**WEST SIDE HEALTH CARE DISTRICT**

**REQUEST FOR PROPOSALS**

**FOR**

**ARCHITECTURAL, ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES**

**ISSUE DATE:**  March 1, 2023

**TITLE:** West Side Family Health Care Dental Project Architect

**ISSUING ENTITY**

**& ADDRESS:** West Side Health Care District

 119 Adkisson Way

 Taft, California 93268

**LOCATION OF WORK:** 100 East North Street

 Taft, California 93268

**PERIOD OF CONTRACT:** April 2023 – Project Completion (6 to 12 months)

All firms who plan to respond to this Request for Proposals (RFP) should register by sending an e-mail with their firm name, contact name, and e-mail address to Ryan Shultz at rshultz@wshcd.org.

An informal and optional Questions & Answers meeting will be held for all interested firms. See Section V of this RFP for the date, time, and location. In addition, interested firms may submit questions in writing to the above e-mail address. Responses to questions will be provided to all registered firms.

Please submit 6 hard copies (5 bound and 1 unbound) and one pdf copy on CD for proposals by 2:00 p.m. (PST) on April 14, 2023. See Section VI for details on submittal requirements. Proposals must reach the address below by the above stated deadline. West Side Health Care District is not responsible for any expenses related to the preparation or presentation of responses to this RFP.

**SUBMIT PROPOSALS TO:** West Side Health Care District

 Attn: Ryan Shultz

 119 Adkisson Way

 Taft, California 93268

REQUEST FOR PROPOSALS

FOR

ARCHITECTURAL, ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES

WEST SIDE FAMILY HEALTH CARE DENTAL PROJECT

Taft - California

1. **INTRODUCTION**

West Side Health Care District (District) is seeking proposals from qualified firms [Consultant(s) or applicant firm(s)] to provide architectural, engineering and construction management services for District’s West Side Family Health Care Dental Project.  The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

1. **PROJECT DESCRIPTION**

District desires a complete remodel and design of an existing medical office space (approximately 2,800 square feet in size) to provide convenient access and efficient operational use of multiple health care services in the project building anchored by the addition of general dentistry services. The project building is located at 100 E. North Street and is attached to an existing Federally Certified Rural Health Clinic. The project should include the design of the building’s exterior and interior spaces. The direct construction budget is presently estimated to be $500,000 to $1,000,000. The square footage, construction budget and the timeline/duration of the project are to be defined and refined following the award and completion of the project schematics developed by the Consultant(s) selected by District. A depiction of the project site is attached hereto.

1. **PROJECT SCHEDULE**

The selected Consultant(s) will be expected to begin work on conceptual designing for the project promptly upon selection and execution of a professional service contract with District by April 28, 2023. Construction is expected to commence by July 1, 2023, and the project to be completed and a Certificate of Occupancy issued within six to twelve months after commencement (i.e., between January 1, 2024 and July 1, 2024). These dates are subject to change in District’s discretion.

1. **SCOPE OF SERVICES**

District is looking for a “turnkey” approach, where the selected Consultant(s) will be responsible for performing or causing to be performed all architectural services (both exterior and interior), structural, electrical and mechanical/plumbing and civil engineering services, and construction management services required consistent with applicable professional and industry standards, in order to successfully complete the project (collectively, Services), except for services which District expressly agrees are to be excluded from the scope of Services to be provided by the Consultant(s) in a professional services contract entered into between District and the applicable Consultant(s). The Services are to include, without limitation, all of the following (not listed in order of preference):

1. Consultation and assistance with current needs assessment, programming and space planning.

2. Customary conceptual design services for projects of this type. This will include, at a minimum, preparation of a conceptual plan for the building incorporating the latest thinking in the field concerning dental office requirements.

 3. Recommendations relative to the installation of different building systems.

4. Assistance with presentation(s) to the District’s Board of Directors concerning architectural design elements of the project.

5. Customary schematic design services (including both architectural and engineering services) for projects of this type. This will include, at a minimum, preparation of schematic site and building plans, preliminary floor plans, preliminary sections and elevations; preliminary selection of building systems, materials and signage systems; and materials research/specifications services, including investigation of availability and suitability of alternative architectural materials, systems and equipment.

