



Request for Qualifications
for
Design/Build Services

CASCADE MEDICAL CENTER
Physical Therapy Clinic Building

October 21, 2022

1. OVERVIEW

1.1. Intent

This is a Request for Qualifications Proposal (RFQ) by Cascade Medical Center Hospital District (CMCHD) to prequalify the most highly qualified providers of design/build services for a Physical Therapy Clinic Building based on the Selection Criteria defined within the RFQ.

1.2. Healthcare Organization

Cascade Medical Center Hospital District, located at 402 Lake Cascade Parkway, Cascade, ID 83611, is a critical access hospital under the governance of a hospital district – a political subdivision of Valley County.

1.3. Project Background, Goals and Objectives

CMCHD is accepting proposals from design/build (D/B) firms able to provide design, conventional construction and/or modular fabrication, delivery of modular components (if proposed) and installation of a new freestanding approximate 5,000 square foot building to be located adjacent to the existing CMCHD hospital site.

The activities completed to date are a) initial discussions with the city officials and the FAA, b) preparation of a preliminary site plan and building floor plan, and c) preparation of a soils exploration report.

1.4. Project Team

We are interested in selecting a D/B firm to provide comprehensive services in the delivery of a Physical Therapy Clinic building and whose reputation is to work transparently and collaboratively with the owner's team in delivering a highly successful project.

1.5. Form of Agreement

For those firms short-listed, an agreement shall be provided by CMCHD at the Request for Proposal stage.

1.6. Term of Agreement

The term of the Agreement will be from first quarter 2023 through completion of the project.

2. INVITATION TO BID

2.1 Invitation

Firms interested in being considered shall submit their qualifications per the requirements of this RFQ. RFQ Submittals will be reviewed against the published Selection Criteria as stated herein. Firms that meet the requirements of the Selection Criteria will be provided a Request for Proposal and invited to submit proposals to provide design/build services for the Project.

2.2 Schedule for Selection Process

	STEP 1: RFQ
11/10/22	<i>Deadline for confirmation of interest to submit an RFQ proposal</i>
11/14/22	<i>Deadline for submittal of questions</i>
11/21/22	<i>RFQ Proposals due electronically 4:00 PM MST</i>
11/22/22- 12/06/22	<i>Review RFQ's, short-list decision, firms notified</i>
	STEP 2: RFP (for those firms short-listed based on the Selection Criteria)
12/07/22	Send RFP to short-listed firms
12/22/22	RFP's due electronically 4:00 PM MST
12/23/22- 12/30/22	Review RFPs and select finalists to interview
1/03/22	Schedule interviews with short-listed firms
1/10/23- 1/11/23	Video conference interviews with short-listed firms, ranking of firms and tentative selection of a firm
1/13/23	Notify firms of ranking
1/16/23- 1/27/23	Finalize contract with first ranked firm
1/30/23- 2/14/23	Schedule contingency period
2/15/23	CMCHD Board approval
Spring, 2023	Commence services

2.3 Responses and Due Date

Please provide one electronic version (pdf format) of your firm's RFQ proposal to Bob Walker at bwalker@walkerus.com on or by 11/21/2022, 4:00 PM MST.

2.4 Questions and Clarifications to RFQ

2.4.1 While every effort has been made to provide the necessary degree of information to enable a complete submission, it is recognized that clarification, interpretation, or other additional details regarding this Request for Qualifications (RFQ) may be necessary. Please submit all such questions and requests for clarifications via email to Bob Walker at bwalker@walkerus.com on or before 11/14/2022 by the end of the business day. Responses to questions must be made in writing via email and responses will be distributed in writing to all proposers.

2.4.2 Please respect our request to direct all communications through Bob Walker.

2.5 Proposal Response Format

2.5.1 Proposals should be submitted in PDF electronic format (8-½"x11", portrait format).

2.5.2 All firms must respond to all questions/requests for information in the same order and format as listed in this RFQ. If additional support materials are required, include them in an appendix and clearly indicate what they refer to. Thank you in advance for keeping your proposal succinct and concise for easier readability and review.

2.6 Proposal Validity

Each firms' proposal must remain firm for a period of 90 days from the proposal due date for the proposal to be considered by CMCHD. No changes to proposals will be accepted after the due date.

2.7 Proposal Submission Conditions

Your proposal shall be considered an offer to perform the required services with the personnel and proposed services in accordance with this RFQ.

2.8 Requests for Additional Information

Following a review and evaluation of the submitted proposals, CMCHD at its sole discretion may request firms to submit additional supporting information. Firms should be prepared to answer detailed questions regarding their qualifications.

2.9 Statutory Requirements

The selected firm shall comply with all federal, state, and local regulations and ordinances. Idaho State law shall be the governing law.

2.10 Proposal Costs

The Owner shall not be liable for any costs incurred by any proposer in the preparation and presentation of their proposal, site tours or interviews, or any other costs incurred during the selection process.

2.11 Site Visit

Due to Covid precautions at the existing hospital, we have been instructed to inform all parties interested in visiting the hospital or meeting the hospital staff will not be allowed at this time. Firms may however request to visit the proposed site and become familiar with the existing site conditions. If your firm wishes to visit the proposed site, please coordinate your visit through the owner’s representative.

2.12 Request for Interviews

Based on CMCHD’s review of the RFQ and RFP proposals, the intent is to interview 3-5 firms; however, the Owner reserves the right to interview all or a limited number of the firms submitting an RFP proposal.

