



Community Health Centers of Greater Dayton

REQUEST FOR PROPOSAL

For Architectural Services only

Community Health Centers of Greater Dayton
Retail Pharmacy Remodel Project
Dayton, Ohio

1. Introduction

Community Health Centers of Greater Dayton (CHCGD) is issuing this Request for Proposal (RFP) to solicit proposals from qualified architectural firms to provide professional architectural design services for two new retail pharmacies within existing CHCGD facilities located in Dayton, Ohio.

Each pharmacy location will consist of approximately 500 square feet or less of renovated space within existing clinic facilities.

This renovation project supports CHCGD's strategic goals by expanding pharmacy services to better serve the community with accessible, high-quality, patient-centered care.

2. Project Overview and Goals

Project Scope

CHCGD plans to design and remodel existing space within its facilities to accommodate two new retail pharmacies (approximately 500 square feet per location). The selected architectural firm will be responsible for:

- Site evaluation and existing conditions analysis
- Space programming and schematic design optimized for a ~500 SF pharmacy footprint or less
- Design development
- Preparation of detailed construction documents
- Code compliance review (local, state, federal)
- ADA and healthcare regulatory compliance design
- Interior design including finishes, millwork, lighting and signage concepts
- Efficient layout planning for workflow, prescription processing, storage, and patient consultation areas within limited square footage
- Coordination with pharmacy equipment vendors and CHCGD stakeholders
- Assistance with permitting and approvals

Project Goals

- Deliver functional, efficient, and patient-friendly pharmacy spaces within approximately 500 SF per site
- Improve client flow, privacy, and accessibility
- Maximize operational efficiency and durability within budget constraints
- Meet all regulatory, safety, and healthcare facility standards

3. Services Required

Programming and detailed space planning for ~500 SF retail pharmacy environments (Pharmacy Management company with design experience to assist in design/programming):

- Schematic design
- Design development
- Construction document preparation
- Life safety analysis
- ADA compliance documentation
- Permitting support
- Bid phase support (review of contractor questions and submittals)
- Construction administration services (site visits and review of work for conformance with design intent)

4. Proposal Submission Requirements

Firm Information

Legal name, address, and contact information
Years in business and firm structure
Relevant Ohio architectural licenses and certifications

Project Team

Role descriptions of team members
Experience with comparable projects

Past Experience

Descriptions of at least three (3) similar projects
Client references with contact information

Fee Proposal

Detailed fee structure for architectural services
Hourly rates and reimbursable expenses
Proposed payment schedule

Insurance

Proof of Professional Liability insurance
Proof of General Liability insurance

Project Timeline

Outline of project timeline and completion date

5. Evaluation Criteria

- Relevant Experience, Qualifications (including Understanding of Small-Footprint Healthcare Design (30%)
- Fee Proposal and Cost Competitiveness (30%)
- Project Completion Timeline (15%)
- Proposed Team and Expertise (15%)
- Adherence to RFP Instructions (10%)

6. Schedule of Events

- RFP Issued – March 4, 2026
- Proposal Submission Deadline – March 20, 2026
- Notice of Award – March 27, 2026
- Contract Execution – April 3, 2026

7. Proposal Submission Instructions

Proposals must be submitted electronically in PDF format addressed to Shaun'ta Whitehead, CEO at info@chcgd.org with “**Pharmacy RFP**” in the subject line. Submission deadline: 5:00pm on Friday, March 20, 2026. Late proposals will not be accepted.

8. General Terms & Conditions

- CHCGD reserves the right to reject any or all proposals.
- CHCGD may request clarification or additional information from proposers.
- All costs related to proposal preparation are the responsibility of the proposer.
- CHCGD may negotiate contract terms with the selected firm.

9. Questions & Clarifications

All questions regarding this RFP must be submitted in writing to the designated RFP Coordinator, Stephanie Lewis (CFO) at stlewis@chcgd.org. Responses will be shared with all proposers.

10. Confidentiality

All proposals and supporting materials become the property of CHCGD. Information marked as proprietary will be treated with reasonable confidentiality.