

City of Valdez

Request for Qualifications

Date: March 19, 2021

Project: Valdez Medical Center Master Plan Update

Project Number: 21-350-9198

A. Overview

The purpose of this document is to solicit proposals from professional design and financial consultants to provide feasibility and financial analysis as well as conceptual architectural and engineering guidance related to updating the Valdez Medical Center masterplan.

The Valdez Medical Center Campus is located on an approximately 30-acre site north of downtown and west of the Department of Transportation station. Access to the campus is off Meals Avenue. Facilities on campus include the Providence Valdez Medical Center, (Emergency Room, Acute Care, Long Term Care, Counseling Center, and Maintenance Facility) Valdez Medical Clinic, Valdez office of Alaska Public Health, Valdez Senior Center and apartments, a community garden and dog park.

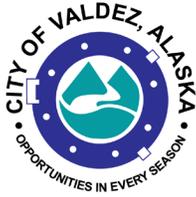
Key projects will be described below and should be the primary focus of the technical review. This project is not simply a regurgitation of the 2013 document with updated figures but rather a targeted update to provide direction on the highest and best priorities for expanded medical services in Valdez.

The success of the last masterplan update was the construction of an MRI suite on campus.

Consultants should review the 2013 document as well as the most recent community health needs assessment survey results to familiarize themselves with progress to date.

Additionally, the consultant will be expected to coordinate with the design firm selected to design the emergency room and triage entrance configuration to ensure continuity of efforts.

The City reserves the right to select the qualified firm and/or firms deemed most beneficial to the City. The Consultant will report to a City Project Manager and will be responsible for assisting with design development and value engineering where applicable. All applicable survey, design, permitting, and public outreach (web, social media, town hall, etc.), shall be considered inclusive of this contract.



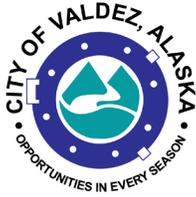
B. Scope of Work & Tasks

Consultant will be responsible for the tasks identified below:

1. Work closely with Providence Staff, Healthcare Advisory Committee, Local providers, City Department and Administration and the Hospital Expansion Task Force.
2. The selected consultant may be required to work with the Comprehensive Plan consultants and other community groups to avoid duplication of efforts.
3. Ensure the project meets the Owner's goals.
4. Keep the project within budget and on schedule.
5. Provide all engineering, design, field survey, conduct necessary site visits, and agency coordination necessary to provide complete and comprehensive analysis of desired project options listed below (In no particular order):
 - a. Expanded outpatient services; inclusive of rehabilitation/physical therapy, specialty clinics, etc.
 - b. Redesign and expansion of Providence Valdez Counseling Center
 - c. Expansion of primary care inclusive of Public Health
 - d. Long Term Care expansion
 - e. Establishment of early childhood development center
 - f. Residential substance abuse treatment center
 - g. Small scale transient housing complex
 - h. Identify potential location of indoor walking oval on campus (Note: feasibility for this facility will be conducted via another project managed by the City Parks and Recreation department)

Each of the aforementioned projects should include critical financial analysis to determine realistic revenues, construction, maintenance and operations costs, and future return on investment. Projects should be ranked and prioritized considering community need and financial viability. If a project is determined financially viable it will be included within a site map update determining the most effective use of limited campus space. Projects that aren't financially viable will require little to no attention for the campus update.

6. Provide budgetary cost estimates for various alternatives.
7. Report to City's Project Manager on progress, concerns, and needs. Including periodic progress reports to stakeholder groups.
8. Provide all media materials required to effectively inform the community of project milestones.
 - a. Expect a minimum of two update presentations to the community and City Council
 - b. Consultants to provide and coordinate all communication via web, social media, radio, and print.
9. Participate in coordination meetings with the City and impacted private business owners and community members.
10. Coordinate and facilitate all needed meetings with oversight groups.
11. Oversight of the design team contract.
12. Oversight of all project close-out requirements.



C. Deliverables

1. Digital copies (in an agreed upon format) of all presentation and meeting material which will be posted on the City of Valdez webpage;
2. Meeting summaries for all meetings and workshops, including written records of all public comments;
3. GIS layers/shape files of all completed mapping & survey work;
4. Final report in an electronic format amenable to the City.

