



Sixteenth Street Community Health Centers

Request for Proposals for a Design-Build Services

Issued on November 28, 2017

Pre-Proposal Meeting / Site Tour: December 12, 2017 at 11:30

Proposal due on December 19, 2017 by 3:00 PM

Sixteenth Street Community Health Centers (SSCHC) is seeking proposals from qualified firms to provide design-build services for the renovation of their Parkway Clinic location at 2906 S. 20th Street in Milwaukee, WI.

BACKGROUND ON AGENCY

Founded as a storefront clinic in 1969, Sixteenth Street now serves nearly 40,000 patients each year, about half of whom are children, making the agency one of the larger health care providers in the Milwaukee area. Dedicated to improving the health and well being of individuals in a manner that is free of linguistic, cultural and financial barriers, Sixteenth Street provides high quality health care, behavioral health services, social services and health education through its clinic locations in addition to an array of comprehensive community initiatives.

BACKGROUND ON THE PROJECT

In 2017 SSCHC received a federal grant to implement capital improvements to expand the health care services offered at the clinic located at its Parkway Clinic location. The expansion will be accomplished through the renovation of the existing clinic which will remain in operation during the project.

The expansion will occur on two levels and must include:

Additional medical pod – sized to support 2 medical providers and 3 medical assistants, on the first floor

Behavioral health rooms – to support five behavioral health providers on the lower level

Office expansion – for the V.P. Of Clinical Affairs, on the first floor

Heating and air conditioning – evaluate existing HVAC system and upgrade

Other improvements to be examined in the programming / design process and will be included only as space / budget allows:

Expansion of existing testing lab on first floor

Various office reconfigurations – combine Chronic Care and Women's Health open cubicle areas (approx. 10 cubicles)

Add two consultation rooms at the first floor



Increase physical therapy rooms from 6 – 8 on lower level
Add 2 – 4 new administration offices
Reconfigure two reception desks to reduce footprint on first floor and lower level

Please see attached marked up drawing which outlines the areas of the clinic that will be made available for renovation. The selected team will be expected work with the Owner to determine space needs, budget and phasing required to accommodate both the primary and secondary goals of the project.

SSCHC must remain open and continue operations throughout the construction process. The design build team will be required to coordinate closely with SSCHC staff to assure operations continue uninterrupted while maintaining a safe environment for all. Phasing of work should be anticipated. It should be noted that SSHC is accredited by The Joint Commission – www.jointcommission.org so this facility will need to comply with their standards.

The architect/designer of the selected team will lead the programming and design process. The design build team will be expected to provide input on costs as the design progresses to assure the project is delivered within the SSCHC budget / grant award.

PROJECT BUDGET

The HRSA grant award is capped at \$1,000,000. This award must cover ALL costs associated with the project, including Owner FF&E. No additional funding sources will be dedicated to the project. It is the expectations that the Design Build team will work in conjunction with the Owner to determine the scope of work that will meet the primary requirements of the grant, the needs of the agency and adhere to these financial guidelines. It is expected that the design builder will play an active role in providing alternates and options to meet the Owner’s project needs and maximize the Owner’s return on their investment.

PROJECT SCHEDULE

A preliminary project schedule is outlined below. It is the intent to develop an overall project schedule with the input of the selected Design Build team;

Selection of design build team	By January 17, 2018
Design	Winter / Spring 2018
Permits / Construction	Spring / Summer 2018
Substantial Completion	Late Summer 2018
Project Close Out	Fall 2018

GENERAL SCOPE OF SERVICES / FORM OF CONTRACT

It should be assumed the contract format utilized will be the AIA – 141 – 2014 DB with a Guaranteed Maximum Price. The design build scope of services will include, but is not limited to:

