your proposed engineering consultants', capacity and capability to perform work of the nature and scope of this RFP project. Detail your firm's and that of your proposed engineering consultants' ability, depth of knowledge, skills, experience and expertise as it relates to the services requested and required to be performed as described within this RFP.

- c. Identify any specialized services you feel may be required to complete the proposed project and describe how your firm proposes to meet these identified needs.
- d. Describe techniques planned to assure that schedule milestones will be met.
- e. Provide a summary of current work and statement regarding ability to assign adequate staff and resources to meet this project schedule.
- f. Provide a proposed project timeline, broken down by labor category and level of effort to perform the services described within this RFP. The proposed timeline must identify all services to be performed; inclusive of all services proposed to be performed by all engineering consultants. Outline and completely describe your firm's commitment and guarantee for the successful completion of this project.
- g. This response should show the Offeror's ability to handle:
  - i. The breadth of experience with facilities similar in size and scope that demonstrate innovative solutions and quality engineering that maximize the use of available funding.
  - ii. The experience of proposed team members and their abilities and commitment to deliver the project economically and on schedule.
  - iii. The knowledge of proposed team members pertaining to emerging technology and planning for its beneficial impact to this El Rio facility, including trends in new materials, energy reduction and sustainability.
  - iv. Extensive experience with outpatient medical facilities, and the ability to meet licensure requirements and reporting in an effective and efficient manner.

- III. **Record of Performance** **(20 possible points)**
- a. Identify and provide three (3) most recent project examples indicating your past record of performance with respect to such factors as providing accurate assistance with estimates of probable construction costs, value added cost control by material and equipment selections, value engineering, quality of work and ability to meet schedules.
  - b. Describe your firm's quality assurance /control program regarding, but not limited to, design, accurate construction documents, code compliance and coordination of job site construction work for a comprehensive project. Describe your team's involvement and relationship with local jurisdiction's process of plan review approval, permitting, certification, etc. as it relates to this proposed project.

- c. For each of your last three projects, describe your firm’s post occupancy follow-through process with respect to programmatic/functional accommodation and maintenance energy performance.

**IV. Scope of Service: Work Plan & Timeline (15 possible points)**

- a. Include a detailed description of the process and the timing associated with planning through construction. Describe how your team typically involves El Rio user groups, senior management and staff in the project planning, design and construction phases.

**V. Additional Considerations (5 possible points)**

- a. Describe your firm’s proximity to and/or familiarity with the project location. Describe any important site issues that could impact the project positively or negatively.
- b. Describe your firm’s familiarity with El Rio Health Center and your impression of the impact the health center has on the Tucson community.

**VI. Fee Proposal (15 possible points)**

- a. Proposal of fees to include all fees to be charged under this agreement as follows:
  - i. Offerors are required to submit, in a separate sealed envelope, a lump sum fee to perform the professional architectural and engineering services.
  - ii. Identify each consultant and services to be performed and provide fees associated with those consultants.
  - iii. In addition, identify any optional special services that may provide added value to this project and provide fees associated with those consultants.
- b. Note that El Rio Health Center is tax exempt for all material goods. We do pay tax on labor. Our tax exempt letters are available upon request.

**VII. Residential Preference**

- a. An additional five (5) points will be given to registered Arizona businesses. A copy of the resident business license or certificate must accompany the response to this RFP.

**SECTION C GENERAL INFORMATION**

- I. Invitation for Request for Proposal

- a. A complete set of the request for proposal will be used by the Offeror in preparing and submitting proposals. El Rio Health assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the RFP.
  - b. The purchase of materials and/or services awarded under this RFP is subject to the specifications and to El Rio Health's terms and conditions. Offerors may submit alternate terms and conditions; however, El Rio Health reserves the right to reject the language if it is considered not to be in the best interest of El Rio.
  - c. Please read carefully all instructions, specifications, terms and conditions. Failure to comply with the instructions, specifications, terms and conditions of this RFP may result in your offer being classified as disqualified. El Rio Health prohibits bribes, gratuities and kickbacks.
- II. Discrepancies
- a. Should any interested Offeror find any part of the listed scope of work, specification, requirements or the terms and conditions to be discrepant, incomplete or otherwise questionable in any respect, he/she will immediately call such matters to the attention of the Project Manager in writing.
- III. Interpretation
- a. El Rio Health is not liable for any errors or misinterpretation made by the Offeror to this RFP. No advantage will be taken by the Offerors in the omission of any details. Any misstatements of fact, misrepresentations or errors in the Offeror's proposal may, at the sole discretion of El Rio, be cause for disqualification. Offerors are responsible for ensuring that all information provided in the proposal response is accurate and complete in its entirety.
  - b. In lieu of a pre-submittal conference, you are invited to submit all questions pertaining to this RFP to [KennethS@elrio.org](mailto:KennethS@elrio.org) and [YanetV@elrio.org](mailto:YanetV@elrio.org) which will be responded to and posted on our website [elrio.org](http://elrio.org).
- IV. Proposal Submittal Procedure
- a. Submittals should be organized in a format that promotes the ease and clear evaluation of your proposal offer. To this end, the organization of your proposal should generally follow the RFP's organization so that the request and your proposal can be cross referenced during the evaluation process.

