

LifeStream

Request for Qualifications & Proposal
RFP 01-22 LSBC

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Request for Qualifications and Proposal-Architectural Services

I. OVERVIEW:

LifeStream Behavioral Healthcare, Inc., (LifeStream) is a private, non-profit 501(c)(3) charitable organization that has provided community based mental health and substance abuse services in Central Florida for over 50 years.

Our Daily Mission:

“Supporting Recovery, Promoting Health, and Creating Hope”

Request for Qualifications:

LifeStream is seeking to retain an Architectural Firm for services from planning through completed construction. LifeStream plans to award the Project to the Architectural firm selected by this RFQ&P process. The organization selected to provide architectural services will be expected to work with LifeStream during the bid, construction, and post construction phase of the Project.

LifeStream is seeking statements of qualifications and proposals from qualified architectural professionals experienced in the following services:

- Site Planning
- Space Planning
- Civil engineering, access road and parking design
- Construction documentation
- Site utility design
- Landscape and irrigation design
- Cost estimating and scheduling
- Structural engineering
- Mechanical, plumbing, and fire protection engineering
- Electrical engineering to include site lighting
- Fire alarm systems design
- Access control
- Permitting
- Bidding and negotiating
- Construction administration
- Record documents

This Request for Qualifications & Proposal does not commit LifeStream to award a contract or pay any costs incurred in the preparation of a response to this request. LifeStream reserves the right to accept all or part of any response or to cancel in part or in its entirety this Request for Qualifications & Proposal.

INSTRUCTIONS FOR RFQ&P

II. GENERAL INSTRUCTIONS:

A. **LifeStream Point of Contact**

All correspondence to LifeStream, including questions, submission, or other concerns, must be directed to procurement@lsbc.net

B. **Submittal of Request for Qualifications & Proposals (RFQ&P)**

RFQ&P's should be reviewed for accuracy before submission since RFQ&P's may not be changed after submission. LIFESTREAM will not be responsible for errors in any RFQ&P. LIFESTREAM reserves the right to reject any and all RFQ&P's, to waive any irregularities, or informalities in the RFQ&P's, or to request further information.

RFQ&P' submittal must be submitted electronically in PDF and received by 4:00 pm on February 7th, 2022. Late submittals will not be considered. The email subject line must include the following information: "RFP 01-22 LSBC - Submission - [insert name of firm]."

C. Signatures

All RFQ&P's must include a signature of an authorized officer of the organization submitting the RFQ&P. The name and title shall be included following the signature.

D. Intent to Submit

To be included in the RFP correspondence, all interested architectural firms must inform LifeStream of their intent to submit a proposal. Firms must include the name, email address, and phone number of their main point of contact. All communication regarding the RFP will be issued primarily by email, including addenda and important announcements.

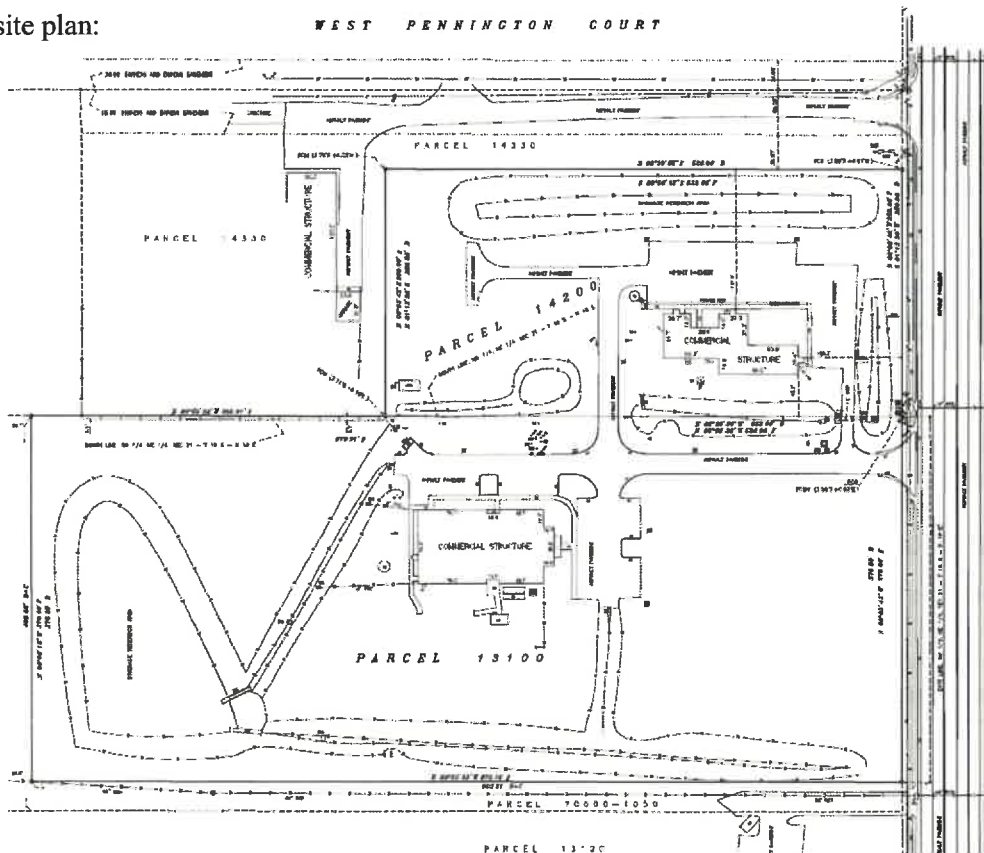
III. DESCRIPTION OF PROJECT:

