



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR QUALIFICATIONS

FOR

Architectural Services

RFP Issued: November 22, 2017

North Hudson Community Action Corporation (NHCAC) is a cornerstone of health and human services in New Jersey, serving more than 84,000 low-income residents at eleven locations in three counties. An award-winning leader in its field for more than 40 years, NHCAC has played a vital role in creating much-needed services such as ob-gyn and prenatal care, emergency food and shelter, transitional housing, and mental health and addiction services.

North Hudson Community Action Corporation is in the process of selecting one or more professional firms to provide architectural services to the corporation.

Respondents should specify their qualifications in architectural design and project management, as well as their experience in providing professional services to FQHC's and similar health centers and/or social service agencies.

As North Hudson relies heavily on grant funding for its projects and such funding often specifies deadlines for completion of projects, efficiency and an awareness of the need for prompt actions and responses will play a factor in the selection process.

Respondents should be prepared to provide references, if requested.

Respondents should precisely list the fees to be charged, whether per hour, per project or otherwise, bearing in mind that North Hudson Community Action Corporation is a not-for-profit community health provider. Please include list of all fees, including drafting, plan preparation, copying, project supervision, travel, communications with state or other agencies, and any other chargeable activities.

Respondents should provide any other relevant information that will assist North Hudson Community Action Corporation to select among respondents.

As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 74, and other program expectations of the Federally Qualified Health Center program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.

By submitting a response to this RFQ the Respondent agrees to all of the following:

- A. NHCAC reserves the right to award or cancel this procurement process at any time.
- B. NHCAC is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- C. NHCAC is not obligated to assure respondent of exclusivity at any time. NHCAC may seek competitive bids for any project at any time. However, successful applicant will always be invited to participate.
- D. Failure to meet the response delivery date may be basis for disqualification of the Respondent proposal.
- E. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- F. NHCAC will open all proposals and submitters may attend on Monday, December 18, 2017 at noon.
- G. NHCAC will maintain sole ownership of responses after submission.
- H. Respondents agree that submission of a proposal warrants acceptance of the above general terms and considerations and guaranteed pricing for one year. Option to extend contract 1 year.
- I. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.

Efforts will be made by NHCAC to utilize small business, women and/or minority owned businesses. An applicant qualifies firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR § 121.201)

TIMELINE

This process will be guided by the following timeline. All dates are subject to change at the sole discretion of NHCAC.

<u>Milestone</u>	<u>End or Due Date</u>
RFQ Issued	November 22 nd , 2017
Contractor\Vendor Responses Received by NHCAC Representative	December 8 th , 2017
Responses Evaluated including clarifications	December 11 th , 2017
Contractor \Vendor Selected	December 19 th , 2017

*Please be advised that everyone who submits a RFQ is invited to the opening of them at 1:00pm on **December 8th, 2017** in our administrative office located at 800-31st Street, Union City, New Jersey 07087.

VENDOR AGREEMENT AND CERTIFICATION

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFQ response is accurate. The individual further acknowledges that all services and products described in this RFQ response is immediately available and warrants that the vendor is able to deliver, install and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that information provided in this RFQ response is not true, or there are products or services that NHCAC has been assured it would receive but do not exist, or there will be additional charges not included in the request for qualifications, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

All signatories to this document agree and warrant that they have made no changes or altered this RFQ in any way, and are authorized to make all commitments set forth in this RFQ response. Representatives signing below also agree that all responses to this RFQ, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC and the vendor as an addendum and become legally binding.

Our response is for the following services and products described in the NHCAC RFQ dated November 2017.

Company _____

Name of Company

Date: _____

Signature

Printed Name and Title

Address: _____

Telephone Number: _____

VII. SUBMISSION INSTRUCTIONS

NHCAC will convene a selection group to review the request for qualifications and information received in response to this RFQ. During this review process, additional information may be required of the respondent\vendor and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expects completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Section V. above.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the Due Date.

NHCAC Point of Contact

Joan M. Quigley
President/CEO
North Hudson Community Action Corporation
800-31st Street
Union City, New Jersey 07087
E-mail: joan.quigley@nhcac.org

Telephone: 201-210-0100

Facsimile: 201-223-0306

Qualifications should be provided in both electronic and hardcopy formats by the Due Date. Please place three (3) copies of your RFQ in a sealed envelope and clearly label in the lower left corner "Request for Qualifications for Architectural Services." Include 3 references.

Late packages will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation