



REQUEST FOR QUALIFICATIONS/PROPOSAL
FOR
PROJECT MANAGEMENT SERVICES

PROJECT:

El Centro de Corazón
Greater Houston Hobby Area - Expansion of Services

January 17, 2025

The information contained herein has been prepared for the express use of El Centro de Corazón and should be considered strategic and confidential. Production and distribution beyond the named recipients is strictly prohibited.

REQUEST FOR QUALIFICATIONS AND PROPOSALS

RFP

ISSUE DATE: January 17, 2025

TITLE: Project Management Services
Greater Houston Hobby Area - Expansion of Services

ISSUED BY: El Centro de Corazón
Shannon Hart
PO Box 230209
Houston, TX 77223

PROPOSAL RESPONSES will be received until **2:00p.m. CST on February 14, 2025** for furnishing the services described herein. Proposals must be titled “Project Management Services – El Centro de Corazón – Greater Houston Hobby Area Expansion of Services”.

All inquiries for information should be directed to: procurement@elcentrohc.org

In compliance with this Request for Proposals and with all Conditions imposed therein, the undersigned, offers and agrees to furnish services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

I certify that I have read and understand this Request for Proposal and am authorized to sign this proposal for the Offeror. I certify that I have returned, included within, a copy of the RFP request and that the language in this document has not been altered in any way and appears as originally transmitted by the issuing authority.

NAME AND ADDRESS OF FIRM:

_____	DATE: _____
_____	BY: _____
_____	NAME: _____
_____	TITLE: _____
_____	PHONE: (____) _____
_____	FAX: (____) _____
	FEI/FIN: _____

RFP
PROJECT MANAGEMENT SERVICES
El Centro de Corazón

TABLE OF CONTENTS

1. Introduction/Purpose
2. General Description and Background
3. Project Description
4. Administrative Procedures
5. Proposal Requirements
6. General Scope of Services
7. Project Team
8. Agreement Between Project Management Firm and Owner
9. Proposal Procedures
10. Proposal Letter Format
11. Attachments and Exhibits

1. INTRODUCTION AND PURPOSE

The purpose of this Request for Qualifications/Proposal (RFQ/P) is to solicit formal proposals from qualified firms to establish a contract for Project Management Services on the behalf of the El Centro de Corazón. This decision of award will be at the sole discretion of El Centro de Corazón and such decisions will be based on El Centro de Corazón's sole opinion about which firm best meets the needs and requirements of El Centro de Corazón.

2. GENERAL DESCRIPTION AND BACKGROUND

El Centro de Corazón has been serving Houston's East End community since 1994 by offering medical, dental, and behavioral health services for insured, uninsured, and underinsured individuals and families. We are a Federally Qualified Health Center (FQHC), that currently has three clinic locations in Houston's East End. The organization currently staffs over one-hundred employees and has an annual operating budget of fifteen million dollars. In 2023, El Centro served 12,339 unique patients and provided over 47,000 patient visits to the East End community.

As part of El Centro's strategic plan to increase healthcare access to the community, we will be expanding our footprint to include the Greater Houston Hobby Area, specifically the 77034, 77061, 77075, and 77587 zip code areas.

3. PROJECT DESCRIPTION

A. PROJECT DESCRIPTION

El Centro de Corazón intends to build-out a 10,000 square foot healthcare center within an existing property. The space must be able to accommodate twelve patient exam rooms, two dental operatories, one mechanical room, lobby/waiting room area, consult rooms, offices and administrative space to accommodate 20+ employees. Medical equipment and supplies included in this project are for patient exam tables, ultrasound machines, LEEP, and Colposcopy machines. Dental equipment and supplies will include dental operator chairs, autoclaves/sterilizers, ultrasonic cleaners, dental vacuums, and compressors. IT equipment and supplies include all necessary items to support the daily operations of the site.

The total project budget is three million dollars, which is inclusive of planning, design, construction, medical equipment, moving and logistics, Furniture, Furniture & Equipment, permits, project management, information systems, commissioning, and other associated project costs.

This project involves approval and funding from the Health Resources and Services Administration Federal Agency under the Congressionally Directed Spending for Construction Projects program.

B. PROJECT TEAM

- 1) Ms. Shannon Hart is the designated executive representative for the project. Shannon Hart will provide oversight of the Project Management Team and will assist in all matters of the project coordination and decision making.
- 2) The Project Management Team will report directly to the El Centro de Corazón designated executive representative.

