



**REQUEST FOR QUALIFICATIONS
For**

PROFESSIONAL SERVICES

North Mountain Healing Center

CBI PROJECT NO. CBI 9414

Date: January 13, 2023

**Community Bridges,
Inc. (CBI)
1855 W. Baseline Rd.
Suite 101
Mesa, AZ 85202
Telephone: (480) 831-7566**

TABLE OF CONTENTS

Table of Contents – Page 1

Background of CBI – Page 2

CBI RFQ – Design Services – Page 2

Project Description – Page 2

Project Phases – Page 3

Scope of Work – Page 3

Pre-Submittal Conference – Page 4

Statement of Qualification Evaluation Criteria – Page 4

Submittal Requirements – Page 6

Selection Process and Schedule & Evaluation of Quotes – Page 7

Certifications – Page 7

General Information – Page 8

Final Comments – Page 9

Reciprocal Non-Disclosure Agreement – Page 9

Attachment “A” – Page 10

I. BACKGROUND of CBI

CBI was incorporated as a private nonprofit, 501(c)(3) organization in 1982 and has an almost 40-year history of providing comprehensive, medically integrated behavioral health programs which include prevention, education and treatment services using cutting edge, nationally recognized treatment models throughout Arizona. CBI is one of the largest statewide providers offering fully integrated medical and behavioral health care in seven Arizona Counties by providing a continuum of care that begins with prevention and continues for individuals and families through treatment and recovery.

During the past five years, CBI has experienced tremendous growth and transformed recovery of those we serve holistically and more effectively, by delivering direct physician and nurse practitioner services, both on site throughout Arizona, and through telemedicine to each of our service locations. CBI operates several programs throughout the state that are licensed by the Arizona Department of Health Services Division of Behavioral Health. Our prevention and clinical programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

II. CBI RFQ – DESIGN SERVICES

CBI is experiencing tremendous growth, especially in our shelter services area. CBI is seeking a qualified consulting firm or team, with extensive experience and knowledge of City of Phoenix, Maricopa County, state and federal standards and regulations, to provide complete architectural and design services for a renovation of a commercial property in the North Phoenix area of 25th Ave and Dunlap, which will be known as the CBI North Phoenix Healing Center (“Project”). Applications will be considered from both firms and individuals.

All qualified firms that are interested in providing these services to Community Bridges, Inc. are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ)

III. PROJECT DESCRIPTION

Once complete, the Project will result in a facility providing the following:

- One hundred (100) new low barrier shelter beds (55 male & 35 female & 10 couples).
- It will provide amenities including but not limited to:
 - An animal kennel to serve up to 20 dogs,
 - Hot Meals
 - Healing Center
 - Crisis Response Team, CBI outreach
 - Emergency Medical Technicians
 - Laundromat Services
 - Health and wellness Recreation (gym, community garden)

- An emphasis on a Trauma Informed Design
- Crime Prevention Through Environmental Design
- Environment that will be utilized to streamline services and offer the best possible experience for those who enter.
- Community Bridges Inc. may include other miscellaneous improvements at the Site, as needed.

The total Project budget for design and construction is approximately \$5.8 million. CBI anticipates commencing construction in the fall of 2022. The Project's plans will be prepared for construction in accordance with all applicable building codes and regulatory requirements. Attachment A sets forth some additional design standards that will apply to the Project.

The Project is funded through federal funding from the Department of Housing and Urban Development ("HUD") through its Community Development Block Grant ("CDBG") program, and from grants secured under the American Rescue Plan Act of 2021 ("ARPA"). The CDBG grant is administered by the City of Phoenix, and the ARPA grant is administered by Maricopa County.

IV. **PROJECT PHASES**

Architectural and design work for the Project will be conducted in the following phases:

- Phase 1 – Project Management
- Phase 2 – Design Reports
- Phase 3 – Detailed Design and Construction Documents
- Phase 4 – Contracting Assistance
- Phase 5 – Construction Phase Services

V. **SCOPE OF WORK**

The architectural and design services sought in this RFQ include programming documents, schematic drawings (including presentation boards and renderings), construction documents and construction phase/construction administration services. The consultant may be required to assist with public meetings, City Council meetings, Citizen Advisory/Committee meetings, Design Review Board meetings, and other coordination efforts. The consultant will also assist with pre-construction and construction phase services for the project, including construction observation, testing, and final acceptance services.

