



Request for Proposals

FEASIBILITY STUDY WITH CONCEPT AND DESIGN SCHEMATIC

Issue Date: April 14, 2017

The Harrisonburg-Rockingham Community Services Board (CSB) requests qualified firms and/or individuals to submit proposals for a feasibility study related to construction of a structure to serve as the CSB's primary office location.

Proposals will be received until 4:00 p.m. on Friday, May 5, 2017.

Questions concerning this Request for Proposal and/or requests to tour the properties should be directed to:

Holly Albrite, Administrative Services Director

holly@hrccb.org

(540) 434-1941

Offer and Agreement

In compliance with this Request For Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name of Firm: _____

Address: _____

By: _____

Title: _____

Date: _____

Phone No.: _____

Fax No.: _____

FEI/FIN No.: _____

The CSB does not discriminate against small and minority businesses or faith-based organizations in accordance with the Code of Virginia 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



I. INTRODUCTION

The Harrisonburg Rockingham Community Service Board (CSB) is soliciting qualified, interested firms to offer proposals to provide a Feasibility Study with Concept and Design Schematic for a structure(s) to serve as the primary office location for the CSB. As the CSB prepares to undertake a major building project there is the need to determine whether the optimal plan is to (1) renovate/repurpose all or part of the existing structure located at 1241 North Main Street, or (2) to pursue construction of a new building separate from the existing structure. The CSB's North Main Street 'campus' includes three contiguous lots at 1231, 1241, and 1351 North Main Street, totaling 4.3 acres. An aerial satellite view of the properties is included as an attachment to this RFP. Currently, the structure will need to accommodate up to approximately 300 people at any given time (150 staff and 150 clients/visitors) with service growth anticipated to continue to increase capacity projections in the foreseeable future.

Interested offerors are requested to notify the CSB, attention Holly Albrite in writing via email (holly@hrccb.org), US Mail (1241 N. Main Street, Harrisonburg, VA 22802) or Fax (540-434-1791) of their interest to submit a proposal by April 24, 2017.

II. BACKGROUND INFORMATION

The Harrisonburg Rockingham Community Services Board is a public not-for-profit agency providing community-based mental health, developmental, and substance use services to local residents since 1972. The CSB moved its offices to 1241 North Main Street in 1978. A three-story addition was added to the back of the existing structure in 1990 and as the agency grew, properties at 1231 and 1351 North Main Street were purchased with existing structures serving as additional office space. A new two story structure was added in 2011 to house a crisis residential program with a second floor build out in 2013 for more administrative office space.

The CSB Board of Directors first identified the need for additional space in 2007 but placed plans on hold with the economic downturn in 2008. In 2013 the Board conceptually endorsed proceeding with further analysis of an addition to the front of the 1241 N. Main St building; plans were again halted due to several unforeseen developments. In the ensuing period, the need to add additional and more functional space has grown significantly leading the Board and agency management to identify "ensuring adequate facilities to meet the functional needs of the organization" as its number one goal in the 2016-2017 Strategic Plan.

Reasons include:

- 1241 North Main Street does not have enough space to house staff who currently work at that location. At present staff are spread between 1241, the second floor of 1351 N. Main, and two adjacent older single-family residential homes. None of the overflow staff areas are configured to accommodate clients and would need significant redesign to serve the public. In the past ten years, the total number of employed staff has increased by 56% from 95 to approximately 215 to-date; with just over 100 staff working at the Main St campus.
- The agency's other office location, the McNulty Center for Children and Families on East Washington St in Harrisonburg, is also over capacity with just under 40 staff and has structural and land limitations that would make adding on to the building more challenging. Select medical and clerical staff provide coverage at both 1241 and McNulty leading to loss of efficiencies traveling back and forth as well as communication challenges inherent to staff being assigned to multiple locations.
- The design of 1241 significantly impacts visitor flow through the building with very cramped check-in/check-out reception areas, minimal waiting room space (seating capacity for 3 on 1st floor, 7 on 2nd and 10 on 3rd floor), very limited group and meeting rooms, poor sound barriers, and a very well-worn and tired appearance throughout the building. Safety and security needs of staff and visitors continue to be compromised in the current configuration even with some upgrades in recent years, and first time visitors regularly have trouble navigating the main entrance in the back of the building.

