ProposalRequest

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PLANNING AND PROTECTIVE SERVICES – HEALTH AND CAPITAL PLANNING STRATEGIES

Request for Proposal

RFP No. CRHD.2017-20

Feasibility Study – Building Healthcare Facilities in the Capital Regional District

October 24, 2017

REQUEST FOR PROPOSAL
RFP No. CRHD.2017-20
Feasibility Study – Building Healthcare Facilities in the Capital Regional District

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Capital Regional Hospital District
Request for Proposal
Feasibility Study – Building Healthcare Facilities in the Capital Regional District
RFP No. CRHD.2017-20

1. Instructions to Proponents

1.1. Invitation
The Capital Regional Hospital District (CRHD) invites detailed proposals from contractors ("Proponents") in strict accordance with these Proposal Documents (RFP No. CRHD.2017-20).

The CRHD wishes to engage the services of a contractor to conduct a Feasibility Study on Building Healthcare Facilities (ie: residential care/clinics/other) in the Capital Regional District.

The proposals will be evaluated for the selection of a contractor (or contractors) with the intent to enter into a contract (the "Contract") to provide the services described in Appendix A - Scope of Services.

A Contract will not necessarily result from this Request For Proposal (RFP).

1.2 Budget
A maximum budget of **$100,000 (CDN)** is allocated in total for this project proposal including all fees, expenses and disbursements. If the work outlined in Appendix A cannot be completed within the available budget, the proponent may suggest options for changing the scope of the work.

1.3 Closing Time and Date for Submission of Proposals
The CRHD will accept one copy of each proposal, in accordance with the instructions contained herein, at the following specific physical location:

Attention: Michael Barnes
Manager, Health and Capital Planning Strategies
Planning and Protective Services
Address: Capital Regional Hospital District
625 Fisgard Street, PO Box 1000
Victoria, BC, V8W 2S6
Tel: 250-360-3114

On or before the following date and time (the "Closing Time"):

Time: 4:00PM [local time]
Date: 30 November 2017

The CRHD reserves the right to extend the Closing Time at its sole discretion.

Proposals must not be sent by fax or electronically.

1.4 Not a Tender

This is a Request for Proposal and not a tender call. Proponents are solely responsible for their own expenses in preparing, submitting Proposals, and for any meetings, negotiations or discussions with the CRHD or its representatives and contractors relating to or arising from this RFP.

1.5 Proposal Documents

Each Proponent will ensure it provides its full legal name, address, email address, telephone and fax number to the CRHD at the time the Proponent receives a set of RFP documents.

Please return Appendix C -Receipt Confirmation Form to the CRHD Representative listed in section 1.6 within five (5) days of receiving the Proposal documents.

Please use and reference **RFP No. CRHD.2017-20** on all correspondence.

Proponents are advised to read and respond appropriately to all sections of the RFP.

Incomplete proposals may be rejected at the sole discretion of the CRHD.

1.6. Inquiries

All inquiries related to this RFP, including whether or not the Contract has been awarded, should be directed in writing to the person named below (the "CRHD Representative"). Information obtained from any person or source other than the CRHD Representative may not be relied upon.

Name: Michael Barnes, Manager, Health and Capital Planning Strategies
Address: Capital Regional Hospital District, 625 Fisgard St., Victoria, BC, V8W 2S6
Fax: 250-360-3300
Telephone: 250-360-3114
Email: mbarnes@crd.bc.ca

Inquiries should be made no less than seven (7) days prior to Closing Time. The CRHD reserves the right not to respond to inquiries made less than seven (7) days prior to the stated Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the CRHD.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, should immediately contact the CRHD Representative. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

1.7. Information Meeting

An information meeting is not applicable and so will not be hosted by the CRHD Representative to discuss the CRHD's requirements under this RFP.

Date: Not Applicable
Time: Not Applicable
Location: Not Applicable
Phone: Not Applicable

1.8. Addenda

If the CRHD determines that an amendment is required to this RFP, the CRHD will issue a written addendum to all Proponents of record that will be incorporated into and become a part of this RFP. Failure to acknowledge and address all addenda in a Proposal may render the Proposal invalid.

