

Request for Proposal (RFP)

Design/Build Renovation of Site for New Healthcare Clinic

1. Introduction

El Centro de Corazon is seeking proposals from qualified design/build teams for the renovation of an existing site to establish a new healthcare clinic in the Greater Houston Hobby Area. The selected team will be responsible for both the design and construction phases of the project, ensuring compliance with healthcare facility standards and local regulations.

2. Project Overview

The project consists of approximately 10,000 sq ft of Tenant Improvement/Build-out. The project program scope of work for El Centro the Hobby Healthcare Center includes the following:

- Fifteen (15) Exam Rooms (10' x 12')
- One (1) Medical Lab with ample counter space, 1 Pharmaceutical Fridge (39" W x 33" D x 82" H), 1 Pharmaceutical Freezer (24" W x 24" D x 32"H)
- One (1) Phlebotomy area
- Six (6) Team Offices with 3 desks, 3 chairs, 2 drawer storage cabinets per team member, and a storage credenza
- One (1) Pharmacy (40' x 40')
- One (1) Manager Office (10' x 12')
- One (1) Reception area for 4 Front Office Staff with desks (approx. 63" each)
- One (1) Waiting Room (Accommodates 25-30 seats)
- One (1) Break Room (Space for 25 staff members)
- Two (2) Patient Restrooms with 2 stalls each (60 sq ft per room)
- Two (2) Staff Restrooms (40 sq ft per room)
- One (1) Storage Room (20' x 20')
- One (1) IT Room (5' x 5')
- One (1) Housekeeping Room (10' x 12')
- Three (3) Dental Operatories (10' x 12')
- One (1) X-Ray Room (8' x 10')
- One (1) Mechanical Room (5' x 5')
- One (1) Dental Lab (12' x 12')
- Two (2) Therapy Offices (10' x 12')
- One (1) Large Shared Working Space (40' x 40') for 8 staff members
- One (1) Conference Room (20' x 20')

3. Project Description

Location: Fuqua Commons 12505 Gulf Frwy Houston, Texas 77257

Site Size: Approximately 16,000 sq ft

Scope: Design and renovation to include exam rooms, reception area, administrative offices, restrooms, and accessibility upgrades.

Estimated Budget: The estimated budget for this project is between \$2 million and \$2.5 million.

Expected Completion Date: 7.31.2026

3. Scope of Work

The selected design/build team will be responsible for both the design and construction phases of the project, including:

- Site analysis and feasibility
- Architectural and engineering design services
- Structural modifications as needed
- Electrical and plumbing upgrades
- HVAC system installation or improvement
- Interior build-out
- ADA compliance and accessibility features
- Medical-grade fixtures and cabinetry
- IT infrastructure (network cabling, security systems)
- Permitting, inspections, and coordination with local authorities
- Final inspections and occupancy

4. Proposal Requirements

Proposals must include:

- Company profile and relevant experience with design/build projects
- Project team and qualifications, including design professionals
- Conceptual design approach and preliminary layout
- Detailed project timeline
- Itemized cost estimate
- References from similar projects
- Proof of insurance and licensing
- Approach to sustainability and energy efficiency

5. Evaluation Criteria

- Experience with healthcare facilities
- Familiarity with Houston permitting and development regulations
- Design innovation and functionality
- Cost-effectiveness
- Timeline feasibility

6. Evaluation Process

Vendor Interviews:

El Centro de Corazón may request interviews or meetings with selected vendors as part of the evaluation process to assess alignment, capacity, and potential for long-term partnership.

7. Submission Instructions

Submit proposals electronically to: procurement@elcentrochc.org

Format: PDF document

Include subject line: "Design/Build Proposal – Healthcare Center Hobby Area"

Deadline: ~~By 5:00 PM October 10th, 2025~~

Update: Deadline has been extended to Friday, October 24th, 2025, at 5:00 PM (CST).

8. Site Visit

Update: A site visit for General Contractors has been scheduled for October 10th, 2025 from 10 AM-12 PM

9. Terms and Conditions

- El Centro de Corazon reserves the right to reject any or all proposals.
- All work must comply with local building codes and healthcare regulations.
- Final contract will be subject to negotiation and approval.