



Eastern Health

REQUEST FOR PROPOSAL #2008-2551

FOR

***DESIGN SERVICES
CANCER CENTRE RENOVATIONS
HEALTH SCIENCES CENTRE***

CLOSING DATE: Thursday, October 30, 2008

***CLOSING TIME: 3:00 p.m. (Newfoundland Time)
Conference Room "D"
1st. Floor, Administrative Office***

Background:

Eastern Health is the largest integrated health authority in Newfoundland and Labrador, serving a regional population of more than 290,000 and offering the full continuum of health and community services, including public health, long-term care, community services, hospital care and unique provincial programs and services. Eastern Health has the provincial responsibility for providing tertiary level health services which are offered through its academic healthcare facilities and also the provision of provincial programs such as the Provincial Genetics and Provincial Perinatal Program. The organization also has a significant role with multiple partners in the education of the next generation of health providers and the creation of new knowledge.

Project Description

The Cancer Care Program, located on Levels 1, 2 and 3 of the Dr. H. Bliss Murphy Cancer Centre, identified the following issues with the existing space:

- There is a shortage of clinic space. To address the clinic pressures, a third clinic space will be added.
- New staff offices will be created.
- Space for students will be developed.
- The Cancer Registry and Information Management Technology will have new office space.

The details of the work to address these issues are contained in the Master Program and Master Plan for Cancer Centre services. Proponents can review this document at the Manager, Planning and Engineering Support Eastern Health offices. The successful proponent will be provided full access to this document.

Objective of this RFP

The Infrastructure Support Department is seeking proposals from qualified Prime Consultant teams to provide design/engineering services, contract administration and commissioning services.

Scope of Work

The selected consultant will be required to conduct the following work:

1. Provide design/engineering services, contract administration and commissioning services in compliance with the PMDA Manual;
2. The consultant would prepare a Master Plan for interior design (including as it applies to furnishings and equipment), furniture specifications, artwork and wayfinding (major equipment specifications will be done by Eastern Health);
3. Conduct a post occupancy evaluation of project 6 months after occupancy;
4. Building code and life safety analysis; and
5. Phasing and work schedule strategies for construction within existing space.

Scope of Work (cont'd)

The selected consultant shall provide 8 copies of the final report and documentation. The report shall include:

1. A facility conditions report with as found drawings (PDF and AutoCAD.dwg) as well as a description of building systems and components related to the Cancer Centre area;
2. Concept design report;
3. Design development report;
4. Contract Documents;
5. Construction administration documents;
6. Commissioning documents; and
7. Post Occupancy Evaluation.

Report Completion Schedule

1. Proponents should describe their planned schedule so that the renovation work is completed by December 2009.

Proposal Requirements

Interested consultants are asked to describe (in their Statement of Understanding) how they have designed similar projects before and how they would approach the design of this project. Proponents are requested to describe (in their proposal) how they will approach architectural, civil, mechanical, electrical design to make this a successful project from Eastern Health's perspective.

Design issues to be addressed include building form and imagery, interior design and way finding. Specifically, an important component of this project will be to 1) improve the wayfinding to and around the Cancer Centre, and 2) create the appropriate healing environment for the Cancer patients and their families encouraging health promotion and healthy living. The consultants will describe their experience with the best practices associated with these two specific requirements.

The consultants will describe how the project will be accomplished, their design approach and demonstrate knowledge of appropriate techniques for use in today's healthcare industry.

Proponents will provide a list of the primary personnel and specialty consultants to be involved in each respective component of the work and to describe how each one will conduct their component of the work.

A proposed project schedule must also be provided along with a list of codes and standards that will be used.

The proposal will include the following:

- Statement of consultant's understanding of the work;
- Project team, including specialist consultants and a list of key personnel and organizational chart;
- Qualifications and relevant experience of key personnel;
- List of 3 references for the prime consultant and key sub-consultants;
- Proposed schedule; and
- Fees and fee structure.

Length of Proposal

The written proposal (not including resumes and corporate brochures) will be a maximum of 10 pages (11pt font). Short form resumes should be provided for key personnel. One copy of standard corporate brochure for each firm may be provided separately.

Fees

Proponents should provide a total upset cost to complete the project and show a breakdown of costs including fees, expenses, HST, along with the estimated hours and hourly rate for each team member. Eastern Health will reimburse successful vendor based on monthly progress submissions from the consultant.

It is anticipated that the renovated space for the Cancer Centre will be approximately 605 NSM (775.4 dgsM).

Proponents will include the fee proposal in a separate sealed envelope.

Proposal submission deadline

There will be respondents' at Eastern Health offices (Level 1 Board Room, Morrissey Wing, St. Clare's) at 2:00 PM October 21, 2008.

Proposals (4 bound copies) must be received before 3:00 p.m. (Newfoundland Time) on Thursday, October 30, 2008.

Eastern Health contact information

The project contact at Eastern Health will be:

Roy Dawe, P. Eng.
Manager, Planning and Engineering Support
Infrastructure Support
SM 135, Morrissey Wing, St. Clare's
St. John's NL, Canada, A1C 5B8
709-777-5985 office
709-685-8498 cell

Evaluation of Proposals

Proposals will be evaluated considering the following criteria:

1. Team's understanding of the project along with their stated approach and methodology. (Statement of Understanding). The proponent's stated approach to achieving improved wayfinding and creation of an appropriate healing environment;
2. Team's related experience and past performance (including reference checks);
3. Qualifications, including education, scope of past practice, evidence of technical ability, quality of past projects;
4. Proposed schedule and ability to meet the schedule;
5. Fees and fee structure; and
6. Local and regional content.

Contractual Considerations

No work shall be undertaken by a consultant prior to contract signature by both parties. The contract will include clauses specifying intentions, constraints, and responsibilities in the following matters:

1. Nature and scope;
2. Financial implications;
3. Time frame of contract;
4. Termination of contract;
5. Delays;
6. Definitions;
7. Ownership of acquired or prepared materials;
8. Confidentiality of information requirements;
9. Record keeping requirements;
10. Eastern Health indemnification;
11. Reassignment of work;
12. Employment status;
13. Address of parties;
14. Scope of contract;
15. Adherence to legalities;
16. Applicable courts;
17. Non performance; and
18. Holdbacks.