



**2024-25 Request for Qualifications (RFQ)
Architectural Services**

Proposal Request # PermiaCare-2024-25 Architectural Services

December 4th, 2023

PERMIACARE
Request for Qualification – 2024-25 Architectural Services
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1. Introduction:

Permian Basin Community Centers for Mental Health & Mental Retardation dba PermiaCare is issuing a REQUEST FOR QUALIFICATION (RFQ) for architectural services to assist with planning and remodeling of facilities that host services to individuals with mental illness, substance use, and intellectual and developmental disabilities. The services will be delivered in the Texas cities of Midland, Odessa, and Fort Stockton.

PermiaCare is a conduit for local, state, and federal funding for a wide array of social service programs. With the growth in the population of the Permian Basin and the increased awareness surrounding mental health, substance use, and intellectual and developmental disabilities, PermiaCare faces a need to grow and expand our facilities. We are seeking a firm that can partner with us to provide an array of services ranging from the development of a schematic design for future projects to full project completion, to include design development and construction management.

Multiple contracts may be awarded because of this solicitation over the span of January 1, 2024, through December 31, 2025.

PermiaCare is a government agency and will need to comply with state and/or federal government procurement and construction standards for projects, depending on the funding source.

2. ORGANIZATIONAL BACKGROUND:

PermiaCare is a community center established under Texas Health and Safety Code Section 534, and as such, is the local authority for mental health and individual with intellectual and developmental disability services in the counties of Midland, Ector, Pecos, Brewster, Jeff Davis, Culberson, Presidio, and Hudspeth. In addition, PermiaCare also provides Early Childhood Intervention and chemical dependency services. PermiaCare has 19 service locations across an eight (8) county service area. PermiaCare was formed in 1969 by the cities of Midland and Odessa and is a public entity that is governed by a local Board of Trustees. The Texas Health and Human Services Commission contracts with PermiaCare for mental health, chemical dependency services, individuals with developmental disability services, HIV medical and housing assistance, and Early Childhood Intervention services.

The Center is tax exempt both as a Local Government Organization and a 501c3 status.

3. SCOPE OF SERVICES:

PermiaCare intends to enter multiple contracts with an architectural firm to develop design schematics and provide comprehensive architectural services for the period of January 1st, 2024, through December 31st, 2025.

The first known and most time sensitive project is the renovation of two facilities located at 502 N Carver and 400 N Carver, Building B. Work on this project needs to be begin immediately with a desired completion date of June 2023. PermiaCare is in receipt of a grant that will fund a 12-bed crisis respite residential facility to be in 502 N Carver which currently houses PermiaCare's Midland substance use outpatient programs. 502 N Carver was a 10-bed detoxification facility in the 70s and 80s and has various areas that need updated. In addition, the facility would be expanded approximately 1,000 square feet to add to three bed bedrooms, a quiet activity space, and a laundry area.

400 N Carver, Building B is located next door and is comprised of three large group areas. One of the group areas needs structural modifications to create three to four new offices for outpatient services. In addition, a smaller group room needs split into two offices.

Rough drafts of the modifications requested are in Appendix A

The Architectural Services for this project would include but may not be limited to the following:

- Prepare conceptual designs, drawings, and budget estimates.

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- Meet with PermiaCare leadership to discuss design development.
- Prepare Construction/Renovation and Bidding Documents
- Bid Analysis and Award Recommendation
- Construction Administration and Observation

4. STATEMENT OF QUALIFICATIONS

PermiaCare is seeking formal responses and statements of qualifications from firms interested in being considered and evaluated to provide a range of architectural services for the period beginning January 1, 2024, and ending December 31, 2025. The response to the RFQ should include a detailed summary regarding the firm's approach to design and development. The response should also specify not only the firm's experience, but should identify the proposed project staff, and their experience on similar projects.