C. ANTICIPATED PROJECT SCHEDULE

The Owner has allowed for a not to exceed an 15 month overall project schedule duration. Project Management proposals should be based on an 15 month time frame commencing in March 2025.

4. ADMINISTRATION PROCEDURES

A. Scope

This document contains the instructions governing the proposal to be submitted; the format in which proposals are to be submitted and the material to be submitted therein; product requirements, evaluation criteria; and contractual terms and conditions. *This RFP may be transmitted via email. An alteration of any kind to this RFP will result in an automatic rejection of your firm's proposal. If a contract were to be issued without detection of a change to this RFP, the contract will immediately be null and void and the firm awarded the contract will be held liable for all costs incurred to establish a contract with another firm to complete the project.*

B. Rejection of Proposals

El Centro de Corazón shall reserve the right to cancel this Request for Proposal or reject proposals at any time prior to an award.

C. Inquiries

All inquiries regarding this RFP must be submitted via email on or before the closing date and be addressed to:

El Centro de Corazón
Ms. Shannon Hart

All Inquiries should be emailed to procurement@elcentrochc.org.

D. COMMUNICATIONS

All communications and negotiations concerning this solicitation are formal, from the issuance of this RFP until contract award. All correspondence, whether oral or

written, must be communicated directly to the individual shown above in part C of this section. Firms may NOT speak directly with other El Centro de Corazón personnel to obtain or receive clarification on technical issues. At any time during or after the RFP process, firms are not permitted to ask questions about the other vendor's proposals or to seek information from El Centro de Corazón on the RFP evaluation results. If a vendor is approached by El Centro de Corazón personnel with information or questions concerning the RFP, the vendor shall immediately contact the individual shown in this RFP for direction. Failure to abide by this formal communication requirement may cause El Centro de Corazón to disqualify your firm's proposal from further consideration.

E. INCURRING COSTS

El Centro de Corazón will not be held responsible for any costs incurred by the offeror for work performed in the preparation and production of a proposal or for any work performed prior to the issuance of a contract or notice to proceed.

F. ADDENDA TO RFP

Amendments to this RFP may be necessary prior to the closing date and will be furnished to all prospective offerors. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

G. PERTINENT DATES

Release of RFP	January 17, 2025
Closing Date for Inquiries	5:00p.m. CST, January 31, 2025
Submission of Proposals by (email):	2:00p.m. CST, February 14, 2025
Short List Interviews:	February 21, 2025 (if needed/wanted)
Expected Start Date	March 10, 2025

H. NOTIFICATION OF AWARD

Awarded firms will be formally notified of the final decision of the selection committee.

I. CONTRACTUAL DOCUMENT

This RFP and the selected offeror's proposal will become the basis for the development of the legally binding contract between El Centro de Corazón and the offeror. In the event, the services should fail to meet the standards as specified in the offeror's proposal, El Centro de Corazón reserves the right to terminate and cancel any contract.

5. PROPOSAL REQUIREMENTS

A. GENERAL REQUIREMENTS

To be considered for selection, Offerors must submit a complete a properly labeled response to this RFP. El Centro de Corazón will require initial submissions to be emailed to Shannon Hart at procurement@elcentrohc.org.

An authorized representative of the Offeror must sign the proposals.

Each copy of the proposal should be bound in a single volume where practical. All information requested should be submitted. Failure to submit all requested information may result in an unfavorable evaluation of the offeror's proposal or rejection of the proposal. Documentation submitted with the proposal should be bound in that single volume. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired.

The capacity of the Offeror to make a complete presentation in a brief and concise manner will be favorably considered.

Proposal responses, not including the enclosed copy of the original El Centro de Corazón RFP, shall be a MAXIMUM of 40 printed pages. The cover, table of contents, divider sheets, and Execution of Offer do not count as printed pages.

Proposals shall be formatted to print on letter-size (8-1/2" x 11") paper.

Number all pages of the submittal sequentially using Arabic numeral (1, 2, 3, etc.). Ownership of all data, materials and documentation originated and prepared by El Centro de Corazón pursuant to the RFP shall belong exclusively to El Centro de Corazón.

Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure. However, the Offeror must provide written notice of what information is being declared proprietary before or at the time the data is submitted.

The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific works, figures, or paragraphs that constitute trade secret or proprietary information.

