

Cumberland Family Medical Center, Inc.

REQUEST FOR PROPOSAL

Design/Construction of Mobile Medical Unit

Primary Request for Proposal (RFP) Contact:

Tracey R. Antle, Chief Operating Officer
Cumberland Family Medical Center, Inc.
P.O. Box 1080
Burkesville, KY 42717
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September 21, 2011

This document contains Proprietary Information that must be handled in accordance with the Terms and Conditions contained herein. Acceptance and retention of this document will indicate your organization's acceptance of said Terms and Conditions. If your organization does not accept these Terms and Conditions, you should immediately return all hardcopy documents to the address listed above and ensure that all documents transmitted in an electronic format are permanently deleted.

SECTION 1.0 ADMINISTRATIVE TOPICS

1.1 Announcement

Cumberland Family Medical Center, Inc. (CFMC) as a grantee of the **Affordable Care Act – Grants for School-Based Health Center Capital (SCHCC) Program** (HRSA-11-127; CFDA No. 93.501) is initiating the process of identifying and selecting a vendor for the design and construction of a combination mobile/dental medical unit. The purpose of this Request for Proposal is to obtain the information that we deem as pertinent to our decision making process and to collect such information in a uniform format from all Bidders. Upon receipt and review of all Bidder Responses, we will make a determination about the disposition for this project and will notify Bidders accordingly.

1.2 Definitions

“Bidder” refers to any prospective vendor that submits the required information in response to this Request for Proposal.

“Response” refers to the proposal submitted by a Bidder for consideration by CFMC in relation to this Request for Proposal.

“Request for Proposal” refers to this solicitation for competitive proposal to provide design/construction services. The term “Request for Proposal” and the acronym “RFP” may be used interchangeably.

“Proprietary Information” refers to (a) any information disclosed in writing by CFMC to the Bidder which is legibly marked “Proprietary,” “Confidential,” “Proprietary and Confidential” or with words of similar meaning, or (b) any such information disclosed by CFMC in the course of an oral exchange or in a writing not containing a proprietary or confidential legend, but which is described as proprietary and confidential, is proprietary and confidential to CFMC.

1.3 Notice to Bidders

Notice is hereby given that CFMC is requesting a written response for the design/construction of a combination mobile medical/dental unit. The purpose of this RFP is to solicit competitive proposals to provide design/construction as further provided herein. Accordingly, the Bidder is hereby invited to submit a proposal for consideration by CFMC. The responses of each Bidder will be evaluated on their demonstrated ability to provide design/construction services as required to meet the business needs of CFMC. In order for a Bidder’s Response to be considered, the Response must be complete and address all questions, items, and specifications. The contract will be awarded to the qualified Bidder that provides the most comprehensive solution for the required design/construction services in the most cost effective manner. The successful Bidder shall be selected as the preferred provider to CFMC from the defined Services. CFMC does not agree to indemnify or compensate the successful Bidder against any loss resulting from CFMC’s purchasing from alternative Bidders of Services as defined herein, or changes in the Service requirements.

1.4 Terms and Conditions

- A. This RFP is not an offer or a commitment to contract or to pursue any Response submitted to CFMC. This RFP does not commit or obligate CFMC to award any agreement, or to contract, or to pay any cost incurred in the preparation of a Response to this RFP, or to procure or contract the Services any Bidder.
- B. Upon receiving this RFP, the Bidder will submit a “notice of Intent to Respond” notification via e-mail. The notification must be received by **5:00 PM CST on October 5, 2011**. Notifications should be e-mailed to **Tracey R. Antle, Chief Operating Officer**, using the following e-mail address: tantle@cumberlandfamilymedical.com. In the event that the Bidder does not wish to prepare a Response to this solicitation, but wishes to remain eligible for future bidding opportunities, CFMC requests that the Bidder submit a “No Response” notification e-mail by the notification date described above. The content of such e-mails need only identify the Bidder, the designated Bidder contact for the Response, and whether Bidder intends to submit a Response. CFMC will acknowledge the receipt of all notification emails.
- C. Any questions or comments regarding this FRP or the proposal process must be submitted in writing to **Tracey R. Antle** using the following e-mail address: tantle@cumberlandfamilymedical.com by the designated Bidder contact for the Response. CFMC will respond to all questions and comments that are not sufficiently addressed in the RFP. CFMC’s response to these items will be distributed to the primary contacts for all Bidders’ Responses. Responses to questions are not considered amendments or revisions to the RFP, and in the case of conflicting information, Bidders should rely on the contents of the RFP in the absence of further guidance. E-mail submissions of written questions must be received by **5:00 PM CST on October 7, 2011**.
- D. No amendments, revisions, or any interpretations of this RFP will be binding upon CFMC unless submitted in writing by CFMC and are identified as a formal change to the RFP requirements.
- E. Conference calls will be conducted with applicants who have submitted “Notice of Intent to Apply” by the above stated deadline. Eligible applicants will be contacted by CFMC, Inc. to schedule a conference time. **All conference calls will be conducted between Oct. 5 -12, 2011.**
- F. The primary contact for this RFP is **Tracey R. Antle**. Full contact information for this contact is listed below. Bidder’s Response will be delivered to this contact at the address shown below.

