



2241 LANGHORNE ROAD – LYNCHBURG VA 24501 - OFFICE (434) 847-8050, FAX (434) 455-3431

**Schedule A: Description of Product / Services Required**

RFP #202202

**I. Objective**

The intent of this Request for Proposal (RFP) is to solicit proposals for the purposes of entering into a contract for the professional services of an interested, qualified Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in designing health care facilities that meet or exceed requirements, to furnish architectural services in connection with the design of a new or remodeled Crisis Receiving Center at a location that Horizon Behavioral Health will purchase.

**II. Timeline**

**1. Proposal Issuance Date**

Monday, November 14, 2022

**2. Question Deadline and Contact Information**

Questions concerning the RFP should be directed, in writing by mail or e-mail to Gary Cowden ([gary.cowden@horizonbh.org](mailto:gary.cowden@horizonbh.org)) in the purchasing department no later than 7 days prior to the closing date of the proposal.

**3. Proposal Deadline**

Wednesday, November 30, no later than 4:00 p.m. Proposals received after that time will not be considered.

**4. Contract Award**

10 days after the proposal award.

**III. Background**

Horizon Behavioral Health, a political subdivision of the Commonwealth of Virginia, has facilities in the City of Lynchburg and the surrounding counties for the provision of services for Mental Health, Developmental Disability, Substance Abuse and prevention. The Administration Office is located at 2241 Langhorne Road in Lynchburg.

**IV. Scope of Work**

Horizon Behavioral Health seeks a qualified firm to furnish architectural services in connection with the design and construction of a Crisis Receiving Center. For purposes of this project, we will use the existing building located at 301 Oakley Ave, Lynchburg VA along with the lot at 101 Hood Street, Lynchburg VA and the lot at 342 Oakley Ave, Lynchburg Virginia as a potential site.

The following generally summarizes the scope of services that the architectural service will be required to perform:

- Deliver a cost estimate for the project. The estimate will not include acquisition costs. The estimate will include estimates for site preparation, needed remediation, and construction. A walkthrough of the facility can be arranged.
- Counseling with regard to the wisdom of our site choice and proposal of alternatives.
- Provide Architectural Services and Construction Administration to assist the Agency in the bidding and award of a construction contract to include but not be limited to demolition, remediation and construction
- Schematic design
- Prepare, design and develop construction drawings and contract documents based on the program and approved schematic design
- The architect will be responsible for ensuring that all applicable Federal, State and local codes and regulations to the design are met. This includes, but is not limited to Life Safety Code, ADA requirements and Health Department Code as applicable to commercial kitchen facilities. Any required permits are to be included in the estimate.
- A copy of a digital CD/thumb drive with all final drawings, specifications and other construction documents shall be provided to Horizon Behavioral Health staff at the end of the project. All associated rights and ownership shall belong to Horizon Behavioral Health.
- The design shall include, but not be limited to the following:

Estimate for a 16 bed unit  
with 16 chairs

| <b>RCSU</b>                  | min units | sq ft | total sq ft | ideal units | sq ft | total sq ft |
|------------------------------|-----------|-------|-------------|-------------|-------|-------------|
| client bedrooms              | 16        | 100   | 1600        | 16          | 100   | 1600        |
| client bathrooms (full)      | 4         | 120   | 480         | 6           | 120   | 720         |
| multipurpose group/rec rooms | 2         | 500   | 1000        | 2           | 500   | 1000        |
| group room                   | 1         | 250   | 250         | 1           | 250   | 250         |
| staff bathrooms (full)       | 2         | 120   | 240         | 2           | 120   | 240         |
| overnight bedroom for staff  | 1         | 80    | 80          | 3           | 80    | 240         |
| staff bull pen               | 1         | 400   | 400         | 1           | 400   | 400         |
| manager offices              | 2         | 120   | 240         | 2           | 120   | 240         |
| client meeting rooms         | 3         | 120   | 360         | 4           | 120   | 480         |
| exam rooms                   | 2         | 100   | 200         | 2           | 100   | 200         |
| nurse station                | 1         | 300   | 300         | 1           | 300   | 300         |
| laundry room                 | 1         | 120   | 120         | 2           | 120   | 240         |
| storage rooms                | 2         | 150   | 300         | 3           | 150   | 450         |
| client kitchen space         | 1         | 120   | 120         | 1           | 120   | 120         |
| <b>total</b>                 |           |       | <b>5690</b> |             |       | <b>6480</b> |