B. VENDOR SITE VISITS

El Centro de Corazón reserves the right to visit or not visit any offerors' client offices.

C. EVALUATION CRITERIA

Proposals generally will be evaluated using the following criteria, which are listed in no particular order of importance:

- Business Organization and History of the firm
- Organizational structure & Team experience
- Staffing plan
- Management plan
- Experience on similar projects
- Financial condition

D. AWARD CRITERIA

A selection will be made based upon technical evaluation and qualifications. El Centro de Corazón may cancel this Request for Qualifications/Proposal or reject proposals at any time prior to an award. El Centro de Corazón will not furnish a statement regarding proposal selection. Should El Centro de Corazón determine, in its sole discretion, that one Offeror is fully qualified, or that one Offeror is more qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract, incorporating by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

6. GENERAL SCOPE OF SERVICES

Project Management Services shall include, without limitation, the following scope of work.

(1) Project Administration

- a) Maintain established lines of communication among team members and El Centro de Corazón to ensure effective communication and timely issue resolution.
- b) Lead and document all meetings requiring El Centro de Corazón involvement or representation.
- c) Attend El Centro de Corazón committee meetings as required to provide project

- specific information and updates.
- d) Maintain and publish a comprehensive project directory including all contact information (normal and after-hours) for each team member.
 - e) Assist with the coordination of all user group meetings during the design process. Attend user group meetings to ensure that project goals and objectives are achieved; especially scope, budget, and schedule.
 - f) Assist El Centro de Corazón with design reviews and approvals. Assist with periodic milestone design reviews (Schematic Design, Design Development and Construction Documents). Document Owner's approval of scope/budget/schedule at key milestones.
 - g) Lead a peer review of concepts and CD's related to roofing, waterproofing, window systems, MEP-F, Life Safety Code, and Building Controls. Coordinate changes to project requirements with design team.
 - h) Lead the budget review process at the completion of each major design phase. Develop budget/scope reduction strategies to address budget challenges.
 - i) Lead all value engineering efforts that become necessary and document the opportunities and results of those efforts. Provide guidance, feedback, and leadership in the identification and review of all cost savings opportunities, particularly in the focus areas of square feet constructed, mechanical, electrical, and plumbing.
 - j) Lead and document weekly Owner/Architect/Contractor team meetings. Develop and distribute a comprehensive Action Items Log to be used in tracking all critical and time sensitive project issues and the party responsible for resolving the issue.
 - k) Assist El Centro de Corazón and other team members with local and state authorities as required to address permitting and design approval issues.
 - l) Provide monthly status reports that include a monthly project update, an updated Master Project Budget and Schedule and a list of key issues requiring El Centro de Corazón administrative focus/decision by priority.

(2) Budget Control

- a) Develop, update, monitor and maintain the Master Project Budget and individual sub-project budgets. Develop budget reduction strategies if budget updates indicate scope or cost overages beyond accepted margins.
- b) Create and update the project Cash Flow Analysis at regular intervals and review the updated document with El Centro de Corazón.
- c) Utilizing Project Management software, review and process all project related invoices to ensure they are in accordance with executed contracts. Reconcile, on a quarterly basis, Project Manager invoice approval records with El Centro de Corazón Accounting to ensure Project related costs are accurate and consistent.
- d) Review all change orders and change request to ensure they are in compliance with contract terms. Provide estimating services coordination to justify reasonableness of significant change order requests.
- e) Participate in Owner's self-audit process at periodic milestones to ensure compliance with internal and external financial reporting controls and standards.

(3) Schedule Control

- a) Develop, maintain and regularly update the Master Project Schedule and individual sub-project schedules. The baseline for the schedule will be the preliminary schedule developed during the engagement. The schedule may include financing activities, design activities, construction, information technologies planning, furniture/fixtures/equipment procurement, all project phasing, commissioning, occupancy and close-out. Significant El Centro de Corazón meetings will also be included on the schedule.
- b) The schedule will need to be updated on a monthly basis and submitted for review by El Centro de Corazón.

