

# **Sweeny Hospital District**

## **Request for Proposal (RFP)**

for

### **Project Management (PM) Services**

### **Replacement Campus & Facilities for Sweeny Community Hospital Sweeny, Texas**

Issued: April 24, 2019

#### **Submission Date:**

**May 24, 2019 – 2:00 p.m. (C.D.T.)**

Mr. R. Scott Briner  
Sweeny Community Hospital  
305 North McKinney  
Sweeny, Texas 77480  
[sbriner@sweenyhospital.org](mailto:sbriner@sweenyhospital.org)  
(979) 548-1598

**Request for Proposal (RFP)  
for Project Management Services  
Sweeny Community Hospital: Campus & Facility Replacement**

Sweeny Hospital District Board invites qualified interested parties to submit a Proposal for Project Management Services (Proposal). This Request for Proposal (RFP) is part of a competitive selection process in which the Sweeny Hospital District Board (also referred to herein as the Board or the District Board), on behalf of Sweeny Hospital District d/b/a Sweeny Community Hospital (referred to as SCH or the Hospital), will engage an experienced project management firm to provide Project Management services for a capital project to replace the existing Sweeny Community Hospital facilities (and related infrastructure) with new facilities that will be constructed on a new, "greenfield" campus site. (The "Project").

**PROJECT DESCRIPTION**

The Project Scope includes the following components:

- A. Development of a new, replacement Healthcare campus on a new "greenfield" site that will require extension of various utilities to the site as well as importation of new fill/regrading of native grade to address flood plain issues.
- B. Construction of a two-story facility (totaling approximately 120,000 GSF) on a new campus to replace the existing hospital and medical office buildings. The facilities will include:
- C. Inpatient Facilities (Institutional Occupancy) – 20-Med/Surg beds (including 2 "Higher Acuity" beds), Emergency Services (Level IV Trauma designation), Surgical Suite (2 OR's/1 Procedure Rm), full service Clinical Laboratory, Imaging (Radiographic, CT Scan, Ultrasound, Mammography, MRI, etc.), Cardiopulmonary Services, and Inpatient Pharmacy.
- D. Outpatient Facilities (Business Occupancy) – Wound Care (with Hyperbaric suite), Senior Horizons (Behavioral Health), Rural Health Clinic (four providers), Rotating Specialty Clinic (one provider)
- E. Medical Office Building (capacity for up to 8 individual practice suites)
- F. Necessary support facilities including a free-standing EMS facility and Helipad for emergency medical air transport (IFR-capable).

**CURRENT PROJECT STATUS & ANTICIPATED TIMELINE**

The Hospital and Architect have completed the Concept/Schematic Design process and are currently anticipating a 10-month process to complete the Design Development and Construction Documents. Those documents will then be used by the CMAR to finalize a Guaranteed Maximum Price or GMP (approximately 3 months). Following the Board's acceptance of the GMP, construction duration is expected to be approximately 24 to 28-months. The final step, Close-out/Certification/Move-in, should take about 3 – 4 months. The District Board will engage a Construction-Manager-at-Risk to join the team in accordance with the proposed schedule below.

Anticipated Milestones:

- |  |                     |
|--|---------------------|
| ▪ Publish PM RFP                                 | April 24, 2019      |
| ▪ Design Confirmation                            | May 1-31, 2019      |
| ▪ <b>Secure Project Management (PM) Services</b> | <b>May 28, 2019</b> |
| ▪ Begin Design Development Phase                 | June 3, 2019        |

- Publish RFP for Construction-Manager-At-Risk (CMAR) Services June 3, 2019
- Secure Construction-Manager-At-Risk Services (CMAR) July 2, 2019
- Establish Guaranteed Maximum Price (GMP) April 7, 2020
- Publish CD's for Permitting/TDHHS Plan Review June 2, 2020
- Construction Start October 6, 2020
- Occupancy November 1, 2022

## SCOPE OF SERVICES

The responding firm is requested to provide the following list of scope of services for the duration of the project. The scope of services must include the following activities:

