



SOLICITATION 050517

**On-Campus Medical Facility
State of Maryland, Prince George's County**

REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

Nexus Health Inc.

REQUEST FOR PROPOSALS. Nexus Health Inc. the parent company of Fort Washington Medical Center is requesting proposals from qualified firms or individuals (Architect) to provide schematic design and design documents for bidding for a build-out and expansion of the property known as Fort Washington Medical Center (FWMC) located at 11711 Livingston Rd, Fort Washington, MD 20744. The proposed project is intended to be a 2 to 3 story, approximately 28,000 square foot building to be constructed on the FWMC campus and tied into the current hospital on the ground level.

All Architect-Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the State of Maryland.

The work of this RFP shall be performed in accordance with the American Institute of Architects (AIA) Design-Build (DB) Guidelines. The design phases which describe the workflow process from Predesign through DB Construction.

The A-E remains fully responsible for determining if the standards or provisions cited in the AIA guidelines have been revised or updated. Any such conflicts between the AIA and the identified standard or provisions shall be brought to the attention of the Contracts Officer (CO) requesting direction.

1. **Scope and Nature.** Nexus Health invites you (“Bidder or Developer”) to submit a proposal for the development and construction of a new 2 to 3-story multi-use medical facility to be constructed and attached to the existing Fort Washington Medical Center at 11711 Livingston Road, Fort Washington, Maryland, which is currently owned by Nexus Health – See Exhibit A (“the project”).

FWMC is a 37-bed acute care hospital dedicated to serving the local community. It is owned by Nexus Health, a private healthcare organization that manages our acute-care hospital. FWMC is the youngest hospital in the Maryland healthcare system. The hospital sees nearly 43,000 patients through its emergency room each year. It is not unusual to find long-standing physicians and staff who have worked at the facility since its inception. FWMC employs more than 400 staff, many of whom reside in Maryland.

The services to be provided would include:

- Conceptual plans that are based on the latest developments in cooperative working space design.
- Plans and documents to be used in the bidding for construction of the project.
- Assistance with selection and/or design of furniture, fixtures and equipment.

- Participation in the review of bids and selection of Construction Company.
 - Oversight and inspections during construction and approval of the completed project for acceptance.
 - Participation in zoning approvals, historic preservation commission approvals, and similar approval and permitting processes.
 - Coordination with City's consultants on The Trades District development to include review of other projects for overall compatibility with Trades District design goals and standards.
 - Compliance with Americans with Disabilities Act requirements and similar requirements.
 - Energy efficiency and sustainability consultation and advice.
2. The site of the build-out/expansion is 11711 Livingston Rd, Fort Washington, MD 20744
 3. The tentative schedule for the project is as follows:

May 26 - RFP Advertisement
 June 9 - Letter of Intent due
 June 19 – Solicit proposals from A-E firms
 June 26 - RFP Questions due
 July 10 - Addendum Issued
 July 28 – Proposals due from A-E firms.
 August 7 - Short list Finalist (3)
 August 14th and later – interviews of finalists.
 August 28 – Source Selection Evaluation
 September 4 – Final recommendation to Contracts Committee of selected A-E firm.
 September 21 – Finance Committee Review
 September 27- Board Review
 October 1 - Anticipated Date of Award
 October 20 - Contract Development/Legal Review
 October 27 - Contract Execution
 January 15 - Project Commencement

1. **Estimated Budget.** The Architect is responsible for providing all design services required for the final total lump-sum firm-fixed amount negotiated with the General Contractor (GC). The total contract amount for all design and construction services is estimated to be between \$5.8 and \$7.2 million.
2. **PROPERTY INSPECTION.** All interested parties should contact Howard Ainsley, Chief Operations Officer, Nexus Health Inc., at (301) 686-9019 to schedule a time to view and inspect the building and property.

3. **ASSOCIATION WITH LOCAL ARCHITECT.** In the event that an Architect does not have an active practice in Bloomington, Maryland, the architect would be expected to create a cooperative relationship with a local architect with an active practice in Prince George's County Maryland, for the performance of the services hereunder.
4. **PROPOSAL SUBMISSION.** Three (3) paper copies of the proposal and a USB flash drive with a copy of the proposal shall be addressed and delivered in a sealed envelope to: **Nexus Health Inc. 174 Waterfront St, Suite 225 Oxon Hill MD, 20745 Attn: Russell W. Lewis, Director Business Development & Strategy.** Proposals will be received until 5:00 p.m. (Eastern Time) on June 16, 2017. Any bid received after that time and date will not be opened or considered, and will be returned to the bidder.
5. **EXPERIENCE AND QUALIFICATIONS.** Each Architect submitting a proposal should include, but not be limited to, the following information:
 - The name of the firm and location of all its offices, specifically indicating the principal place of business.
 - A brief history of the firm and the range of services offered.
 - The age of the firm, the total number of years of experience providing architectural services for historic renovation projects as described herein over the past five (5) years.
 - A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain sufficient information for evaluation.)
 - The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart.
 - How the firm intends to manage their responsibilities and provide energy modeling, value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
 - Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.
 - The experience, qualifications, and expertise of the firm with these types of projects (the design services for cooperative working spaces and historic property renovation.) This should include the firm's experience with managing community relations and advancing innovative ideas. It should include information on the firm's technical capabilities and ability to timely perform the services as reflected by the firm's current and projected workload and having adequate personnel, equipment, and facilities.