1. Project planning; including programming, space planning, schematic design and design development services, code and ordinance review and analysis, preliminary schematic drawings and concept alternatives; elevations and section alternatives; outline specifications of key materials and systems
2. Preparation of construction documents and phasing plans, including but not limited to: providing floor plans, demolition plans, interior elevations, interior partition details, room finish schedule, door schedule, project specifications; structural, mechanical, electrical, plumbing and; evaluating materials, assemblies and systems; coordinating design review meetings with SSCHC.
3. Design / build team to: organize and distribute bid documents to obtain required subcontractor bids; advise SSCHC on selection of subcontractors to be used conduct a pre-bid conference; respond to contractor inquiries; prepare document addenda; receive, review and summarize all subcontractor bid data. Design build contractor will be responsible for assuring adherence to all applicable federal procurement requirements.
4. Retain the services of and coordinate with structural engineer, mechanical, electrical and plumbing (MEP) design professionals as required to execute the planned renovations and services of other specialized professionals as required to perform the planned improvements.
 - a. The design build team will be responsible to obtain all demolition and environmental remediation permits if/as needed to perform the proposed scope of work. The building slated for renovated was constructed in 1994.
5. Cost estimating and Guaranteed Maximum Price (GMP); prepare estimates at the programming, schematic, design development phase if design. Provide value engineering services as needed to maintain project budget. 100% of all savings generated will be returned to the Owner.
6. Building permits: Prepare and submit plans as required to obtain all necessary permit reviews and approvals for construction.
7. Construction administration, including but not limited to: reviewing material submittals and system shop drawings; conducting regular site visits and providing on site construction oversight; coordinating and conducting weekly job site meetings; preparing minutes from job site meetings; preparing clarification sketches; reviewing and responding to change orders; preparing applications for payment; preparing and managing punchlist items for incomplete work. Providing as-built construction documents in an electronic and hard copy format.
8. Project management and coordination including management of consultants, subcontractors and coordination of any owner direct suppliers and/or contractors.

9. Interface with various Federal, State and City agencies through the review and approval process including the City of Milwaukee, and others as required to gain approvals and permits as required to complete the planned improvements.
10. SSCHC has received Federal HRSA funding for the project. As such, the selected firm(s) is subject to requirements tied to the funding. Also, the selected firm(s), will need to provide necessary documentation to public agencies on behalf of SSCHC.

PROPOSAL FORMAT / SELECTION CRITERIA

Respondents must address the following key areas:

1. Company / Project Team Experience
 - a. Provide background information about the team you have assembled.
 - b. Describe and highlight the team's relevant experience.
 - c. Provide one page resumes of the team members that will be assigned to the project and provide a description of their role in the project. Clarify who on the team will be the day to day contact during the various stages of the project, from planning through warranty management.
 - d. Please indicate how you intend to deliver the MEP designs, by utilizing a consulting engineer or by using a design build subcontractor.
 - e. Address how your team is uniquely positioned to ensure the project is successful from planning and design, through construction and operations.
2. Qualifications: Respondents should also provide information regarding their qualifications in the following key areas:
 - Experience designing and constructing projects for clients accredited by The Joint Commission.
 - Experience designing, planning and renovating in an occupied / operational clinic.
 - Experience with projects funded by federal HRSA grants.
 - Experience with implementing federal procurement regulations
 - Confirm that no team member/firm proposed is listed on the Federal disbarment or suspension list
 - Provide information regarding whether your firm or any of your subconsultants are certified as a MBE, WBE, SBE or DBE. It should be noted that a minimum goal of 20% participation has been set for the project, including sub-contractors, vendors.

3. Project Approach and Process: Provide a narrative, specific to the proposed project, outlining your team's scope of services and approach to the project from preconstruction and design through warranty management. Addressing the following;
 - a. Programming, design and preconstruction
 - b. Construction management approach / processes
 - c. Community engagement approach / plan
 - d. Budget management
4. Timeline: Include a proposed outline of the design and preconstruction timeline and indicate your anticipated start of construction. Provide feedback regarding the outline schedule included in this RFP.
5. Proposed Fee:
Submit your fee proposal using the attached form.
 - a. Preconstruction Services Fee
 - i. Include all design and consulting services as required for programming, design, estimating and all other services required prior to the start of construction. State this fee as a lump sum.
 - b. Construction services fee as a percentage of construction cost, including all marks up and insurance cost.
 - c. Separate of the personnel included in the preconstruction services fee, list the hours for all reimbursable personnel and other management related costs that will be charged to the project along with the hourly rate, hours assigned and associated cost, assuming for purposes of this proposal only, a 5 month construction schedule.
 - d. Provide fee/mark up on change orders.
 - e. This HRSA funding for this project requires a 100% payment and performance bond. Provide evidence of bonding capability and the cost of the bond as a percentage of construction cost.
 - f. It should be assumed that the selected firm may be restricted from bidding on self performed trade work due to federal procurement requirements. If allowed by HRSA the selected firm will still be required to obtain competitive bids for all trade work they self perform.