As a public behavioral healthcare setting, the design must be functional and safe, secure (HIPAA compliant), accessible (ADA compliant), and attractive. Factors important in the design include:

- Operational efficiencies: support for strategic work flow including space for collaboration and team and community meetings
- Workforce growth flexibility
- Community perception: a space that balances providing an attractive, welcoming environment to those we serve while preserving a reputation as a good steward of public funds

III. SCOPE OF SERVICES

The information the CSB desires to obtain through this RFP process is submission of proposals for a Feasibility Study including Concept and Schematic Designs at a specified fixed fee that will:

- Include time to schedule and host a minimum of one (1) design charrette with management and staff to best understand CSB department functions, adjacencies, and overall space needs given projected growth.



- Evaluate the pros and cons of the two options (1. addition or 2. new structure) and/or presentation of other options.
- Include a preliminary review of the Concept and Schematic Design with local planning, zoning, fire and building officials of applicable civil, storm-water, building and life/safety code compliance and identify any potential barriers, moratorium, or impediments related to renovating existing or building a new facility on the property. This includes but is not limited to the determination of adequate parking, need for a traffic light, accel/decel or turning lanes, storm drainage capacity, adequate water supply and pressure for domestic and fire flow purposes, natural gas availability, etc.
- Present in writing and a verbal presentation, the feasibility study results and design concepts with governing authority feedback, adequate for endorsement by management and the CSB Board of Directors including preliminary site/floor/elevation/section plans.
- Provide budget cost estimates for complete project construction cost including A&E, MEP, Civil, etc. services in alignment with offerors design recommendation along with a bar chart highlighting each step with a defined time for each.

The CSB reserves the rights of ownership of all information presented (in any format) and to retain and develop any design solutions submitted as part of the process as it moves into a separate RFP and award for architectural services.

This solicitation, if awarded, will comply with the terms and conditions of the CSB Procurement Policies and Procedures. Any costs incurred by the offeror in preparing or submitting a proposal are the offeror's sole responsibility; the CSB will not reimburse any offeror for any costs incurred as a result of the preparation of this RFP.

Submittals in 5 copies, and one digital copy, marked "A PROPOSAL FOR FEASIBILITY STUDY, CONCEPT AND SCHEMATIC DESIGN" shall be addressed to:

Harrisonburg Rockingham Community Services Board
1241 North Main Street
Harrisonburg, VA 22802

IV. PROPOSAL REQUIREMENTS

The sealed envelope containing the proposal shall be labeled on the outside, "A PROPOSAL FOR FEASIBILITY STUDY, CONCEPT AND SCHEMATIC DESIGN". Time is of the essence and any proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the responsibility of the proposer to ensure their proposal is received by the CSB by the due date and time. The



CSB reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities, and to accept a proposal which is deemed to be in the best interest of the CSB.

Responses should be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities to satisfy the requirements of this request. Each respondent should provide concise, easily identifiable responses to items listed in the evaluation criteria of the RFP. The CSB will assume no responsibility for oral instruction or interpretation.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals.

V. TENTATIVE SELECTION SCHEDULE

DESCRIPTION	DATE
Receipt of proposals	May 5, 2017
Evaluation of written proposals	May 10, 2017
Interviews of firms selected to be completed by	May 19, 2017
Selection	May 29, 2017

VI. EVALUATION CRITERIA

Proposals will be evaluated by the Agency using the following criteria.

1. Expertise/qualifications in providing services of similar type and scope, i.e., healthcare and administrative facilities. This includes references from clients your firm has completed similar projects for within the last five (5) years (must submit contact information for three (3) clients with bid)
2. The fixed fee for services specified in the RFP services offer will be evaluated with other criteria and value considered
3. Thoroughness of the proposal in addressing the required scope of services
4. Timeline for completion of project



5. Background and expertise of staff who will undertake the project
6. Familiarity with local building codes, related regulations, and processes
7. Experience in providing services in compliance with public procurement regulations

EVALUATION CRITERIA	ASSIGNED WEIGHT
1. Overall Experience/qualifications	20 points
2. Fixed fee for services	20 points
3. Thoroughness of proposal	15 points
4. Timeline	10 points
5. Staffing	15 points
6. Knowledge of Locality	10 points
7 Knowledge of Procurement	10 points
TOTAL SCORE	100 Points

VII. SELECTION PROCESS

The agency may engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable based on RFP bid submittals to provide the required services for this project. Offers will be ranked in order of evaluation scoring. Interviews will be conducted beginning with the highest/first-ranked offeror. The CSB may, but is not required to interview any or all offerors. At any time during the interviews/negotiations, the CSB may terminate all and re-advertise.