



Request for Proposal (RFP)

A/E #2010-40-01

Site Selection for SW Montana Veterans Home

Authorized through Montana House Bill #0213

**RFP Due Date:
February 5, 2010**

Section 1: Introduction and Background

1.01 Introduction

Pursuant to legislation outlined in HB 213 of the 61st Legislature, the southwestern Montana state veterans' home a site selection committee has developed criteria to select a site for said facility (hereinafter referred to as "**site**") in one of the following counties: Beaverhead, Deer Lodge, Jefferson, Madison, Powell or Silver Bow.

This solicitation of sites for the future veterans' home is for **sites** only and not for the design, construction or development of actual facility. Municipalities, Counties, non profit or other private entities (hereinafter referred to as "**Respondent**") encompassing, within or having interest in any of the above counties in Montana may submit a proposal subject to guidelines outlined within this RFP document.

1.02 Site Selection Committee

The following members make up the committee appointed by Governor Schweitzer to coordinate and select the site for the SW Montana Veterans' Home:

Bill Willing	Voting Member – Chair
Thomas W. Straugh	Voting Member – Co-Chair
Lyle Gillette	Voting Member
Larrey Lattin	Voting Member
Susan Cobb	Voting Member
Robert Pavlovich	Voting Member
Jim Whaley	Non Voting Member
Dave Williamson	Non Voting Member
Gary Gaub	Non Voting Member

1.03 Requests for Information/Clarification

Any requests for clarification, questions or additional information regarding the submission of this RFP shall be directed in writing or via email on or before Tuesday, January 5, 2010 to:

CTA Architects Engineers
Attn: Wayne Freeman
1143 Stoneridge Drive
Bozeman, MT 59718
406.922.7103
waynef@ctagroup.com

The State will provide an official written response periodically but no later than Wednesday, January 13, 2010 to these questions and requests for clarification. All

questions and responses will be posted to the SW Montana Veterans Home – DPHHS web site at:

<http://www.dphhs.mt.gov/sltc/services/vethome/SWVets/INDEXSWVets.shtml>

This will be the only form of response to questions and requests for clarifications. Any other form of interpretation, correction or change to this RFP will not be binding upon the State.

1.04 Submission of Proposal

Respondents are required to submit eleven (11) bound copies of the proposal and one (1) CD or disk copy of the proposal. All proposals must be received no later than 2:00 p.m. February 5, 2010. Proposals should be directed to:

SW Montana Veterans Home Site Selection Committee
C/O A & E Division
State of Montana
1520 East Sixth Avenue
P.O. Box 200103
Helena, Montana 59620

Proposals may be either mailed or hand-delivered. The **Respondent** shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposals received after the deadline may be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the **Respondent** empowered with the right to bind the **Respondent** to the proposal.

All proposals shall become the property of the State of Montana upon receipt. The content of all proposals will be made public except for as permitted by law. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified shall be sealed and submitted to the State of Montana prior to the proposal submission deadline.

1.05 Schedule of Events

<i>Event</i>	<i>Date</i>
Written Questions Deadline	January 5, 2010
Proposals Due	February 5, 2010, 2 p.m.
Evaluate Proposals – Local Meetings	February 5 – February 28, 2010
Final Selection Process	March 2010
Committee Recommendation of Site Due	April 1, 2010

Committee will work with respondent to schedule a site visit and public hearing on site or in the community of the respondent at a time and date that is mutually agreeable to both parties.

Section 2: Administration Requirements

2.01 Scope of Terms and Conditions

The following terms and conditions shall govern the submission of proposals and any Agreement resulting from this procurement. **Respondents**, by virtue of submission of a proposal, acknowledge and accept these Terms and Conditions.

2.02 Objective of Request for Proposal

The objective of this RFP is to provide sufficient information to enable qualified **Respondents** to submit written proposals. The RFP is not a contractual offer or commitment to purchase a product.

