



ARCHITECTURAL AND ENGINEERING SERVICES

SULLIVAN COUNTY COMPLEX
5 NURSING HOME DRIVE
UNITY, NH 03743

REQUEST FOR PROPOSAL ARCHITECTURAL AND ENGINEERING SERVICES SULLIVAN COUNTY HEALTH CARE

ISSUE DATE: AUGUST 1, 2018

PROPOSALS WILL BE RECEIVED UNTIL
AUGUST 28, 2018 at 2:00 P.M.

Project Description:

Sullivan County seeks proposals from well-qualified firms for architectural and engineering services for the renovations to the Stearns and Sanders at the Sullivan County Health Care facility in Unity, New Hampshire, as specified in the Attachment A of this Request for Proposal.

Mandatory Site Visit:

A mandatory site visit will be held on **Tuesday, August 14, 2018 at 10:00 AM** in the Frank Smith Living Room of Sullivan County Health Care at 5 Nursing Home Drive in Unity, New Hampshire. All prospective firms are required to attend, and proposals from firms who have not attended this visit will be considered invalid.

Proposal Instructions:

Five (5) copies of the Proposal must be submitted in a sealed envelope clearly labeled "RFP - Architectural and Engineering Services" to:

Mary Bourque, Director of Facilities and Operations
5 Nursing Home Drive
Unity, NH 03743

Proposals must be submitted to the above address no later than 2:00 pm on Tuesday, August 28, 2018 to be eligible for consideration. If proposals are being sent via USPS, FedEx, UPS, or other mail carrier, please ensure that the mailing envelope is clearly marked "RFP – Architectural and Engineering Services." Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or e-mail) will be rejected. Proposals submitted after the deadline will be rejected.

Proposal Opening:

The deadline to submit a proposal is 2:00 p.m. on August 28, 2018 at which time all submissions will be opened in the Facilities & Operations Director's Office. The public is welcome to attend, although a selection of Consultant will not be made at that time.

Proposal Award:

The Board of Commissioners will award this project during a regular public business meeting generally scheduled for the first and third Mondays of each month at 3:00 pm. Formal notification of proposal award to all proposers will occur the next business day, thereafter. Information on the Board of Commissioners meeting agendas and meeting locations is available on the County’s website at <http://sullivancountynh.gov>.

Proposal Prices:

Proposal prices are to remain in effect for a period of sixty (60) days from the opening date of the proposals and are to remain firm once proposal is awarded to the successful proposer(s).

Contractual Obligations:

The successful consultant will be required to comply with all terms and conditions as set forth in this RFP and to execute a written contract. Failure to execute a contract within 21 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award. Sullivan County reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Sullivan County Commissioners.

Indemnification: To the fullest extent permitted by law, the Consultant shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Consultant or anyone directly or indirectly employed by Consultant or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Consultant or its officers, employees, or agents.

Insurance Requirements: Prior to commencing work, the Consultant shall demonstrate that it and its subconsultants, if any, carry:

Comprehensive General Liability: Consultant carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the contract agreement.

Professional Liability: Consultant carries a professional liability policy covering negligent acts, errors, and omissions in the performance of professional services with limits of \$1,000,000 per claim and in the aggregate.

Motor Vehicle Liability: Consultant carries automobile insurance covering Consultant-owned and non-owned vehicles used by the Consultant with policy limits of not less than \$1,000,000 per claim and in the aggregate.

Workers’ Compensation: Consultant shall provide proof of workers’ compensation insurance that meets State of New Hampshire required limits. The Consultant’s workers’ compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.

The Consultant will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.

The County shall not be required to insure the Consultant, any subconsultant or any professional service provider. A 30-day notice is required for cancellation and/or material change of coverage sent directly to Sullivan County at 14 Main Street, Newport, NH 03773.

Special Considerations:

- Sullivan County reserves the right to make an award in whole, or in part, and to accept or reject any and all proposals or parts thereof, which they deem to be in the best interest of the County and to waive any bid formality.
- The Sullivan County Delegation has approved architectural and engineering services for the development of the design through completion of construction documents. The construction administration portion of the architectural and engineering service is subject to approval and funding authorization by the Sullivan County Delegation.
- The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding worker safety, life safety, building codes, and licensing requirements.
- Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.
- No provider of services under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, sex, sexual orientation, age, disability, or national origin.

Sullivan County is aware of the time and effort required to prepare proposals and invites Proposers to let us know of any proposal requirements that are unclear and/or create difficulty in responding.

Sincerely,



Mary Bourque, Director of Facilities and Operations
Sullivan County

Enclosed:

Attachment A: General Instructions and Requirements for Proposals

ATTACHMENT A

General Instructions and Requirements for Proposals

A. Introduction and Background

Sullivan County (County) is a public entity whose Unity Complex is composed of general administrative offices, long term care, and correctional facilities. The focus of this project is the Stearns, MacConnell, and Sanders buildings on the Unity campus.