The response to the RFQ shall include the following information, additional information may be requested:

1. Letter of Introduction
 - a. Brief statement of the firm's understanding of the scope of the work to be performed.
 - b. Confirmation that the firm meets the appropriate state licensing requirements to practice as an Architect in Texas.
 - c. Confirmation that the firm has not had a record of substandard work within the last five years.
 - d. Confirmation that the firm has not engaged in any unethical practices within the last five years.
 - e. Any other information that the firm feels appropriate to support their understanding.
2. Firm's Approach to the Project
 - a. Design Concepts
 - b. Ability to Meet Schedule Milestones for Design and Construction
 - c. Staffing Considerations
 - d. Provisions for Renovation
 - e. Ability to Meet Budget(s)
3. Company Profile
 - a. Individual Firm Information
 - b. Information Regarding Team's Experience Working Together
 - c. Overall Architectural and Engineering Design and Support Staff
4. References: Experience Listing Three Similar Projects
 - a. Provide Brief Description of Project and Responsibilities
 - b. Provide Owner Contact Person
5. Firm's current and known future projects for the next 12 months.
6. Project Team Office and Project Team Location

Information in your Statement of Qualifications shall be limited to information requested in the list above.

No fees are to be identified, submitted, or offered as part of this Statement of Qualifications.

5. EVALUATION CRITERIA

Category	Weight
Experience	60 Points
References and Work History	25 Points
Capacity to Perform	15 Points
Total	100 Points

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6. SUBMISSION PROCEDURE:

A. Submission of Proposal:

1. **Responses** may be submitted electronically with “**PermiaCare-2024-25 Architectural Services**” indicated in the email subject line to:

purchasing@permiacare.org

2. Responses and all supporting documentation, if any, must be received by email on or before **5:00 p.m. (CST) Friday, December 22nd, 2023**. Late responses may not be opened or considered at the discretion of PERMIACARE. The professional services provider assumes all responsibility for the timely receipt of the PROPOSAL by the date/time stipulated.
3. If the professional services provider believes that any question in the REQUEST FOR QUALIFICATION is unclear or susceptible to more than one interpretation, the professional services provider must indicate that uncertainty and explain any conditions or assumptions pertinent to the response.

B. Submission of Questions

1. All questions must be received by email. PERMIACARE will send an email response for questions submitted by the deadline to all known potential respondents. PermiaCare must receive all emailed questions / comments, including questions and requests for clarification, no later than 5:00 PM, Friday, December 15th.

All questions / requests must be directed to:

Cheryl McLaughlin

purchasing@permiacare.org

Please state “**PermiaCare-2024-25 Architectural Services**” in the subject line:

Any oral, email or other communication regarding this REQUEST FOR QUALIFICATION with employees, consultants, or officials of PERMIACARE, other than the individuals mentioned above will be considered unofficial and non-binding.

C. Revisions to the REQUEST FOR QUALIFICATION

1. Should any amendments and/or addenda be necessary, all professional services providers will be given the opportunity to respond. Lack of response to any amendment(s) and/or addenda may make responses incomplete.
2. PERMIACARE will notify all professional service providers of amendments(s) and/or addenda via email and post them to the PermiaCare website under Information / Contracts & RFPs. Notwithstanding, it shall be the responsibility of the professional services providers to become informed of any amendment(s) and/or addenda to the REQUEST FOR QUALIFICATION.

D. Selection Process

The PermiaCare designated Selection Committee will analyze the information and evaluate the firms’ considering qualifications, including, but not limited to, approach to the Project, ability of professional personnel, past record and experience, location, workload of the firms, timeliness of performance and ability to maintain budget considerations. The Selection Committee will then select the Architect based on evaluation of the Qualifications packages.

E. Notification of Selected / Rejected Proposals

1. If a response is accepted, the professional services provider will be contacted by PERMIACARE.

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2. If a response is not accepted, the professional services provider(s) may be notified by email after a contract has been executed with the selected professional services provider.

G. General Terms and Conditions

1. PERMIACARE further reserves the right to reject any and/or all responses.
2. PERMIACARE assumes no responsibilities for any costs incurred during the preparation of the response by the professional services provider.
3. PERMIACARE reserves the right to negotiate final terms and conditions of the proposal and the resulting agreement.
4. PERMIACARE reserves the right to award or cancel this process at any time.