The criteria for selection follows;

1. Relevant experience, both the company and the specific team members
2. Community engagement, diversity and inclusion
3. Fee and reimbursable personnel
4. Evidence of bonding
5. Project process and approach
6. Schedule



SELECTION PROCESS AND TIMELINE

Questions regarding the RFP should be directed to Monique Charlier 414.460.3100 or mcharlier@rivetllc.com

Proposals are due no later than 5:00 PM, Tuesday, December 19th. Please submit an electronic version of the proposal, in an 8 ½” x 11” format with a maximum file size of 5 MB, to mcharlier@rivetllc.com and five hard copies of the proposal delivered to:

Liz Claudio
Director of Clinical Operations
2906 S. 20th Street
Milwaukee, WI 53215

The following summarizes the selection process and key dates:

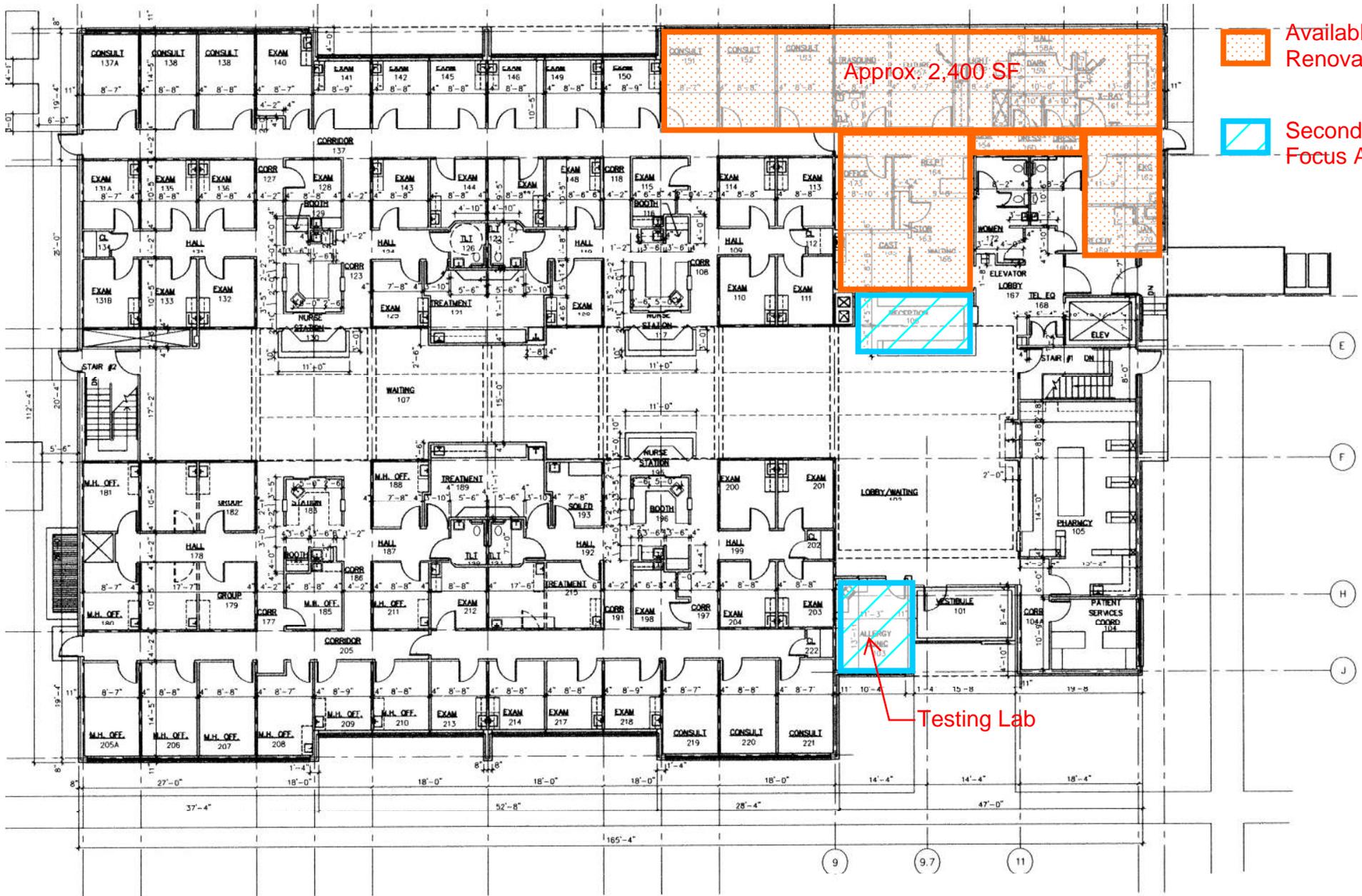
November 28	RFP Issued
Tuesday, December 12 at 11:30	Site tours – NOTE: ACCESS TO THE CLINIC WILL NOT BE ALLOWED AT ANY OTHER TIME.
December 19, by 3 PM	Proposals due to SSCHC
January 10	Interview shortlisted teams
By January 17	Design build team selected

