

NOTICE

**Hospital Service District No. 1 of Caldwell Parish
d/b/a Citizens Medical Center**

REQUEST FOR QUALIFICATIONS STATEMENTS

CONSTRUCTION MANAGER AT-RISK SERVICES (CMAR)

Notice is hereby given that the Hospital Service District No. 1 of Caldwell Parish, a political subdivision of the State of Louisiana and Louisiana hospital service district pursuant to La. Rev. Stat. Ann. §46:1051, (the “HSD”) is hereby soliciting qualifications statements (“Qualifications Statements”) from qualified and licensed general contractors to provide comprehensive pre-construction and construction management at-risk services for the construction of a Hospital expansion and clinic building in Columbia, Louisiana (the “Project”).

STATUTORY AUTHORITY AND PUBLIC INTEREST

The District issues this solicitation to procure a CMAR pursuant to the authority granted to it by La. Rev. Stat. Ann. §38:2225.2.4. The District determined this solicitation and the construction management at-risk delivery model to be in the best interest of the public and provides a substantial benefit to the District and residents of Caldwell Parish, Louisiana. Good faith and meaningful collaboration between the District, its architect, and the CMAR is essential to successfully delivering the highly complex hospital project. The District determined that CMAR is the appropriate delivery model for budget adherence, transparent cost control measures, the potential for concurrent execution of design and construction, and the identification and minimization of risks and disputes.

PART ONE: PROJECT DESCRIPTION

The District is requesting qualification statements in connection with its plan to renovate, expand, and modernize its existing facilities in Columbia, Louisiana.

The existing hospital largely service the resident populations of the town of Columbia, Caldwell Parish, and the surrounding rural communities. The existing hospital facility offers in-patient and outpatient services, an emergency department, radiological, and laboratory diagnostic services.

The project will be a two-phase project. Phase one will be a new 15,000 sf Rural Health Clinic and be located on the front of the current property. Phase two will be a new 21,000 sf hospital expansion that will house new modern Emergency Department, Imaging Department and four bed ICU. This expansion will be connected to the existing facility via a corridor connector. Before the expansion can begin, there will be required some demolition of existing buildings.

The hospital’s patient care areas and support services will remain open and fully operating during this project.

The project will be completely contained on land already owned by the District. Site, landscaping, and existing parking features will be reconfigured to accommodate new additions and promote for efficient traffic flow, ambulances, and deliveries. A survey, site plan, and descriptions of the project are provided.

PART TWO OVERVIEW OF THE PRE-CONSTRUCTION SERVICES PROCESS

There will be a period of pre-construction services after contract award which will include, but not be limited to, design input, value engineering, schedule acceleration analysis, constructability reviews, and budget reconciliation. During this time, CMAR may, subject to District approval, begin the procurement of subcontractors, commence early site work, piles, pile caps, grade beams, slabs-on-grade, and underground utilities. In effect, subject to District approval all underground work can begin immediately upon receipt of a formal Notice-to-Proceed.

In accordance with La. Rev. Stat. Ann. §38:2225.2.4.G, after award and execution of the contract for pre-construction services, the District's architect, in consultation with the selected contractor shall continue with design services. The District shall obtain an opinion of probable cost of the Project from the selected contractor when final design of the project is not more than sixty percent (60%) complete, and again when final design of the project is not more than ninety percent (90%) complete. The selected contractor shall provide the District with a guaranteed maximum price ("GMP") for construction of the Project, before or upon completion of the final design.

The period of pre-construction services is estimated to be approximately eight (8) months after contract award and the scope of which shall include, but not be limited to, design input, value engineering, schedule acceleration analysis, constructability reviews, and budget reconciliation. During pre-construction, CMAR may, subject to District approval, begin the procurement of subcontractors and commence early work. The successful CMAR will continue to provide value engineering suggestions to reduce time and costs throughout the course of the Project while maintaining the basic design and operational intent of the Project. The stipulated fee for pre-construction services, regardless of any reasonable extension thereof by the District, shall be negotiated.

If the District and selected contractor are able to negotiate, establish, and agree upon a GMP to render construction services for the Project, constructability, construction phasing and sequencing, and the maximum number of contract days to complete the Project, the District may then award the contract for construction services to the selected contractor for the construction phase of the contract.

