



# **SOUTHWEST DISTRICT HEALTH**

**REQUEST FOR PROPOSAL**

**FACILITIES PLANNER**

**SWDH-2023-01**

# TABLE OF CONTENTS

<b>RFP ADMINISTRATIVE INFORMATION</b> .....	1
<b>1 OVERVIEW</b> .....	2
<b>2 TOUR</b> .....	4
<b>3 QUESTIONS</b> .....	4
<b>4 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL</b> .....	5
<b>5 PROPOSAL FORMAT</b> .....	5
<b>6 PROPOSAL REVIEW AND AWARD</b> .....	6

## RFP ADMINISTRATIVE INFORMATION

RFP Title:	Facilities Planner
RFP Project Description:	SWDH is seeking a Facilities Planner to oversee the renovation of a 19,000+ square foot cancer treatment facility. The facility will be remodeled to accommodate a youth behavioral health community crisis center and similar type services for children and families.
RFP Lead:	Christina Straub, Program Specialist Southwest District Health 13307 Miami Lane Caldwell, Idaho 83607 christina.straub@phd3.idaho.gov 208-455-5302
Submitting Sealed Proposal:	
Submitting Manually: MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY THE DIVISION OF PURCHASING PRIOR TO THE CLOSING DATE AND TIME.	Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607  Address for US Mail: 13307 Miami Lane Caldwell, Idaho 83607
Submit electronically via email:	Electronic Submission: Christina.Straub@phd3.idaho.gov
Facility tours available upon request:	Email facility tour requests to: Nikole.Zogg@phd3.idaho.gov No later than Friday, February 3, 2023 Facility is located at 308 E. Hawaii Ave., Nampa, ID
Deadline to Receive Questions:	Email questions to: Wednesday, February 1, 2023, 5PM Mountain Time
RFP Closing Date:	Friday, February 3, 2023, 5PM Mountain Time
Project Start Date:	March 1, 2023
Project Budget:	Minimum of \$1.1 million (see budget detail in 1.3)
Initial Term of Contract and Renewals:	SWDH aims to have the renovations completed in summer 2023. Completing the project in stages may be acceptable based on priorities, contractor schedules, and material availability. Upon mutual, written agreement, the Contract may be renewed, extended, amended, or terminated.

# 1 OVERVIEW

## 1.1. Purpose

Southwest District Health (SWDH or District) is seeking a qualified and certified Facilities Planner to oversee the renovation of a cancer treatment facility to a youth behavioral health and wellness facility. The facility is owned by St. Luke's Health System, and they will be a partner in the renovation process.

SWDH aims to select a Facilities Planner no later than February 15, 2023, with a start date of March 1, 2023.

## 1.2. Scope of Work and Responsibilities

**\*\*\*MUST BE EXPERIENCED, LICENSED, BONDED, CERTIFIED, and INSURED\*\*\***

Anticipated start date: March 1, 2023

Facility summary:

The facility is located at 308 E. Hawaii Ave. in Nampa, Idaho. The facility is 19,100 square feet and was previously used as a cancer treatment facility. A floor plan is attached and additional facility plans are available upon request.

Dozens of organizations across Southwest Idaho have been working collaboratively on this project for over a year and a half. There is a vested interest by the community to create a safe, welcoming, and healing place for our youth that does not currently exist. Today, youth who are experiencing a mental or behavioral health crisis have limited choices to access care and often end up waiting in the emergency department for hours and even days or encountering the judicial or law enforcement systems. The community aims to develop a space that provides an appropriate place of care and early intervention for youth experiencing mental or behavioral health needs.

The goal of this facility renovation project is to transform the facility to a youth behavioral health and wellness center. The center will provide a co-location of multiple agencies and organizations who serve youth with mental and emotional needs and is intended to assist youth and their families as they work toward a healthier trajectory. The facility must be designed in a way that is welcoming, comfortable, and promotes healing and overall wellness.

The top priority project for the facility is the buildout of a youth behavioral health community crisis center with capacity to serve 10 youth and families. The center will operate 24/7/365. The center will need to be secure from the rest of the space and contain a security, intake, and medical screening area, resting mat space/rooms, counseling rooms, meeting room, breakroom, storage, and laundry room. The center will be the top priority for renovation and must be completed in the summer of 2023. The remaining unused part of the facility is intended to be developed for partner organizations who will provide support services such as counseling, chaplain, education, relaxation, and preventative medical

clinic. Storage and a staff breakroom will be needed in this space as well. These projects may be completed later in the year as contractors, materials, and budgets allow.