H. Proprietary Information / Public Disclosure

1. Materials submitted in response to this REQUEST FOR QUALIFICATION shall become the property of PERMIACARE.
2. Any information in the proposal that the professional services provider(s) desire to claim as proprietary and exempt from disclosure must be clearly designated. The page must be identified and the exception from disclosure must be clearly identified by the word “Confidential” printed on the lower right-hand corner of the page.
3. PERMIACARE will consider a professional services provider’s request for exemption from disclosure; however, PERMIACARE will decide predicated upon applicable laws.
4. Marking the entire proposal exempt from disclosure will not be honored.
5. Non-proprietary information in response to this REQUEST FOR QUALIFICATION will be subject to public disclosure once the award is made and the contract signed with the selected professional services provider.

I. Selection Timetable

This table is tentative and subject to change.

Item	Target Date for Completion
1) REQUEST FOR QUALIFICATION Issued	December 4 th , 2023
2) Deadline to Submit Questions	December 15 th , 2023, 5:00 PM
3) Proposals due (No Public Opening)	December 22 nd , 2023, 5:00 PM
4) Evaluation Period	December 23 rd – January 8 th
*5) Recommendation to the Board Finance Committee if needed	January 9 th -11 th
*6) Recommendation to Board of Trustees if needed	January 16 th
*7) Finalize contract with selected professional services provider	January 17 th -24 th
8) Service implementation date	February 1 st

*Negotiated contracts more than \$50,000 will be presented to the Board of Trustees for approval.

Any questions or concerns about the timetable should be communicated by email in as specified in Section B of the RFQ document.

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J. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in PERMIACARE's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, State, and Local Laws; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with PERMIACARE.

K. Statement of Omissions and Deviations

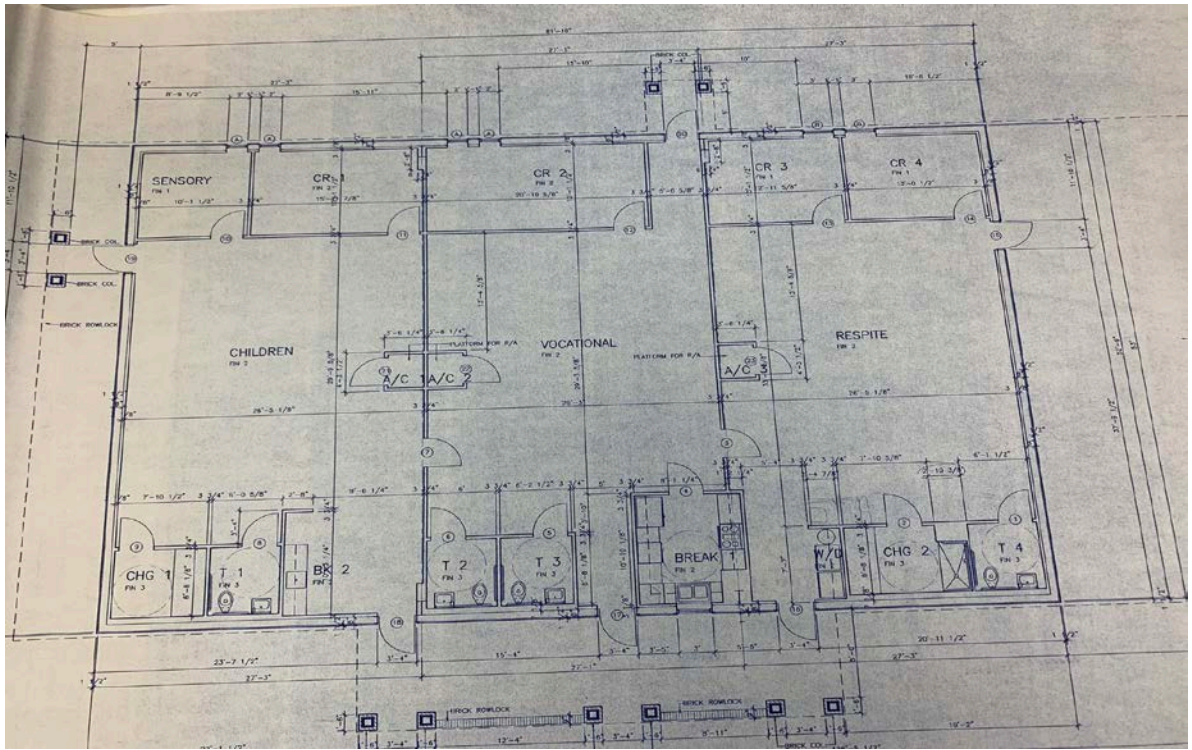
Professional services provider shall provide a full description of any omissions or deviations from the requirements set forth in the REQUEST FOR QUALIFICATION and the reasons why the omissions or deviations are in the best interest of PERMIACARE. The effect of any omissions or deviations on the total cost shall be included.