6. Customary design development services (including both architectural and engineering services) for projects of this type. This will include, at a minimum, preparation and design coordination of design development drawings, including plans, sections and elevations; typical construction details; three-dimensional sketch(es) and CAD files; final material selections and signage systems; and equipment layouts to verify program requirements.

7. Other customary design services, and structural, electrical and mechanical/plumbing and civil engineering services for projects of this type. This will include, at a minimum, development of foundation plans and roof-framing plans; evaluation of geotechnical soils report(s); development of distribution system for major HVAC ducting components (supply and return air); development of outline specifications for all major mechanical/plumbing components; development of grading and drainage plan(s); meetings with city building officials to coordinate locations of utility connections; meetings with local fire agencies to determine site, apparatus and fire flow requirements;; and preparation of a Design Development package of all drawings developed.

8. Help with selection of construction firms that should be given an opportunity to bid on the project.

9. Preparation of necessary bid documents to be sent to construction firms for the project.

10. Review of the bids received from construction firms to assess the relative merits of each and assist District in awarding the construction contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used or are used in modified form.

11. Preparation and coordination of complete construction documents, and providing all customary architectural and engineering services to District in connection with same.

12. Cost estimating and submittal of a detailed estimate of probable cost for construction of the building and other site improvements at each phase.

13. Providing construction administration services (including all required architectural and engineering services), such as, at a minimum, regular site observations of the contractor and subcontractors during the construction phase; review of contractor applications for payment including logs for submittals, supplemental instructions or modifications, proposal requests, change orders, construction change directives, and requests for change orders, construction issues, field reports, and construction completion status; and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.

14. Assistance, where necessary, with the government approval process (i.e., permits).

15. Meetings and coordination with District management and other public agency representatives as required.

16. Final sign-off and project closeout; warrantee review and consultation.

**V. SELECTION SCHEDULE**

The following timeline is contemplated by District:

|  |  |
| --- | --- |
| **Schedule of Activities** | **Schedule** |
| RFP available. Firms encouraged to register for most current information by emailing intent to bid to Ryan Shultz at rshultz@wshcd.org  |  March 1-30, 2023 |
| Optional pre-submittal Question & Answer meeting held at 119 Adkisson Way, Taft, California |  March 28, 2023, 10:00 AM (PST) |
| Last day for interested firms to submit RFP questions to District | April 3, 2023, 2:00 PM (PST) |
| Answers to submitted questions available to all registered firms | April 6, 2023 |
| RFP Addenda issued (if required) |  April 10, 2023 |
| Deadline to submit responses to RFP |  April 14, 2023, 2:00 PM (PST) |
| Shortlist of finalists published |  April 19, 2023 |
| Finalists may be interviewed (Week of) |  April 24, 2023 |
| Expected date by which Consultant(s) contract(s) (if awarded) would be executed | April 28, 2023 |

The above “Selection Schedule” is subject to change in District’s sole and absolute discretion. Any changes to the “Selection Schedule” will be issued to all registered firms via addenda.

**VI. PROPOSAL SUBMITTAL REQUIREMENTS**

**Project Proposal Expectations**

District will select the proposal(s) that it believes best accommodate(s) the various project requirements. District reserves the right to award any contract prior to the proposal deadline stated within the "Selection Schedule" or prior to the receipt of all proposals, award the contract to more than one firm, and refuse any proposal or contract without obligation to either District or to any firm offering or submitting a proposal.

**Intent to Submit Proposal**

All proposing firms are required to register no later than March 30, 2023 by sending an e-mail with their firm name, contact name, and e-mail address to Ryan Shultz at rshultz@wshcd.org.

**Optional Pre-Submittal Meeting**

District will convene an optional Questions & Answers meeting for applicant firms to be held starting at 10:00 AM (PST) on March 28, 2023 at the District’s offices located at 119 Adkisson Way, Taft, California  93268.  The purpose of this optional meeting will be to address questions and requests for clarification or interpretation of this RFP.

**Inquiries**

Questions and requests for clarification or interpretation of the requirements set forth in this RFP may also be submitted to District no later than 2:00 PM (PST) on April 3, 2023, provided the same are submitted in writing and emailed to: Ryan Shultz, Executive Director, at rshultz@wshcd.org. Responses to such questions and requests will be provided to all registered firms.