The Program is for a 20 bed Crisis Stabilization Unit (CSU) and (2) 16-bed Residential Units as defined by the Florida Building Code chapter 457, and Chapter 394 of the Florida Statutes. It is anticipated that this will be a single-story facility, fully sprinkled, non-combustible construction with a fire alarm system.

The design should utilize the current patient safety standards, materials and systems.

Project location will be in the Lecanto area, on an existing campus that includes similar facilities. The site will need designed to accommodate the existing and new project requirements such as parking, circulation walks, and mechanical equipment yards as required to support the building program.

Existing site plan:



Schematic Program:

- A 20-bed Crisis Stabilization Unit (CSU), and two (2) 16-bed Level 2 Residential Units
- Nurse station
- Medications room
- Entry lobby
- Group rooms
- Therapy rooms
- Consultation rooms
- Seclusion room
- Serving Kitchen
- Dining room
- Common space
- Administrative support offices
- Secure Intake
- Mechanical room
- Electrical Room
- Data room
- Janitorial
- Storage
- Outdoor covered seating
- Outdoor activities yard
- Outdoor paved activities court
- Secure perimeter
- Access controlled doors
- Zoned circulation

Preliminary Schedule:

Projected Square Footage:	Approx. – 24,000 sq. ft.
Architectural Service Contract	Spring 2022
Programming and site analysis	Early summer 2022
Begin Design	Summer 2022
50% Complete Design	Early Fall 2022
Final Contract Documents	Winter 2022
Bid the Project	January 2023
Award the Contract	February 2023
Permitting	January-February 2023
Begin Site Work	March 2023
Begin Construction	April 2023
Complete the Project	Winter/Spring 2023
Project Cost Estimate	TBD

IV. SCOPE OF SERVICES:

The firm will be a key member of the Project team from pre-construction through final Project close-out and warranty periods. The scope of services will be as generally defined in *AIA B103-2017 Standard Form of Agreement Between Owner and Architect for a Complex Project*. The following list outlines the general services LifeStream expects the firm to provide. The list is not intended to be exhaustive, and the services described in the awarded Project contract will be more explicit.

A. Preconstruction Services

Design Documents: Provide schematic design documents including plans, elevations and sections as required to represent the proposed design. After Owner review, produce Design Development documents to further describe the design and provide 3D photo-realistic renderings to allow visualization of the finish project.

Preliminary Schedule: Produce a preliminary project schedule that will include milestones:

1. Schematic Design
2. Design Development
3. Construction Documentation
4. Permit submittal
5. Bidding
6. Contracts

7. Construction Start
8. Substantial Completion

9. Final Completion

Cost and Budget Review: Prepare a schematic construction estimate showing the values of all major components of the Project organized by CSI divisions.

Contract Documents: Produce Contract Documents consisting of plans and specifications as required to permit, bid, and construct the project.

Contract Form: Specify AIA Contracts as appropriate for the proposed work scope, such as AIOI or A107, current editions. Utilize *AIA A201 General Conditions of the Contract* as modified by LifeStream for the project particulars.

Bidding Strategies: Propose bidding strategies that will result in active participation by multiple local contractors in a competitive bid process while requiring qualification information to assure a qualified contractor is selected. Bids must incorporate LifeStream's tax-exempt program.

B. Bid/Award Phase Services

Advertisements: Assist with Project legal advertisements and any other pre-bid advertisements as required to assure an active bid process.