### A. PROJECT ADMINISTRATION

Provide overall management of Project process, budget, and schedule, including (but not necessarily limited to) the following:

1. Organize, lead and document all meetings requiring SCH involvement or representation.
2. Organize and assist with the design review and approval process
3. Lead the budget review and approval process
4. Organize and coordinate all budget adherence efforts and document those efforts
5. Arrange for and manage all environmental reports, surveys, traffic studies, etc.
6. Direct and assist all team members with the local and state authority approval process
7. Manage overall accounting and cost control of the project, including all budgeted line items, changes, invoices, construction hard and soft costs, and FF&E (Furniture, Fixture, and Equipment).
8. Attend monthly board meetings and provide monthly status reports (written summary and verbal presentation) that include a monthly project update, updated schedule and budget, and a list of major issues requiring SCH administrative action

### B. MANAGE OVERALL TEAM

1. Work closely with designated Design team and CMAR to achieve District and Hospital's goals
2. Prepare RFP's and lead the selection process for other necessary consultants/team members
3. Develop additional contracts that may be necessary and negotiate terms in conjunction with SCH's legal counsel

### C. DESIGN PERIOD INVOLVEMENT

1. Monitor/participate in remaining design meetings/work sessions (Design Development phase through Construction Documents) to help ensure that the design meets schedule milestones and incorporates necessary operational concepts that support SCH's functional, service, and strategic needs/plans.
2. Challenge design and construction assumptions by identifying cost-saving opportunities to optimize project value within the scope of the project budget without sacrificing programs or quality.

### D. BUDGET AND SCHEDULE CONTROL

1. Develop the working project budget to include all related expenses; Then maintain, monitor, update through the process.

2. Work with SCH and other team members to develop budget reduction strategies as necessary, especially if budget updates indicate overages beyond acceptable margins.
3. Review and process all project related invoices to ensure they are in accordance with executed contracts. Reconcile, on a quarterly basis, invoice approval records with SCH accounting department to ensure project related costs have been accurately recorded.
4. Review all change orders and change requests to ensure they are necessary and in compliance with contract terms.
5. Develop, maintain, and regularly update the project schedule. The schedule will include all project-related activities, including (but not limited to) major SCH meetings, design activities, construction, equipment selection and procurement, information technologies, planning, furnishing procurement, all project phasing, regulatory interface (USDA, TDHHS-ARG, City/County, TDLR), close-out and move-in/occupancy.
6. Work with other team members to develop schedule adherence strategies (or correction efforts, if necessary) if schedule updates indicate any slippage or delay in project timeline.

#### **E. CONSTRUCTION PERIOD INVOLVEMENT**

1. Negotiate and administer all construction contracts, including GMP (Guaranteed Maximum Price) documents, contingencies, general conditions, and change orders and assess areas of potential risk
2. Participate in the pre-qualification of potential bidders and participate in the subcontractor buyout review process
3. Participate in all pre-construction planning and mobilization activities including constructability review and site planning/staging and project logistics.
4. Advise SCH on construction quality issues, manage the change order process, assist with settlement claims and ensure the completion of punch list items and construction contract requirements.
5. Maintain a project status tracking system so that, at any point, all construction-related communication (RFIs, PCOs, COs, etc) can be identified and impact on schedule and budget assessed

#### **F. CLOSEOUT/OCCUPANCY COORDINATION**

1. Coordinate the planning, procurement and installation of all medical equipment and communications systems with selected consultants
2. Coordinate the planning, procurement and installation of furnishings, signage, artwork, etc. with selected consultants.
3. Advise SCH on issues and techniques and assist in planning the move schedule in addition to assisting with move vendor selection and move coordination.

## PROPOSAL REQUIREMENTS

Submit ten (10) bound paper copies and one (1) digital copy (in PDF format on a thumb drive) of your proposal. The digital file shall be named: "**SCH Replacement Campus/Facilities PM RFP – [your firm].pdf**". The sealed response must be physically received in the Hospital's Administrative Offices and logged in by the Hospital's representative on or before May 24<sup>th</sup> at 2:00 PM.

