

REQUEST FOR QUALIFICATIONS
Architectural Design Services for an
INTENSIVE CARE UNIT EXPANSION and
LABOR DELIVERY AND RECOVERY EXPANSION

The Hi-Desert Medical Center (HDMC) solicits a request for a Statement of Qualifications (SOQ) along with proposals for Architectural Design Services for the design of an Intensive Care Unit Expansion (ICU) and Labor Delivery and Recovery (LDR). These expansions will be part of the main hospital building and will increase the hospital's ability to better serve the community. HDMC will be awarding one (1) contract that encompasses both projects.

A. Project Description

Hi-Desert Medical Center is a California Special District hospital with 59 inpatient beds four (4) of which are devoted to ICU and four (4) of which are devoted to the LDR. HDMC is proposing to add an expansion on the existing ICU and LDR. The successful respondent shall be engaged to provide design services for the expansion of the existing ICU and LDR. Architectural design work is scheduled to begin on or about September 23rd, 2010. The expanded ICU and LDR are envisioned to accommodate an increased demand for intensive care and birthing services within the community. They will be designed to match the existing structure. The expansion are in accordance with the proposed HDMC Master Plan and correlate to a recent needs assessment. Both projects are subject to San Bernardino County and Office of Statewide Health Planning and Development (OSHDP) approvals.

B. Scope of Services

Hi-Desert Medical Center anticipates that the selected architect will provide the following architectural design services:

1. Provide the normal professional architectural services required for the design and construction of an Intensive Care Unit and Labor Delivery and Recovery Unit. Including: Architectural, programming, cost estimating, structural engineering, MEP, construction administration, landscaping and interior design submittals.
2. Project shall include the following:
 - a. An Intensive Care Unit expansion for HDMC
 - b. An Labor Delivery and Recovery expansion for HDMC

C. Submittal Deadline

Statements of Qualifications and proposals must be received by Hi-Desert Medical Center by, **3:30PM on September 6th, 2010**. They may be mailed, delivered, or emailed to the address listed below. Please direct all questions to Luke Mecham of HDMC.

Hi-Desert Medical Center
ATTN: Luke Mecham
6601 White Feather Road
Joshua Tree, CA 92252
(760) 366-0809
amecham@hdmc.org

D. Submittal Requirements:

1. Letter of Interest: The cover letter shall briefly summarize the firm's qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Evidence of firm's ability to perform the required services
 - a. Outline your firm's experience on the scope of work required for the appropriate discipline(s).
 - b. Describe your firm's overall approach, including organization and work tasks necessary to accomplish the objectives.
 - c. If it is your firm's practice to have any specific sub-category(ies) of the Scope of Work, as described in Section B of this RFQ, performed by sub-consultant(s), please identify the sub-consultant(s) you anticipate using for a Contract, indicate their specific role(s), and outline their experience on similar or related work.
 - d. Note any activity in societies and/or institutes which would aid you or your firm in maintaining current state of the art expertise in your field.
3. Qualifications/expertise of the key personnel on the team; and evidence of availability of staffing to begin intensively upon award of Contract
 - a. Provide a list of key personnel, including sub-consultants indicating the specific role of each, and clearly identify the Project Manager.
 - b. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work.
4. Past performance and record of successful completion of similar work.
 - a. Describe any previous projects (firm and individual) of similar scope, and provide specific description of specific responsibility on such projects.
 - b. Note any information useful in demonstrating successful results on prior projects.
5. Proposal delineating the various services that will be provided for each project along with their associated costs and an estimated total cost for the architectural services for both projects.
6. Attachments:
 - a. Resumes: Include resumes of all key personnel that will work directly with or on HDMC projects.
 - b. Provide a list of recent client references.

E. Submission Requirements

1. Upon receipt of each SOQ, HDMC will date-stamp it to show the exact time and date of receipt. Upon request, HDMC will provide the firm with an acknowledgment of receipt. All SOQs received will become the property of the HDMC and will not be returned.
2. Required Number of Copies: Firms responding to this RFQ shall submit one (1) original SOQ and proposal to the address indicated in Section C of this RFQ.

Terms and Conditions

HDMC reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate HDMC to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate HDMC to accept or contract for any expressed or implied services. Furthermore, HDMC reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.