Sullivan County Health Care (SCHC) is a 156-bed skilled nursing facility comprising of the 4-story Stearns Building (c. 1970, 57,707 gsf) and the one-story MacConnell Building (c. 1997, 15,707 gsf) connected at the ground level. Stearns is comprised of three care communities located on the upper floors, each consisting of approximately 40 beds. MacConnell is a memory care unit with 32 beds.

The Sanders Building (c. 1931, 28,263 gsf) was the original Sullivan County Hospital. It is a 3-story building that is currently used for various county department offices, SCHC offices, support services, and mothballed space. Sanders is connected to Stearns on the ground, first, and second floors.

B. Specifications

The County is seeking written proposals to enter into a contract with a qualified firm to provide architectural and engineering services to:

- Renovate Stearns building to address deferred maintenance and enhance the development of community and person-centered care with a proposed new 4-story addition of approximately 8,000 square feet. Update finishes in the MacConnell building.
- Renovate the Sanders building to meet current code, as well as address deferred maintenance, aesthetic standards, and improve employee work environment.
- Renovate physical plant and support systems of the affected buildings to meet current codes and improve energy efficiency and sustainability.

The Sullivan County Delegation has approved architectural and engineering services for the development of the design through completion of construction documents. The construction administration portion of the architectural and engineering service is subject to approval and funding authorization by the Sullivan County Delegation. The County intends to use the Construction Manager delivery model and intends to issue a qualifications-based Request for Proposal for Construction Management services shortly. The selected Consultant should anticipate collaboration with Construction Manager through all phases of design and, if approved, construction.

A preliminary design study has been completed, and conceptual floor plans will be reviewed at the mandatory site walk through on August 14, 2018 at 10am at Sullivan County Health Care.

C. Minimum Criteria

Each firm must demonstrate that it meets the following minimum criteria:

- Architects and Engineers must be licensed in the State of New Hampshire.
- Proposers must demonstrate Long Term Care design and renovation experience.
- Proposers must demonstrate experience working in an occupied health care facility.
- Financial stability

D. Submission Requirements

Provide five (5) copies of proposal. Submissions shall be limited to a maximum of twenty-five (25) pages, including the cover letter, resumes, and schedule. At a minimum, proposals shall include the following:

- **Cover letter**
- **Firm profile:** Provide pertinent information concerning the background, experience, and reputation of the firm.
- **Client Knowledge:** Demonstrate understanding and familiarity with Sullivan County, its mission, this project, and its supporting facility systems.
- **Project understanding**
- **Project approach**
- **Scope of Services:** Highlight major tasks
- **Project timeline:** Indicate earliest start date with start, finish, and key milestones for major tasks identified.
- **Key Staff Members:** Identification and qualification of professional staff to be assigned to this project. Identify the staff client manager and key project managers that will be assigned to work on this project. One-page resumes shall be included for each of the key individuals. Experience in the role of prime consultant is preferred. Proof of an understanding of the design role and a track record of effectively providing this service is preferred.
- **Sub-Consultants:** Identify sub-consultants, if any, define role and provide qualifications.
- **Experience:** Demonstrate an understanding and familiarity with projects of the type outlined herein or similar by listing all previous design, planning, or engineering experience projects of comparable type which firm has prepared or supervised within the last five (5) years. Provide a list of similar project design experience, construction administration, and engineering completed by the proposed staff and team that will be working on the project. A minimum of four (4) similar clients in New Hampshire where similar or related work was performed must be provided.
- **References:** Provide three (3) references, at a minimum, that will be checked. References should be projects performed of similar scope and shall include date, location, and budget of project as well as name and phone number of contact person. Information shall include contract duration with dates, services performed, and contracting agency name, address, and telephone number for verification purposes. References should be able to describe the firm's responsiveness, availability, and ability to complete projects in a timely and orderly manner.
- **Cost:** Include proposed fees to provide architectural and engineering services to accomplish the scope of services as outlined in the RFP and reviewed at the mandatory site visit, proposed fee for Construction Administration services, fee schedule for any additional services, project design, and/or engineering services that may be requested.

E. Evaluation Criteria

The final selection will be based upon the following criteria:

- Company Background Material (5%)
- Experience (25%)
- Key Staff Members (10%)
- Local Knowledge (10%)
- Quality of Proposals/Ability to Perform (25%)
- References (5%)
- Cost (20%)

F. Review of Proposals

Following the review and screening of all proposals, firms may be invited to participate in the final selection process which may include the submission of additional information as requested by the County. Select firms will be asked to interview with the County.

G. Delivery of Proposals

Sullivan County must receive your written proposal no later than 2 p.m. on Tuesday August 28, 2018 addressed and delivered to:

Mary Bourque, Director of Facilities and Operations
5 Nursing Home Drive
Unity, NH 03743
RFP – Architectural and Engineering Services

NOTICE: Information provided in these specifications is to be used only for the purpose of preparing a proposal detailing costs and services provided to Sullivan County. It is expected that each Proposer will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate but should not be considered as warranted in any way. Questions or requests for additional information should be directed to Mary Bourque, Director of Facilities at 603-542-9511, extension 273 or via email at mbourque@sullivancountynh.gov.