The services to be performed are specified more fully in the AIA B101-2017 design agreement, which is available at the following link: <https://communitybridgesaz.org/media-and-public-relations/>. The agreement will provide for payment for phases of work completed, with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a consultant, a more detailed scope of work will be developed.

CBI will seek separate bids for a general contractor for the construction phase. The consultant shall work with CBI during the procurement process for the general contractor and shall perform construction phase and construction administration services as required by the AIA B101-2017 agreement and the detailed scope of work developed by CBI.

VI. PRE-SUBMITTAL CONFERENCE

An electronic Pre-Submittal Conference will be held on 1/23/2023 at 11AM through Microsoft Teams. At this meeting, the Project team, including CBI staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. Attendance at the Pre-Submittal Conference is not mandatory. All interested firms may submit a SOQ, whether they attend the conference or not. Any parties interested in attending the Pre-Submittal Conference should request an invitation from RFP@cbridges.com, Attn: Dan Hines, Director of Facilities, Procurement, and Projects – Construction.

All interested firms are encouraged to attend the Pre-Submittal Conference since CBI staff will not be available for meetings or to respond to individual inquiries regarding the project outside of this Pre-Submittal conference. In addition, meeting minutes or any other information will not be posted from the Pre-Submittal Conference.

VII. STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General Information (100 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including subconsultants, if any. Provide an organizational chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Each person's length of time with the firm
3. Applicable professional registrations

B. Experience and Qualifications of the Firm/Team and Key Personnel (300 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - a. Description of the project, including project name and location.

- b. Project owner and/or client information.
 - c. Role of the firm, including a description of the services provided.
 - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project; and
 - e. Approximate dates services were provided.
 2. List all federally funded projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
 3. Identify all proposed subconsultants or subcontractors that will be used in performing the work.
 4. Provide proposed terms for Sections 1.1.10, 1.1.11.1, 1.1.11.2, 4.1.1, 4.1.2.1, 4.1.2.2, 11.1, 11.2, 11.3, 11.4, 11.5, and 11.7 of CBI's AIA B101-2017 form of agreement.
 5. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.
- C. Understanding of the Project and Approach to Performing the Required Services (350 points)

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/ team offers and how you propose to use that expertise to benefit CBI to add value to the project.

- D. Current Workload and Project Team's Ability to Start Immediately. (50 points)

This scoring criterion has two parts: overall workload and existing contracts, as further detailed herein:

1. Overall Workload and Ability to Start Immediately (up to 50 points): Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this

project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to 50 points for this sub-category.

E. Office Location (50 points)

Identify the physical location of the lead firm's office. Fifty points will be awarded to teams whose lead firm's office is physically located within Maricopa County. No points will otherwise be awarded for this category.

F. Reference Information (150 points)

CBI will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). Each reference shall include the name and contact information for the project owner, a description of the project, the applicant's scope of work on the project, and an explanation of whether the project was completed on time and on budget.

VIII. SUBMITTAL REQUIREMENTS

The SOQ shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of 12 pages to address the SOQ evaluation criteria outlined herein (excluding references and resumes but including an organizational chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size used in the SOQ shall be 10pt. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and divider pages will not be counted if they do not contain submittal information.

Please provide one (1) electronic copy of the SOQ in an unencrypted PDF format to Dan Hines, Director of Facilities & Procurement, at dhines@cbridges.com and Adrian Ortiz at AOrtiz@cbridges.com, **by no later than 5 p.m. Arizona time on 1/27/2023**. CBI reserves the right to accept or reject any and all SOQ. CBI is an equal opportunity employer.

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used or referred to as part of the selection process and may be retained in the CBI files.