1.9. Late Proposals

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. Proposals received after the Closing Time will be returned unopened to the Proponent.

1.10. Amendments to Proposals

Proposals may be revised by written amendment, provided they are delivered to the location set out in section 1.3. An amendment must be signed by an authorized signatory of the Proponent in the same manner as provided by section 2.3. Fax amendments are permitted provided they are received by the CRHD's fax machine prior to the Closing Time. A Proponent bears all risk that the CRHD's fax equipment functions properly so as to facilitate timely delivery of any fax amendment. All faxed amendments should be sent to the CRHD fax number listed in section 1.6.

1.11. CRHD's Right to Modify Terms and Negotiate

The CRHD, at its sole discretion, reserves the right to modify the terms of the RFP at any time before the Closing Time. The CRHD also reserves the right following the Closing Time, and in accordance with the terms of this RFP, to negotiate with one or more Proponents any modification or variation of the terms of the RFP, including any of the documents that form part of the Contract herein or any modification or variation of the terms of any Proposal, including price, that the CRHD considers to be in its best interests. For certainty and without limiting the foregoing, the CRHD may, for the purpose of entering into a Contract with any Proponent, amend the description of the required work included in this RFP so that it accurately reflects the Services to be provided by the Proponent.

1.12. Examination of Contract Documents and Site

Each Proponent will be deemed to have carefully examined and understood the requirements and limitations of the RFP, including all attached Appendices, the Contract and the Site (as applicable) prior to preparing and submitting a Proposal, with respect to any and all facts which may influence the decision to prepare and submit a Proposal.

2. Proposal Submission Form and Contents

2.1. Package

Proposals must be in a sealed package and marked on the outside with the Proponent's name, title of the Project and RFP number.

2.2. Form of Proposal

Proponents must submit their Proposal in accordance with the instructions set out in Appendix B – Form of Proposal.

2.3. Signature

The Proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

(a) If the Proponent is a corporation then the full legal name of the corporation should be included, together with the names of the authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted.

(b) If the Proponent is a partnership or joint venture then the legal name of the partnership or joint venture and the name of each partner or joint venturer should be included and each partner or joint venturer should sign personally (or, if one or more person(s) having signing authority for the partnership or joint venture should provide evidence to the satisfaction of the CRHD that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above.

(c) If the Proponent is an individual, including sole proprietorship, the name of the individual should be included.

3. Evaluation and Selection

3.1. Evaluation Team

The evaluation of Proposals will be undertaken on behalf of the CRHD by the Evaluation Team. The Evaluation Team may consult with others including CRHD staff members, third party contractors and references, as the Evaluation Team may in its discretion decide is required.

3.2. Evaluation Criteria

The Evaluation Team will compare and evaluate each Proposal to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the CRHD, using the following general criteria:

(a) Understanding of issues specific to this assignment including proposed work methodology, proposed level of effort, proposed work schedule and sequence of work.
(b) Experience and capability of firms and staff in similar assignments.
(c) Past performance of firm and staff as determined from the CRHD and references.
(d) Availability and commitment of resources including staff, office and technical support.
(e) Past performance of cost and scheduling control practice.
(f) Fee schedule and total cost of Services to the CRHD.

3.3. Litigation

In addition to any other provision of this RFP, the CRHD may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the CRHD, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the CRHD will consider whether the litigation is likely to affect the Proponent's ability to work with the CRHD, its contractors and representatives and whether the CRHD's experience with the Proponent indicates that there is a risk the CRHD will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

3.4. Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from any Proponent with respect to any Proposal. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

3.5. Interviews

The Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

3.6. Multiple Proponents

The CRHD reserves the right and discretion to divide up the Services, either by scope, geographic area, or on any other basis as the CRHD may decide, and to select one or more Preferred Proponents to enter into discussions and/or negotiations with the CRHD for one or more Contracts to perform all or a portion or portions of the Services. In addition to any other provision of this RFP, Proposals may be evaluated on the basis of advantages and disadvantages to the CRHD that might result or be achieved from the CRHD dividing up the Services and entering into one or more Contracts with one or more Proponents.

