



Request for Proposal

Tejon Medical Office Building General Contractor  
Peak Vista Community Health Centers

PVCHC RFP 2021-0004

Peak Vista Community Health Centers  
3205N. Academy Blvd. Suite 130  
Colorado Springs, CO 80917

For information contact:

Tiffany Daniels

Director, Materials Management

[Tiffany.Daniels@peakvista.org](mailto:Tiffany.Daniels@peakvista.org)

and

James Doak

Director, Facilities Management

[James.Doak@peakvista.org](mailto:James.Doak@peakvista.org)

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## Section 1: Overview

Peak Vista Community Health Centers is planning to construct a one-story medical clinic, approximately 5,500 square feet, located on the southeast corner of Tejon St. and Las Vegas Street. The address is 1105 S. Tejon St. The Building will include medical, behavioral health and dental services as well as the support spaces to provide those services and will service the local community. The building site will accommodate 12 new parking stalls and associated landscaping to meet city standards. Currently the site has an existing one-story wood frame building that will be demolished and sits on a paved lot of approximately 11,700 square feet and has a 15-foot alley along the eastern edge of the property.

RTA Architects will complete the Design Development Documents on 5/14/21. These documents will be available at the project kick-off meeting. The development plan documents have been submitted as required to meet the Form Based Code zoning ordinance and will be reviewed by the Downtown Review Board and City Planning Land Use Review as required.

Peak Vista has secured a Geotechnical Report, Environmental Site Assessment, and an Asbestos Survey Report for the existing property.

### About Peak Vista

Peak Vista Community Health Centers (PVCHC) is a nonprofit, 501( c)(3) Federally Qualified Health Center (FQHC), dedicated to providing premier medical, dental and behavioral health care in a collaborative setting for people of all ages. Peak Vista is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC).

Peak Vista serves over 94,000 patients in Colorado's Pikes Peak and East Central regions through 26 (soon to be 28) outpatient centers: Family Health Centers, Dental Health Centers, Women's Health Center, Pediatric Health Centers, Homeless Health Center and Mobile Health Services Van, Convenient Care Center, School-Based Health Centers, and Developmental Disabilities Health Center. Peak Vista serves fourteen Colorado counties: Adams, Arapahoe, Cheyenne, Douglas, Elbert, El Paso, Fremont, Kit Carson, Lincoln, Park, Pueblo, Teller, Washington and Yuma Counties; and with locations in seven cities: Colorado Springs, Divide, Flagler, Fountain, Kiowa, Limon, Strasburg and the unincorporated area of Peyton, Colorado.

Peak Vista's compassionate team identifies individualized treatment plans to connect patients with additional services and beneficial resources, such as laboratory services, pharmacy, audiology, home visits for new parents, Women's Wellness Connection, Well-Child Waiting Area, and 24-hour nurse triage. Peak Vista also offers health education classes on topics ranging from diabetes management and cholesterol control to heart healthy habits and tips on sustaining quality of life and independence.

To further develop Peak Vista's sustainability and now as part of Peak Vista's mission, Peak Vista developed the Health Education Initiative. This effort includes the Family Medicine Residency program, Advanced Practice Registered Nurse Fellowship, Academic Affairs program for clinical student rotations, medical and dental assistant training programs and health care administration internships.

## Section 2: Scope of Services

The Construction Manager/General Contractor's scope of work will generally consist of the following, in addition to the terms of a modified AIA A133 Agreement between Owner and Construction Manager, and as Constructor and a modified AIA A201 General Conditions:

1. General
  - a. Regularly attend Owner, Architect and Construction Manager/General Contractor Team meetings during final phases of design and weekly during construction
2. Preconstruction
  - a. Provide estimate based on 100% DD documents
  - b. Provide milestone cost estimate update at 100% CD documents
  - c. Perform interim pricing exercises for any alternate design solutions, as required
  - d. Provide on-going value engineering guidance to the team
  - e. Competitively bid all work on the project
  - f. Agree to execute a final GMP at 100% CD
  - g. Conduct a GMP process in a completely fair and transparent manner
  - h. Work closely with Owner and Architect as a member of the Team to establish the project schedule, and provide regular updates as follows:
    - Schedule to include phase durations
    - Identify long lead items and critical path tasks
    - Evaluate site constraints, phasing, regulatory requirements, material and equipment deliveries, and workforce availability
  - i. Review the documents for constructability and prepare a formal list of comments to be reviewed and coordinated with the Team
    - The sequence of construction, efficient use of materials and labor, and construction sequencing are all to be considered in this review
  - j. On an on-going basis, make recommendations to the Team regarding documentation and constructability
  - k. Assist with permit acquisition.
3. Construction
  - a. Construct the work according to the construction documents and specifications within the scheduled timeframe. The goal is to open the building by 2/14/2022.
  - b. Maintain all relevant project archive records on behalf of the Owner such as meeting minutes, as-built drawings, specifications, submittals, RFI's, schedules and inspection reports
  - c. Prepare pay applications in accordance with contract requirements and break out billings by specific scopes of work and/or by buildings, if requested by the Owner, to accommodate the Owner's accounting system and possible multiple streams of revenue
  - d. Deliver a finished project with the highest quality workmanship
  - e. Maintain and be responsible for the project schedule with weekly updates for the Team
  - f. Be responsible for the construction budget and communicate budget status to the Team on a regular basis
  - g. Be proactive throughout the construction to minimize punch list work at substantial completion

- 4. Closeout Services
  - a. Provide warranty and closeout assistance as commonly required in the AIA contract documents.

### **Section 3. Project Timeline**

Release Request for Proposals..... May 12, 2021  
 Kick Off Meeting. This is Mandatory to participate in the RFP.

May 18, 2021, 9:00 AM

Peak Vista Community Health Centers  
 3205 North Academy Suite 130  
 Colorado Springs, CO 80917

Contractor proposal responses due..... June 7, 2021  
 Contractor Interviews..... June 10, 2021  
 Final selection..... June 11, 2021

### **Section 4. Contractor Instructions**

Peak Vista must receive responses to this RFP no later than 5:00pm PST on June 7, 2021. Proposals received after that date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one original with signatures and one electronic version to the following address:

Tiffany Daniels  
 Materials Management Director  
 Peak Vista Community Health Centers  
 3205 N. Academy Blvd. Suite 130  
 Colorado Springs, CO 80917  
[Tiffany.Daniels@peakvista.org](mailto:Tiffany.Daniels@peakvista.org)

Jim Doak  
 Facilities Management Director  
 Peak Vista Community Health Centers  
 3205 N. Academy Blvd. Suite 130  
 Colorado Springs, CO 80917  
[James.Doak@peakvista.org](mailto:James.Doak@peakvista.org)

Contractors that deviate from the format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the contractor and are not chargeable to the Peak Vista. All proposals and accompanying documentation will become the property of Peak Vista and will not be

returned.

Pre-Submittal Questions: Questions regarding the RFP may be submitted via email at [Tiffany.Daniels@peakvista.org](mailto:Tiffany.Daniels@peakvista.org) and [James.Doak@Peakvista.org](mailto:James.Doak@Peakvista.org)

RFP Amendments: The Peak Vista reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. Peak Vista reserves the right to change the RFP schedule or issue amendments to the RFP at any time. Peak Vista also reserves the right to cancel or reissue the RFP.

Rejection of Proposals: Peak Vista reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of Peak Vista Community Health Centers.

Proposal Validity Period: Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between Peak Vista and the successful contractor.

Disclaimer: Peak Vista reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation: Receipt of proposals in response to this RFP does not obligate Peak Vista in any way. The right to accept or reject any proposal shall be exercised solely by Peak Vista. Peak Vista shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the Peak Vista shall bear no financial or other responsibility in the event of such abandonment.

## **Section 5. Vendor Requirements**

The proposal shall be submitted as an original with and electronic copy and shall include the following:

Qualification submittals will be scored by a selection committee based on the criteria identified below. The most qualified candidates will be short-listed and invited to participate in an interview with the selection committee.

Please format your submittal to include the items specifically listed below. Please be thorough in addressing the items but note that the Owner is also looking for a team member that can communicate effectively and efficiently.