The District may determine and contract with the selected contractor to undertake specific items of construction services prior to complete agreement of a GMP for such items, provided such undertaking is for the benefit of the Project and a specific GMP for the particulate items can be agreed upon between the District and selected contractor. For example, such items may benefit the Project, may require a long lead time, or may further the understanding of unknown site conditions.

If, however, the District and selected contractor are not able to agree upon constructability, construction phasing and sequencing, the GMP, the maximum number of contract days to complete the Project, and to reach a negotiated agreement, then the Project shall be re-advertised by the District and publicly bid utilizing the design-bid-build delivery method.

PART THREE FORM OF QUALIFICATIONS STATEMENTS

The following information should be included in a cover letter (maximum of two (2) pages) titled “Qualifications Statements for Construction Manager At-Risk Services”:

- Name of proposer
- Proposer address (of office that this Project would be run from)
- Proposer telephone number
- Proposer federal tax identification number
- Louisiana Contractor’s license number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the proposer.
- The signature of an individual who is authorized to submit the Qualifications Statement.

Contents of Qualifications Statements

Proposers should letter and number their Qualifications Statements exactly as presented herein. Qualifications Statements must contain all of the following information:

Qualifications Statements will be evaluated by the HSD based upon the following criteria:

1. Firm Background and Safety Record
2. Relevant Project Experience
3. Construction Management At-Risk / Alternative Delivery Project Experience
4. Methodology / Schedule
5. Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)
6. Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)

1. Firm Background and Safety Record (20 points)

Proposers shall:

- a. Describe your business structure (i.e., corporation, partnership, limited liability company, joint venture) and identify in which state is it incorporated, organized, or formed, the year in which it was incorporated, organized, or formed, and whether or not it is authorized to do business in Louisiana. If a joint venture, identify all ventures and describe in detail the percentage interest of each joint venture, the roles and responsibilities of each joint venture, the business structure of each joint venture (i.e., corporation, partnership, etc.) the bonding capacity of each joint venture for performance and payment bonds, and the purpose(s) for which the joint venture was organized. List the officers of the joint venture and identify those who will have direct responsibility for the project. Provide a copy of your executed project-specific joint venture agreement. List any projects in which you have worked together as a joint venture.
- b. Confirm, and provide evidence of appropriate and current state licensure and credentials to perform the requested services in the State of Louisiana.
- c. Confirm, and provide evidence that the proposer is active and in good standing with the Louisiana Secretary of State’s Office.

- d. Confirm that the proposer has not had a record of substandard work within the last five (5) years.
- e. Confirm that the proposer has not engaged in any unethical practices within the last five (5) years.
- f. Identify any conflicts of interest your organization may have with the Project.
- g. Identify whether your organization has been involved in litigation within the past five (5) years? If so, please describe and note the disposition of all cases.
- h. Provide evidence of your organization’s overall bonding capacity and current available bonding capacity.
- i. Provide your worker’s compensation experience modifier for the past five (5) years.
- j. Provide your organization’s last safety record to include number of employees, exposure hours, current experience modification rate, total recordable incident rate, lost work time incident rate, fatalities, and regulatory citations.
- k. Please provide a digital copy your organization’s standard safety plan. If not covered in your organization’s safety plan, please answer the following questions. If the following questions are addressed in the safety plan, please indicate which section.
 - Do you conduct a daily Job Safety Analysis (“JSA”), or equivalent?
 - Do you hold regularly scheduled safety meetings? If yes, how often?
 - Do you hold regularly scheduled safety inspections? If yes, how often? Who performs them?
 - Do you conduct and document onsite formal investigations of accidents?
 - Do you have a safety orientation program for new hires? If yes, please describe.
 - Do you provide safety training for your employees? If yes, please describe the types of safety and health training provided.
 - Do you have a written Drug and Alcohol Plan? (pre-employment, random, reasonable suspicion, post-accident testing)
 - Do you have a full-time employee responsible for safety? If yes, please provide name, title, phone, and email address.
- l. Please provide a copy of the following documents as an attachment to your qualifications statement (will not count towards total page limit):
 - Experience Modification Rate letter for last three (3) years
 - Last three (3) years of OSHA 300A logs
 - Drug and Alcohol Plan
 - JSA Form

2. Relevant Project Experience (30 points)

Proposers shall:

- a. Provide project profiles for all hospital and healthcare projects of a similar size and complexity your firm has completed or begun construction over the past five (5) years. For each project provide the following information:
 - Project name, location, and owner contact information.

