

**Crisis Walk-in RFP**  
**BIDDERS QUESTIONS AND ANSWERS**  
**February 2, 2024**

Northeast Counseling Services (NCS) has been awarded a grant through Luzerne County MH/DS to, construct/renovate a Crisis/Stabilization Center in Lower Luzerne County. The grant applies only to the “bricks and mortar” related to the project. NCS is looking to contract with an architectural/engineering firm to partner with over the course of the contract (from start to finish). Funding is available through December 31, 2024.

1. Is there any information available that would give us information about the existing building – address, etc.  
**750 E, Broad St,  
Hazleton, PA 18201  
across from Lehigh Valley Hospital**
2. is there a tour scheduled of the existing building?  
**Monday, February 5, 9:00 AM**
3. Is there an approximate square footage for the new improvements?  
**We are looking to renovate all or part of an existing floor, approximately 12,000 square feet.**
4. Are there any conditional reports for the existing facility?  
**No**
5. Is there an environmental report available, or might one be needed?  
**No**
6. Is any part of the existing building currently occupied? If not, how long has the building been unoccupied?  
**The entire building is presently occupied**
7. Is a comprehensive land survey available and/or required?  
**No**
8. Are there any existing drawings?  
**Yes. A drawing is included.**
9. Is it anticipated that any Zoning Approvals are necessary?  
**That is possible, though we are not proposing a change in use.**
10. In order for fees to be submitted and to ensure an ‘apples to apples’ comparison, it would be helpful to know the size of the renovation as well as the addition required for the project (unless I missed in the RFP).. can you provide approximate areas in square footages for both the addition and the renovation?  
**We are looking to renovate all or part of an existing floor, approximately 12,000 square feet. We do not anticipate adding on to the building. (See #3). We will select a vendor who will assist with the final design.**
2. Are there parking requirements – this may be based on use as well as the site’s zoning requirements.  
**We will need to take up that issue to zoning,**
3. Is there any work related to the existing facades?  
**Unlikely**
4. Do you want us to include signage and way-finding in our scope?  
**Yes**
5. Do you want us to include furniture selection, bidding and coordination of installation as part of our scope?  
**Yes**

11. What is the area of work (in square ft. of the renovations)?  
**Approximately 12,000 square feet, depending on the final design.**
10. Do you have any existing plans showing the area to be renovated?  
**Yes. They are attached.**
11. Do you have a list of spaces or types of areas that would be included in the program?  
**We do need to involve the selected vendor in the finalization of the project plan.**
12. Are there any DOH, license or regulatory requirements that you need to comply with for your programs? If so, can you confirm which?  
**This is a new service and the development of standards and regulations is ongoing.**
13. There is a reference to needing structural 'repair' services – what repairs are identified as known and/or anticipated?  
**These are yet to be identified but such issues may arise over the course of the project.**
14. Can the use of the facility be further explained? Will this space serve more as a typical emergency room or hospital setting? A short-term stay facility? Or a long-term, apartment style facility?  
**This is a major departure from the historical approach, which is to deliver the service in the hospital emergency room. The Crisis Stabilization Service is focused on the community and will maintain 16 comfortable chairs rather than beds and hold clients for a maximum 23 hours.**