Pre-Bid Conferences: In association with LifeStream, conduct pre-bid conferences and site visit meetings with potential bidders.

Bid Evaluation and Review: Review and evaluate all bids for responsiveness and assist LifeStream in the Contractor Selection process. If the bids exceed the Project budget and LifeStream authorizes re-bidding of all or portions of the Project, the architect shall cooperate in revising the scope of work as required to reduce the construction costs to within budget.

Post-Bid Document Coordination: Issue the draft Construction Contract to the Contractor and Owner for review. After completing agreed upon revisions, issue the final construction contracts for signatures.

C. Construction Phase Services

Service Scope: Construction Phase services will generally be as defined by *AIA B103-2017 Standard Form of Agreement Between Owner and Architect for a Complex Project*.

Pre-Construction Conference: Attend the Contractor's pre-construction conference, and address pre-construction issues that relate to the design and documentation.

Contract Administration (CA): Assist LifeStream with CA activities and document control for the Project. Set up and maintain a computerized CA database to track CA related functions, including but not limited to, establish submittal process, coordination of the RFI process, and assist with the change order and payment application process.

Agency Interface/Compliance: Provide local and state agency interface during the Preconstruction, Construction and Close-Out phases of the Project, and comply with applicable agency requirements as described in the Contract Documents.

Utilities/Permits: Assist the General Contractor and LifeStream in obtaining all necessary local agency utility and encroachment permits for the project. This task may also encompass accompanying governmental officials (Fire Marshal, DSA, Health Department, local building department and fire authority, etc.) during inspections, assisting in preparing and submitting proper documentation to the appropriate approving agencies, assisting in final testing and other necessary and reasonable activities.

Schedule of Values/Progress Payment Procedures: Review the Contractor's schedule of values, which should be based on the CSI divisions. Review the Contractor's monthly payment applications based on percentages of work completed by trade, after corrections (if any) are made, and forward approved payment applications to LifeStream.

Project Record Documents: Coordinate and expedite all activities in connection with preparation of record documents, and the furnishing of Operation and Maintenance manuals and warranties. Ensure that all as-built are incorporated into a single set of Project Record Documents and that required training has been provided to LifeStream personnel.

Submittals: Conduct preliminary submittal reviews and monitor the approval status of product data, shop drawings, manufacturers' installation instructions, samples, mock-ups if required, and related correspondence.

Change Order Review: Assist LifeStream with reviewing potential changes in the work. Establish and implement a change order processing system that provides review of scope and analysis of changes in Contract Sum and/or Contract Time.

Contractor Claims: Evaluate and mitigate claims for additional cost or time.

D. Post Construction and Project Close-Out Phase Services

Punch List/Warranty: Participate in developing and distributing punch list(s) and cause all punch list and warranty items to be timely completed. Create a punch list schedule for completion and verify completion of all punch list items and ensure compliance with architect specifications.

V. FORMAT OF RFQ&P:

Firms interested in providing the professional services outlined in the RFP&Q shall submit proposals in PDF not exceeding 50 pages. Attachments do not count toward the 50-page limit. The PDF must be 8.5" x 11", in either portrait or landscape orientation, with 11-point font size or greater, and a minimum resolution of 200 dpi.

In order for the RFQ&P's to be considered, organizations must submit in the format described below.

A. Cover Letter/Letter of Interest

A cover letter or letter of interest of a maximum of one page. The letter must include the organization's name, address, telephone number, facsimile number, and name of a contact person.

B. Organization, Credentials and General Background

Please provide a brief history of your organization, including:

1. Location of the firm and travel distance to the project site (W Pennington Ct. & S Lecanto Hwy).
2. Number of years the organization has been in business.
3. List of basic services provided by your organization.

4. List of consulting engineers (Structural and MEPP) proposed for this project.
 - a. For each proposed consulting engineer, provide similar project background information indicating completion of similar scope projects.
 - b. Indicate specific work completed with the Architect on similar scope projects.
5. An organizational chart with the key personnel and staff proposed to perform work on the project.
6. Proposed staff's qualifications, including a brief description of abilities and credentials
7. List projects completed within the last 10 years that directly relate the Crisis Stabilization Units or similar healthcare facilities, with emphasis on projects located in Citrus and Hernando counties. Include high safety/high security elements of the projects. Provide project specific data to allow an understanding of scope. List projects start and completion dates and cost.
8. Indicate the firms certified Minority or Small Business Enterprise status.
9. Provide a copy of the Architect's and each Engineer's Florida Professional License.