**23 hour and CRC**

|                         |   |     |      |   |     |      |
|-------------------------|---|-----|------|---|-----|------|
| observation room        | 2 | 500 | 1000 | 2 | 500 | 1000 |
| client bathrooms (full) | 4 | 120 | 480  | 4 | 120 | 480  |
| kitchenette client      | 2 | 120 | 240  | 2 | 120 | 240  |
| exam room               | 2 | 120 | 240  | 2 | 120 | 240  |
| client interview room   | 4 | 120 | 480  | 4 | 120 | 480  |
| manager office          | 3 | 120 | 360  | 3 | 120 | 360  |
| storage closets         | 4 | 60  | 240  | 4 | 60  | 240  |
| waiting room/reception  | 1 | 300 | 300  | 1 | 300 | 300  |

|                                   |   |     |      |   |     |      |
|-----------------------------------|---|-----|------|---|-----|------|
| bull pen                          | 2 | 350 | 700  | 2 | 350 | 700  |
| receptionist area                 | 1 | 100 | 100  | 1 | 100 | 100  |
| hub room/security                 | 1 | 200 | 200  | 1 | 200 | 200  |
| conference room and<br>break room | 2 | 700 | 1400 | 2 | 700 | 1400 |
| staff bathroom                    | 3 | 120 | 360  | 3 | 120 | 360  |
| dr office                         | 2 | 130 | 260  | 2 | 130 | 260  |
| family room                       | 1 | 150 | 150  | 1 | 150 | 150  |
| support rooms                     | 4 | 100 | 400  | 4 | 100 | 400  |
| staff kitchenette                 | 1 | 120 | 120  | 1 | 120 | 120  |
| laundry room                      | 2 | 80  | 160  | 2 | 80  | 160  |
| utility room                      | 1 | 100 | 100  | 1 | 100 | 100  |
| IT hub                            | 2 | 144 | 288  | 2 | 144 | 288  |
| reception room bathroom           |   |     |      | 2 | 120 | 240  |
| total                             |   |     | 7578 |   |     | 7818 |

**Kitchen/cafeteria**

|  |   |     |      |   |     |      |
|--|---|-----|------|---|-----|------|
| staff bathroom (could<br>possibly be left out) | 0 | 120 | 0    | 1 | 120 | 120  |
| manager office                                 | 1 | 120 | 120  | 1 | 120 | 120  |
| storage room                                   | 1 | 100 | 100  | 1 | 100 | 100  |
| dining area                                    | 1 | 700 | 700  | 1 | 700 | 700  |
| kitchen  | 1 | 700 | 700  | 1 | 700 | 700  |
| total  |   |     | 1620 |   |     | 1740 |

**Add ES**

|                     |    |     |      |    |     |      |
|---------------------|----|-----|------|----|-----|------|
| ES offices          | 17 | 120 | 2040 | 17 | 120 | 2040 |
| add interview rooms | 4  | 120 | 480  | 4  | 120 | 480  |
| Totals              |    |     | 2520 |    |     | 2520 |

|               |       |       |
|---------------|-------|-------|
| <b>Totals</b> | min   | ideal |
| bathrooms     | 13    | 18    |
| sq footage    | 17408 | 18558 |

**Parking lot logic**

|          |    |
|----------|----|
| staff    | 50 |
| visitors | 15 |
| EMS/COPS | 8  |
| total    | 73 |

**V. Proposal Preparation and Submission Requirements**

**a. General Instructions**

- i. Proposals should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of the RFP. Emphasis shall be on completeness and clarity of content, and shall be organized in the order in which the requirements are presented in the RFP but shall convey enough information for the Agency to evaluate the ability of the offeror to provide the requested goods and/or services. Proposals must contain the following in this order
  1. Letter of transmittal

2. Table of contents
3. Brief history of the firm's
  - a. Experience
  - b. Principals
  - c. Qualifications to undertake this project
  - d. Success in providing the type of goods and services requested
4. Concise descriptions of not more than three similar projects with similar services provided. Include the name of the customer along with associated mailing address and contact person with phone number.
5. Description of the offeror's approach to providing services
6. Proposed timeline for the various phases of the project
7. Bid price along with payment schedule.

Proposals shall not be accompanied by voluminous plans or reports as examples of the responsiveness and the responsible Firms previous work.

- ii. Proposals shall be delivered to the Purchasing Office, Horizon Behavioral Health, Gary Cowden, 2241 Langhorne Road, Lynchburg VA 24501.
- iii. The original Horizon Behavioral Health RFP must be returned with your proposal.

**b. Specific Instructions**

- i. The offeror will submit four complete copies of their response
- ii. All proposals shall be delivered in a sealed envelope marked **RFP #202202 Architectural Services for CRC**. Proposals shall be signed by an authorized representative of the responsive and responsible Firm. Courier and regular mail packages should be clearly marked as to their contents.
- iii. Proposals received after the Proposal Deadline will not be opened or considered.
- iv. Firms that will be performing services at a Horizon Behavioral Health site must be able to present Certificates of Insurance stating a minimum of one million dollar General Liability and Workers Compensation in the statutory amount. Firms will also be required to sign a certification of confidentiality binding each individual associated with the project.

**VI. Contract Award and Development**

- a. Proposals will be evaluated in accordance with the "proposal evaluation criteria" in the RFP
- b. The content of the RFP and the successful responsive and responsible Firm's relevant experience will become an integral part of the contract, but may be modified by provisions of the contract. The responsive and responsible Firms must be amenable to the inclusion in the contract of any information provided either in response to the RFP or subsequently during the selection process. The information received will be considered contractual in nature and will be used in validation and evaluation of the proposals and in subsequent contractual action.

