



C.W. Williams
COMMUNITY HEALTH CENTER

Generations of Care

Wilkinson Boulevard Medical Office
3333 Wilkinson Blvd
Charlotte, NC 28208

www.cwwilliams.org

05/23/2018

Dear Sir or Madam:

Our organization is accepting proposals for Construction and Infrastructure of the physical plant. Firms will provide bids to us by July 30, 2018, for consideration. A description of our organization, the services needed, and other pertinent information follows. In order to offer architectural, engineering services in response to this solicitation, the proposing firm must be properly licensed to practice Architecture, Engineering, Plumbing, HVAC or Landscape Architecture in the State of North Carolina. NC Licensing Requirement: NC Board of Architecture: (<http://www.ncbarch.org>), NC Board of Examiners for Engineers & Surveyors: (<http://www.ncbels.org>) NC Board of Landscape Architects: (<http://www.ncbola.org>).

Background of C.W. Williams Community Health Center, Inc.,
C.W. Williams Community Health Center, Inc. is a 501(c)(3), Federally Qualified Health Center. The building was purchased and originally renovated in 1980. The center is located in a medically underserved area of Charlotte, North Carolina, located at 3333 Wilkinson Boulevard, Charlotte, North Carolina 28208-5631, its original west side site. The CEO manages the business operations; however the Board of Directors controls the Corporation. They are responsible for the formulation of policy and procedures governing the conduct of the Corporation, including major construction. There are currently 11 members of the board comprised of leading professionals and community members who work or live in Mecklenburg County.

Scope of Work

Exterior Repairs. The existing brick exterior is breaking down and needs to be addressed to prevent further deterioration and moisture intrusion. The roof and gutters will need repairs to limit moisture damage to the facility; Expansion to accommodate additional exam rooms, Board room and a small demo kitchen / break room.

Interior Repairs. There are areas that may require repair due to moisture damage.

We want you to be healthy!



C.W. Williams
COMMUNITY HEALTH CENTER

Generations of Care

Wilkinson Boulevard Medical Office
3333 Wilkinson Blvd
Charlotte, NC 28208

www.cwwilliams.org

Existing HVAC systems. The HVAC system is aging and must be reviewed to verify that it is not contributing to the interior moisture issues to include heating & A/C units.

Challenge. The coordination and scheduling work must be implemented with minimal impact to the operation of the facility. The facility must remain functional during this project and construction work will need to be scheduled outside of the peak visitation periods.

There will be opportunity to visit the site prior to design proposal submittal.

Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Debra Weeks, CEO

(704) 391-0819

Paul Miller, CFO

(704) 971-1497

Requests for additional information, visits to our site, review of property and/or appointments with the CEO should be coordinated through the Administrative Assistant, Erica Vaughn. You may reach her at (980) 335-0498. Please return the completed proposal to the CEO's attention at the above address.

Other Information

Because we receive Federal funds and in order to follow Federal procurement rules and regulations, C.W. Williams Community Health Center, Inc. requires that several terms and conditions be added to the standard engagement letter.



We want you to be healthy!



C.W. Williams
COMMUNITY HEALTH CENTER

Generations of Care

Wilkinson Boulevard Medical Office
3333 Wilkinson Blvd
Charlotte, NC 28208

www.cwwilliams.org

Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Specialized or appropriate expertise in the type of project.
2. Past performance on similar projects. Provide a summary of the firm's expertise in the health center industry.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and similar non-profit health facility of comparable size projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Other factors which may be appropriate for the project.
11. Please list the type entities constructed within the past 2 years.
12. Discuss commitments or concessions you will make if project does not meet deadlines or project expectations.
13. Identify the three largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an untimely construction projects and attempts to resolve the issue(s).
14. Describe how your firm will approach the project and any subcontractors that may be utilized. Assurances that all other business with association to this project are licensed by the State of North Carolina and appropriately bonded.
15. Set forth your fee proposal for the Project proposed to completion.
16. Describe how your firm will handle cost overruns.
17. Provide a statement addressing your firm's quality review process, including any external review programs that you participate in and.
18. Include a copy of your firm's license.
19. Provide a list of steps that your firm takes in order to ensure that all staff involved meet the minimum standards as outlined by the North Carolina Department of Administration and the State Department

We want you to be healthy!



C.W. Williams
COMMUNITY HEALTH CENTER

Generations of Care

Wilkinson Boulevard Medical Office
3333 Wilkinson Blvd
Charlotte, NC 28208

www.cwwilliams.org

Environmental Policy Act (SEPA).

SUBMITTAL CRITERIA

Proposing firms must submit THREE (3) copies of the Letter of Interest and THREE (3) copies of your current Standard Form 254 (SF 254) with the information package. The current SF 254 template is located at <http://ncadmin.nc.gov/businesses/construction/forms-documents> which is the State Building Commission approved form. In the interest of cost-savings to the designers, consistency of the submittals and more efficient use of time by the pre-selection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be 8-1/2" x 11" pages stapled in the upper left-hand corner. The Letter of Interest should not exceed ten (10) single-sided pages or five (5) double-sided pages plus the SF 254 and / or SF 330.

E-mail and Fax submittals will not be accepted.

Sincerely,

Debra Weeks

Debra Weeks, CEO

Attachments:

Attachment A ADDITIONS TO THE STANDARD ENGAGEMENT LETTER

Additionally, we confirm our understanding of the following provisions:

1. *Exit Interview* - Prior to issuing our final payment, we will review the Construction scope of work and any final items to be completed. Management of C.W. Williams Community Health Center, Inc. will discuss any outstanding items, reportable conditions or questionable cost determinations.

We want you to be healthy!



C.W. Williams
COMMUNITY HEALTH CENTER

Generations of Care

Wilkinson Boulevard Medical Office
3333 Wilkinson Blvd
Charlotte, NC 28208

www.cwwilliams.org

2. *Indemnification from Liability* - We will defend and hold harmless C.W. Williams Community Health Center, Inc., its Board members, agents and employees, from claims which may result from a determination by any authorized Federal official that the work performed and/or any reports produced by us related to the work do not comply with OMB Circular A-133 or any other applicable standard: provided, however, that such determination arises as a consequence of deliberate or negligent acts or omissions on our part.
3. *Termination* - We understand that C.W. Williams Community Health Center, Inc. Community Health Center, Inc. may terminate our services upon 30 days' notice to us if C.W. Williams Community Health Center, Inc. Community Health Center, Inc. determines that we have violated a material term of this engagement.
4. *Delivery of services* - In connection with the delivery of services under this agreement, the firm agrees to comply with the Civil Rights Act of 1964 and all other Federal, State and local laws, rules and orders prohibiting discrimination. Consistent with the foregoing, the firm agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented in regulations at 41 C.F.R. Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."

We want you to be healthy!