All information must be legible. Any and all corrections and or erasures must be initialed. Each proposal shall be accompanied by a transmittal letter signed in ink by an authorized representative of the **Respondent**. The contents of the proposal submitted by the successful **Respondent** of the RFP may become part of any contract awarded as a result of this solicitation.

2.03 Award of Selection

The appointed committee shall prepare and forward its designation of the most favorable location for the state veterans' home to the Governor no later than April 1, 2010. The designation of the site selection committee is final.

2.04 Addenda to the Request for Proposal

If it becomes necessary to revise any part of this RFP, an addendum will be posted on the Department of Public Health and Human Services, SW Montana Site Selection Web site at <http://www.dphhs.mt.gov/sltc/services/vethome/SWVets/INDEXSWVets.shtml> .

2.05 Respondent Responsibility for Proposal Costs

Each respondent will be responsible for any and all costs incurred associated with the preparation of a proposal or negotiations prior to award of selection. Respondents may, at their option, submit multiple site proposals, in which case each site will be evaluated separately. An entity submitting multiple sites within a community may submit a single proposal provided they submit the required site specific information for each site separately and identified as site option 1, site option 2, etc.

2.06 Economy of Proposals

Respondent must submit a complete and concise response to the RFP which will be retained by the State. Proposals should be prepared simply and economically, while providing complete details of the necessary information requested.

2.07 Substantive Proposals

The **Respondent** shall certify (a) that **Respondent's** proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed entity, (b) that **Respondent** has not directly or indirectly induced or solicited any other **Respondents** to put in a false or a sham proposal; (c) that **Respondent** has not solicited or induced any other entity to

refrain or abstain from proposing a proposal; and (d) that **Respondent** has not sought by collusion to obtain for themselves any advantage over any other **Respondents**.

2.08 Disclosure of Proposal Content

Respondents are advised that all proposal information will become public information and available to public upon request. Proposals may be posted on the DPHHS web site at the request of the selection committee. If any submission has proprietary or confidential information it should be noted in the proposal.

2.09 Right to Reject Proposals and Negotiation

The **Committee** and State reserve the right to reject any and all proposals and to waive any formality in proposals received and to recommend and/or award acceptance of site if deemed in the best interest of the project. Further, the **Committee** and State reserve the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of the state.

2.10 Selection Process

House Bill 213 as posted on the DPHHS website establishes a site selection committee that has developed basic site selection and scoring criteria also found on the DPHHS website. With the assistance from a consulting architect, the committee has developed minimum size, attributes and appropriate shape for the future site of the SW Montana Veterans' Home. The **Committee** will review, rank, and visit each site submitted for consideration by **Respondents**. Based upon the scoring outlined in the selection criteria and the onsite visits to each site the **Committee** will make a recommendation to the Governor by April 1, 2010 on the preferred **site for a Southwestern Montana veterans' home**.

2.11 Proposal Content and Minimum Submittal Requirements

Respondents are encouraged to submit clear responses to the RFP. Elaborate proposals are discouraged in favor of proposals which meet the requirements outlined herein. Minimum requirements include the following:

- Property to have free and clear title demonstrated at time of proposal.
- Title Report will be required prior to final recommendations to Governor.
- Property size to be at least 6 acres
- County shall commit to nominal payment of burial fees see detailed requirements at: <http://data.opi.state.mt.us/bills/mca/10/2/10-2-501.htm>
- Proposal shall contain a Phase 1 Environmental Assessment that demonstrates property free of hazardous materials
- Proposals shall Floodplain Boundary Map demonstrating the site is outside the 100 year floodplain
- Proposal shall include cursory geotechnical report or comparable information indicating subsurface conditions.
- Finalists may be required to submit a detailed geotechnical investigation conducted by a licensed geotechnical engineer, at the Respondents expense.
- If communities are submitting more than one site for consideration, it is not necessary to submit separate bound copies for each site but rather multiple site

options. Proposals coming from different municipalities must be submitted separately.

- All submittals shall follow the format of the site selection criteria, address each of the components of the selection criteria, and be organized following the site selection scoring form.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the proposal, bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.