

Sullivan County  
Request for Proposals  
Transitional Housing Needs Assessment and Architectural Services

Sullivan County, New Hampshire is seeking proposals from a qualified consultants and architects for the following services:

- 1) Conduct an Assessment of the Need for Transitional Housing in Sullivan County and develop a Requirements Document (RD).
- 2) Architectural and Engineering Services to evaluate two buildings for the purposes of developing transitional housing for identified populations. The architect will develop cost estimates and preliminary architectural drawings for two buildings.

Respondents are encouraged to propose services for either the Requirements Document or Architectural or both. Sullivan County will select the proposal (s) which best serve the needs of Sullivan County. Sullivan reserves the right to reject any and all proposals.

- 1) Sullivan County seeks to understand the need for Transitional Housing in Sullivan County. The selected Consultant will produce a thorough Requirements Document (RD) that provides a comprehensive look at the various partners, programs, and future residents. At a minimum the RD will:
  - a) Identify any existing studies/data
  - b) Identify participating organizations with transitional housing needs.
  - c) Define Transitional Housing for each entity
  - d) Using a design charrette model, conduct in-depth interviews with each identified organization to document each organizations needs and population served (for example mental health, sober, ex-offender, single mothers with children) and program eligibility requirements including duration of stay, work/training requirements, equipment needs, security, spatial, # of personnel, required distance from other vulnerable populations including schools and mental health facilities, any other special requirements, etc. This information will be used to develop a plan to address the needs and to develop pro formas for one of more facilities and populations.
- 2) Sullivan County seeks the services of a qualified Architect, licensed to work in the State of New Hampshire, to develop Preliminary Architectural Drawings and develop cost estimates for the rehabilitation of two buildings in Sullivan County for the purposes of developing transitional housing facilities to support, at a minimum, the Sullivan County Department of Corrections TRAILS Program and the Valley Regional Hospital mental health outpatient program. The project team is currently evaluating multiple sites. The selected Architect will work with the project team to design facilities within the selected buildings to address the

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identified needs in the Requirements Document to the extent determined by Sullivan County.

Time Frame: The project is time sensitive due to potential funding deadlines for implementation. Delivery of the final Requirements Document (RD) should be no later than December 31<sup>st</sup>, 2018. Delivery of the preliminary Architectural Drawings and cost estimates will be approximately mid-January, 2019.

Consultants wishing to be considered for this work should provide a statement of qualifications and experience which should include the following:

1. A description of the location, services, staff levels, and brief history of the consultant's business or firm.
2. A description of the project team including key staff assigned to the project, their qualifications and experience and the location of offices where work will be performed.
3. Descriptions of similar relevant projects and their costs if applicable.
4. Consultants should also include references from three of the aforementioned projects.
5. Concept/methodology of your approach to this project.
6. Work tasks and methods used to complete the proposed scope of services.
7. A timeline illustrating anticipated key project elements and their anticipated completion dates.

Evaluation Criteria: The final selection will be based upon the following criteria:

- Company Background Material (5%)
- Experience (25%)
- Key Staff Members (10%)
- Local Knowledge (10%)
- Quality of Proposals/Ability to Perform (25%)
- References (5%)

**Proposal Deadline: Proposals must be submitted to the above address no later than 4:00 pm on Monday, October 29th, 2018 to be eligible for consideration. If proposals are being sent via USPS, FedEx, UPS, or other mail carrier, please ensure that the mailing envelope is clearly marked "RFP – Transitional Housing." Envelopes/packages not marked with the name of the proposal may be misidentified and may be rejected. Other forms of submission (fax or e-mail) will be rejected. Proposals submitted after the deadline will be rejected.**

Proposal Opening: The deadline to submit a proposal is 4:00 p.m. on October 29<sup>th</sup>, 2018 at which time all submissions will be opened in the County Manager's Office at 14 Main Street, Newport, NH 03773. The public is welcome to attend, although a selection of Consultant will not be made at that time.

Please provide two (2) hard copies of your qualifications and one (1) electronic copy in Microsoft Word or PDF format.

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The project is funded in part by a Community Development Block grant from the New Hampshire Community Development Finance Authority to Sullivan County and by a grant to Sullivan County from the DSRIP Region 1 Integrated Delivery Network (IDN). Disadvantaged and Section 3 Businesses are encouraged to apply. Sullivan County is an Equal Opportunity Employer.