Any proprietary materials submitted by the design team that are to be considered confidential in nature must be clearly marked as such. SSCHC reserves the right to accept or reject any or all proposals received, for any reason whatsoever; to negotiate with all qualified sources; or to cancel the RFP in part or in its entirety.

The project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number C8DCS29634 Health Infrastructure Investment Program, the grant award is \$1,000,000 which will cover 100% of the project cost. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

Attachments:

- Existing building plans with potential areas of renovation highlighted
- S. 20th Street (HIIP) Renovation Plan
- Fee proposal form



-  Available for Renovation
-  Secondary Focus Areas

Approx. 2,400 SF

Testing Lab

FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

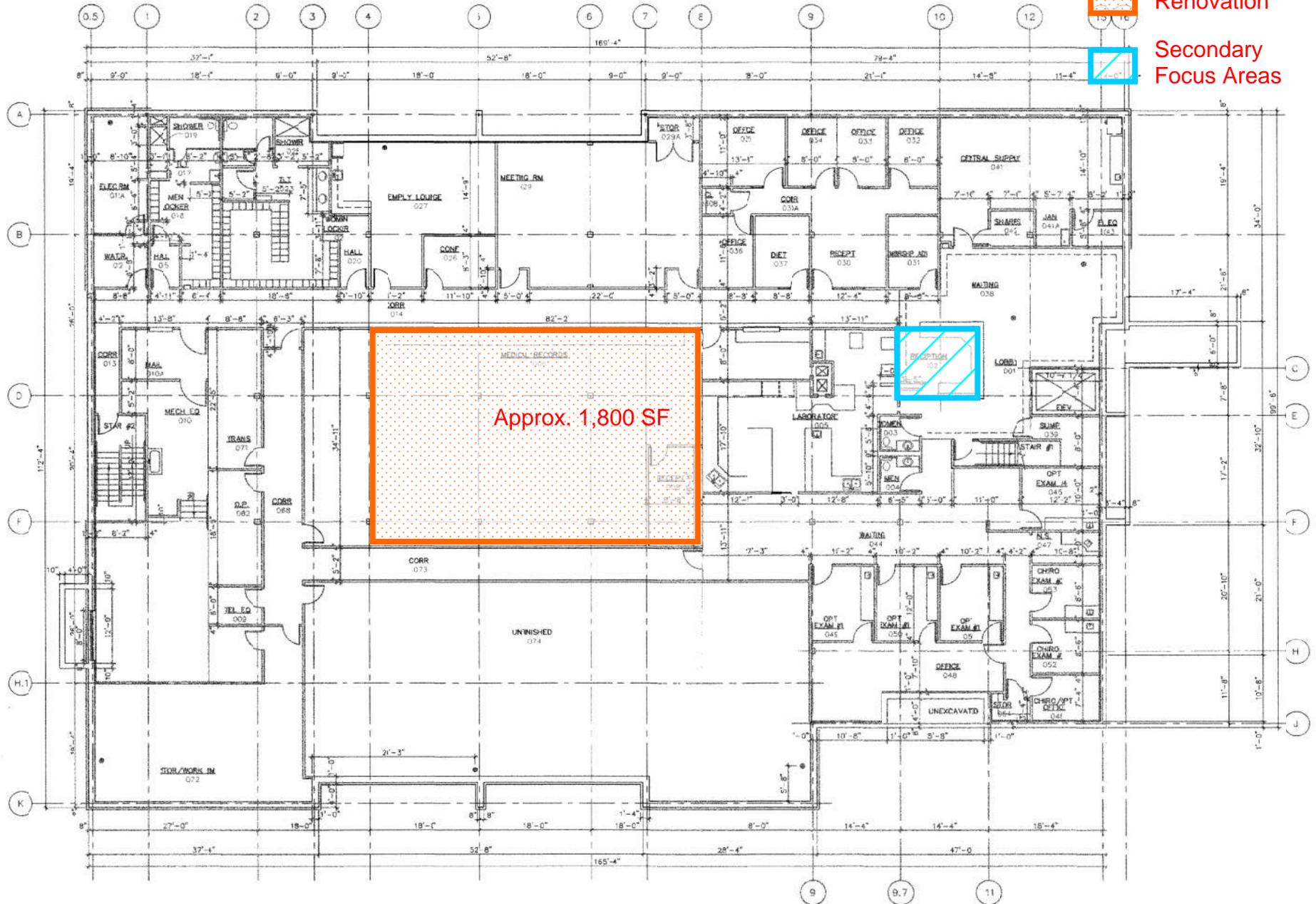




Available for Renovation



Secondary Focus Areas



LOWER LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"



S 20th Street (HIIP) Renovation Plan:

Total renovated space – 10,000 – 12,000 sq feet

S 20 th Street Revised HIIP Plan		
	Renovation	Rationale
1 st Floor		
	Move Call Center off-site (to S 27 th Street)	Move Call Center staff to new facility allows for additional clinical space for medical.
	Construct Medical Pod with: <ul style="list-style-type: none"> - 3 – 6 exam rooms - MA work space - Provider workspace/office 	Addition of one medical provider will increase capacity to serve more patients.
	Create bullpen in vacated space for following: <ul style="list-style-type: none"> - Chronic Care - Women’s Wellness - Population Health - Care Coordination Manager 	New space is more functional for our clinical staff and is more conducive to privacy and HIPAA regulations.
	Create shared clinical consultation rooms for bullpen staff	1-2 private consultation rooms where bullpen staff can meet privately with patients.
	Create improved space for Vice President, Clinical Affairs	Current space creates HIPAA concerns with visitors entering through patient work areas.
	Reconfigure Reception Desk	This reconfiguration will enhance customer service and patient flow as well as provide additional space for medical pod.