**Submittal Deadline**

All proposals are due at the offices of the District (i.e., 119 Adkisson Way, Taft, California  93268; Attention: Ryan Shultz, Executive Director) by no later than **April 14, 2023 before 2:00 PM (PST)**. This time and date are fixed and extensions will not be granted.  All proposals received after this deadline will be rejected. Proposals received at any place other than listed above will not be considered.  District reserves the right to reject any and all proposals and to waive information and minor irregularities in any proposal received.

**Submittal Format**

Each applicant firm is to submit 6 hard copies (5 bound and 1 unbound) and one pdf copy on CD of its proposal to the District by the above-specified deadline and at the above-specified location.

**Proposal Selection**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal.  The applicant firms’ estimated fees may not be a factor in District’s process of evaluating proposals and ranking the consulting firms.  Selection of Consultant(s) shall be on the basis of demonstrated competence and qualifications to render the services at fair prices in accordance with Section 4526 of the California Government Code.  District reserves the right to amend, withdraw, and/or cancel this RFP.  District reserves the right, without qualification, to reject any or all proposals to this RFP at any time prior to contract execution.  District reserves the right to request or obtain additional information about any and all submittals.  All proposals become the property of District.  Final disposition will be made according to the policies thereof, including the right to reject all proposals.

**Proposal Evaluation Criteria**

District intends to engage the most qualified Consultant(s) available for these services.  It is imperative that the applicant’s proposal fully addresses all aspects of this RFP.  It must clearly express the applicant’s understanding of District’s specific requirements and indicate the applicant’s qualifications to conduct these services in a thorough and efficient manner.  The following criteria (in no particular order) will be given considerable weight in the proposal evaluation and selection process:

* Proposals received by the stipulated deadline must be in the correct format.
* Applicant’s performance history and evidence indicating ability to timely deliver proposed services.
* Applicant’s experience in providing these analysis, design and construction management services on similar projects.
* Applicant’s experience in conducting assignments of similar scope.
* Applicant’s ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
* Methodology to be employed in conducting these services.
* Applicant’s support organization, accessibility and quality assurance methods for optimizing staff utilization.
* Conciseness and clarity in understanding District’s needs and defining a work plan, procedures, training, education, initiative, and responsiveness for satisfying those needs.
* Price and overall cost effectiveness of the proposal.
* Schedule compatibility with District’s needs.

**Evaluation Process and Criteria**

The proposals will be evaluated by District management.  Each proposal will be evaluated using the following criteria:

            Applicant’s Qualifications:                   50%

            Fees:                                               25%

            Remaining Proposal Content:             25%

            Total Possible:                                     100%

One or more selected applicant(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposal.

**Contract Terms**

Contractual terms applicable to the selected Consultant(s) and any and all subcontractor(s) of selected Consultant(s) will include but are not limited to the following:

• Not-to-exceed price for the contracted services.

• Business Tax Registration and City Business License requirements.

• Liability insurance requirements.

• Errors and Omissions liability insurance requirements.

• Workers Compensation insurance requirements.

• Indemnification requirements.

• Scope of Services.

• Schedule of Fees.

• Identification of personnel, contractors and subcontractors.

* No substitution of key personnel without prior written approval of District.

Compensation:  Compensation will be in accordance with the price negotiated with the selected Consultant(s).  District’s payment process will be through an electronic transfer process.  Consultant(s) must be set up for this payment process in order to be compensated for materials and/or services.

Contract Award:  The contract, if awarded, will include the Scope of Services and a not-to-exceed contract price as negotiated with the selected Consultant(s).

Form of Contract:  The selected Consultant(s) will be asked to provide a proposed form of written contract (in electronic format) for the services requested in this RFP. Retention of the Consultant(s) selected by District shall be subject to successful negotiation of a written contract between the selected firm(s) and District’s management, and final approval of the proposed contract by District’s Board of Directors.  In the event negotiations fail with the first selected firm(s), as determined by District in its sole and absolute discretion, District will terminate negotiations and may commence new negotiations with the next highest ranking applicant firm(s) selected by District.

