CHIRICAHUA COMMUNITY HEALTH CENTERS, INC.

HEALTH FOR ALL

REQUEST FOR PROPOSALS

Owner's Representative, Master Planning, and Capital Project Management Services

ADDENDUM NO. 1 - RESPONSES TO RESPONDENT QUESTIONS

Solicitation Item	Information
RFP Number	RFP-01-2026
Addendum Number	Addendum No. 1
Addendum Date	November 4, 2026
Original RFP Issue Date	October 23, 2026
Proposal Due	November 13, 2026, at 5:00 p.m. Arizona time (MST)
Procurement Contact	rfp@cchci.org

Purpose of Addendum. This Addendum provides clarifications and responses to questions received regarding Chiricahua Community Health Centers, Inc.'s Request for Proposals for Owner's Representative, Master Planning, and Capital Project Management Services.

Effect of Addendum. This Addendum is incorporated into and becomes part of RFP-01-2026. Except as expressly clarified or modified below, all requirements, terms, conditions, dates, and provisions of the original RFP remain unchanged. The original RFP establishes a fixed monthly retainer model for routine and reasonably anticipated services across CCHCI's identified initiatives.

1. Project Priorities, Status, and Anticipated Schedules

Question: What are the target completion dates and anticipated project schedules for each current initiative? Which projects are active, which remain in planning, and which are anticipated to advance first in 2027?

CCHCI Response

CCHCI anticipates that the Sierra Vista Pharmacy Expansion and Willcox Modular Pharmacy Project will be among the most active initiatives entering 2027. The remaining initiatives may advance concurrently based on organizational priorities, planning progress, funding availability, required approvals, and project readiness.

- Sierra Vista Pharmacy Expansion
- Willcox Modular Pharmacy Project
- Sierra Vista Medical and Behavioral Health Master Planning
- Highway 92 Specialty Services Planning
- Pediatric Center of Excellence Foundation and Facade Project

The initiatives are at different stages. The Sierra Vista Pharmacy Expansion and Willcox Modular Pharmacy Project involve implementation-oriented project management and coordination. The Sierra Vista Medical and Behavioral Health Master Planning and Highway 92 Specialty Services Planning initiatives primarily involve assessment, programming, conceptual planning, budgeting, phasing, and development of implementation recommendations. The Pediatric Center of Excellence Foundation and Facade Project involves technical coordination, scope and budget development, procurement support, schedule oversight, construction coordination, and closeout responsibilities, as applicable.

Final completion dates have not been established for all five initiatives. Project schedules and milestones will continue to be developed and refined as scope, funding, procurement activities, approvals, and implementation requirements are confirmed. Respondents should not assume that all five initiatives will proceed at the same pace or require the same level of effort at any one time.

2. Fixed Monthly Retainer Structure

Question: Should the fixed monthly retainer account for all five initiatives, or would CCHCI prefer a base retainer with separately authorized project-specific services?

CCHCI Response

CCHCI intends the fixed monthly retainer to cover routine and reasonably anticipated services across all five initiatives, recognizing that activity levels will vary throughout the engagement.

Respondents shall clearly identify the staffing and service capacity included in the proposed retainer, including personnel, monthly hours or capacity limits, meetings, site visits, routine reports, response times, treatment of unused capacity, travel assumptions, exclusions, and rates for services outside the retainer.

Services materially outside the agreed retainer scope or capacity may be separately authorized by CCHCI. Additional services require a written scope, defined deliverables, estimated effort, a not-to-exceed fee, and written authorization before work begins.

3. Consultant Location and On-Site Presence

Question: Must the consultant be physically located in Arizona? Will CCHCI consider firms outside Arizona, and is a regular monthly visit supplemented by remote coordination acceptable?

CCHCI Response

CCHCI does not require the selected consultant or firm to maintain a physical office in Arizona. Respondents located outside Arizona will be considered if they demonstrate sufficient availability, responsiveness, and capacity to support projects in Cochise County.

CCHCI anticipates a combination of remote coordination and in-person support based on project activity and need. Routine project management, reporting, and coordination may be conducted remotely. In-person participation should be available for site assessments, planning sessions, construction activities, significant milestones, inspections, installation or occupancy-readiness activities, and other circumstances where on-site presence adds value.