3.7. Negotiation of Contract and Award

If the CRHD selects one or more Preferred Proponents, then it may enter into a Contract with the Preferred Proponent(s), or enter into discussions with the Preferred Proponent(s) to attempt to negotiate the terms of the Contract(s), and such discussions may include but are not limited to negotiating amendments to the Scope of Services and the Preferred Proponent's price(s).

If at any time the CRHD reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the CRHD may give the Preferred Proponent(s) written notice to terminate discussions, in which event the CRHD may then either open discussions and/or negotiations with another Proponent or Proponents, or terminate the RFP and retain or obtain the Services in some other manner.

Proponents will be notified in writing when a Contract has been awarded.

4. General Conditions

4.1. No CRHD Obligation

This RFP does not commit the CRHD in any way to select a Preferred Proponent, or to proceed to discussions or negotiations for a Contract, or to award any Contract, and the CRHD reserves the complete right to at any time reject all Proposals, and to terminate this RFP process for any reason.

4.2. Proponents Expenses

Proponents are solely responsible for their own expenses in preparing, submitting Proposals, and for any meetings, negotiations or discussions with the CRHD or its representatives and contractors relating to or arising from this RFP.

4.3. No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

4.4. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the CRHD, its elected or appointed officials or employees. The CRHD may rely upon such disclosure.

4.5. Solicitation of CRHD Staff, Board Members, Contractors

Proponents and their agents will not contact any member of the CRHD Board, CRHD staff or CRHD contractors with respect to this RFP, other than the CRHD Representative named in section 1.6, at any time prior to entering into a Contract or the cancellation of this RFP.

4.6. Disclaimers/Limitations of Liability

Neither acceptance of a Proposal nor execution of a Contract constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional or municipal statute, regulation or bylaw. It is the responsibility of the Proponent to obtain such approval, permit or license prior to commencement of the work under the anticipated Contract.

The CRHD, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a Proponent by or on behalf of the CRHD. Nothing in this RFP is intended to relieve a Proponent from forming its own opinions and conclusions in respect of this RFP.

The CRHD, its elected officials, appointed officers, employees, agents, contractors and volunteers will not be liable to any Proponent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no right to make such claims.

4.7. Confidentiality

The RFP documents, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals.

By submitting a Proposal, every Proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the CRHD on a confidential basis as a result of or during the course of the RFP process.

4.8. Ownership of Proposals and Freedom of Information

Each Proposal submitted, as well as any other documents received from a Proponent, become the property of the CRHD, and as such are subject to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their Proposal that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the CRHD will hold in confidence any such information received from a Proponent. However, the CRHD specifically reserves the right to distribute information about any Proposal internally to its own directors, officers and employees, to its contractors and contractors where the distribution of that information is considered by the CRHD to be necessary to its internal consultation process.

4.9. Time

The timing for the submission and receipt of Proposals and any amendments thereto shall be determined by reference to the CRHD local area network time.

4.10. Acceptance of Terms

The submission of a Proposal constitutes the agreement of the Proponent that all the terms and conditions of this RFP are accepted by the Proponent and incorporated in its Proposal.

5. CRHD Requirements

Proponents submitting a proposal to complete a feasibility study must meet the following requirements in order to be evaluated.

- In good standing with Worksafe BC
- Comprehensive Insurance
- Previous evaluation experience, familiarity with residential care, public health and feasibility studies.
- References

6. CRHD Evaluation Procedures

Proposals will be reviewed and evaluated by the CRHD staff and the final decision will be made by the same. During the evaluation process any or all of the proponents may be invited to give written or oral presentations and/or participate in interviews.

Notwithstanding any other provision in this RFP, any practice or custom in the industry, or any procedures or guidelines recommended for use on publicly funded projects, the CRHD, in its sole discretion, shall have the right to determine the proposal which best meets the overall interests of the community or provides the best overall value to the CRHD, regardless of whether that is the lowest price proposal, and to reject any and all proposals.

Proposals are evaluated on the basis of technical and financial merit for a total potential of 1,000 evaluation points. Proposals are evaluated based on the Appendix B criteria.

A firm's proposal shall be deemed qualified only if it complies with all requirements contained in the RFP.

In all cases, the Capital Regional Hospital District reserves the right to cancel the competition and call for new proposals.