PERMIACARE reserves the right to disqualify any proposal that contains any omissions/deviations if in PERMIACARE's sole determination, it is decided that such omissions/deviations impact the overall goal for which this REQUEST FOR QUALIFICATION was intended.

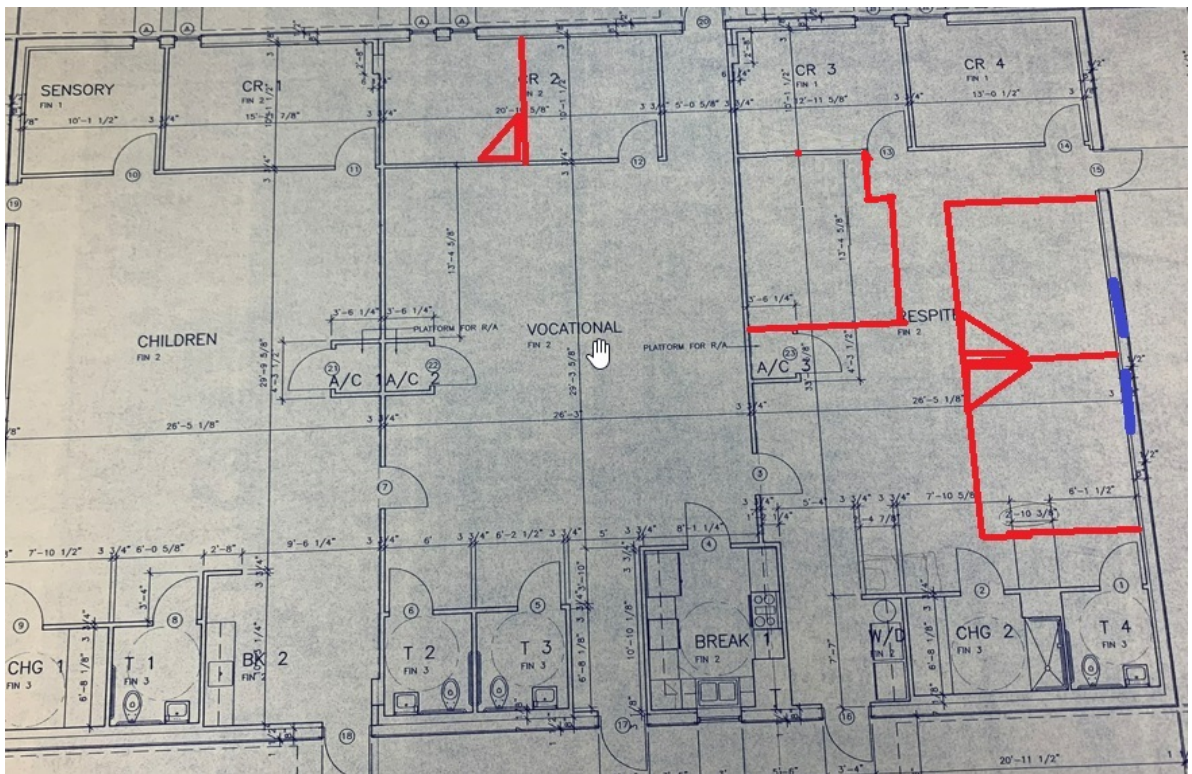
Additionally, the professional services provider may optionally list and explain any additional tasks, products or services that are proposed or recommended that are not specified in this REQUEST FOR QUALIFICATION. Any additional elements should be clearly delineated presented separately so that PERMIACARE may consider the value added and distinguishes such elements from the required components in the REQUEST FOR QUALIFICATION.