(4) Source and Assist El Centro de Corazón in Procuring Professional Services

- a) Lead the qualification and selection processes. Where required, assist in the evaluation and procurement of qualified service providers required for the Project. These providers may include business and operational planning, architecture, pre-construction services, construction, environmental assessments, commissioning, site remediation, hazardous materials survey and abatement, soils/foundations, site survey, equipment planning, move team/FF&E, medical equipment, information technologies planning, traffic and parking consultant, and other services as required.
- b) Help develop, negotiate, and prepare for execution, in conjunction with El Centro de Corazón legal counsel, RFQ/P's and agreements for all services noted above as they are procured.

(5) Source Construction Services/Manage Construction Phase for Each Project or Sub-Project

- a) As required, develop a detailed Request for Qualifications and lead the contractor pre-qualification process for interested general contractors and/or construction managers. If necessary, assist with identifying qualified firms and key sub-contractors.
- b) Lead the evaluation of qualifications packages submitted by interested contractors. Make formal notification to firms short-listed and eliminated from contention following the pre-qualification process.
- c) Develop a detailed Request for Proposals and lead the solicitation of proposals from pre-qualified contractors. Include any other documentation required to receive bids or to review proposals.
- d) Lead the evaluation process of firms that submit proposals. Assist with identifying firms that could potentially be interviewed.
- e) Coordinate interviews with firms short-listed following proposal submittal and review. Lead interviews and document critical and pertinent formation for later evaluation. Lead evaluation process to select successful team.
- f) Provide project management and technical support staff as required to meet the fast track demands of this project.
- g) Notify all successful and unsuccessful firms at each decision point of the process.
- h) Lead the pre-construction effort to ensure the Project budget and schedule goals are clearly defined and subsequently met. Pre-construction activities include the

development of a detailed construction schedule and cost estimate at the conclusion of each design phase. Other pre-construction activities include constructability review, phasing plans, site planning and logistics, subcontractor pre-qualification and solicitation, assistance in resolution of zoning and permitting issues, etc.

- i) Develop agreements between the Owner and General Contractor(s). In conjunction with El Centro de Corazón's Executive Leadership Team and on behalf of El Centro de Corazón, negotiate the agreement through execution. The agreement will be coordinated with the B141 Architect/Owner agreement.
- j) Ongoing management of the contractor's efforts and ensure timely completion and close - out of the Project.
- k) Develop a comprehensive Project close-out checklist to ensure that all construction related documentation, extra materials, owner's manuals, commissioning close-out, warranties, certifications and post occupancy follow-up are provided by the responsible party.

(6) Other Key Project Management Services

As the Owner's Representative, include the following scope as part of Consultant's specialized services:

1. Design and Development

- a) Organize Owner/Client Project Leadership Structure
- b) Assist with City/County Zoning/Planning Approvals
- c) Coordinate Soil Investigation and specialized site conditions resolution
- d) Coordinate Traffic/Parking Studies with Facility's Master Plan.
- e) Integrate the Comments and Design input of Key Owner Stakeholders
- f) Act as an extension of El Centro de Corazón staff to provide hands-on, quick proactive assistance to emergent issues.
- g) Monitor the release of drawing packages and permit/approval process and status with State of Texas and municipalities.
- h) Provide Regular Reports to the Owner.

2. Construction

- a) Review Site Mobilization and Phasing Plan; facilitate discussions to improve schedule outcomes.
- b) Monitor/Verify the Delivery and Storage of Materials.
- c) Identify and implement quality control measures and processes.
- d) Review the Request for Substantial Completion and advise Owner on same.
- e) Manage the Punch List Process.
- f) Facilitate and manage moving activities of the current Alief Office into the new building.

3. Close-Out

- a. Facilitate One-year Warranty Walkthrough
- b. Assist in Warranty Management and year one coordination

- c. Negotiate vendor contracts for maintenance and repair of Key building systems.

7. PROJECT TEAM

At present the project team consists of the following parties:

Owner:	El Centro de Corazón
System Contact:	Shannon Hart
Project Management:	TBD
Architect:	TBD

8. AGREEMENT BETWEEN PROJECT MANAGEMENT FIRM AND OWNER

A Project Management Services Agreement prepared by the Owner to meet its needs, will be utilized. Owner's Project Management Services Agreement to be negotiated with successful respondent.

9. PROPOSAL PROCEDURES

The successful participants will be expected to work with the Owner and the Owner's other consultants to help accomplish the Project with satisfactory levels of quality, cost effectiveness and minimum time consumption.

All participants are requested to indicate, by stipulated sum, the fee that the Owner will pay the participant for services rendered as described herein and in the referenced contract form. Fees should be separated by the phase of services described in the General Scope of Services.