CCHCI is not prescribing a fixed number of visits per month. A model that includes regularly scheduled visits, such as monthly visits, supplemented by remote coordination may be acceptable, provided the respondent can increase on-site presence when project activity warrants it. Respondents shall identify the site-visit capacity included in the retainer and any related assumptions or expenses.

4. Travel Expenses

Question: Does CCHCI prefer travel costs included in the fixed monthly retainer or billed as pre-approved reimbursable expenses?

CCHCI Response

CCHCI does not require one specific pricing treatment. Respondents shall state whether anticipated travel expenses are included in the retainer, billed separately as pre-approved reimbursable expenses, or addressed through another clearly defined pricing method.

Any separately reimbursable expense must be approved in advance by CCHCI. Respondents shall also explain whether travel time, preparation time, meeting time, and on-site time count toward any monthly hours or capacity limits.

5. Project Delivery Methods

Question: Does CCHCI anticipate using design-build, Construction Manager at Risk, or traditional design-bid-build delivery methods?

CCHCI Response

CCHCI has not prescribed one delivery methodology for all five initiatives. The appropriate approach will be evaluated by project based on scope, complexity, schedule, procurement and funding requirements, budget, risk allocation, and other relevant conditions.

The selected Owner's Representative may assist CCHCI in evaluating delivery options and identifying associated advantages, risks, procurement considerations, and implementation requirements. Final decisions remain with CCHCI.

6. Procurement and Selection of Project Partners

Question: Will the selected consultant assist with procurement and selection of general contractors, architects, engineers, and other consultants, or are these parties already under contract?

CCHCI Response

Both circumstances may apply. Architects, contractors, vendors, and technical consultants have been engaged or involved in certain initiatives. The selected Owner's Representative should anticipate coordinating with existing partners and supporting future procurements when additional services are needed.

Support may include developing scopes, coordinating solicitations and vendor outreach, comparing proposals or bids, documenting clarifications, preparing comparison analyses, and providing recommendations in accordance with CCHCI requirements and written direction.

Existing relationships do not guarantee future work or supersede applicable procurement requirements. All procurement decisions, vendor selections, contract awards, purchase authorizations, and expenditure approvals remain solely with CCHCI. The Owner's Representative may not obligate or contractually bind CCHCI.

7. Permitting, Licensing, and Regulatory Support

Question: Does permitting support relate to construction permits, healthcare-specific approvals and licensure, or both?

CCHCI Response

The scope may include both construction-related permitting and healthcare-specific regulatory or licensing coordination, depending on the project.

Construction-related activities may include coordination of municipal permits, planning or zoning requirements, utilities, inspections, certificates of occupancy, and other applicable approvals.

The consultant will coordinate these activities with CCHCI and appropriately licensed or responsible professionals, agencies, and consultants. The Owner's Representative is not expected to independently provide legal, architectural, engineering, clinical, regulatory, or other professional services requiring specialized licensure unless separately procured and authorized.

8. CCHCI Internal Project Support

Question: Does CCHCI have internal staff available to support project coordination and administrative activities such as meeting scheduling?

CCHCI Response

Yes. The selected Owner's Representative will work with CCHCI executive leadership and designated operational, facilities, financial, clinical, compliance, procurement, grants, and other personnel as applicable.

CCHCI will provide reasonable internal coordination and administrative support to facilitate access to stakeholders, meetings, available organizational and project information, internal review, decision-making, and coordination with existing partners.

The consultant should nevertheless propose sufficient capacity to perform the project controls, documentation, reporting, schedule management, meeting facilitation, action-item tracking, and coordination responsibilities in the RFP. The Chief

Operating Officer will serve as the primary executive operational point of contact. Final decision and approval authority remains with CCHCI.

9. Healthcare Planning and Licensed Professional Services

Question: Are healthcare planning specialists or architects already engaged? Should respondents include those services in the retainer, or will CCHCI procure them separately?

CCHCI Response

CCHCI has utilized architects and other technical professionals on certain projects. Respondents should propose sufficient healthcare facility planning expertise to support stakeholder engagement, space programming, workflow and adjacency planning, conceptual floor-plan coordination, block plans, test fits, planning alternatives, preliminary capital budgets, phasing recommendations, and implementation planning.