**VII. INFORMATION TO BE INCLUDED IN PROPOSAL**

Each applicant firm should include the following in its proposal submission:

**Summary of Applicant Firm’s Background**

* State applicant firm’s full name(s).
* State applicant firm’s complete address.
* State applicant firm’s contact information (and preferred method of communication).
* Identify the legal form of applicant firm (e.g. sole proprietor, partnership, corporation, etc).
* State the date on which applicant firm was formed.
* Provide description of applicant firm in terms of size, range and types of services offered and clientele.
* Identify applicant firm's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
* Provide applicant firm's Federal Employee Identification Number (FEIN) .
* Provide evidence of legal authority of applicant firm to conduct business in California (e.g. business license number).
* Provide evidence of established track record for providing services and/or deliverables that are the subject of the proposal.  Include information regarding comparable services your firm has provided to health care (including dental) and public entity clients.

**Personnel**

* List the professional and support positions and number of personnel in each position.
* Provide an organization chart, including resumes of all personnel who would be committed to this project.  Provide specific information as to their experience on projects similar to this one.  For the project manager and project architects identified as part of the project team, provide the name and phone number of two clients with whom the architect has worked on a similar building project.
* List professional architects and engineers outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects. Please note any subcontractor(s) and sub consultant(s) proposed by applicant firm must be approved by District before they can provide any of the Services.

**Equipment or Services of Others**

* List any and all equipment or services your firm would require be provided from others (including, without limitation, subcontractors) in order for your firm to perform the services required by this RFP, along with a brief explanation and a detailed estimated cost for each such piece of equipment and service.
* List any accommodation, services, or space required from District, along with a brief explanation.

**Medical Office Facilities**

* Submit a list of all health care-related projects (including dental) and public entity projects your firm currently has in progress and the status of each.
* For your last three health care (including dental) and/or public entity projects your firm has worked on, provide the following: (1) name of project; (2) client contact; (3) owner’s total initial budget; (4) total project cost; (5) number of change orders; (6) total cost of change orders; (7) date of bid; (8) scheduled completion date; and (9) actual completion date.

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**Special Design Concerns**

* Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
* Efficient energy usage is a concern of District.  Describe how your firm incorporates this aspect of design into its work.  Provide examples.

**Architectural/Engineering Service**

* Provide information on your current workload and how you would accommodate this project.
* Describe in detail the process you would follow from schematic approval through approval of the final design.
* Provide a summary of timeline and work to be completed for this project.
* Outline the design schedule you would implement to meet the expected construction and occupancy dates.  Describe the methods you would use to maintain this schedule.
* Describe you method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
* Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
* Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

**Professional Fees and Costs**

* Provide information on your preliminary fee structure based on the scope of work indicated above, including anticipated reimbursable costs.
* Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
* Describe cost control methods you use and how you establish cost estimates.
* List the steps in your standard change order procedure.
* Provide a detailed list of any and all expected costs or expenses related to the proposed project.
* Provide a summary and explanation of any other contributing expenses to the total cost.
* State the total cost of the proposal.

**Legal Concerns**

* Explain how your firm ensures compliance with the Prevailing Wage laws on projects for public entities.  Provide examples.
* Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a health care client or any of the same you have filed against a health care client.
* Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a public entity client or any of the same you have filed against a public entity client.
* Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a health care client or public entity client, or any of the same you have filed.
* Explain your General Liability Insurance coverage.
* Explain your Professional Liability Insurance coverage.

**Financial Information**

* Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
* State whether your firm or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the Bankruptcy Code.
* State whether your firm or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Licensing and Bonding**

* Provide details of licenses and bonds (if any) for any proposed services that your firm may plan on providing for this project.

**References**

* Provide three references.  Applicant firms each agree that District may contact all submitted references to obtain any and all information regarding applicant firm's performance.

**VIII. SUBMITTAL EXECUTION AND MISCELLANEOUS**

All proposals must be signed by a duly authorized representative of the applicant firm.  The name and mailing address of the individual executing the proposal must be provided in the proposal.  Should the applicant firm have concerns about meeting any requirements of this RFP, the applicant shall include a clearly labeled subsection with individual statements specifically identifying the concerns and any exceptions to the proposal.

District shall not be liable for any pre-contractual expenses incurred by any applicant firm in relation to the preparation or submittal of a proposal, including but not limited to expenses incurred by any applicant firm in preparing a proposal or related information or submittal in response to this RFP; negotiations with District on any matter related to this RFP; and costs associated with interviews, meetings, travel, or presentations. Furthermore, District shall not be liable for expenses incurred as a result of District’s rejection of any proposals made in response to this RFP.