In addition to the fee, the Owner's acceptance of proposals will be based significantly on the participant's past experience, current staffing ability and ability to be a productive team member that can provide full time on-site and general project input beneficial to the project together with the ability to meet the aggressive schedule that will be required by the Owner.

Your proposal should include:

- a. An organizational outline for the Project (describe the reporting relationships of the proposed team within your office for this project).
- b. Identification and description of the key members of your proposed project team and work location (including a brief resume for both onsite and off-site staff).

All participants shall recognize and confirm to the following stipulations regarding the submittal of proposals.

- A. Each participant, by submitting a proposal, represents that it has read and understands this Request for Proposal and that their proposal is made in accordance herewith.
- B. Participants shall promptly notify the Owner of any ambiguity, inconsistency or error which they may discover upon examination of the Request for Proposal.
- C. All clarifications, interpretations, exceptions or qualifications to this Request for Proposal will be made to the Owner at the time of receipt of this Request for Proposal. Any interpretation, correction or change of the Request for Proposal will be made by a written addendum. Interpretations, corrections or changes of the Request for Proposal made in any other manner will not be binding and participants shall not rely upon such interpretations, corrections or changes.
- D. Proposals shall be submitted on forms identical to the proposal letter included in the Request for Proposal. Proposals shall be typewritten only.
- E. Each proposal shall state that the participant is a sole proprietor, a partnership, a corporation or a legal entity. Each copy shall be signed by the person or persons legally authorized to bind the participant to the contract.
- F. All proposals will be submitted in a sealed envelope and addressed to the party receiving the proposal and shall be identified with the project name. Proposals shall be submitted prior to the date and time stipulated. Participant shall assume full responsibility for the timely delivery at the location designated for receipt of proposals. Oral facsimile, telephonic or telegraphic proposals are invalid and will not receive consideration.
- G. These proposals submitted cannot be withdrawn, modified or canceled by the participant for thirty (30) days after the date of proposal submittal.
- H. Prior to the time and date designated for receipt of proposals, any proposal may be modified or withdrawn by notice to the Owner at the place designated for receipt for the proposals. Such notice shall be in writing with the signature of the participant. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals.
- I. All proposals will be opened privately with the Owner only. The Owner will not issue proposals results.
- J. The Owner shall have the right to reject any or all proposals, including but not limited to those that are in any way incomplete, inconsistent or irregular with respect to the Request for Proposal.
- K. It is the intent of the Owner to award a contract to a firm that offers the best proposal for the overall requirements of this Request for Proposal. A contract will be executed upon the selection of that team. The Owner shall have the right to waive any informality or irregularity in any proposal received and to accept the proposal which, its judgement, is in its own best interest.
- L. Prior to the commencement of work, the successful participant shall furnish evidence of insurance covering the faithful performance of the Contract.

Note: El Centro de Corazón assumes no obligation for the costs your firm may incur in preparing and submitting this proposal. Any materials submitted in connection with this process will become El Centro de Corazón property.

10. PROPOSAL LETTER FORMAT

(On Bidder's Letterhead)

_____, 2025

Ms. Shannon Hart
El Centro de Corazón
PO Box 230209
Houston, TX 77223

RE: El Centro de Corazón – Greater Houston Hobby Area - Expansion of Services

Dear Ms. Shannon Hart,

We are pleased to submit our proposal to provide Project Management Services required for the above project. Should our proposal be accepted, we will enter into a contract for the work under the terms and conditions included within this Request for Qualifications/Proposal.

We propose the following:

Complete services as described in the Request For Qualifications/Proposal, dated January 15, 2025.
A lump sum Fee Amount broken down as follows:

Design Phase :	\$ _____
Construction Phase :	\$ _____
<u>Move-in / Activation Phase :</u>	\$ _____
Total:	\$ _____

Our fee is based on a total Project schedule of 15 months.
Our fee includes full time staff to accommodate the project schedule.
Our fee includes dedicated Project Manager and for the duration of the project schedule.

Also enclosed herewith is the qualifications information requested in the Request for Qualifications/Proposal.

Also, returned herewith is the Request for Qualifications/Proposal document provided to us by El Centro de Corazón.

This proposal will be withdrawn if not accepted within thirty (30) days from the date hereof.

Thank you for the opportunity to submit this proposal.

Yours very truly,