

**CALHOUN-LIBERTY HOSPITAL ASSOCIATION, INC.
REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR ARCHITECTURAL/ENGINEERING SERVICES OF MAIN HOSPITAL
BUILDING REPLACEMENT, SCOPE OF WORK FOR PROJECT AND COST
ESTIMATION OF HOSPITAL BUILDING REPLACEMENT**

INSTRUCTIONS TO BIDDER:

Notice is hereby given that Calhoun-Liberty Hospital Association, Inc. d/b/a Calhoun Liberty Hospital (CLH), is calling for and requesting proposals from qualified architectural, engineering and consulting firms to provide professional services for the Design Phase on a proposed new replacement hospital building.

It is the intent of Calhoun-Liberty Hospital's Board to employ a Firm to provide overall Project Design, Cost Benefit Studies if needed, Information Management, Scope of Work, Technical and Construction Administration Services during the Construction.

All qualifications must be in writing and delivered by hand, Fed Ex, UPS, or USPS mail to Calhoun Liberty Hospital, 20370 Burns Ave, Blountstown, FL 32424, ATTENTION: Janet H. Kinney, CEO, and must be received by Thursday March 5, 2020 no later than 4:30 p.m., central standard time. It is the sole responsibility of the submitter to ensure that his/her qualifications reach CLH on time; only submittals received by the stated time and date will be considered. All submittals shall be submitted to and clearly labeled, "RFQ – ARCHITECTURAL AND ENGINEERING SERVICES FOR BUILDING (CLH) REPLACEMENT". Please provide one (1) original bound and printed copy with five (5) additional copies of the proposal, and one (1) CD or Drive, with all the above information included (each document must be in an individual PDF format file).

Request for Qualifications and additional Procurement requirements can be found on the CLH website: <http://www.CalhounLibertyHospital.com>

Questions concerning this request should be directed to:

Janet H. Kinney
Chief Executive Officer
Calhoun Liberty Hospital
850-625-3001

Janetkinney@CalhounLibertyHospital.com

The Hospital encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Hospital does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

PURPOSE

Calhoun Liberty Hospital (CLH) is soliciting qualifications to provide architectural and engineering services that will be acceptable and approved by the Agency for Health Care Administration (AHCA) for replacement building of Calhoun Liberty Hospital.

TERMS AND CONDITIONS

The Hospital reserves the right to waive any technicalities or informalities in the qualification process, to negotiate changes in the new scope of work or services to be provided, to reject any or all proposals, with or without cause, and to accept the proposal that, in its judgment, is in the best interest of the Hospital.

1. Qualifications shall be submitted as indicated.

Thursday, March 5, 2020 by 4:30 p.m. CST

(Costs of preparation of a response to this Request for Qualifications are solely those of the submitter. CLH assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that CLH bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

2. The submitter receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to CLH to verify such coverage.
 - A. Workers' Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$500,000.00 (each occurrence) for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of CLH and its agents, employees and officials.

Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
 - B. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
 - C. The architect/engineering firm awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of any project work performed under contract resulting from this RFQ. CLH shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to CLH, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
 - D. It is the intent of CLH to enter into a contract to provide architectural, engineering and consulting services as described herein.
3. There shall be no contact between submitters and CLH Administration and/or Board members after the close date and time. Such contact may be grounds for disqualification.

PROPOSAL FORMAT

Submitters must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. FIRM BACKGROUND EXPERIENCE

- Company name and length of time in business and qualifications of the firm(s).
- Company location.
- Ability to start and complete project, as time is of the essence in this project due to severe damage of current facility.
- Insurance carrier and applicable coverage (errors and omissions).
- Qualifications of staff to be utilized on this project with names, short resumes, length of time with firm and previous clients served. Experience must be with submitting firm.
- Names of at least 3 previous Medical Facility clients within the past five – ten (5 – 10) years with phone numbers and contact person.
Description of previous relevant experience. Part of the experience should reference projects worked on of similar size and medically oriented.
- Ability to provide cost models for new medical spaces.
- This project is a Critical Access Hospital (CAH) – reference CAH experience with AHCA .
- Ability and experience in working with Insurance Companies, FEMA guidelines and regulations, and the Agency for Health Care Administration (AHCA) in Florida.
- Ability to assist and advise Calhoun-Liberty Hospital with equipment planning and selection such as CT, MRI, Radiology and X-Ray, etc.

2. QUALIFICATIONS OF STAFF

Describe the composition and structure of the firm and include the names of persons that will be involved with this project. Key project staff must be full time employees of the submitting firm and have experience, working for the Submitter, in the requirements described within the Scope of Work.

Key Staff – The Respondent shall include a list of the proposed staff members that will perform the work required in the design and construction document preparation of CLH. Provide resume of each staff member to be assigned to this project. An organizational chart and management plan should be included in this section. The Respondent shall also include qualifications for each class of employee (architectural and engineering) of the project team and identify his/her role on the team. Include in this section the location of the main office to provide work on CLH.

3. TECHNICAL APPROACH

Provide a description of the submitter's approach to the project, to include procedures and requirements.