



NOTICE INVITATION REQUEST FOR PROPOSAL RFP #25-001

Description of Center: The Andrews Center “Center” is a Certified Community Behavioral Health Clinic as well as an agency of the State of Texas established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and intellectual and developmental disability services for the residents of Smith, Rains, Van Zandt, Wood, & Henderson Counties in Texas. Center is a community center under Chapter 534 of the Texas Health and Safety Code and is classified by the Internal Revenue Service as a 501(c)(3) tax-exempt organization.

Center currently employs approximately 337 full-time, part-time and PRN employees, and operates approximately 16 facility locations within the service area of the five counties listed above.

The Center is seeking Proposals from established, qualified and experienced contractors to remodel the Diversion Center.

If you are interested in submitting a proposal, please carefully adhere to the instructions, requirements and deadlines presented in RFP #25-001.

A copy of the Request for Proposal (RFP) may be obtained from Center’s website at www.andrewscenter.com or by contacting Randa Haywood, CFO rhaywood@andrewscenter.com.

In accepting proposals, Center reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of Center and is not obligated to accept the lowest cost proposal. Center will not pay for any costs incurred by Proposers in the preparation and/or submission of a proposal. Furthermore, the RFP does not obligate Center to accept or contract for any expressed or implied services.

Center will only release names of the Proposers who have responded to this solicitation after Center’s evaluation team has evaluated the proposals and an award has been made and approved by the Center’s Board of Trustees.

Mandatory Pre-Proposal Meeting: 10/16/2025 at 10AM a public Pre-Proposal Meeting will be held at the diversion center located at 3111 W NW Loop 323 Tyler, Texas. The nature of this project is an extensive remodel and it is necessary for each contractor to be familiar with the existing conditions.

Proposals must be submitted via electronic mail or in person NO LATER than 11:59 PM. (CST), Thursday, October 23, 2025. Full submission instructions are specified in the RFP #25-001.

The Center appreciates your time and effort in preparing this proposal. All proposals must be received at the specified location identified in RFP #25-001 before opening date and time. The official time shall be determined by the time/date stamp when received by the Center's email server. Faxed responses shall not be accepted. Proposals received after above date and time shall be returned unopened.



Andrew Center Request for Proposal (RFP) – Diversion Center Remodel Questionnaire

3111 W NW Loop 323, Tyler, TX 75702

Questionnaire for Respondents

Section 1: Company Information

1. Provide the legal name of your firm, address, and primary contact information.
 2. How many years has your firm been in business under the current name?
 3. Describe your company's core services and areas of specialization.
 4. List all licenses, certifications, and registrations relevant to this project.
 5. Provide proof of insurance, bonding capacity, and worker's compensation coverage.
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Section 2: Relevant Experience

1. Describe up to three similar projects (preferably secure, behavioral health, or justice-related facilities) completed within the last five (5) years.
 2. Provide client references, including contact information, for each project.
 3. What unique challenges did you encounter on those projects, and how were they resolved?
 4. Have you worked on occupied/remodel facilities where programs continued during construction? If yes, explain how you minimize disruption.
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Section 3: Project Understanding & Approach

1. In your own words, describe your understanding of the goals of this remodel.

2. What challenges do you anticipate in remodeling a diversion center, and how will you address them?
 3. How will your team ensure the remodeled facility is:
 - Safe and secure
 - Trauma-informed and supportive of behavioral health needs
 - ADA compliant and accessible
 - Energy-efficient and sustainable
 4. How will you protect confidentiality and maintain security during the remodel?
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Section 4: Technical Proposal

1. Provide a conceptual plan or narrative for how you will approach the remodel.
 2. Describe your process for ensuring compliance with local building codes, fire safety, and health regulations.
 3. Will you utilize subcontractors? If so, provide their qualifications and roles.
 4. How will you address:
 - Security and controlled access
 - Common areas and program spaces
 - Staff areas and administrative offices
 - Mechanical, electrical, and plumbing updates
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Section 5: Project Management

1. Provide a proposed project schedule, including major milestones and completion date.
 2. Identify the key personnel assigned to this project (include résumés).
 3. Who will serve as the project manager and primary point of contact?
 4. Describe your communication plan for progress reporting and issue resolution.
 5. What is your risk management strategy for delays, cost overruns, or unforeseen conditions?
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Section 6: Cost Proposal

1. Provide a detailed breakdown of costs, including:
 - Labor
 - Materials
 - Subcontractors
 - Contingency allowance
2. Outline your process for handling change orders or scope modifications.

3. Suggest potential cost-saving strategies that would not compromise quality, safety, or program goals.
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Section 7: Compliance & Legal

1. Confirm your compliance with equal opportunity and disadvantaged business requirements (if applicable).
 2. Provide documentation of insurance and bonding.
 3. Disclose any pending litigation, defaults, or claims against your firm on previous public-sector projects.
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Section 8: Innovation & Value-Added Services

1. What innovative design features or construction methods do you propose to enhance the functionality of the diversion center?
2. How can your remodel approach improve long-term program outcomes (e.g., rehabilitation, treatment effectiveness, reentry success)?
3. Describe any technology solutions (security systems, energy monitoring, access control, etc.) you recommend including.

Submission Instructions

- All responses must be submitted in the format of this questionnaire.
- Proposals must be received by 10/23/2025
- Submit proposals electronically to: **rhaywood@andrewscenter.com**
subject: **RFP #25-001** Secondary contact: **kmorris@andrewscenter.com**