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**Request for Information  
CRISIS RECEIVING/STABILIZATION CENTER  
Engineering/Architectural Services**

**Submissions Due:**

**January 10, 2024, 4:00pm**

**Northeast Counseling Center  
ATTN: Michelle Merino  
663 East Main Street  
Nanticoke, PA 18634**

**Northeast Counseling Services**  
**Request for Information: Crisis Receiving/Stabilization Center**

**INTRODUCTION**

Northeast Counseling Services is seeking submissions for qualified Engineering and Architectural firms to provide services for the construction of a Crisis Receiving/Stabilization Center in a portion of its existing facility located at 750 North Broad Street in Hazleton. Services are to include one or more of the following, but not limited to:

- |                                             |                            |
|---------------------------------------------|----------------------------|
| 1. Design Development                       | 7. Building Specification  |
| 2. Structural Design/Repair Services        | 8. Project Management      |
| 3. Construction Documents                   | 9. Master Planning         |
| 4. Construction and Contract Administration | 10. Drafting and Design    |
| 5. Construction Management                  | 11. Electrical Engineering |
| 6. Record Drawings                          | 12. Mechanical Engineering |

**OVERVIEW**

Crisis Receiving/Stabilization Centers (also known as short-term crisis residential stabilization services, community-based behavioral health stabilization, crisis stabilization, and crisis stabilization facilities) offer home-like environments that address behavioral health crisis in a community-based setting. They operate much like a hospital emergency department that accepts all walk-ins, ambulance, fire and police drop-offs. The goal of treatment is to provide a safe and secure environment where multidisciplinary professionals and peers with similar experiences provide treatment services. The Crisis Stabilization Center offers an alternative to emergency department and psychiatric hospitalization admission by providing 23-hour crisis respite and observation in the. The setting of this model resembles a home environment and offers assessment, rapid stabilization, reduction in crisis symptoms and observation in a community-based. The model seeks to provide a safe environment, relieve crisis symptoms immediately, provide observation, and determine level of care and to deflect from unnecessary higher levels of care. The National Alliance for Suicide Prevention considers Crisis Receiving/Stabilization Centers to be a “core element” of behavioral health crisis systems. The environment is safe and secure and less restrictive than a hospital setting.

Please see the attached Scope of Work for details as to the specific services required.

Grant of a contract pursuant to this RFI does not guarantee any particular volume, level, or amount of work, nor shall any respondent who is granted a contract pursuant to this RFI have an exclusive or sole right to perform the work as described in this RFI. Interviews are not anticipated, but may be conducted at the discretion of Northeast Counseling Services, if deemed necessary.

**PROPOSAL RESPONSE REQUIREMENTS**

The proposal shall include the following information:

**A. PROPOSER’S INFORMATION**

- Company name, address, email, phone number, primary contact, and website of the company submitting the response.

- List of professional services for which the company would like to be considered corresponding to the services listed.
- Description and history of the company, including year established, type of ownership and parent company, if any. Along with company's experience and qualifications.

**B. QUALIFICATIONS AND EXPERIENCE**

Number of years your company has been in business under its present business name. If applicable, other names which your organization has been known and the length of time known by each name. Identify the company's representative who will be the main contact. Include recent examples of projects completed.

**C. REFERENCES**

Three (3) current references. These must include a name and telephone number of the primary contact for that reference.

**D. SCHEDULE OF FEES**

All Proposals received on time will be opened, in a non-public setting. Proposals will first be reviewed to ensure compliance with the terms of this RFI. Non-compliant or non-responsive Proposals may be rejected. Northeast Counseling Services will then evaluate the Proposals in accordance with the criteria listed below.

**QUALIFICATION AND EXPERIENCE – 30 Points**

- The experience and expertise of the firm.
- Quality/experience of the project team.

**PROFESSIONAL SERVICES PROVIDED – 30 Points**

- List of professional services for which the company would like to be considered corresponding to the services listed.

**SCHEDULE OF FEES – 20 Points**

- Clarity and simplicity.