- The plan should also clearly identify the Architect's methods for providing the following:
 - Comprehensive architectural services for the project described herein.
 - Deliverables review and approval by Nexus and other relevant stakeholders at various stages of project development.
 - Construction administration (not construction management).
 - Analysis and consultation with Nexus and other relevant stakeholders in the determination of the best construction delivery method for this project.
 - Indicate all firms or individuals the firm anticipates to utilize to provide engineering, landscaping, interior design, acoustic engineering, lighting design and any other services required.
- 6. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to Nexus. Provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost or on a flat fee basis. Fees for certain activities can be quoted separately such as for coordination with consultants described in 1 A.
- 7. The names of at least three (3) clients who may be contacted for references.
- 8. Indicate the present level of professional and general liability and other insurance coverage for the firm.
- 9. Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. The format should be 8/5 X 11 and only include enough material to be illustrative, not complete sets of drawings.
- 10. Accessibility of the Architect personnel to Nexus.
- 11. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past five (5) years.
- 12. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- 13. Provide any other pertinent information regarding qualifications and performance data requested by Nexus.
- 14. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately

licensed in the State of Maryland and meet all the requirements and qualifications described herein. Nexus reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

15. Provide a list of projects currently under contract.

1. **EVALUATION CRITERIA AND SELECTION.** FWMC will evaluate each RFP submitted based on responsiveness to the project's needs. Nexus will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. If Nexus recommends the award of a contract, Nexus will recommend the award of contract to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:
 2. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
 3. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
 4. Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
 5. Experience, qualifications, and ability to perform cooperative work space design and construction services and historic renovations.
 6. Personnel accessibility of architectural firm to Nexus.
 7. Experience with the various delivery methods of construction.
 8. Costs, durability, energy efficiency, and educational benefits of prior designs.
 9. Interview presentation.
 10. Nexus anticipates interviewing (3) Architects evaluated as being professionally and technically qualified. The purpose of the interview is to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided for the project. Interviews will also provide an opportunity for Nexus to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the interview. Interviews are tentatively scheduled to take place the weeks of August 14th and 21st. Nexus anticipates making a final recommendation to the Contracts Committee on September 4th.

11. Nexus Health Inc. will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with Nexus Health Inc., or any other entity, and they reserve the right to not enter into any agreement with any Architect. The proposed terms and conditions of the contract shall be as provided in AIA Document B101-2007 and AIA Document A201-2007, AS AMENDED, or as otherwise required by Nexus.

All terms and conditions are subject to further negotiation. Nexus reserves the right to require bidding of any work to be subcontracted by Architect, according to a competitive bidding process determined by Nexus.

12. **BONDS AND INSURANCE.** The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.
13. **IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."
14. By submitting a proposal, the Architect agrees to waive any claim it has, or may have, against Nexus Health Inc. and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.
15. **WITHDRAWAL OF PROPOSAL.** A request to withdraw a proposal must be made in writing and filed with the Project Assistant prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.
16. **OPENING OF PROPOSALS.** Proposals will be opened on June 16, 2017 and, or as soon as possible thereafter, in the board room of Nexus Health beginning at 3:00 P.M. All
17. **DISQUALIFICATION OF BIDDERS.** Architects may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:
 1. Nexus has reason to believe that the Architects have engaged in collusion.
 2. The Architect being interested in any litigation against any party to the proposal.
 3. The Architect is in arrears on any existing contract or has defaulted on a previous contract.

4. The Architect has uncompleted work which, in the judgment of Nexus, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Architect.
 5. Other appropriate reason as determined by Nexus.
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18. **NON-RESPONSIVE PROPOSALS.** An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
 19. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Maryland.
 20. **REJECTION OF PROPOSALS/TERMINATION OF PROCESS.** Nexus reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. Nexus further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by Nexus to be necessary for the successful performance of the contract. Nexus further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.
 21. **PUBLIC RECORDS.** Architect acknowledges by submitting a proposal that any and all information may be subject to the Public Records law of Maryland.
 22. Submit all questions, inquiries, or requests for clarification about the project via email to:
rlewis@nexushealth.org

Submittal Information

A.) Letter of Intent

Submission of a "Letter of Intent" is mandatory and will provide an email contact with each prospective respondent. Please include ONLY the following information within the body of the email:

- Company Name
- Point of Contact Name
- Email address

- Physical Address

- Phone Number

B.) RFP Questions

Please submit all questions pertaining to this RFP process or technical questions regarding the project via email to: rlewis@nexushealth.org . No phone calls please.

C.) RFP Submittal shall consist of the follow:

(5) Five 8 ½ x 11 Bound Copies consisting of a maximum of 20 pages:

- General Information

- References

(1) Electronic copy of packet described above to rlewis@nexushealth.org in

PDF format 5MB or less

(1) One SEPARATE SEALED ENVELOPE labeled “Confidential Information” containing:

- Fee Proposal

Address the RFP Submittal to:

Russell W. Lewis

Nexus Health Inc.

174 Waterfront St. Suite 225

Oxon Hill, MD 20745

Nexus Health Inc. will not reimburse any respondent or potential respondent for costs associated with responding to or negotiating this RFP.

Dated this 19th day of May, 2017.

Exhibit A