Mr. R. Scott Briner, FACHE  
Chief Executive Officer  
Sweeny Community Hospital  
305 North McKinney  
Sweeny, Texas 77480  
**sbriner@sweenyhospital.org**  
(979) 548-1598

The selection of the Project Management firm and the execution of a contract for Project Management Services, while anticipated, are not guaranteed by SCH. SCH reserves the right to determine which proposal is in SCH's best interest and to award the contract on that basis, to reject any and all proposals or portions thereof, negotiate with any potential bidder (after proposals are opened) if such is deemed in the best interest of SCH.

Questions regarding this RFP should be made in writing via email to [sbriner@sweenyhospital.org](mailto:sbriner@sweenyhospital.org) no later than 12 p.m. noon on May 21, 2019.

Proposals shall be submitted in an 8.5" x 11" format, limited to 15 pages, and containing the following sections (front covers, back covers, and tabs shall count towards the document limit):

### **Section 1.0 - Executive Summary and Company Overview (limit 3 Pages)**

- A. Provide a general introduction to the firm – including company structure, history and background.
- B. Be sure to outline any philosophies, characteristics, approaches, processes, tools, or individuals (who will be assigned to the project) that may be considered as a "differentiator" as the Board considers your company for this specific engagement.
- C. Provide a detailed description of the firm, its services, and any specific healthcare experience/qualifications.

### **Section 2.0 – Approach, Organization and Team (limit 6 pages)**

- A. List/describe any specific methodologies that you propose to use to ensure the success of this Project.
- B. Explain the protocols/tools that your team will use to communicate during the process - with your internal team, the blended project team and specifically with the Hospital District Board and the Hospital Administration - on a daily/weekly/monthly basis.
- C. Also provide credentials for each key individual proposed for the project team (including, as applicable, team members from partnering or sub-contracting firms). Attach a résumé for each person including educational background, experience, credentials, certifications related to Project Management and the specific proposed role for the team. Also, include relevant project experience and project references, for each individual team member.

### **Section 3.0 – Relevant Similar Project Experience (limit 5 Pages)**

In this section, describe at least three (3) and up to five (5) specific healthcare engagements completed by your organization which demonstrate the experience and expertise required to successfully complete the project as described herein. Projects similar in size and nature to the scope described in the RFP will be of specific interest. One page per project, please.

Please include:

- Description, size (square feet), brief timeline and Total Project Cost of the project.
- Similarities to the proposed project
- Your Team's role in the project
- Specific individuals from your firm who had direct involvement
- Reference contact information
- Experience with public work contracts for public entities (see Texas Government Code Chapter 2269)
- Experience with overseeing construction projects financed through United States Department of Agriculture Community Facility loans

**Section 4.0 – Fee Structure (limit 1 page)**

Provide a monthly lump sum fee proposal in spreadsheet format (see example table below) that is broken down into sufficient detail to analyze the following: Each team member, hourly billable rate, % of time dedicated to the project broken down into the following phases: Design/Construction Documentation, Permit/Bid, Construction, Occupancy and Close Out.

Please be sure to explain the basis of your fee structure (flat fee or percentage of costs (construction or project)).

Phase	Fee/Phase	Duration (months)	Team Member 1	Team Member 2 (if necessary)	Team Member 3 (if necessary)
			Hourly Rate TM1	Hourly Rate TM2	Hourly Rate TM3
			% Time on Project	% Time on Project	% Time on Project
Design/Constr Docs		12			
Regulatory Review/ Permit/ Bid		3			
Construction		21			
Close-out/ Occupancy		3			
Totals		39			

Additional Services: Please provide an hourly fee rate for three months of Project Close Out services.

Also, please define and estimate your company's reimbursable expenses for the duration of the project from/to the project site.

**End of Document**