**REFERENCES – 20 Points**

Northeast Counseling Services reserves the right in any or all submittals, to reject, to waive any technical defects or irregularities, or to accept what is, in its judgment, the submittal(s) which is in the Northeast Counseling Services best interest.

**INQUIRIES**

Questions pertaining to this RFI should be directed, no later than December 27, 2023 to [info@northeastcounseling.org](mailto:info@northeastcounseling.org). Answers to all questions will be posted in an addendum on <https://www.northeastcounseling.org/rfp/> on January 3, 2023.

**SUBMISSION INSTRUCTIONS**

Firms shall deliver one (1) original and two (2) copies of their submission in a sealed envelope. The envelope must be clearly marked with the **Company's Name** and **"Northeast Counseling Services RFI: Crisis Receiving/Stabilization Center."**

Sealed RFI responses must be received no later than 4:00 PM on January 10, 2024 to:

Northeast Counseling Services  
ATTN: Michelle Merino  
663 East Main Street  
Nanticoke, PA 18634

**LATE SUBMISSIONS WILL NOT BE ACCEPTED. TENTATIVE SCHEDULE**

Northeast Counseling Services reserves the right to modify the timeline if necessary.

RFI posted	December 18, 2023
Questions due	December 27, 2023
Addendum with answers posted	January 3, 2024
Proposals due	January 10, 2024
Final Selection(s)/Notice of Award	January 15, 2024

## Attachment A

### Statement of Work

This Statement of Work is a summary of all services the Vendor is able to provide. It is not a commitment by Northeast Counseling Services to issue the vendor any work requests, bids or proposals.

Vendor agrees to provide any of the following Services as requested in work requests, awarded bids or awarded requests for proposals from Northeast Counseling Services. The Scope of Work is outlined below and the project shall be designed in accordance with all local, state and federal codes, regulations, and guidelines.

**Schematic Design Phase** – Shall include but is not limited to the following items:

- Meet with Northeast Counseling Services Staff to develop program for the renovation and addition spaces.
- Conduct site surveys to determine existing building conditions and site capabilities.
- Perform all required code reviews.
- Prepare study drawings, documents, and other materials need to convey scale and intent of renovated designs.
- Prepare final Schematic Design for review and approval by the Northeast Counseling Services. This final design shall include preliminary cost estimates.

**Design Development Phase** – Shall include but is not limited to the following items:

- Further development of the approved final Schematic Design.
- Begin to layout and plan for the mechanical, electrical, plumbing, structural, architectural, and site components of the renovation and addition(s). Plans shall include all required demolition of existing space and address any items that require special attention. Continue to meet with Northeast Counseling Services staff throughout this phase to garner input on the design and materials being selected.
- Prepare presentation for Northeast Counseling Services Staff at the end of this phase that will explain the renovation and addition project and the design assumptions made.
- Prepare final Design Development plans and cost estimate for review and approval by Northeast Counseling Services.

**Construction Document Phase** – Shall include but is not limited to the following:

- Preparation of the final design based on the approved Design Development plans.
- Preparation of all required specifications, construction details, material lists, and design plans.
- Continue to meet with Northeast Counseling Services Staff throughout this phase to garner input on the final design components.
- Prepare final Construction Documents, which will include construction plans, specifications, demolition plans and all required bid documents.

**Pre-Construction Services** – Shall include but is not limited to the following:

- Conduct Pre-Bid meeting on behalf of the Northeast Counseling Services. This meeting shall be mandatory for any prospective bidders, and will include a presentation that will provide the bidders with a

general overview of the scope of the project.

- Prepare answers to any bid Requests for Clarifications, and make any required adjustments to the plans as needed.
- Following the opening of bids, provide Northeast Counseling Services with an award recommendation based on the bids received.

**Construction Administration Services** – Shall include but is not limited to the following:

- Conduct progress meetings on behalf of Northeast Counseling Services during the construction phase of the project.
- Review and respond to any Requests for Information submitted by the contractor, and make any required adjustments to the plans as needed