Debriefing
Subsequent to final selection of a firm for contract award, all other proposing firms have the right to receive a debriefing on the strengths and weaknesses of their proposal. Points awarded by evaluation teams for proposals will remain confidential and may not be divulged to any proposing firm.

7. Proposal Deadline and Inquiries

Proposal Deadline

Proponents should forward a copy of their proposal to the contact information below no later than **4:00pm, November 30, 2017**. Late submissions will be disqualified, with no exceptions.

Michael Barnes
Manager, Health and Capital Planning Strategies
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Appendix A
SCOPE OF SERVICES

BACKGROUND

The Capital Regional Hospital District is researching the feasibility of building healthcare facilities (residential care/clinics/other) in the Capital Regional District. Proponents who are qualified are invited to submit a proposal to complete a feasibility study as outlined in this document. As part of the feasibility study it will be important to determine a suitable location and type of physical structure that would serve the most needs.

The project is to provide a facility that encompasses alternate residential options such as assisted living when it is no longer possible to stay at home, and support for individuals aging in place and at end of life.

REQUEST FOR PROPOSAL OBJECTIVE

Submissions will be assessed as outlined below. Once a Proponent is selected the CRHD will negotiate an agreement. Until a firm price has been accepted and approved by the CRHD it will not be responsible for any costs the proponents may incur.

The CRHD has issued a Request for Proposal to conduct a Feasibility Study on the Building of a Residential Care Facility (residential care/clinics/other). A Proponent's proposal should include:

- All-inclusive contract price.
- References and results to past feasibility projects pertaining to residential care and health facilities
- All-inclusive outline of proposal objectives
- Anticipated work plan to include timelines
- Innovation and Business Case

A Proponent's feasibility study would include but not be limited to the following deliverables:

- Statistical information on these demographics - younger challenged adults, seniors requiring independent, semi-independent, assisted living and full care.
- Assessment on the current care levels within the CRD.
- A gap and needs analysis of the levels of care required within the CRD.
- Assessment of potential overlap of other related services.
- Recommendations for the feasibility of a Residential Care Facility. This facility may encompass a larger Campus of Care if suitable.
- Sources of funding to design and build the Facility.
- Location and availability of land
- Sources of funding to design and build
    - Business model to include:
    - Required administration and staffing levels
    - Amenities required, and desired
    - Ancillary services
    - Financial accessibility (high to low income tenants)
- Funding models ie:
    - Private "for profit"
    - Private "not for profit"

- Government subsidized
- Combination thereof,
- Other sources of funding available

The Proposal is to include a matrix outlining each option to include:

- Facilities, equipment and other housing needs to fulfill gaps identified;
- Building design;
- Identify the economic driver for the area based on the business model options.

Proponents should consider the possibility of the healthcare facility encompassing a “Campus for Care” – a planned community providing a range of housing options and services within a single community.

Appendix B
FORM OF PROPOSAL

Feasibility Study on the Building of Healthcare Facilities in the Capital Regional District
RFP No. CRHD.2017-20

Name of Firm	
Phone Number	
Email	

Please ensure the following are included in your proposal:

Qualifications	**Evaluation Points**	
Contract Price	250	☐
Innovation and Business Case	200	☐
Outline of Proposal Objectives	150	☐
Work Plan/Timelines	150	☐
Qualifications of Firm	50	☐
Qualifications of Proponent	50	☐
Familiarity with Residential Care and Public Health	50	☐
Familiarity with Feasibility Studies	50	☐
References	50	☐
Total Points	1000	

Signature: _____

Print Name: _____

Date: _____

Appendix C
RECEIPT CONFIRMATION FORM

Please complete this form and return it within five (5) working days from receipt to:

Michael Barnes
Manager, Health and Capital Planning Strategies
Capital Regional Hospital District
625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6
Email: mbarnes@crd.bc.ca

FIRM: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

FAX: _____

EMAIL: _____

WEBSITE: _____

I have received a copy of the above-noted Request for Proposal, and (check one item)

☐ We will be submitting a proposal.

☐ We will NOT be submitting a proposal.

SIGNATURE: _____

TITLE: _____

DATE: _____