**VII. Proposal Evaluation Criteria and Selection Process**

Horizon Behavioral Health will evaluate proposals and, if the responsible and responsive Firm is to be selected, will be reviewed in accordance with the following elation criteria although not necessarily in this order:

- a. Time of project completion
- b. Proposed price for services rendered
- c. Relevant experience with projects similar to the proposed project
- d. Firms overall experience

- e. References

**VIII. General Terms and Conditions**

- A. Offerors who submit a bid in response to this RFP may be required to give an oral presentation of their bid to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the bid. The agency will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, proposals should be complete.
- B. No member of the governing body, officer, or employee of HBH during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C. HBH reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors. Any contract resulting from this Request for Proposal shall not be exclusive to the successful Offeror. HBH reserves the right to contract with offerors not party to the resultant contract for similar work if it determines this to be in their best interest.
- D. HBH may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical facility prior to award to satisfy questions regarding the offeror's capabilities. HBH further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E. HBH will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal. All proposals submitted will become the property of HBH.
- F. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.
- G. By signature on this solicitation, offeror certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986
- H. By written notice to the Contractor, HBH may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- I. If the Contract involves patient care, the contractor will adhere to the standards set by HBH regarding quality assurance and participate with HBH in the systematic and ongoing monitoring and evaluation of patient care
- J. HBH reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- K. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- L. A contract shall not be assignable, in whole or in part, by the Contractor without the prior written consent of the Chief Executive Officer of HBH.
- M. Termination. The services provided may be terminated under the following circumstances.
  - a. HBH may terminate immediately if state and local tax funds, granted for the program, are permanently revoked or terminated by the funding agencies in a manner beyond the control of Horizon for the duration of the contract period. In this situation, any and all of the obligations of Horizon and the Contractor shall immediately cease. Horizon agrees to compensate the Contractor for services performed under this contract prior to the date of actual termination.

- b. Either party may terminate this contract without cause with a written notice at least thirty (30) calendar days prior to the date of actual termination or with cause immediately and without advance notice. Horizon agrees to compensate the Contractor for services performed under this contract prior to the date of actual termination.
- N. Confidentiality: The Offeror acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to HBH. Therefore, except as required by law, the Offeror agrees that its employees will not:
  - a. Access or attempt to access data that is unrelated to their job duties or authorizations as related to this Contract.
  - b. Access or attempt to access information beyond their stated authorization.
  - c. Disclose to any other person or allow any other person access to any information related to HBH or any of its facilities or any other user of this Contract that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or another transmission or sharing of data.

The Offeror understands that HBH or others may suffer irreparable harm by disclosure of proprietary or confidential information and that HBH may seek legal remedies available to it should such disclosure occur. Further, the Offeror understands that violations of this provision may result in Contract termination. The Offeror further understands that information and data obtained during the performance of this contract shall be considered confidential, during and following the term of this Contract, and will not be divulged without the prior written consent of the Chief Executive Officer of HBH, or their designee, and then only in strict accordance with prevailing laws. The Offeror shall hold all information provided by HBH as proprietary and confidential and shall make no unauthorized reproduction or distribution of such material.

HBH understands that certain information provided by the Offeror during the performance of this Contract may also contain confidential or proprietary information. Offeror acknowledges that this Contract and public records (as defined by §2.2-3701 of the Virginia Freedom of Information Act) provided pursuant to this Contract are subject to the Virginia Freedom of Information Act §§2.2-3700 et seq. and the Virginia Public Procurement Act §2.2-4342 of the Code of Virginia.

- O. Drug Free Workplace: In accordance with Sec 2.2-4312 of the Virginia Code, during the performance of this contract, the Offeror agrees to
  - i. provide a drug-free workplace for the Offeror's employees;
  - ii. post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - iii. state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that such Offeror maintains a drug-free workplace; and
  - iv. include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-offeror or vendor.

Successful Offeror shall not use, possess, manufacture, or distribute alcohol or illegal drugs during the performance of the contract or while on HBH premises or distribute it to HBH employees.

Successful Offeror understands that a violation of these prohibitions constitutes a breach of the contract and that HBH has the right to cancel the contract. For the purpose of this section, "Drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to an Offeror, the employees of which are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- P. Nondiscrimination: By submitting their proposal, the Offeror certifies to HBH that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11- 51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance. During the performance of the contract, the Offeror agrees as follows:

- a. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the broker. The broker agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Offeror will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

IN COMPLIANCE WITH THE REQUEST FOR PROPOSAL AND ALL THE CONDITIONS IMPOSED HEREIN, THE UNSDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL, OR AS MUTUALL AGREED UPON IN WRITING.

Company name and Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed name: \_\_\_\_\_