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of the SOQ by CBI by the specified deadline
- Receipt of the SOQ by CBI in the format specified
- Adherence to maximum page requirement for the SOQ

IX. SELECTION PROCESS, SCHEDULE, AND EVALUATION OF QUOTES

All SOQs submitted will be reviewed by a CBI Selection Committee. The Selection Committee will select the consultant which best fulfills CBI requirements and represents the best value to our organization. No single factor will determine the final award decision. CBI may, in its sole and absolute discretion, award work to more than one firm or individual. CBI may decide to terminate the selection process at any time.

The Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. The Selection Committee will produce a rank-ordered list of the submitting firms, and interviews may or may not be conducted as part of the selection process. If interviews are not held, then CBI will make the final award decision.

If interviews are held, the top three (3) to five (5) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter outlining the criteria to be addressed in the interview and the detailed scoring of the interview process. CBI will make the final award decision after the interview.

The following tentative schedule has been prepared for this selection process:

Questions submitted by 1/20/2023 at 5PM

Pre-Submittal Conference 1/23/2023 at 11AM

SOQ's Due 1/27/2023 at 5PM

Shortlist Interviews (if necessary) 1/31/2023 at 11AM

X. CERTIFICATIONS

By submitting an SOQ to CBI, the respondent makes the following certifications:

- **The respondent has reviewed the AIA B101-2017 design agreement that is applicable to this Project, including the agreement's insurance requirements, and, if selected, will execute this contract without modification or exception, except as expressly permitted in Section VII(B)(4). The design agreement document is available at the following link: <https://communitybridgesaz.org/media-and-public-relations/>.**

- The respondent has reviewed CBI's Federal Grants Management Policies document, available at <https://communitybridgesaz.org/media-and-public-relations/>, and shall comply with all requirements set forth therein during the RFQ process and if selected to perform all or part of the requested work.
- The respondent is familiar with and shall comply with all applicable federal statutes and regulations governing CDBG and ARPA grants, including but not limited to 24 C.F.R. Part 570 and all regulations and policies promulgated by HUD for CDBG programs, the Maricopa County Procurement Code, and the City of Phoenix Procurement Code.

XI. GENERAL INFORMATION

RFQ Lists: This Design Services Request for Qualifications will be listed on CBI's web site. The address is: <https://communitybridgesaz.org/media-and-public-relations/>

Design Agreement Updates: If the AIA B101-2017 design agreement accompanying this RFQ changes after the RFQ is issued, the newer version of the agreement will be in effect. The respondent is responsible for checking CBI's website for updates.

Instructions: CBI shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check CBI's website prior to submitting the SOQ for any addenda to this RFQ.

CBI's Rights: CBI reserves its right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received. No binding contract will exist until CBI and the consultant execute a written contract.

Contact with CBI's Employees: All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed exclusively to the authorized representative identified below.

Questions: Questions pertaining to this RFQ, the Project, the selection process, or the design agreement shall be Dan Hines, Director of Facilities & Procurement, at dhines@cbridges.com and Adrian Ortiz at AOrtiz@cbridges.com. **Questions to CBI shall be submitted by no later than 5 p.m. on Friday January 20, 2023.** No other method of submitting questions to CBI shall be permitted.

XII. FINAL COMMENTS

To be considered for the Project, please send the SOQ **by e-mail** to Dan Hines, Director of Facilities & Procurement, at dhines@cbridges.com **and** Adrian Ortiz at AOrtiz@cbridges.com, **by no later than 5 p.m. Arizona time on 1/27/2023**.

Documents/Information may be made available to you for purposes of completing this request once you have submitted an executed RNDA in Section VI.

CBI anticipates awarding contracts starting in the late summer of 2023. CBI will mutually discuss, expand, and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

Issuance of this RFQ does not obligate the CBI to award a contract or to pay any costs incurred in preparation of proposals responding to this RFQ.

