



**REQUEST FOR PROPOSAL  
For**

**PROFESSIONAL SERVICES**

**Central City Recovery Construction Services**

**CBI PROJECT NO. CBI 2770**

**Date: April 14, 2026**

**Community Bridges,  
Inc. (CBI)  
1855 W. Baseline Rd.  
Suite 101  
Mesa, AZ 85202  
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## **I. BACKGROUND of CBI**

CBI was incorporated as a private nonprofit, 501(c)(3) organization in 1982 and has an almost 40-year history of providing comprehensive, medically integrated behavioral health programs which include prevention, education and treatment services using cutting edge, nationally recognized treatment models throughout Arizona. CBI is one of the largest statewide providers offering fully integrated medical and behavioral health care in seven Arizona Counties by providing a continuum of care that begins with prevention and continues for individuals and families through treatment and recovery.

During the past five years, CBI has experienced tremendous growth and transformed recovery of those we serve holistically and more effectively, by delivering direct physician and nurse practitioner services, both on site throughout Arizona, and through telemedicine to each of our service locations. CBI operates several programs throughout the state that are licensed by the Arizona Department of Health Services Division of Behavioral Health. Our prevention and clinical programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

## **II. CBI RFP – CONSTRUCTION SERVICES**

CBI is experiencing tremendous growth, especially in our shelter services area. CBI is seeking a qualified team, with extensive experience and knowledge of City of Phoenix, Maricopa County, state and federal standards and regulations, to provide complete construction services for a renovation of a commercial property in the 2770 E. Van Buren St. Phoenix, AZ , which will be known as the CBI CCARC Renovation (“HRSA Project”).

All qualified firms that are interested in providing these services to Community Bridges, Inc. are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Proposal (RFP)

## **III. PROJECT DESCRIPTION**

The 31-chair detoxification center construction renovation will include improvements to the 7,400 square foot space with the following goals that are considered minor renovations with no expansion to the site to increase square footage or chair capacity. CCARC facility will need to remain operational during construction so phasing strategy will need to be considered.

Project end date for construction is 9/31/2026. CBI anticipates commencing construction in the Spring of 2026. The Project’s plans will be prepared for construction in accordance with all applicable building codes and regulatory requirements. Attachment A sets forth some additional design standards that will apply to the Project.

The Project is funded through the FY 2023 Federal Appropriations Community Project Funding (CPF) through Arizona Representative Gallego. The CPF funding is provided to Community Bridges, Inc. through the HHS Healthcare Facilities grant under Health Resources and Services Administration (HRSA).

#### **IV. SCOPE OF WORK**

- Working with an architect to complete the construction efforts.
- Capacity of crisis chair facility to remain the same 31-chairs.
- All areas accessible by patients are to be anti-ligature.
- Patient intake location to have minor reconfiguration.
- One restroom to be modified for fully accessible shower / WC.
- Minor modifications to restrooms without moving fixtures (except fully accessible RR).
- Triage desk area layout and reconfiguration.
- Nurses' workstation, call the nurses "bubble", will receive millwork revisions and improve space use for housing and use of the medical vitals mobile cart.
- Paint in trauma informed design color pallets and upgrade finishes throughout crisis center.
- Exterior work to include two new clerestory windows on North side of building.

#### **V. PRE-SUBMITTAL CONFERENCE**

An electronic Pre-Submittal Conference will be held on 5/25/2026 at 11AM through Microsoft Teams. At this meeting, the Project team, including CBI staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. Attendance at the Pre-Submittal Conference is not mandatory. All interested firms may submit a SOQ, whether they attend the conference or not. Any parties interested in attending the Pre-Submittal Conference should request an invitation from [RFP@cbridges.com](mailto:RFP@cbridges.com), Attn: Dan Hines, Director of Facilities, Procurement, and Projects – Construction.

All interested firms are encouraged to attend the Pre-Submittal Conference since CBI staff will not be available for meetings or to respond to individual inquiries regarding the project outside of this Pre-Submittal conference. In addition, meeting minutes or any other information will not be posted from the Pre-Submittal Conference.

#### **VI. STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)**

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

- A. General Information (100 points)

Provide a general description of the full construction team that is proposing to provide the services, including subconsultants, if any. Provide an organizational chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Each person's length of time with the team
3. Applicable professional registrations

B. Experience and Qualifications of the Team and Key Personnel (300 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
  - a. Description of the project, including project name and location.
  - b. Project owner and/or client contact information.
  - c. Role of the construction team, including a description of the services provided.
  - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project; and
  - e. Approximate dates services were provided.
  - f. Final construction cost.
2. List all federally funded projects where the construction team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
3. Identify all proposed subconsultants or subcontractors that will be used in performing the work.
4. Provide proposed terms for Sections 1.1.10, 1.1.11.1, 1.1.11.2, 4.1.1, 4.1.2.1, 4.1.2.2, 11.1, 11.2, 11.3, 11.4, 11.5, and 11.7 of CBI's AIA A101-2017 form of agreement.
5. Overall evaluation of the team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

C. Understanding of the Project and Approach to Performing the Required Services (350 points)

Discuss the major issues your team has identified on this project and how your construction team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your team offers and how you propose to use that expertise to benefit CBI to add value to the project.