- Office from which each project was managed.
 - Brief project description including but not limited to whether the project was public or private and a renovation or new construction.
 - Architect's original cost estimate.
 - Architect of Record (name, phone, and email address).
 - Contract Amount (include amount of base bid and any alternate bids if applicable)
 - Date of Notice to Proceed, Contract Time (working days or calendar days), and Substantial Completion Date based on initial contract time.
 - Total additional contract time and revised substantial completion date.
 - Actual date the project was considered substantially complete. If ongoing project provided anticipated completion date.
 - Amount of liquidated damages assessed, if any.
 - Net dollar amount of change orders incurred on the project.
 - Description of challenges faced during the project and what was done to overcome them.
 - Provide any lessons learned from the project and how that knowledge has helped or will help the proposer on future projects.
 - Any additional comments or explanation regarding change orders or contract time.
- b. For each of the past three (3) years, list your firm's overall:
- Louisiana construction dollar volume (work-in-place)
 - Total construction dollar volume (work-in-place)
 - Construction dollar volume specific to public works contracts
 - Include breakdown of work performed as a prime contractor or subcontractor.
- c. Provide a detailed project specific organization chart indicating titles and responsibilities with specific names of staff individuals who would be assigned to this Project, including officers. Provide a notation for part-time and full-time staff. Please indicate where a subcontractor will be used to complete any of the work or responsibilities.
- d. Provide personnel resumes, including past relevant project experience, for all staff proposed for the Project.
- e. Indicate office location where specific team members will be located during the Project.
- f. Provide the contact information for a minimum three (3) references which the proposer has completed public works projects for within the past (5) years. Include name, title, phone, and email address.
- g. Provide a staff matrix showing which team members have worked together on which specific projects and in what capacity.

3. CMAR / Alternative Delivery Project Experience (25 points)

Proposers shall:

- a. Provide up to five (5) project profiles your firm has completed or begun construction over the past five (5) years that used a delivery method other than the design-bid-build process. Experience with CMAR is preferred; however, experience with other methods of delivery that include involvement of the contractor in the design process (i.e. design-build) will be evaluated. Public sector projects should

be listed first, and then private sector projects, if necessary. For each project provide the following information:

- Project name, location, and owner contact information (name, phone, email address).
- Office from which each project was managed.
- Brief project description.
- Total Construction Cost and Contract Time.
- Liquidated damages amount per day and amount of liquidated damages assessed, if any.
- Net dollar amount of change orders incurred on the project.
- Describe of how the project benefited from proposer’s involvement during the design phase of the project

- b. Provide a staffing plan, matched to your CMAR process, with project specific personnel, job-specific duties and amount of time dedicated to this Project.
- c. Provide the contact information for a minimum three (3) references which the proposer has completed CMAR or other alternative delivery method for within the past (5) years, if different from references provided in Section 2 – Relevant Project Experience. Include name, title, phone, and email address.

4. Methodology / Schedule (25 points)

Proposers shall:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be utilized in the performance of the work and completion of the Project. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of proposer’s firm to handle the Project.
- b. Provide a detailed trade bid and procurement strategy. Outline how bid packages will be set up to provide best pricing and maximize local participation. Provide details of the sub-contractor prequalification process, if any, and outline the procurement processes and expected Owner reviews and approvals.
- c. Provide the following in draft form:
 - Site Logistics Plan
 - Severe Weather Plan
 - Quality Control Plan
- d. Provide a project schedule based on your methodology for anticipated major scope of work items in Gantt chart format with the critical path identified including material procurement.