- b. Responses should be prepared simply and economically, providing a straight forward and concise description of the Offeror's capabilities to satisfy the requirements of this request. Emphasis should be placed on comprehensiveness of services offered and clarity of content. Proposal responses will address each evaluation criteria in the order presented, elaborating on all responses where possible.

The submission of samples, drawings and literature to be used in the evaluation of the offer must be submitted by the designated closing date and time in order to be considered. All submissions shall be made at no expense to El Rio Health Center. Returns will be made at the Offeror's expense and request.

- c. Offerors will provide six (6) copies of their proposal to the following address on or before the closing date in time for receipt of proposals.

El Rio Health Center  
450 W. Paseo Redondo  
Tucson, AZ 85701  
Attn: Kenneth Sand  
Facilities and Environmental Services Director

- d. Proposals will be mailed or hand delivered to the address above and will be included in a sealed envelope marked with the project title and name and address of the Offeror and accompanied by all the documents listed in the Request for Proposal. The "signature page" must also be included with the RFP documents. The sealed envelope must state "SEALED PROPOSAL ENCLOSED."
- e. Any proposal that does not adhere to the requested format and which does not address each specification and requirement within the RFP may be rejected on that basis.
- f. Late submissions will not be considered unless it is determined that it was caused by El Rio Health Center mishandling of the documents. All other late submissions will be returned unopened.

V. Other Issues

- a. All subcontractors employed by Offeror will have all required certifications, licenses or registrations under the laws of the State of Arizona.
- b. A business that has been debarred or suspended will not be permitted to do business with El Rio Health Center and will not be considered for award of the contract.

- c. The Offeror agrees if he/she is awarded the contract, that he/she will deliver the goods/services at the prices set forth in this proposal.

VI. Correction on Withdrawal of Proposal

- a. A proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivery written, verbal or email notification to the location designated in the RFP for as the place where proposals are to be received.
- b. Withdrawn proposals may be resubmitted up to the time and date designated for the receipt of proposals provided they are in full compliance with the RFP.
- c. Only modifications received prior to the time specified for the closing will be accepted. No modifications will be accepted following the opening.

VII. Opening and Awarding of Contract Proposal

- a. Proposals will be opened on the due date and time specified on the Request for Proposal cover sheet by our Procurement Department. This is not a public opening and Offerors are not invited to attend. Proposals received on time will be opened in the presence of one or more witnesses and the name and address of Offeror will be recorded.
- b. All information, except that marked as confidential, will become public information at the time the Proposal is awarded. Offerors may request in writing non-disclosure or confidential data. Such data should accompany the proposal, be readily separable from the proposal in order to facilitate eventual public inspection. Please mark each sheet in red letters "Confidential." A request that states that the entire proposal be kept confidential will not be acceptable.

VIII. Responsible Offeror

- a. All work will be done under the direction of the applicable design professional legally licensed and registered by the State of Arizona. All Offeror's employees and consultants utilized for the work performed under this Proposal must have proper certification(s) and license(s) to comply with Federal, State and local requirements.
- b. Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after opening and prior to award for the purpose of obtaining best and final offer. Negotiations may be conducted with responsible Offerors who submit offers found reasonably likely to be selected for award.

- IX. Award of Proposal
  - a. El Rio Health Center reserves the right to award this proposal based on the evaluation criteria contained herein; to reject any and all proposals or any part thereof and to accept the proposal that is in the best interest of El Rio Health Center.
  - b. The agreement will be signed by the El Rio Health Center and the successful Offeror and returned within an agreed timeframe after the date of the Notice of Award. No agreement will be effective until it has been fully executed by all of the parties thereto.
- X. Invitation is Entire Agreement
  - a. This RFP constitutes the entire agreement between the parties with respect to its subject and will not be modified, altered or amended in any way except as provided for in this Proposal.

**SECTION D INSURANCE REQUIREMENTS**

Professional and General Liability Insurance:

The selected architect and consultant engineering firms will procure and maintain, during the life of the contract, professional and general liability insurance in an amount of not less than \$1,000,000 each occurrence. The selected firms will furnish copies of Certificates of Insurance to El Rio Health Center showing the coverage, limits of liability, covered operations, effective dates and dates of policy expiration naming “El Rio Health Center, its agents and employees as additional named insured.”

# SIGNATURE PAGE

## SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Arizona Tax ID: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Applicable Arizona License Number(s): \_\_\_\_\_

\_\_\_\_\_

Contact Person for Clarification  
of Proposal Response: \_\_\_\_\_

Name & Title of Individual

Authorized to Sign for Firm: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Individual: \_\_\_\_\_