D. Current Workload and Construction Team's Ability to Start Immediately. (50 points)

This scoring criterion has two parts: overall workload and existing contracts, as further detailed herein:

1. Overall Workload and Ability to Start Immediately (up to 50 points): Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. The Teams that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to 50 points for this sub-category.

E. Office Location (50 points)

Identify the physical location of the construction team office. Fifty points will be awarded to teams whose lead firm's office is physically located within Maricopa County. No points will otherwise be awarded for this category.

F. Reference Information (150 points)

CBI will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). Each reference shall include the name and contact information for the project owner, a description of the project, the applicant's scope of work on the project, and an explanation of whether the project was completed on time and on budget.

## VII. SUBMITTAL REQUIREMENTS

Proposals must include the following information:

- A letter of interest from the Construction Team.
- A company overview

- Team and key personnel
- Relevant experience
- A construction proposal
- A cost proposal
- A schedule proposal

#### **VIII. SELECTION PROCESS, SCHEDULE, AND EVALUATION OF QUOTES**

CBI will evaluate proposals based on the following criteria:

- Qualifications of the construction team
- Experience in construction projects
- Understanding of trauma-informed design principles
- Construction proposal
- Cost proposal
- Schedule proposal

All SOQs submitted will be reviewed by the CBI Selection Committee. The Selection Committee will select the consultant which best fulfills CBI requirements and represents the best value to our organization. No single factor will determine the final award decision. CBI may, in its sole and absolute discretion, award work to more than one firm or individual. CBI may decide to terminate the selection process at any time.

The Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. The Selection Committee will produce a rank-ordered list of the submitting teams, and interviews may or may not be conducted as part of the selection process. If interviews are not held, then CBI will make the final award decision.

If interviews are held, the top three (3) to five (5) ranked teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter outlining the criteria to be addressed in the interview and the detailed scoring of the interview process. CBI will make the final award decision after the interview.

The following tentative schedule has been prepared for this selection process:

Questions submitted by 5/20/2026 at 5PM

Pre-Submittal Conference 5/25/2026 at 11AM

SOQ's Due 5/29/2026 at 5PM

Shortlist Interviews (if necessary) 6/3/2026 at 11AM (if necessary)

## IX. CERTIFICATIONS

By submitting an SOQ to CBI, the respondent makes the following certifications:

- The respondent has reviewed the AIA A101-2017 contract agreement that is applicable to this Project, including the agreement's insurance requirements, and, if selected, will execute this contract without modification or exception, except as expressly permitted in Section VII(B)(4). The contract agreement document is available at the following link: <https://communitybridgesaz.org/media-and-public-relations/>.
- The respondent is familiar with and shall comply with all applicable federal statutes and regulations governing CDBG and ARPA grants, including but not limited to 24 C.F.R. Part 570 and all regulations and policies promulgated by HUD for CDBG programs, the Maricopa County Procurement Code, and the City of Phoenix Procurement Code.

## X. GENERAL INFORMATION

RFP Lists: This Construction Services Request for Qualifications will be listed on CBI's web site. The address is: <https://communitybridgesaz.org/media-and-public-relations/>

Contract Agreement Updates: If the AIA A101-2017 construction agreement accompanying this RFP changes after the RFP is issued, the newer version of the agreement will be in effect. The respondent is responsible for checking CBI's website for updates.

Instructions: CBI shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check CBI's website prior to submitting the SOQ for any addenda to this RFP.

CBI's Rights: CBI reserves its right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received. No binding contract will exist until CBI and the consultants execute a written contract.

**Contact with CBI's Employees:** All teams interested in this project (including the teams employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential teams, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed exclusively to the authorized representative identified below.



Questions: Questions pertaining to this RFP, the Project, the selection process, or the construction contract to be sent to [RFP@cbridges.com](mailto:RFP@cbridges.com). **Questions to CBI shall be submitted by no later than 5 p.m. on May 20, 2026.** No other method of submitting questions to CBI shall be permitted.

**XI. FINAL COMMENTS**

To be considered for the Project, please send the SOQ **by e-mail** to [RFP@cbridges.com](mailto:RFP@cbridges.com), **by no later than 5 p.m. Arizona time on 5/29/2026.**

Documents/Information may be made available to you for purposes of completing this request once you have submitted an executed RNDA in Section VI.

CBI anticipates awarding contracts starting in the summer of 2026. CBI will mutually discuss, expand, and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

Issuance of this RFP does not obligate the CBI to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

**XII. RECIPROCAL NON-DISCLOSURE AGREEMENT**

If you are interested in engaging in a phase of discovery before responding to this RFP please complete the Reciprocal Non-Disclosure Agreement and a Letter of Interest and return it via email to:

[RFP@cbridges.com](mailto:RFP@cbridges.com)

