



# Request for Qualifications Architectural Design Services

April 19, 2023

## Project Description

The project involves a proposed addition and expansion of the parking lot for Northern Rowan Family Medicine in Spencer, NC. The addition will include the following spaces: expanded waiting room, pharmacy, pharmacy office, 3 exam rooms, nurse station, procedure room, lab, two offices, Behavioral Health room, nurse office, patient toilet, and staff toilet. The construction work is to be phased as required to allow the clinic to continue to operate during the construction of the addition and the expansion of the parking lot.

## Qualification Package Evaluation Criteria

Qualifications packages will be evaluated on the firm's ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team's experience and qualifications.

### Evaluation criteria are as follows:

- Firm(s) and individual experience with projects of similar scope in office building settings
- Quality and timeliness of past similar projects
- Qualifications, certifications, abilities, availability and geographic location of the key individuals
- References from past projects

## SOQ Requirements

Firms that are interested in providing the requested services to Cabarrus Rowan Community Health Centers are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Javonne Shivers-Thomas at [jshiversthoras@crchc.org](mailto:jshiversthoras@crchc.org).

Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be delivered by 3:00 pm local time on Friday, May 5, 2023. No qualification packages will be accepted after this deadline. Firms accept all risk of late delivery regardless of fault.

The SOQ package should be no more than **15** pages in length.

**Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.**

### Terms and Conditions

The following terms and conditions apply to this RFQ:

All responses shall become the property of the Cabarrus Rowan Community Health Centers (CRCHC).

Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither CRCHC nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.

CRCHC reserves the right to select the vendor from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.

A response to this RFQ does not constitute a formal bid; therefore, CRCHC retains the right to contact any/all proposing vendors after submittal in order to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on CRCHC's proposal process.

CRCHC will not be liable for, nor pay for any costs incurred by responding vendors relating to the preparation of any proposal for this RFQ.

Acceptance will be defined as CRCHC selecting you as our provider of service for the intent of negotiating a contract for services.

It is the intent of CRCHC that after the successful Vendor has been selected, CRCHC and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and CRCHC shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful vendor may include penalties for non-performance and failure to meet the proposal implementation schedule.