



ARCHITECTURAL REQUEST FOR PROPOSAL

To renovate approximately 20,000 of office space.

PROPOSAL SUBMISSION DEADLINE: December 19th, 2022

QUESTION SUBMISSION DEADLINE: December 15th, 2022

Questions may be submitted in written form to:

Contact Name: Djumaye Dumay

Contact Address: 1600 Stewart Ave,
Suite 300, Westbury, NY 11590

Telephone Number: 516-421-2149

Email Address: ddumay@numc.edu

INTRODUCTION

The Long Island Federally Qualified Health Centers, Inc. (LIFQHC) is a not-for-profit federally qualified health center network consisting of six comprehensive health centers and three school-based Health Centers. LIFQHC strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The LIFQHC locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

LIFQHC currently operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. LIFQHC offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These healthcare locations are available to high school students currently enrolled in that institution.

LIFQHC provided care to 44,000 discreet patients and saw 147,000 annual visits in 2021. The mission of LIFQHC is to provide access to equitable, comprehensive, optimal healthcare by improving the overall wellness of all individuals in our communities and delivering high-quality, extensive patient-centered care. Our Vision: Creating healthier communities by transforming the health care system one person at a time.



PROJECT AND LOCATION

- 400 Oak Street, Garden City, NY 11530

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) is the assigned contacts for the following:

For questions or information regarding this, contact:

Name: Robert Collazo

Title: Facilities Manager

Phone: 516-996-7077

Fax: N/A

Email: rcollazo@numc.edu

GENERAL INFORMATION

Long Island FQHC is seeking proposals from a qualified architectural firm to provide architecture, project management, and interior design for renovating its new administrative office space. In addition, the firm will provide engineering for all mechanical, electrical, and plumbing systems.

PROJECT OBJECTIVE

The objective and goal for this project are for comprehensive architectural services for the renovation of approximately 20,000 square feet for the location listed above:

1. PROJECT

The long Island FQHC is seeking proposals from qualified firms to provide professional Architectural and Engineering design services for the renovation of what will be its administrative headquarter.

2. Description of Services Sought

- Provide project management.
- Designs plans
- Development of bid documents for the project
- Development of cost estimates
- Review of bids submitted with recommendations to long Island FQHC.
- Attendance at regular project meetings during the construction phase
- Receipt of all wage reports and requests for payment
- Review all change order requests with a recommendation to Long Island FQHC



3. Description of Project

- The proposed space is located at 400 Oak Street, Garden City. It also requires a comprehensive space analysis and a complete re-design for more efficient use for administrative purposes.
- The scope of work may include demolishing existing rooms and building private offices and cubicles that will house approximately 60 employees.
- The proposed floorplan should include a human resource suite, one SIM-LAB, a minimum of two conference rooms, an IT server room, Facilities storage, and a staff cafeteria with a kitchen, restrooms, etc.....
- Architectural and engineering assessment of the structure will be provided.
- Current Floor Plan- attachment

4. Structure of Fee Proposal

Please provide a fee for these services, including an hourly wage for each staff position who will work on this project and a "not to exceed" total fee for managing these projects. Please provide a breakdown of the projected cost, hours required, and the expected reimbursable expenses in the following categories:

- Building assessments
- Development of designs for the work to be done
- Production of bid documents
- Monitoring of construction activities and attendance at bi-weekly project meetings
- Review of contractor payment requests
- Project completion and close-out

5. As this proposal covers renovations to an existing building, please answer the questions providing information to support new construction, additions, and renovations:

- a. Provide a General Statement of Qualifications that responds to the project background (post-site visit).
- b. Personnel:
 - i. List the professional and support positions and the number of personnel in each position
 - ii. Provide an organizational chart of all personnel committed to this project.
 - iii. List professional consultants outside your company whom you propose would provide services unavailable in your company. Please provide specific information documenting their work on similar projects.
- c. Special Design Concerns
- d. Explain how your company ensures compliance with the Americans with Disabilities Act (ADA)



- e. Efficient energy usage is a concern of the corporation: Describe how your company incorporates this aspect of design into its work.
- f. Architectural/Engineering Service
 - i. Describe in detail the process you would follow from schematic approval through approval of the final design.
 - ii. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
 - iii. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you used this method.
- g. Construction Costs
 - i. Describe the cost control methods and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
 - ii. List the steps in your standard change order procedure.
- h. Fees:
 - i. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- i. Safety
 - ii. Explain how you maintain the Environment of Care / Safety and Infection Control

SCHEDULED /TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE DATE

RFP Submission: **December 19th, 2022**

Internal Discussions: **Week of December 19th, 2022**

Meetings with Potential Candidates: **Week of December 12th, 2022**

Final Selection(s): **TBD**



PROJECT PROPOSAL EXPECTATIONS

LIFQHC shall award the contract to the proposal that best accommodates the various project requirements. LIFQHC reserves the right to: (i) award any contract before the proposal deadline or before the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by LIFQHC no later than December 19th, 2022, for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based on the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost-effectiveness of the proposal

LIFQHC reserves the right to cancel, suspend, and/or discontinue any proposal at any time without obligation or notice to the proposing Bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder's Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed.
6. Description of Bidder's company in terms of size, range, types of services offered, and clientele
7. Bidder's principal officers (President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager) and the length of time each officer has performed in his/her field of expertise.



8. Bidder's Federal Employee Identification Number (FEIN) on the W-9 form.
9. Evidence of legal authority to conduct business in New York (business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Insurance
 - \$3MM professional liability

Service(s), Cost Proposal Summary, and Breakdown

- Summary of schedule.
- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.