



# **SOUTHWEST DISTRICT HEALTH**

## **REQUEST FOR QUOTE**

**Western Idaho Youth Support Center General Contractor**

**SWDH -2024-01**

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## RFQ ADMINISTRATIVE INFORMATION

RFQ Title:	Western Idaho Youth Support Center General Contractor
RFQ Project Description:	Construct the time-sensitive remodel on the Western Idaho Youth Support Center in Nampa, ID
RFQ Lead:	Troy Cunningham, Fiscal Officer Southwest District Health <a href="mailto:troy.cunningham@phd3.idaho.gov">troy.cunningham@phd3.idaho.gov</a> 208-455-5301
Submitting Sealed Quote:  Submitting Manually: MANUAL QUOTES MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME STAMPED PRIOR TO THE CLOSING DATE AND TIME.  The Quote must be addressed to the RFQ Lead, sealed, and identified as “Western Idaho Youth Support Construction Management, SWDH-2024-01.” Include your company name on the outside of the package.	Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607  Address for US Mail: Same as above
Facility tours and/or a question-and-answer session available upon request:	Email requests to: <a href="mailto:cas.adams@phd3.idaho.gov">cas.adams@phd3.idaho.gov</a> <i>Facility is located 308 E. Hawaii Ave., Nampa, ID</i>
Deadline to Receive Questions:	There is no deadline to receive questions. However, due to the time sensitivity of the project, SWDH strongly encourages applicants to submit questions as soon as possible to ensure questions can be properly addressed prior to submitting RFQ application.
RFQ Closing Date:	September 20, 2023 11:59:59, but may be extended until a sufficient number of applicants have been received. This document will be updated to reflect an extended deadline, if applicable.
Project Start Date:	October 2023
Project Budget:	~\$500,000- ~\$600,000 (an applicant’s cost quote will not be used to determine the highest qualified bidder)
Initial Term of Contract and Renewals:	The crisis center is scheduled to open January 2024. SWDH will work with the selected contractor to identify timelines for stages of completion (center specific spaces v. shared and staff spaces). Upon mutual, written agreement, the Contract may be renewed, extended, or amended. The anticipated total Contract term is one (1) year.

# 1 OVERVIEW

## 1.1. Purpose

Southwest District Health (SWDH) is seeking a qualified and certified General Contractor for a time-sensitive office remodel project on approximately 7800 square feet of 308 E. Hawaii Ave. in Nampa, Idaho.

## 1.2. Background

The Western Idaho Youth Support Center is monitored by SWDH and operated by Pathways of Idaho, is required to be open in January 2023. The center will provide crisis stabilization and de-escalation services for youth ages 10-17 in Southwest Idaho. The center is intended to be open 24/7/365 for voluntary services, including assessment, case management, counseling, respite, and community resource referrals.

## 1.3. Scope of Work and Responsibilities

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

Anticipated Remodel Start Date: October 2023

In the Technical Proposal Indicate experience with the following remodeling needs, which include, but may not be limited to:

- Removing existing cabinetry, counters, desks, and wall décor
- Removing walls, building full walls, and building half-walls
- Stripping existing wallpaper and repainting
- Relocating, replacing, and adding interior/exterior doors to meet fire code while protecting clients
- Stripping existing flooring and replace floors
- Remodel two bathrooms, including adding a walk-in shower to both bathrooms
- Replace lighting with soft panel lighting and dimmers
- Other projects as deemed necessary, such as installing chalkboard/whiteboard walls and working with interior designer on fixtures, such as paint, floors, and lights

Proposed construction plans by phase and floor plans are detailed for the applicant's reference below:

**Phase 1:** Crisis Center Service Delivery – Priority #1 to be completed by January 1<sup>st</sup>, 2024 or another agreed upon date (this priority is broken down by area of crisis center)

### **Lobby, Waiting Room, Assessment Rooms, Sensory Rooms, Staff Offices, Counseling Room, First Responder Drop-off, and Hallways:**

- Remove any existing infrastructure
- Strip wallpaper and repaint
- Replace flooring with carpet tiles
- Replace doors with full window doors and ligature resistant door handles
- Replace lighting with soft lighting panels and dimmer

### **Medical Room:**

- Replace flooring with laminate vinyl
- Strip wallpaper and repaint
- Replace door with full window door and ligature resistant door handle
- Remove all infrastructure except sink and attached cabinetry
- Replace lighting with soft lighting panels and dimmer

**Recreation Area:**

- Remove any existing infrastructure
- Strip wallpaper and repaint
- Replace flooring with carpet tiles
- Remove walls as indicated in floor plan
- Replace lighting with soft lighting panels and dimmer