D. Selection Process

1. Responses will be received by the City's Capital Facilities department and will be scored by a panel of City department personnel and members of the Hospital Expansion Task Force. Additional representatives selected to participate in the scoring process may include outside consultants, City Commission members, or City Council Members. Scoring guidelines are outlined in section E (100 points max per evaluator).
2. Shortlisted consultants may be interviewed and ranked for selection depending on necessity.

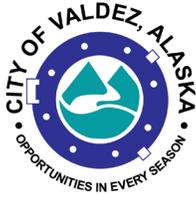
The City reserves the right to divide the project scope, or otherwise award to firms however it deems to be most advantageous in accordance with City procurement policy.

E. Requirements for Statement of Qualifications

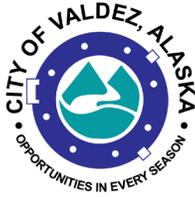
1. The firm or individual that submits a statement of qualifications must be licensed to do business in the State of Alaska, and all responsible personnel must have appropriate Alaska licenses to conduct the tasks identified in the proposal. The City of Valdez assumes no obligation by accepting a proposal.
2. Responses will be limited to page requirements below:

| | |
|-------------------------------|---------------------|
| i. Cover Letter | 1 page maximum |
| ii. Response to Criteria | 11 page maximum |
| iii. Resumes | 1 page each maximum |
| iv. Fee Proposal Task Summary | 2 page maximum |

One page is defined as one side of a standard 8 ½" x 11" sheet of paper. Submittal shall be presented in 8 ½" x 11" format. A limited number of larger sheets may be included if folded to 8 ½" x 11" format. Larger sheets will count as two pages. Tabs and/or divider pages do not count against the maximums. Font may be no smaller than 10 point.



3. The following criteria will be considered during evaluation of responses. Each criterion is followed by its relative weight.
 - i. Experience and technical competence of key personnel in the following areas (50 pts):
 1. Understanding of specific site constraints and logistics of working in Valdez Alaska.
 2. Successful completion of similar projects.
 - a. Identify key personnel's role in project.
 - b. Provide scope and size of project.
 - c. Provide references and contact information.
 - d. Experience and qualifications of firm and proposed staff/sub-consultants/sub-contractors.
 - Preference given to projects successfully receiving Alaska Certificate of Need
 3. Technical ability/experience for major project scopes.
 - Preference for demonstrated understanding of remote Alaska financial considerations i.e. revenue streams, operational costs, and construction costs.
 4. Municipal/public project management experience.
 5. Roles of key individuals and on site functions.
 - ii. Project approach and ability to manage project successfully (50 pts):
 1. Identify specific tasks that the Firm is proposing to accomplish.
 2. Proposed deliverable timeline.
 3. How will you keep the project on time and within budget?
 4. Identify all deliverables to be provided to the City and their relative frequency.
 5. Methods of public outreach and stakeholder coordination.
 - iii. Fee Proposal (no score).
 1. An accompanying fee proposal shall be included with each submission. The tasks identified above should have a corresponding fee range commensurate with similar work performed in the past; indicate whether the fee is a fixed sum or a T&E proposal. The fee proposals will serve as the basis for negotiations with a successful firm.



F. Submissions and Inquiries

Valdez encourages disadvantaged, minority and women-owned consultant firms to respond.

Submissions should meet criteria identified in section E and firms will submit one (1) proposal electronically through the City's drop box application and deliver seven (7) hard copies to:

City of Valdez Capital Facilities- Attn: Nathan Duval
300 Airport Rd Ste. 201
Valdez Alaska, 99686
RE: Hospital Master Plan Update

Or

City of Valdez Capital Facilities- Attn: Nathan Duval
PO Box 307
Valdez Alaska, 99686
RE: Hospital Master Plan Update

Hard copies must be received within 5 business days following the deadline for consideration. Hard copies received after five days may be deemed non-responsive. In order to submit an electronic proposal firms must email nduval@valdezak.gov two business days in advance of the submission deadline for access to the Box file.

Electronic proposals will be accepted until 4:00pm local time, April 19, 2021 and subsequent hard copies until 4:00pm April 23, 2021. Firms **must** submit both electronic and hard copies.

Any questions regarding this project should be directed to Nathan Duval, Capital Facilities Director, nduval@valdezak.gov. Questions will be received until 4:00pm April 14, 2021.