XIII. RECIPROCAL NON-DISCLOSURE AGREEMENT

If you are interested in engaging in a phase of discovery before responding to this RFQ please complete the Reciprocal Non-Disclosure Agreement and a Letter of Interest and return it via email to:

Dan Hines, Director of Facilities & Procurement
dhines@cbridges.com

ATTACHMENT “A”

BACKGROUND INFORMATION ON TRAUMA-INFORMED DESIGN

Trauma informed design, as a subfield of Trauma Informed Care, is a model that focuses on the principle of creating spaces that are intended to reduce triggering and induce a sense of safety and comfort. Spaces that are trauma informed demonstrate safety and privacy, without interfering with staff members need to monitor residents.

Aesthetics

- Symmetry is preferred in designs
 - Asymmetry, irregularity, and quantity are considered factors of complexity. Larger artpieces, and symmetrical design spaces are easier to navigate and understand quickly.
- Clutter should be avoided in staff spaces
 - Boxes, papers, and belongings should be orderly and placed in designates spaces. Clutter can be distracting and aggravating implying disorganization (even when that isn't the case)
- Art & Colors
 - Landscape art (fields, mountains, open spaces) associated with positive feelings
 - Avoid symbolism of negative energy (storms, high energy spaces)
 - Warm colors (red, yellow, orange) and stark white walls associated with negative feelings
 - Cool colors (blue, green, purple) associated with positive feelings.
 - The larger the space, the more variation in color is reasonable. Smaller spaces should be consistent in color, and more important to avoid warm colors in smaller space.
 - Abstract art is complex and uncomfortable

Furniture

- Open layouts
 - Furniture should be evenly distributed through rooms, in comfortable clusters (tables with chairs and sofas around it in arranged designs)
 - Seating should be situated to give full view of room – no facing walls.
 - Allow residents to freely rearrange furniture into layouts that they find comfortable (no bolting furniture to walls or ground)
 - Furniture controls social density, reduces feeling of crowding
 - Large (tall) furniture should be placed against walls to reduce interference with sightlines.
 - Layout should be *linear and grid-based* which allows people entering the room to quickly grasp how to navigate room.
 - Directions to specific spaces helpful (clear signage towards purpose of room, exits, and where doors lead)
 - Offices should have space (other than desk) for staff to sit with clients
 - Behind a desk = Authoritative
 - Corner to Corner = Communicative
- Seating & Tables
 - Furniture should be durable & easy to clean

- Comfort should be prioritized, and variety of seating choices available in communal spaces
 - Some clients will prefer firm/office style chairs; others may prefer more comfortable seating.
- There should be individual spaces (side tables with single seats) and communal (larger tables with multiple seats).
- Plants
 - Create positive feelings
 - Shown to have clear psychosomatic benefits
 - Give areas more natural sensation and feeling creating comfort.
- Storage
 - Spaces for storage should be available
 - Open storage such as shelving
 - Closed storage such as lockers
 - Control over this storage should be reserved to residents
 - Locks being made available
 - Storage spaces should be visible from central locations
 - Homeless clients with few belongings place high value in items others may not consider as valuable. Being able to retain control over these belongings (even when not directly with the client) is imperative.

Lighting and Sound

- Intensity
 - Bright but soft lighting, avoid flood lights
- Window space and natural lighting preferred
 - Communal spaces should have as much natural lightning as possible
 - Even with blinds or shutters, access to natural light is beneficial.
- Lighting fixtures should be up to date without flickering or buzzing.
- Eye-level lighting should be available in addition to overhead lighting
 - Reading lamps, table lamps, that individual residents can turn on and off to their need.
- White noise and background noise should be reduced
 - White noise machines should not be in spaces and overhead speakers should becompletely silent when not in use
 - Background noise such as music or television should be turned off when not in use
 - Muted electronics, when on, still create low-frequency sounds that may not be audible but still aggravate nervous systems in traumatized and anxious residents.
- If possible, sound dampening finishes should be used, and thicker walls reduce movements of sound between rooms.

Privacy

- Residents should have private spaces available in the space
 - Privacy encourages agency and independence and affirms dignity.
- Private areas should be clearly designated as such
 - External indicators for use signal to others that space is occupied
 - External indicators reassure users of a space that their privacy will be respected.