**Storage Room:**

- Remove any existing infrastructure
- Strip wallpaper and repaint
- Replace flooring with laminate vinyl
- Refer to plans for bathrooms for additional information
- Replace door with no window, but a ligature resistant handle

**Client Bathrooms:**

- Strip wallpaper and repaint
- Replace flooring with laminate vinyl
- Replace doors with no window, but ligature resistant handles
- Replace lighting with soft lighting panels and dimmer

- Work with SWDH and other contractors to determine best course of action for enlarging both bathrooms to accommodate a shower

**Resting Area:**

- Remove any existing infrastructure
- Strip wallpaper and repaint
- Replace flooring with carpet tiles
- Remove wall as indicated in floor plan
- Add half-walls as indicated in floor plan
- Replace lighting with soft lighting panels and dimmer and section into two

**Observation Area, Nourishment Area:**

- Remove any existing infrastructure
- Strip wallpaper and repaint
- Replace flooring with carpet tiles
- Replace door with door with full window as indicated in floor plan
- Replace lighting with soft lighting panels and dimmer

**Utility Closet:**

- Remove door and replace with a door with no window, but ligature resistant handle

**Phase 2: Lobby, Custodial, & Laundry – Priority #2****Lobby:**

- Remove any existing infrastructure
- Install check-in desk and cabinetry
- Replace flooring with carpet panel flooring
- Remove existing wallpaper and repaint
- Add ligature resistant door with full window as indicated in floor plan and ligature resistant door handle as indicated in floor plan

- Replace lighting with soft lighting panels and dimmer

**Custodial & Laundry:**

- Remove any existing infrastructure
- Strip wallpaper and repaint
- Replace flooring with vinyl laminate
- Replace door with door with no window, but ligature resistant door handles

**Phase 3: Staff Room, Conference Room, & Safe Teen Assessment Center – Priority #3**

**Staff Room & Conference Room:**

- Remove any existing infrastructure
- Install new kitchen style cabinetry and counters
- Replace flooring with a wood-appearing laminate vinyl
- Remove existing wallpaper and repaint

**Safe Teen Assessment Center:**

- Remove any existing infrastructure
- Add door with full window as indicated in floor plan
- Remove door and replace with wall as indicated in floor plan
- Replace flooring with carpet tiles
- Strip wallpaper and repaint

**Floor Plan and Descriptions** (Formal design plans for city permitting in progress)

Room/Doors	Plumbing	Entrances/Exits/Doors	Construction	Lighting/Electrical
<b>A. Lobby</b>	N/A	Ligature resistant door w/ full window	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>B. Center Entrance/Exit</b>	N/A	Code/badge operated entrance and exit; ligature resistant door w/ full window	N/A	N/A
<b>C. Waiting Room</b>	N/A	Code/badge operated entrance; ligature resistant door w/ full window	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>D. Staff Break Room</b>	Add sink & dishwasher	Code/badge operated entrance; ligature resistant door w/ full window	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>E. Conference Room</b>	N/A	Traditional door, no safety/security needs	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>F. Assessment Rooms</b>	N/A	Code/badge operated entrance; ligature resistant door w/ full window	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>G. Medical Room</b>	N/A	Code/badge operated entrance; ligature resistant door w/ full window	Remove some infrastructure, keep sink & counterspace	Replace lighting with soft panel lighting
<b>H. Counseling Room</b>	N/A	Code/badge operated entrance; ligature resistant door w/ full window	Remove existing infrastructure	Replace lighting with soft panel lighting

<b>I. Staff Offices</b>	N/A	Code/badge operated entrance; ligature resistant door w/ full window	Remove existing infrastructure; remove walls	Replace lighting with soft panel lighting
<b>J. Recreation Area</b>	N/A	N/A	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>K. Staff Entrance</b>	N/A	Code/badge operated entrance and exit; ligature resistant on inside	N/A	N/A
<b>L. Sensory Rooms</b>	N/A	Code/badge operated entrance; ligature resistant door w/ full window	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>M. Storage Room</b>	N/A	Code/badge operated entrance; ligature resistant door	Remove existing infrastructure	N/A
<b>N. Resting Area</b>	N/A	N/A	Remove existing infrastructure; remove wall	Replace lighting with soft panel lighting; section into two
<b>O. Back Exit</b>	N/A	Code/badge operated entrance and exit; safety exit; ligature resistance on the inside	N/A	N/A
<b>P. Observation Area</b>	N/A	Ligature resistant door	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>Q. Nourishment Area</b>	Add sink	N/A	Remove existing infrastructure	Replace lighting with soft panel lighting
<b>R. Client Bathrooms</b>	Add shower	Ligature resistant doors, inside lock w/ badge/code entrance	Remove and replace walls	Replace lighting with soft panel lighting
<b>S. Utility Closet</b>	N/A	Code/badge operated entrance; ligature resistant door	Remove and replace walls	N/A
<b>T. Safe Teen Assessment Center</b>	N/A	Code/badge operated entrance; ligature resistant door	Move door to hallway side; replace with wall	Replace lighting with soft panel lighting
<b>U. First Responder Entrance</b>	N/A	Code/badge operated entrance and exit; ligature resistant on inside	N/A	N/A
<b>V. Custodial</b>	N/A	Code/badge operated entrance; ligature resistant door	N/A	N/A