Overall Summary of Scoring Criteria:

Firm Background and Safety Record.....	20 Points
Relevant Project Experience	30 Points
CMAR / Alternative Delivery Method Project Experience	25 Points
Methodology / Schedule	25 Points
<u>Presentation/Interview (If requested / required)</u>	<u>25 Points</u>
Maximum Total Points	125 Points

PART FOUR SCHEDULE OF EVENTS

Solicitation available.....	August 25, 2022 at 10:00AM
Recommended Project Meeting (via Teams).....	September 13th, 2022 at 10:00AM
Deadline for Questions	September 16, 2022 by 2:00PM
District Answers to Questions	September 22, 2022 by 2:00PM
Deadline for Submission of Qualifications Statements	September 27, 2022 before 2:00PM
Subcommittee Review Period.....	September 28, 2022 to October 7, 2022
CMAR Selection at District Board Meeting	October 10, 2022 at 12:00 Noon

A PROJECT MEETING (VIA TEAMS) WILL BE HELD ON TUESDAY, SEPTEMBER 13, 2022 AT 10:00AM. ALL INTERESTED PROPOSERS ARE RECCOMENDED TO ATTEND AND SHALL SUBMIT EMAIL ADDRESS TO THE ARCHITECT FOR INCLUSION IN THE TEAMS INVITATION. A SITE VISIT WILL BE PERMITTED AND WILL BE SCHEDULED AT REQUEST

In accordance with the Schedule of Events, but in no event later than ninety (90) days after the deadline to submit Qualifications Statements, a selection review committee designated by the owner shall make a written recommendation to the owner as to which firm should be awarded the contract.

All times are based upon Central Time. The District reserves the right to adjust the Schedule of Events upon notice.

PART FIVE GENERAL AND ADMINISTRATIVE MATTERS

The Request for Qualifications (“RFQ”) is available in electronic form and may be obtained from the District’s architect, Grace Hebert Curtis Architects, APAC, beginning at 10:00AM on Wednesday, August 25, 2022, by contacting Rebecca Bowen, AIA, at (225) 338-5569, by email at rbowen@gracehebert.com,

Questions concerning the contents of this solicitation should be addressed in writing to Rebecca Bowen via email at rbowen@ghc-arch.com no later than 2:00PM on September 16, 2022.

Sealed Qualifications Statements must be received at Citizens Medical Center, attention Steve Barbo, 7939 US-165, Columbia, LA 71418 before 2:00PM on Tuesday, September 27, 2022 (the “Submission Deadline”). Any Qualifications Statements received after the Submission Deadline will not be considered. **Faxed and/or emailed Qualifications Statements cannot be accepted and will not be considered.** The District reserves the right to reject any or all Qualifications Statements for just cause. **Also, provide a link to the Qualifications Statements for down load and send link to Rebecca Bowen at rbowen@ghc-arch.com.**

The exterior envelope must be addressed as follows:

Qualifications Statements for CMAR Services – Citizens Medical Center

- [Company Name]
- [Company Address]
- [Company License Number]

[Authorized Representative Name]
[Authorized Representative Email Address]
[Authorized Representative Phone Number]

Proposers must submit five (5) original signed qualifications statements and a single electronic copy on separate USB drive by the Submission Deadline. Proposers are not required to submit hard copies of your organization's safety plan. Proposers must submit electronic versions of the safety plan via the separate electronic USB drive.

Qualifications Statements should be prepared on 8½" x 11" paper, bound and tabbed, based on the response format identified above. Include a table of contents matching the sections and tabs outlined. Each page of the proposal must be numbered. Schematics, drawings, and other documents may be submitted in 11" x 17" paper if the larger format will improve the ability to see detail in the schematics, drawings, and other documents. Submissions shall be in 10-point font or larger and no more than one hundred fifty (150) single face pages, exclusive of the table of contents, tabs, safety plan, and Exhibits A through D.

The CMAR must comply with all requirements of authorities having jurisdiction over the project including the State of Louisiana and United States Department of Agriculture Rural Development. The work performed is subject to compliance with all applicable rules, regulations and relevant orders of the Secretary of Labor, federal government, and State of Louisiana, all of which shall become contractual obligations. Failure of the successful CMAR to accept these obligations shall result in the rejection of the Qualifications Statements.

Any attempt to directly contact and/or influence any member of the selection review committee, District board members, or other senior management associated with this Project after receipt of this RFQ, and prior to the selection decision, will be grounds for disqualification.

The Project is to be financed in whole or in part by funds which may not be readily available at the time Qualifications Statements are received. Consequently, any time periods set forth in La. Rev. Stat. Ann. §38:2215 or La. Rev. Stat. Ann. §38:2225.2.4 may not be applicable.