Renovation will include but is not limited to the following:

- Remodel of waiting room, office, breakroom, clinic and treatment rooms, and storage space
- Install cubicles and other permanent furnishings
- Remove and add walls
- Relocation of doors
- Electrical and plumbing determined by the redesign of the space
- Installation of an upgraded HVAC system
- New flooring
- Installation of security system appropriate for a youth behavioral health community crisis center
- Other projects as deemed necessary

Qualified candidates will be responsible for the following:

- Prepare cost estimates, budgets, and work timetables
- Ensure appropriate permits are pulled as required by law
- Interpret and explain contracts and technical information to other professionals
- Collaborate with architects, engineers, and other construction specialists
- Select subcontractors, in collaboration with St. Luke's Health System, and schedule and coordinate their activities
- Monitor projects and report progress and budget matters to the construction firm and clients
- Respond to work delays, emergencies, and other problems with the project
- Ensure that the project complies with legal requirements, such building and safety codes
- Represent and act on behalf of SWDH in accordance with Contract agreement
- Pay outside vendors and then submit invoices to SWDH for reimbursement
- Must be able to demonstrate/identify vendor bidding and contracting process

### **1.3. Budget**

Southwest District Health has an initial budget of \$1.1 million to complete this project. A cost estimate for renovations has not been completed at this time. As part of SWDH's lease agreement with St. Luke's Health System, an upgrade to the HVAC system is required and is estimated to cost \$40,000. The Facilities Planner will work with SWDH and St. Luke's to finalize the renovation plans and total cost of the project. Southwest District Health may leverage in-kind donations and volunteer services to assist in the completion of this project. For example, two architect firms have volunteered their services. In addition, SWDH is fund raising to secure additional funds should they be needed to complete the project. SWDH will also work with the Facilities Planner to prioritize projects if limited by costs.

### **1.4. Resulting Contract**

If the District awards a contract from this Solicitation, it will do so by issuing a Contract document from the District's Procurement system, which will be an acceptance of the successful offer. The Contract will

be comprised of that contract document; this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

## **2 TOUR**

Southwest District Health, in coordination with St. Luke's Health System, will accommodate requests for tours in advance of the submission deadline. The location of the facility is 308 Hawaii, Nampa, Idaho.

## **3 QUESTIONS**

### **3.1. Questions**

Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY 5 PM MOUNTAIN TIME ON THE DATE LISTED IN THE RFP ADMINISTRATIVE INFORMATION.

### **3.2. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions**

3.2.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP prior to the deadline to submit questions. Questions regarding these requirements must contain the following:

- The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

3.2.2. The District has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process.

3.2.3. Except as otherwise provided within the Solicitation, the District will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

## 4 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

### 4.1. General Instructions

4.1.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

4.1.2. Alternate proposals are not allowed.

4.1.3. All electronic files (whether submitted electronically or manually) must be in Microsoft Word, Adobe PDF, or Excel format; the only exception is for financials, brochures, or other information only available in an alternate format.

### 4.2. Electronic Submission

Electronically submitted Proposals must be submitted via email to the RFP lead, information can be found listed on Page 1.

### 4.3. Manual Submission

The Proposal must be addressed to the RFP Lead, sealed, and identified as “SWDH 2023-01, Facilities Planner.” Include your company name on the outside of the package.

## 5 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

### 5.1 Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

### 5.2 Format

5.2.1 **Technical Proposal** – A detailed explanation of goods/services to be provided and technical ability to complete the work (scope of work)

5.2.2 **Past Performance/Qualifications** – A description of what qualifies the firm or individual for this project. Some examples of selection criteria for consideration may include but are not limited to; a description of the firm, including location and longevity, past performance, project manager and key staff experience, education, training, experience with similar projects, specific approach to project or assignment, proposed schedule, and quality control procedures.

5.2.3. **W9** – A current W9 tax form is required.

- 5.2.4. **Additional Documents** – Documentation of licensure, certification, insurance, etc. is required. Any additional information, documents, brochures, may be submitted for consideration.

## **6 PROPOSAL REVIEW AND AWARD**

### **6.1 Overview**

The objective of the District in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP. Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

### **6.2 Technical Proposal**

The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP. All Proposals which are determined by the District, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

### **6.3 Award**

Southwest District Health and St. Luke’s Health System will collaboratively select the firm/individual. Scoring will be based on the following four categories:

1. Technical Ability (60%)
2. Past Performance/Qualifications (30%)

Award of Contract will be made to the responsive Offeror whose Proposal best meets the District’s need.