C. Construction Administration Experience

1. Describe the experiences/background of your organization in providing the services required.
2. Identify, in detail, three similar projects the organization has completed within the last five (5) years.
3. Identify the organization's ability to attract and pre-qualify trade or subcontractors to bid multiple prime projects.
4. Identify the organizations experience and process in utilizing a non-profit entity's tax-exempt status during construction in purchasing materials (for cost savings), specifically in the Owner Direct Purchase (ODP) process. It is expected that LifeStream would utilize its tax-exempt status to mitigate the materials cost as a direct savings passed through to LifeStream.

D. Work Plan/Methodology

Please provide a conceptual plan for the working relationship:

1. Among the General Contractor, Architect and LifeStream.
2. Discuss how your organization will assist in processing payment requests, change orders and other forms of paperwork.
3. Describe how the organization will incorporate the "sustainable design" concepts.
4. Describe how the organization would coordinate the raw materials purchases as it relates to the tax-exempt status of LifeStream.
5. Summary of firm's strategies regarding the following areas:
 - a. Cost-Benefit Analysis
 - b. Schedule Control & Phasing
 - c. Bidding Process
 - d. Value Engineering
 - e. Communication plan with LifeStream's Leadership, Project staff, and other interested parties.

E. Additional Requirements

1. LifeStream is an equal opportunity employer providing its services in a culturally competent manner. By extension, LifeStream desires that responding firms also support a non-discriminatory, inclusionary workplace. Please provide a summary of the demonstration of your firm's inclusion practices.
2. Please provide a list of any pending or ongoing litigation or legal proceedings, regulatory body orders, or other sanctions against your firm over the past five (5) years.

F. Client Satisfaction/References

1. Provide a statement of your organization's financial stability.

2. Provide a list of at least three client references for whom your organization has performed services similar to those required by this RFQ&P. These references must include the following:
 - Name, address, telephone number and a contact person of the client.
 - Name, address, telephone number and a contact person for the General Contractor.
 - Describe the projects on which your organization provided services.

G. Compensation

Provide the proposed fees based on LifeStream’s current project information using the following table format:

Total Design Fee	Percentage of Total Construction Cost
Architectural	%
Structural	%
MEPF	%
<i>Total</i>	%

Per Hour Fees	\$/hour
Architect	
Intern/Draftsman	
Administration	
Engineer	
Intern/Draftsman	
Administration	

*For work outside the limits of the contract

One-Time/Subcontracted Fees	
Travel	\$ / mile
Construction Administration Site Visits (after contract limit)	\$ / visit
Postage	
Printing	

Additional Service Work	
<i>[Insert work/add rows as needed]</i>	<i>[insert proposed fees]</i>

H. Attachments

1. Annually, LifeStream requires its Board and senior leadership to disclose any /all possible conflicts of interest for review. Please attached your firm’s Conflict of Interest Policy and a brief description of its policy enforcement procedures.
2. Copy of design team’s professional state licenses and other credentials.
3. Certificate of Insurance (COI).

VI. SELECTION PROCESS:

The process that will be used by LifeStream in selecting an organization to perform services as outlined in this Request for Qualifications will be as follows:

A. Selection Committee

Selection Committee may be composed of, but not limited to:

President/CEO

Executive Vice-President

Vice-President/ CFO

Vice-President/COO

Vice-President Building Services

B. Written RFQ&P's

Review the written RFQ&P's submittals.

C. Oral Interviews

The Selection Committee may conduct interviews.

D. Final Selection

The Selection Committee will make the final ranking within ten working days of proposal deadline. LifeStream will proceed to Contract Negotiation with the number 1 ranked firm and continue down the list until a Contract has been successfully negotiated.

E. Form of Contract

The contract form will be based on *AIA B103-2017 Standard Form of Agreement Between Owner and Architect for a Complex Project*. LifeStream reserves the right to incorporate additional terms and conditions as determined to be proper or necessary into any contract negotiated as a result of an RFQ&P submitted in response to this Request for Qualifications & Proposal.

VII. RANKING CRITERIA:

All RFQ&P's submitted in response to this Request for Qualifications & Proposal will be evaluated to rank the top three firms best able to meet the needs of LifeStream and the requirements of the Project. The ranking criteria in no particular order will include, but not be limited to:

- A. Demonstrated experience and expertise of the organization in providing Architectural services and Construction Administration for projects of this scope and type.
- B. Qualified and experienced personnel to provide professional services, administrative office services and job site management.
- C. Past record of demonstrated competence delivering similar scope projects on time, within budget and without legal claims.
- D. Completeness and quality of the RFQ&P.
- E. Interview (if conducted).