	Lab	Our current lab space is difficult to access for people with disabilities and its small space makes privacy difficult.
Lower Level		
	Move 10-15 Billing staff off-site (to Greenfield site)	Allows addition of clinical space for Behavioral Health
	Create 5 additional Behavioral health offices	Increase our capacity to serve more behavioral health clients.
	Reconfigure Reception Desk	Create improved work flow by making reception desk more private for client check-in and avoid disruptions of people walking into reception work area.

**Fee / Reimbursable Expenses
Sixteenth Street Community Health Centers
Parkway Clinic Renovation**

Fee Proposal

Preconstruction services fee - lump sum	Lump Sum _____
Construction Services Fee as a Percentage of Construction, Including any general and professional liability insurance that would be charged to the project.	Percentage % _____
Percentage mark up on change order work Including all overhead / profit and insurance costs.	_____ _____
Payment and Performance Bond as a Percentage of Construction	_____ _____

Project Personnel

List ALL project personnel you would assign to the project and associated costs for the duration of the project. Based on the schedule listed in the RFP. If a category listed below will not be assigned and/or charged as reimbursable to the project please indicate that.

Personnel	Total Hours Assigned	Hourly Rate	TOTAL Cost
Project Executive			\$0
Project Manager			\$0
Superintendent			\$0
Project Engineer			\$0
Estimator			\$0
			\$0
<u>Other</u>			\$0
Insert a list of ALL other anticipated reimbursable personnel and the associated cost.			\$0
If none are listed, it will be assumed any other personnel working on the project is included in your fee.			\$0
TOTAL Reimbursable Personnel Cost:			\$0

Reimbursable Expenses

List the reimbursable expenses for the duration of the project. Based on the schedule outlined in the RFP.

Jobsite Office / Office Furnishings / Supplies	
Phone (Mobile / Land)	
Copy Machine / Fax	
Postage / Copies	
Travel Expenses	
<u>Other</u>	
Insert ALL other anticipated reimbursable expenses required and the associated cost.	
TOTAL Reimbursable Expense Cost:	
\$0	