

Request for Proposals

Architect to Design, Plan and Supervise Installation of New Heating/Cooling System for North Kern South Tulare Hospital District

North Kern South Tulare Hospital District (“District”) requests proposals for the following purpose according to terms and conditions enclosed. In the preparation of this Request for Proposals (RFP) the words "Proposer," "Contractor" and “Respondent” are used interchangeably.

PURPOSE:

The purpose of this Request for Proposals (RFP) is to obtain proposals from potential contractors who can design, plan and coordinate the installation of an upgraded Heating and Cooling system for the District, including working with the California Department of Health Care Access and Information, also known as “HCAI” (formerly known as OSHPD). The successful proposer will be required to enter into a formal agreement with the District for the purpose of completing the specified work and providing the products according to this RFP.

BACKGROUND:

North Kern South Tulare Hospital District is a special district, operating under the rules and regulations of the Health & Safety code, sections 32000- 32492 as a government, non-profit public entity. The District operates a 141 bed capacity Skilled Nursing Facility, Delano District Skilled Nursing (“DDSNF”), and a Rural Health Clinic, Gloria Nelson Center (“GNC”), with a goal to provide healthcare services the communities in which we reside.

The District is currently seeking Request for Proposals (RFPs) from qualified Architects to develop, plan and supervise the installation of a new heating and cooling system for the Delano District Skilled Nursing Facility including obtaining required permits through all appropriate agencies. The District’s preference is for a design utilizing variable refrigerant flow technology and specifically NOT a hydronic heating and cooling system. Plans should also include central Air Control system(s) for both buildings with off-site management capabilities.

CONTACT:

Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:

Christal Martinez, Interim Executive Director
North Kern South Tulare Hospital District
1509 Tokay Ave

Delano, CA 93214
661.720.2115
Christal_martinez@nksthd.org

SCHEDULE OF EVENTS:

August 1, 2022	RFP Released
September 1, 2022	RFP Proposals Due-5:00 PM (Pacific Standard Time)
September 29, 2022	Board Approval (Estimate)

STATEMENT OF WORK:

The District is requesting proposals from qualified Architects to design, plan and implement an entire heating and cooling system for the Delano District Skilled Nursing Facility. Respondents should have public agency and health care facility experience, including having worked with HCAI/OSHPD previously. Information provided should be specific enough for evaluation and for inclusion into a binding contract.

The District may require specific insurance coverage be established and maintained during the course of the work and as a condition of award or continuation of contract.

REQUIRED QUALIFICATIONS:

Contractor must be qualified, willing, and able with proven expertise and track record to design, build, deliver, and support the equipment identified in this RFP.

PROPOSAL SUBMITTAL REQUIREMENTS:

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation.

A separate cover letter including the name, address, telephone number, and e-mail address of the contractor, and signed by the person or persons authorized to represent the firm should accompany the proposal submission.

Firm contact information as follows should also be included in the cover letter:

1. Address and telephone number of office in, or nearest to, Delano, California.
2. Name and title of firm's representative designated as contact.

Proposals must include the following information.