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Appendix A – Facility Rough Drafts
400 N Carver-Current Layout

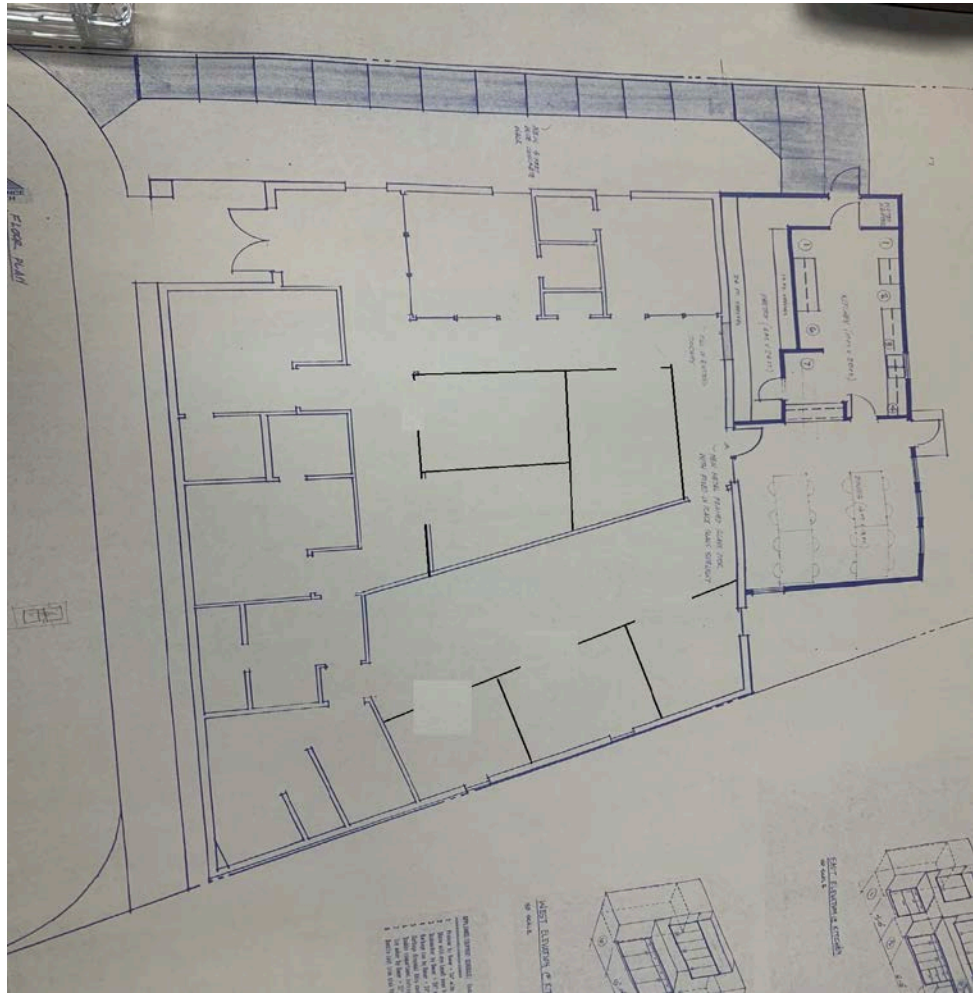


400 N Carver – Potential Renovations



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502 N Carver – Current Layout



502 N Carver - Proposed Expansion

