

**Oklahoma Department of Mental Health
and Substance Abuse Services**

CAP Solicitation # 21222AE

**Request for Proposal (RFP)
Architectural Design Services
New Mental Health Hospital Norman**

1 Instructions

1.1 Submission Requirements

This Request for Proposal (RFP) is issued on behalf of the Oklahoma Department on Mental Health and Substance Abuse Services (“Owner”)

The enclosed information requirements are to be submitted to Mathew Hamrick at purchasing@odmhsas.org no later than **3:00PM Central on March 1, 2021**. At the time of submission, OWNER will require electronic copies of submissions.

All correspondence related to this solicitation, including proposal, shall be identified by referencing solicitation number **CAP# 21222AE**.

All responses received in response to this request will become the property of OWNER and will not be returned to the respondents.

1.1.1 Clarifications

If additional information is needed to interpret the RFP requirements, **QUESTIONS MUST BE RECEIVED NO LATER THAN 12:00PM Central on February 15, 2021** and **ADDRESSED** to Mathew Hamrick at purchasing@odmhsas.org.

No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time.

1.1.2 Contents of Proposal

All attachments, additional pages, addenda, or explanations supplied by the respondent with this proposal will be considered as part of the proposal response.

An award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

1.1.3 Nonconforming Terms & Conditions

Responses that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as non-responsive. OWNER reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness. Base proposal must comply with and address all RFP requirements.

1.1.4 Voluntary Alternate Proposals

A voluntary alternate proposal is viewed by Owner as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same respondent, which differs in some degree from its prime proposal. Owner may consider or reject any or all alternate proposals submitted.

1.1.5 Amendment of Proposals

1.1.5.1 By Owner:

Owner may amend the Request for Proposals in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be emailed to all invited architects. It is the responsibility of prospective architects to check for any future amendments, questions, revisions,

etc., prior to the opening date and return with the response. RFP's that do not acknowledge amendments may be rejected.

1.1.5.2 By Architect:

Proposals may only be amended after receipt by Owner by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by Owner. Initial proposal will be good for 60 days.

1.1.6 Withdrawal of Proposals

Proposals may be withdrawn only in total, and only by a written request to OWNER prior to the time and date scheduled for opening of proposals.

1.1.7 Other Considerations

Owner reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

1.1.8 Publicity Releases

Architect agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by Owner.

1.1.9 Indemnification and Defense of Suits

The Architect agrees to indemnify, hold harmless, and defend Owner, its officers, agents, consultants and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the successful respondent, its employees, agents or subcontractors.

1.2 Confidentiality Statement

This RFP and any documentation received in response is subject to the Oklahoma Open Records Act and or other applicable law. Unless otherwise specified by law, documents and information submitted as part of or in connection with a proposal are public records and subject to disclosure after contract award.

Bidder may make a claim of confidential information by clearly marking as such in its proposal. Owner will review the information and keep confidential should the Owner agree that the information is excluded from requirements of the Oklahoma Open Records Act and other applicable law.

1.3 Reservations

This RFP does not commit Owner to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. Owner reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of Owner to do so.

1.4 Selection Process

We are asking each Architectural firm to respond to the defined set of decision criteria and requirements contained within this RFP. All RFP responses will be reviewed. Based on the review of the information provided, we will narrow the field of potential architects to a short list of firms for interviews.

Owner is seeking an Architectural firm to coordinate and manage the design process as a member of a team with the Owner's Rep, Owner staff, General Contractor and other project consultants. The Architectural firm must be familiar with local licensing, permitting, local and state regulations and requirements and be capable of working with Owner's Rep to generate competitive pricing and viable pricing alternatives.

Any comments or objections to the use of this agreement must be addressed in writing prior to your response to this RFP. Owner may, but is under no obligation to, consider reasonable modifications to this agreement but will not consider major modifications and/or substitution to this agreement after receipt of your response to this RFP.

1.5 Project Description

The Oklahoma Department of Mental Health and Substance Abuse Services is planning a new hospital for mental health and substance abuse services in Norman, Oklahoma. The Owner anticipates 250 adult beds and 55 beds for children.

Due to the nature of the facilities work, an Anti-Ligature standard must be met throughout the building. Every device, fixture, hardware, accessory and sealant located in the patient accessible areas of the building must be designed to eliminate ligature risks.

In addition, the new facility will need room for hospital administration, a full commercial grade kitchen, gym/recreational spaces, storm shelters, security services, a pharmacy, adequate waiting areas for visitors, especially in the children's section of the hospital and space for a Doctor residency program.

The development of the site will include 380 surface parking spaces.

2 RFP Response requirements

2.1 Proposal Format

Architectural Firms shall be required to submit an electronic copy of their response to this RFP clearly identified as such. The response is due no later than **3:00PM Central on March 1, 2021**. And are to be submitted to Mathew Hamrick at purchasing@odmhsas.org.

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted according to this format. The proposal should be prepared simply and economically, providing straightforward and concise information as requested.

2.2 Proposal Requirements

The proposal should contain the following sections:

1. Completed OMES CAP Form M254; copy attached to solicitation announcement or found at: <https://oklahoma.gov/content/dam/ok/en/omes/documents/cap/forms/CAPFormM254.pdf>

2. Completed OMES CAP Form M255; copy attached to solicitation announcement or found at: <https://oklahoma.gov/content/dam/ok/en/omes/documents/cap/forms/CAPFormM255.pdf>
3. Your proposed team and their design experience with hospitals.
4. Show how this team is positioned to assist Owner in achieving its goals for the timely and economical delivery of a quality project.
5. A brief description of your firm or team, specially describing its background and qualifications for healthcare projects. This could include a firm brochure or firm overview. Include list of key personnel who will be involved in this project including title, their position in relation to this project, qualifications and experience. Include references with phone numbers and a list of comparable projects.
6. Provide owner references (with current phone numbers) for projects with similar size and scope.
7. Provide an organizational chart showing proposed staffing for this project for both office and field personnel.
8. Include resumes of individuals listed on the organizational chart and their experience working on healthcare projects.
9. Provide detailed information on any projects your firm has provided for the State of Oklahoma.
10. Value Analysis: Describe the process by which your firm performs value analysis so as to achieve an appropriate balance between costs, aesthetics, sustainable design and function.
11. Based on you firm's previous project experience, what would your firm project the design duration to be based on the project description?
12. Project tracking/ reporting: Describe your firms approach and procedures for project tracking and reporting.
13. Please describe similar projects that came in on time and under budget.
14. Reimbursable: Include a list of items considered reimbursable and an estimated cost.
15. Scheduling capabilities including preliminary schedule specific to this project.
16. Please include your experience, if any, working with City of Norman permitting and inspections.
17. Indicate the amount of professional liability insurance coverage you currently carry. (One million dollar minimum requirement)
18. Please list any lawsuits or claims made against your firm in the past five years and indicate the outcome of the litigation.
19. Fees – The architectural firm will submit a fee proposal, which can be a lump sum or percentage fee. It should be noted that there would be little or no room for negotiation beyond the fees outlined in this RFP. Please give the most accurate estimate, as you will be held to these numbers. The fee should be quoted in two phases:
 - i. Phase One - creating basic programming, conceptual designs and renderings to assist the Owner in raising the required funds from public and private sectors.
 - ii. Phase Two – full design services and construction administration.
 - a.) Your proposal should include programming, architectural, civil, structural, mechanical, electrical, plumbing, and interior design for building finishes, food service, acoustical consultant, lighting consultants, landscape, signage, security services; include whom your will use, qualifications and experience
 - b.) Including electronic data processing, safety and/or quality assurance programs, or other costs, which must be considered.

- c.) Please provide an estimate of your anticipated reimburseables. Reimburseables should include all costs you anticipate billing in addition to your fee.
- d.) Provide details as to who might make the decisions within your firm and what flexibility could be expected in the decision process.
- e.) Please provide an itemized list of any additional cost you would anticipate billing the owner in addition to your fee and reimburseables.

20. Profile of the firm.

- a.) Annual volume (last fiscal year) of the firm.
- b.) Annual volume (last fiscal year) of the local office.
- c.) Annual projected volume (this fiscal year) of the firm excluding this project.
- d.) Annual projected volume (this fiscal year) of the local office excluding this project.
- e.) Total number of projects anticipated for this year excluding this project.
- f.) List projects of similar size and scope performed in the last (5) years.
- g.) Current work in progress (list).
- h.) Please list any past, current, and outstanding lawsuits with clients.
- i.) Please list any past, current, and outstanding suits or arbitrations with CM/GC and/or other contractors.

2.3 Evaluation of Proposals

Proposals will be evaluated in accordance with the criteria listed above.

2.4 Award

Award will be made to the responsive, responsible Architectural firm who complies with the requirements of this RFP and best meets the needs of OWNER.