- **Summary** – Overall approach to meeting the objectives and satisfying the scope of work to be performed and the sequence of activities.
- **Program Schedule and Work Plan** – Provide projected milestones or benchmarks for installation and completion. Provide a narrative addressing the Scope of Work and demonstrating the District’s needs and requirements. Describe the proposed approach and work plan for completing the services specified in the Scope of Work. Identify methods the Offeror will use to ensure quality, budget, and schedule control.
- **Qualifications** – Describe the technical capabilities of the firm. Provide descriptions and references of other similar projects performed during the last five years demonstrating ability to successfully complete the project. Include contact name, title, and telephone number for any references listed. Provide a statement of your firm's background and experience in performing similar projects for other governmental organizations.
- **Proposed Team** – Identify key personnel to be assigned to the project, and provide the education, training, experience and applicable professional credentials of the Project Manager. Identify additional key personnel and describe their background, experience and qualifications.
- **Subcontractors** – This project may require expertise in multiple technical areas. List any subcontractors that may be used and the work to be performed by them.
- **Additional Data** – Provide other essential data that may assist in the evaluation of this proposal.
- **Cost** – Provide a detailed fee schedule(s) concerning the professional services expected to be provided with estimated fee amounts (and an estimated total amount) for the all phases of work (i.e. design, planning/bid documents for construction and installation, and oversight of construction/installation)
- **Exceptions/Deviations** – Offeror shall state any exceptions or deviations from the requirements of this RFP. Where Offeror wishes to propose alternative approaches to meeting the District’s requirements, these shall be thoroughly explained.
- **Warranty** – Provide details of any and all warranties to be provided.
- **Conflict of Interest Disclaimer** – Offeror shall complete and submit the “Conflict of Interest Disclaimer” Form with the proposal package, providing that the Offeror shall comply with all California conflict of interest statutes applicable to Offeror’s Services, including but not limited to the Political Reform Act (Gov. Code Sec. 81000 et seq.) and Government Code Section 1090.
- **Insurance** – If awarded the RFP, Offeror shall be required to carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California, rated “A” or better in most A.M. Best Insurance Rating Guide, a policy or policies of board-form commercial general liability insurance and automobile liability insurance, each with minimum combined single limits coverage of \$2,000,000.00; professional liability/errors and omissions insurance (as applicable), with minimum combined single limits coverage of \$1,000,000.00, and worker’s compensation insurance at the minimum requirements required by law. The District, and its officers, employees, attorneys and designated volunteers shall be named as additional insureds on the policies as to

commercial general and automobile liability. Each policy shall be endorsed and have waivers of the right of subrogation as required by the City.

- ***Prohibitions on Unlawful activities*** -- Offeror shall acknowledge that it shall not engage in practices which might result in unlawful activity, including but not limited to rebates, kickbacks, or other unlawful consideration.

PROPOSAL SUBMISSION:

All proposals must be submitted according to specifications set forth in the sections above. Failure to adhere to these specifications may be cause for rejection of proposal. All proposals are due no later than 5:00 PM (Pacific Standard Time), September 1, 2022 and must be signed by an authorized representative and e-mailed to christal_martinez@nksthd.org

The email subject line should be “RFP: Architect Services”.

Late bids/proposals will not be accepted under any circumstances. Grounds for Rejection:

A proposal may be immediately rejected if:

- It is not prepared in the format described, or
- It is signed by an individual not authorized to represent the firm.

Modification or Withdrawal – Once submitted, proposals cannot be altered without the prior written consent of the District. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

PROPOSAL EVALUATION/CONTRACTOR SELECTION CRITERIA:

- A. Proposals will be evaluated by District staff members familiar with the subject matter of the project. The panel will make a recommendation to the Executive Director and/or the District Governing Board for final selection of a contractor and presentation of a contract.
- B. During the selection process the District may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information provided during the proposal review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by the District.
- C. The Executive Director or Governing Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Governing Board determines that another Proposer from among those technically qualified would provide the best value to the District considering cost and technical factors. The determination shall be based solely on the Evaluation Criteria contained in the RFP, on evidence provided in the proposal and on any other evidence provided during the bid review process. It is anticipated that the Agreement resulting from this solicitation, if awarded, will be for work at hourly rates up to a not-to-exceed contract amount.

- D. The selection will be made by and is subject to Executive Director and Governing Board approval. Proposers may be notified of the results by letter.
- E. Reservations of Rights. 1. The District reserves the right to reject any or all proposals, waive any informalities or irregularities in the proposals, request additional information or revisions to the proposals, and to negotiate with any or all Offerors. 2. The District reserves the right to withdraw the RFP at any time without prior notice and the District makes no representations that any contract will be awarded to any Offeror responding to this RFP. 3. The District reserves the right to postpone the proposal opening for its own convenience. 4. The District reserves the right to issue a new RFP for the work. The District reserves the right to require confirmation of information furnished by any Offeror and/or request any Offeror to provide additional evidence of qualifications to successfully perform the work.
- F. All proposals become the property of the District, and are subject to the California Public Records Act. One copy of the proposal shall be retained for District files. Additional copies and materials will be returned only if requested and at the proposer's expense. Proposals submitted are not to be copyrighted.