Cumberland Family Medical Center, Inc.
Attn: Tracey R. Antle, Chief Operating Officer
P.O. Box 1080
Burkesville, KY 42717
PH: 270-864-2889, ext. 2256 FAX: 270-864-1273
E-mail: tantle@cumberlandfamilymedical.com

- G. The Response will be submitted in writing and in the format prescribed herein. The Response will be submitted by **5:00 PM CST on October 19, 2011**. The Response will be submitted in a sealed envelope, or other appropriate packaging. The name and address of the Bidder must appear on the outside of the envelope. The outside lower left-hand corner must state the RFP title.

- H. CFMC is not liable for any costs incurred by Bidder in the preparation, submission, or presentation of a Response nor is CFMC liable for the costs incurred in any other activities peripherally related to the Bidder's Response.
- I. The Response must be firm for thirty (30) days from the date of submission.
- J. Bidder should not deny other potential clients the ability to purchase its services in hopes of being awarded a contract by CFMC. Proposed timing will be re-confirmed prior to awarding a contract to a selected Bidder and any timeframe changes or conflicts may alter the decision to select that Bidder.
- K. All currency transactions must be stated in United States Dollars (USD).
- L. CFMC reserves the following rights:
 - 1) The right to amend and/or retract this RFP at any time
 - 2) The right to reject any and all Responses
 - 3) The right to base awards with due regard to evaluation factors described herein
 - 4) The right to make award to the Bidder whose Response, in the sole opinion of CFMC, is in CFMC's best interest
 - 5) The right to make partial award of the RFP to any of the Bidders
 - 6) The right to modify any dates described herein at any time.
- L. By submission of a Response, the Bidder warrants that it meets minimum insurance requirements as of the date of its Response and agrees to furnish to CFMC satisfactory evidence thereof at any time CFMC may request such documentation including but not limited to professional liability insurance coverage, general liability coverage, workers compensation and employers liability coverage.
- M. After the proposal evaluation process is complete, CFMC has no obligation to disclose the results of the evaluation process or to disclose the reasons why a particular Bidder was not selected.
- N. CFMC may terminate any resulting contract for any reason, by giving thirty (30) days written notice in advance of the effective date of such termination to the selected Bidder.

This RFP is for the purpose set forth herein and for no other purpose. It is within CFMC's sole discretion as to whether CFMC will pursue this project. There have been no commitments or representations made on the part of CFMC that may be relied upon by the Bidder to cause it to alter its product, service or business plans.

1.5 Calendar or Events

Activity	Date
RFP Release	09/21/2011
Notice of Intent to Apply Due	10/05/2011
Questions/Clarifications Due	10/07/2011

Complete Proposal Due	10/19/2011
Announced of Award	11/01/2011

1.6 Treatment of Information

- CFMC assumes no obligation regarding the confidentiality of any Response and will not consider any part of any Response or the Response in its entirety, as confidential
- Bidder's Response will become the property of CFMC and will not be returned to Bidder.

SECTION 2.0 RESPONSE REQUIREMENTS

2.1 Overview

All Responses will have the components listed in this section. An outline of suggested requirements for the design/construction of the mobile unit for CFMC is included. The Bidder should address each component with description, cost estimation, and timeline for completion.

2.2 Transmittal Letter

A transmittal letter will accompany the Bidder's Response. The letter should be addressed to the identified contact for this RFP. At a minimum, the letter should be printed on Bidder's letterhead and must include the following:

- Name, title, mailing address, telephone number of the person issuing the letter
- Acknowledgment that the terms stated in this RFP are accepted by the Bidder
- Acknowledgement that CFMC is in no way obligated to purchase any of the Services described in Bidder's Response
- Acknowledgement that the Response is firm for a period of thirty (30) days following the date of the letter, or the date of CFMC's receipt of the Response, whichever is later
- Signature of a person that is duly authorized to bind the Bidder to a contract for the Services described in the Bidder's Response

2.2.1 Bidder Profile

Response will contain an overview of the Bidder's operations including at minimum:

- Bidder's full legal name
- Headquarters address
- Type of ownership (e.g. partnership, corporation, etc.)
- State where the Bidder is incorporated or otherwise organized to do business
- The name, title, and telephone number of the person authorized to negotiate the contract on behalf of the organization
- The contact information for the person that should be contacted for clarification of the Bidder's Response
- Organizational history
- Total number of current clients

- Organizational chart identifying key staff members specific to this project

2.2.2 Project Team References

The Bidder will provide a minimum of ten (10) distinct client references for which the proposed project team has provided similar services. The references should be specific to the project team members and the organization as a whole. Each client reference should contain:

- Client name
- Contact name
- Contact position
- Contact phone number
- Contact e-mail address
- Short description of service provided to client
- Date service was initiated and completed for client

The Bidder will choose not more than five (5) of the above clients/projects listed above and provide the following additional information:

- Client's Construction Budget
- Bidder's Original Estimate
- Total Contract Award Amount
- Scheduled months for design/construction activities
- Actual months for design/construction activities

2.2.3 Project Specifications

CFMC requests all bids address the following project components. The Bidder recognizes that these components may be altered, revised, or otherwise amended prior to completion of contract and upon agreement of both parties.

- Two (2) bay mobile medical unit
- Dental operatories
- Left and right slide-out rooms/bays
- Gasoline engine
- Size to not require CDL licensing for operatory, approx. length 36' – 42'
- Handicap accessible
- Awning
- Reception area/educational area with TV/DVD
- Inclusive of all stationary medical equipment
 - a) Hydraulic dental chairs
 - b) Dental x-ray

- c) Sinks/refrigerators
 - d) Built-ins (cabinetry/closets/storage/etc.)
- Exterior graphics
- Inclusive of delivery charges
- On-site training for staff
- Generator
- Restroom facilities