<b>W. Laundry</b>	N/A	Code/badge operated entrance; ligature resistant door	N/A	N/A
<b>X. First Responder Waiting Area</b>	N/A	Code/badge operated entrance; ligature resistant door	N/A	Replace lighting with soft panel lighting
<b>Y. Staff Bathrooms</b>	N/A	Code/badge operated entrance; ligature resistant doors	N/A	N/A
<b>Z. Security Door</b>	N/A	Code/badge operated entrance and exit; ligature resistant door	N/A	N/A

- All **internal doors and walls** should be sound resistant (standards and specifications for sound resistance to be determined by SWDH and contractor) to support privacy of client information.
- **Blue** shade denotes Phase #1
- **Yellow** shade denotes Phase #2
- **Red** shade denotes Phase #3
- **Purple lines** denote tearing down walls
- **Orange lines** denote building half walls
- **Green lines** denote building full walls
- **Black lines** denotes new doors



Formal design plans for city permitting are in progress:



***In the Technical Proposal also indicate your experience with and/or how you will meet the following responsibilities:***

1. Prepare cost estimates, budgets, and work timetables
2. Interpret and explain contracts and technical information to other professionals
3. Collaborate with architects, engineers, and other construction specialists
4. Select subcontractors and schedule and coordinate their activities
5. Monitor projects and report progress and budget matters to the construction firm and clients
6. Respond to work delays, emergencies, and other problems with the project
7. Ensure that the project complies with legal requirements, such as building and safety codes
8. Represent and act on behalf of SWDH in coordinating with agency facility staff
9. Pay outside vendors and then submit invoices to SWDH for reimbursement
10. Must be able to demonstrate/identify vendor bidding and contracting process

#### **1.4. Resulting Contract**

If the District awards a contract from this Solicitation, it will do so by issuing a Contract Purchase Order 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 RFQ, including any incorporated documents; the successful Quote, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable. **The cost proposal will NOT be used in determining the highest qualified proposer.**

## **2 QUESTIONS**

### **2.1. Questions**

2.1.1. Questions or other correspondence must be submitted in writing to the RFQ Lead (see contact information in the RFQ Administrative Information, page 1). **QUESTIONS MUST BE RECEIVED BY THE TIME AND DATE LISTED IN THE RFQ ADMINISTRATIVE INFORMATION.**

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

2.2.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFQ 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).

2.2.2. 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.

2.2.3. 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 RFQ Closing Date.

### 3 INSTRUCTIONS FOR SUBMISSION OF QUOTE

#### 3.1. General Instructions

3.1.1. Quotes 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.

3.1.2. Alternate quotes are not allowed.

3.1.3. 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.

#### 3.2. Manual Submission

3.2.1. The Quote must be addressed to the RFQ Lead, sealed, and identified as “Western Idaho Youth Support Construction Management, SWDH-2024-01.” Include your company name on the outside of the package.

### 4 QUOTE FORMAT

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

#### 4.1. Table of Contents

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

#### 4.2. Format

4.2.1. **Technical Proposal** – A detailed explanation experience with the goods/services to be provided (scope of work)

4.2.2. **Cost Quote** – Breakdown of costs (for example: materials, personnel, overhead, etc.)

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

4.2.4. **Additional Documents** – Any additional information, documents, brochures, etc., if applicable

## 5 QUOTE REVIEW AND AWARD

### 5.1. Overview

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

5.1.1. All Quotes will be reviewed first to ensure they meet the Mandatory Submission Requirements of the RFQ. Any Quote(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

### 5.2. Technical Proposal

5.2.1. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFQ. All Proposals which are determined by the District, in its sole discretion, to be responsive in this regard will be reviewed for the effective and efficient delivery of quality goods/services.

### 5.3. Cost Quote

5.3.1. The Cost Quote will not be used in determining the highest qualified proposer.

### 5.4. Award

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