The District does not discriminate based on social and economic disadvantage, race, color, sex, gender, age, disability or national origin. All small and minority-owned firms and women's business enterprises are encouraged to submit Qualifications Statements.

The District is tax-exempt pursuant to La. Rev. Stat. Ann. §47:301(8)(c).

Interested firms must maintain a current contractor license with the Louisiana State Licensing Board for Contractors for the major classification of Building Construction and certify that they are licensed contractors under Chapter 24 of Title 37 of the Louisiana Revised Statutes.

Proposers acknowledge and agree, by submitting a Qualifications Statement, there shall be no challenge by any legal process to the choice of the successful CMAR except for fraud, bias for pecuniary or personal reasons not related to the taxpayers' interest, or arbitrary and capricious selection by the District. By submitting a proposal, proposers hereby expressly consent to the exclusive jurisdiction and venue of the 21st Judicial District Court situated in Greensburg, Louisiana as the sole authority to resolve any and all disputes, controversies or challenges in any way related to this RFQ or contract award in the event the parties are unable to first resolve such controversy through informal discussions in a timely manner.

Any person with disabilities requiring special accommodations must contact Rebecca Bowen, AIA, at (225) 338-5569, by email at rbowen@ghc-arch.com or in writing at 501 Government Street, Suite 200, Baton Rouge, Louisiana 70802 no later than seven (7) days prior to the Submission Deadline.

PART SIX EXHIBITS

The following exhibits are attached:

- Exhibit A Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224)
- Exhibit B Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)
- Exhibit C Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)
- Exhibit D Schematic Design Documents

Hospital Service District No. 1 of Caldwell Parish
d/b/a Citizens Medical Center

Steve Barbo
Chief Executive Officer

PUBLICATION DATES (Caldwell Watchman)
08/24, 8/31 and 9/7

Exhibit A

Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224)

STATE OF LOUISIANA

PARISH OF _____

BE IT KNOWN, that on this __ day of _____, 20__, before me the undersigned Notary Public, duly commissioned and qualified, within and for the Parish of _____, State of Louisiana, personally came and appeared _____, as the duly authorized agent of _____, who after being by me first duly sworn, did depose and say:

A. that _____ has been selected as Contractor for the following project:_____.

B. that affiant and his firm employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract for the above referenced project with the St. Helena Parish Hospital Service District under which he will, if awarded the contract, receive or received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant;

C. that no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alternation or demolition of the public building or project were in the regular course of their duties for affiant; and

D. Affiant further declares that they will, in all respects, comply with the public contract laws of the State of Louisiana, including Title 38 of the Louisiana Statutes, and particularly Section 2224, as amended, of such Title 38 of the Louisiana Revised Statutes.

WITNESSES:

AFFIANT:

By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this __ day of _____, 20__.

Notary Public

Exhibit B

Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)

STATE OF LOUISIANA

PARISH OF _____

Project Name: _____

Project Number: _____

Date of Submission: _____

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read and signed this affidavit and does hereby agree under oath that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named above has been convicted of, or has entered a plea of guilty or nob o contendere to any of the following state crimes or equivalent federal crimes: Public bribery (LA R.S. 14:118); Corrupt influencing (LA R.S. 14:120); Extortion (LA R.S. 14:66); and/or Money laundering (LA R.S. 14:230).

B. Within the past five (5) years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nob o contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes: Theft (LA R.S. 14:67); Identity Theft (LA R.S. 14:67.16); Theft of a business record (LA R.S. 14:67.20); False accounting (LA R.S. 14:70); Issuing worthless checks (LA R.S. 14:71); Bank fraud (LA R.S. 14:71.1); Forgery (LA R.S. 14:72); Contractor misapplication of payments (LA R.S. 14:202); and/or Malfeasance in office (LA R.S. 14:134).

WITNESSES:

AFFIANT:

By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this ___ day of _____, 20__.

Notary Public

Exhibit C

Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read and signed this affidavit and does hereby agree under oath that:

- A. Affiant is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Affiant shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Affiant shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

WITNESSES:

AFFIANT:

By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this ___ day of _____, 20__.

Notary Public

Exhibit D

Site plan and Hospital and Clinic design documents