2.13 Award Basis

2.13.1 The Owner shall use the following selection criteria to evaluate the responses from all submittals during the RFQ and RFP processes:

Selection Criteria	Raw Score (1-5)	Weighted Value of Importance	Final Score
Relevant firm experience		5	
Competitiveness and transparency of costs		5	
Relevant team experience with similar projects		4	
Availability/commitment of proposed team		4	
Strength of overall project team		4	
Ability to best serve CMCHD		4	
Work Plan/Schedule		4	
Team/Client chemistry (considered post interview)		3	
Client References		2	
Extent of agreement exceptions (considered prior to interview)		2	

Raw Score - 5 - Best, 3 Moderate, 1 Least

Weighted Value - 5 - Most to 1 - Least

2.13.2 Neither submission of this proposal nor its consideration of any responsive proposals shall obligate the Owner in any way. The Owner shall have the right to accept or reject in whole or in part any or all proposals for any reason.

2.13.3 The Owner shall conduct due diligence and investigation of firms submitting, as it deems necessary to assure the firm's ability to perform the required service.

2.14 RFQ Cancellation

The Owner reserves the right to cancel this RFQ or not make any award from it.

2.15 Proprietary Information & Project Confidentiality

The information contained in this RFQ and the ensuing replies are property of the Owner and may not be used without the Owner's express prior written consent. Similarly, the Owner will preserve the confidentiality of all information that is submitted in response to this RFQ. All firms interested in submitting a proposal shall confirm their interest via email to the Owner's Representative by 11/17/2022.

2.16 Press and Media Releases

News media and press releases related to this Project and RFQ shall require the express prior written consent of the Owner.

SCOPE OF SERVICES

3.1 Design/Construction Services:

The Scope of Services required of the design/build firms shall be those summarized in this RFQ and ultimately defined in a design/build agreement provided by CMCHD to those firms short-listed during the RFP stage. The agreement shall take precedent over any discrepancies or variations between the RFQ, RFP and the agreement.

Summary of Services:

- The D/B firm shall provide comprehensive design services, including; architectural services, interior design, MEP engineering, structural engineering, civil engineering/landscape design and interior/exterior signage for the Project. The attached floor plan and site plan provided by CMCHD shall be considered as preliminary design level documents. The design/build firm shall confirm regulatory requirements and make refinements to the preliminary floor plan and site plan as required to comply with all regulatory requirements and the Owner's requirements.
- D/B firm to meet with Owner's staff to validate design layout and information and its alignment with the proposed costs.
- D/B firm shall be responsible for the preparation of a complete set of construction documents for the building and site scope of work.
- Confirmation of compliance with all local and state jurisdictional agencies.
- Coordination of all material testing services for soil, concrete, structural assembly as required.
- Procurement/negotiations with all vendors.
- Off-site fabrication, delivery and installation if modular/prefabricated construction is proposed.
- Coordination and installation of CMCHD-provided medical equipment secured to the building.
- Relocation of existing equipment, furniture and building systems.
- Coordination of any systems - fire/life-safety systems, communication and technology systems between the existing hospital and the project.
- On-site civil and landscape construction, fencing, snow/water retention area, Parking area surface/paint/signage.
- Design, fabrication and construction of all interior and exterior signage requirements.

3.2 Owner-Provided Services:

The Owner shall be responsible for:

- Hiring/payment of testing services. D/B firm shall be responsible for scheduling and coordination with testing firm.
- New movable medical equipment selection, procurement and installation
- New movable furniture selection, procurement and installation.

4. RFQ RESPONSE:

The proposal is to include the following sections, in the order indicated below:

4.1 Cover Letter

Please submit a very brief cover letter by an authorized representative of the firm. Identify the party(ies) on your team licensed in the State of Idaho to practice design and construction and the associated required credentials.

4.2 Table of Contents

4.3 Firm Information

4.3.1 Company name and address (of primary office in charge of project). Please define any associations of firms or consultants that are not directly owned by the primary firm submitting the proposal and their associated specific scope of services.

4.3.2 Insurance Requirements

To be defined in the agreement at the RFP stage.

4.3.3 Conflicts of Interest

State any healthcare clients that your firm is currently working with where there may be any type of perceived or potential conflict of interest.

4.4 Firm Experience

Provide a listing of relevant projects that the office managing this project (for design and construction) has completed over the past 10 years, including any currently under construction. Please include a brief description of the firm's scope of service for each project, staff that participated and their roles on each project. Current references are required for three of the projects listed (include contact name, project role, phone number and email address).

4.5 Project Team

4.5.1 Provide an organization chart indicating your proposed team and staffing structure, firm name for any outsourced consultants/vendors, roles, and area of responsibility. Define what services are provided by in house staff and what services will be outsourced.

- 4.5.2 Identify any key proposed team members with any specialized relevant accreditation credentials.

4.6 Preliminary Work Plan/Project Approach

- 4.6.1 Provide a preliminary Work Plan/Schedule for your services, defining the timeframes, milestones, deliverables, and key decisions.
- 4.6.2 Describe processes that your firm will use for cost management and schedule management.
- 4.6.3 Describe what your firm believes are the primary challenges in delivering this project and how your team will address these challenges and mitigate the impact if they arise.

4.7 Questions

- 4.7.1 What work will be performed/prefabricated off-site? What work will be performed on-site?
- 4.7.2 What form of agreement does your firm typically utilize (lump sum, cost of work, guaranteed maximum price, other) for a design/build arrangement?
- 4.7.3 What level of cost detail will your firm openly share with CMCHD under a design/build agreement?
- 4.7.4 Describe processes that your firm will use for cost management and schedule management.

List of Attachments

Attachment A	Preliminary Floor Plan
Attachment B	Preliminary Site Plan
Attachment C	Geotechnical Investigation Report

End of Request for Qualifications