Respondents shall identify the personnel and proposed subcontractors who would provide these services and state which services and capacity are included in the retainer.

Architectural or engineering services requiring professional licensure, including sealed plans or documents, are not included in the Owner's Representative scope unless separately procured and authorized. The selected consultant is expected to coordinate appropriately licensed professionals when sealed documents, code analysis, construction documents, or other licensed services are required.

10. Sierra Vista and Highway 92 Planning Information

Question: Will CCHCI share patient volumes, demographics, current Sierra Vista services, and specialty services being considered for Highway 92?

CCHCI Response

CCHCI will make relevant operational and planning information reasonably available to the selected consultant as needed for master planning and programming, subject to applicable privacy, confidentiality, data-security, and organizational requirements.

Respondents are not expected to develop proposals from a complete patient-volume or demographic dataset. Following award, the selected consultant will conduct assessment, programming, planning, and stakeholder-engagement activities with CCHCI.

For Highway 92, CCHCI is evaluating the facility for new or expanded specialty and ancillary services. The final service mix has not been established and is expected to be informed by organizational priorities, operational need, service demand, feasibility, space requirements, financial considerations, and the planning process.

11. Capital Project and Master Planning Budgets

Question: Has CCHCI established budgets for the master planning work or capital improvements associated with the five initiatives?

CCHCI Response

Project scopes, budgets, schedules, and funding status vary by initiative and remain subject to development. Preliminary information exists for certain initiatives, while others remain in earlier planning stages. Available project-specific information will be provided to the selected consultant as appropriate.

Respondents should not assume all initiatives have complete or approved capital budgets. The selected consultant will assist, as applicable, with preliminary budgets, estimates and assumptions, forecasts, contingencies, escalation, soft costs, equipment and technology considerations, schedules, milestones, risks, and related project controls.

Respondents should base proposals on the portfolio and scope described in the RFP rather than an assumed construction value or predetermined capital budget.

12. Owner's Representative Retainer Budget

Question: Has CCHCI established a budget range for the Owner's Representative's monthly retainer?

CCHCI Response

CCHCI has not established a published budget range for this consulting engagement. Respondents should propose the fixed monthly retainer they believe is appropriate for the staffing, expertise, availability, site presence, reporting, deliverables, and capacity described in the RFP.

CCHCI will evaluate the retainer based on overall value, included services and capacity, qualifications, approach, availability, continuity of key personnel, and ability to satisfy CCHCI's requirements. Selection will be based on best overall value and not solely on the lowest proposed retainer.

13. Funding Sources and Compliance Requirements

Question: What funding sources are identified or being pursued for each initiative?

CCHCI Response

Funding approaches vary by initiative and may include organizational resources, grants, financing, or other available mechanisms. Certain initiatives may involve federal grants or other funding sources with project-specific procurement, documentation, reporting, recordkeeping, approval, reimbursement, monitoring, audit, amendment, and closeout requirements.

Funding sources and strategies may evolve as projects advance. CCHCI will identify applicable requirements when they become relevant to the selected consultant's work.

Respondents should anticipate supporting applicable grant-related technical documentation and compliance activities. The selected consultant must comply with CCHCI procurement requirements, applicable funding-source conditions, and applicable federal procurement and grant requirements, including 2 CFR Part 200 when applicable. CCHCI retains responsibility for grant strategy, application submission, award administration, and official funder communications unless otherwise authorized in writing.

14. Proposal Submission Deadline

Question: Is there a specific time of day for the November 13, 2026 proposal deadline?

CCHCI Response

Yes. Proposals must be received electronically at rfp@cchci.org no later than 5:00 p.m. Arizona time (MST) on November 13, 2026. This Addendum modifies the original RFP by establishing the specific submission time.

Proposals received after the stated date and time may be rejected and may not be considered, except as permitted under CCHCI's applicable procurement requirements. Respondents are responsible for allowing sufficient time for electronic delivery.

Acknowledgment of Addendum

Respondents shall acknowledge receipt of Addendum No. 1 in their proposal submission.

Except as expressly clarified or modified by this Addendum, all other requirements, terms, conditions, dates, and provisions of RFP-01-2026 remain unchanged.

Respondent/Firm Name: _____

Authorized Representative: _____

Date: _____