

REQUEST FOR PROPOSAL (RFP)

Allegan County Community Mental Health Services
3283 122nd Avenue, P.O. Box 130, Allegan MI 49010
March 18, 2016

Introduction: Allegan County Community Mental Health Services (ACCMHS) is investigating the feasibility to build a new behavioral healthcare facility located in the County of Allegan at an area location yet to be determined. It is desired for ACCMHS to seek proposals from qualified, licensed architects to assist in a needs assessment in order to determine the facility requirements for ACCMHS. Once the facility needs and preliminary budget are defined by the architect in conjunction with the ACCMHS staff then the proposal will be taken to the ACCMHS Board for the Board approval to move forward. The selected architect will then assist in the bids/proposals that will be sought at a later point to identify the oversight and the construction for the project.

Selection of a Qualified, Licensed Architect: ACCMHS will make a selection and enter into an agreement with a qualified architect that best suits the needs of ACCMHS. The process for selecting a qualified architect is described in the “Description of Information to be submitted” section below. ACCMHS reserves the right to select or reject any or all proposals that might be submitted in relation to this solicitation.

Description of Work: ACCMHS would like to explore the feasibility to have a new facility constructed. The facility would be used to provide behavioral health services and integrated health care services. Initially, ACCMHS is seeking to determine through the needs assessment the optimum building size and associated parking area to fulfill the current and future needs of ACCMHS. Currently ACCMHS has approximately 150 employees and occupies space in three (3) separate facilities, each location is listed as follow:

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|--------------------------------|--|
| CSB Building 11,987 sq. ft. | 3283 122 nd Ave. Allegan MI 49010 |
| Clinic Building 11,764 sq. ft. | 3285 122 nd Ave. Allegan MI 49010 |
| ACC Building 9,929 sq. ft. | 277 North Street Allegan MI 49010 |

The evaluation process will provide the guidance on the physical size of a new facility to cover the needs for ACCMHS moving into the future, and will advise as to the potential budget requirements for the facility.

The architect selected will meet with ACCMHS staff to evaluate the needs and to establish a design and budget that meets the requirements of the organization. Once the drawings with exact specifications are completed, the architect will create a "Request for Proposal" for project management and construction to be published in the newspaper. The architect will provide professional oversight to those persons or organizations preparing a proposal in hopes of securing a contract to complete the work specified in the drawings.

Description of Information to be submitted: Please provide in writing to ACCMHS a proposal for a total fee (or fee range) for all services either as a percentage of the cost of construction or as a fixed price flat fee, and how the fee would be distributed over the following stages of design and construction:

- Program and Concept Development
- Schematic Design
- Design and Development
- Construction Documents (in this case including the production of an RFP for Construction management)
- Construction Administrator

Please include:

- A list of the team members that the firm will assign to the project with the individual project responsibilities and resumes.
- A list of similar projects both in purpose and price range that the firm has designed in the last five (5) years.
- A list of sub-consultants the firm would use to complete their work on this project.
- An explanation of how the firm will develop budget/cost estimates through the various stages of design.
- Hourly rates (for the various level of employees in the firm) for "additional services" beyond those listed in the RFP.
- Information on the firms' current/future workloads and how the firm would accommodate this project.
- A list of any claims against the firm's Errors and Omissions coverage in the past 5 years.
- An estimated time line for start to finish of this project.
- Please submit three (3) references from owners of buildings where you have provided similar work to that which is described above.

Once this information is received, ACCMHS administrative personnel will review the information and select the potential candidates to interview. During the interview process, an estimate of the number of hours to complete the needs assessment, the drawings and to provide oversight during the development of the RFPs will be discussed. Once the interview process is completed, a decision will be made, and a vendor will be notified.

Declaration of Interest and Intent to Submit Information: Qualified parties are required to submit the information requested in the above document no later than 5:00 pm EST on Friday April 29, 2016 to the address listed at the top of the RFP.

Questions and Inquiries: Qualified, licensed parties interested in submitting the information requested may make inquiries to Gary Smith at (269) 673-6617 ext. 2719 or by email to gsmith@accmhs.org