1. Cover Letter:
  - A. Please provide a brief (two-page maximum) introduction outlining why your firm would be the best value to the Owner and what differentiates your firm from the competition
2. Firm Qualifications (5 Points):
  - A. Provide a statement of the maximum dollar value for which your firm can be bonded and the amount your firm currently has bonded (attach a letter of confirmation from your bonding company)
  - B. Provide an Acord Format Insurance Certificate clearly listing all coverage limits typically carried by your firm

- C. Provide your firm's Interstate Experience Modification Rate for Workmen's Compensation Insurance used by your insurance carrier
  - D. Provide your firm's subcontractor pre-qualification criteria and process
3. Past Project Experience and References (20 Points):
- A. Provide three (3) to five (5) examples of similar projects, completed by your proposed team members, which demonstrate 'relative experience' as defined below. In no more than one (1) page per project, document the general scope of work, how it is relevant experience, start and completion, total project costs, and contact information (if applicable)
    - 1. Note: The selection committee will analyze the 'relative experience' of the firm and the specific personnel committed to this project
    - 2. The Owner's perception of 'relative experience' includes a combination of the following factors:
      - a. Experience with the CMGC delivery method (looking for seamless transition from preconstruction activities to construction activities)
      - b. Cost estimating
      - c. Working through a highly collaborative process
  - B. Provide a list of 3-5 references including a mixture of Owners, Architects, and Subcontractors, for projects completed or in progress within the last five (5) years
4. Firm Personnel (20 Points):
- A. Identify the project team members that you propose and include:
    - 1. Proposed Role
    - 2. Current Resume (including references)
    - 3. List of relevant projects (as defined above) completed by this individual
    - 4. Clearly state other commitments of this individual throughout the project duration
  - B. Provide a description of the project team organizational structure, clearly identifying team member's roles and responsibilities for each project phase
  - C. Any changes to the proposed team members during the project must first be approved by the Owner
5. Cost Estimate (25 Points):
- A. Provide a cost estimate
  - B. The selection committee will analyze the cost estimate based on the following criteria:
    - i. Demonstration of the ability to track multiple sub-projects
    - ii. Demonstration of the ability to compare current estimate iteration to previous iterations to analyze deltas as the project progresses
    - iii. Detailed yet simple to comprehend
6. Schedule (15 Points):
- A. Provide a proposed schedule for the project in PDF format and clearly identify all preconstruction & construction activities including submittal reviews, project buy-out, as well as discrete milestones for proposed Notice to Proceed, sub-project turnover, Substantial Completion, and Final Completion of project
  - B. The selection committee will analyze the proposed schedule based on the level of detail, economics, and appropriateness of durations and sequencing of activities
7. Project Approach (15 Points):

- A. Include a brief narrative (four page maximum) outlining:
1. Your firm's experience and approach with CM/GC projects
  2. How your team proposes to be an invaluable resource throughout preconstruction
  3. How your team proposes to facilitate seamless transition from preconstruction to construction, to guarantee the information and understanding rendered during preconstruction meetings is present during construction

TOTAL – 100 Points

## **Section 6. Evaluation of Proposals**

Proposals will be evaluated by a Peak Vista team. The team will evaluate the proposals based on the criteria below. Firms may be selected for an interview prior to final selection. Upon selection, a contract and fee will be negotiated based on the scope of work in this statement of qualifications and the fee structure submitted.

### Evaluation Factors

Selection of finalists will be primarily evaluated according to the following criteria:

1. Adherence to the requirements of the RFP, and the quality, clarity, and completeness of the proposal.
2. The selection will not be driven solely by proposed fees. The experience of the firm with the type of transactions and the ability to deliver the required services in a timely manner are the most important factors in the selection of a contractor.
3. Continuity is considered an important factor in the evaluation process.
4. Peak Vista will check the references furnished and determine the outcome of examinations by the IRS or other regulatory agencies of transactions in which the prospective finance advisor was involved.

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. Peak Vista may select other than the lowest cost solution. The objective is to choose a contractor capable of providing reliable services within a reasonable budget. All proposals will be evaluated using the same criteria. Peak Vista reserves the right to seek additional information and/or clarification from any proposer, to accept or reject any proposal to best serve its interest, or to hold the proposals for 60 days before rendering a decision.

### Notification

The selected contractor will be notified in writing or email.

### Contract Award and Execution

Peak Vista reserves the right to make an award without further discussion of the proposal submitted. Peak Vista shall not be bound or in any way obligated until both parties have executed a vendor contract. Peak



Vista also reserves the right to delay contract award and/or not to make a contract award.

## **Section 7. Terms and Conditions**

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation: The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Colorado.

Nondiscrimination: Peak Vista hereby notifies all proposers that it will affirmatively ensure that all will be afforded full opportunity to submit qualification proposals in response to this Request for Proposal and will not be discriminated against because of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability.

Insurance Requirements: The vendor awarded the contract will be subject to the Peak Vista's requirements for insurance

Workers' Compensation: The vendor shall procure and maintain for the life of the contract Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

Copyright and Confidentiality: Selected vendor shall maintain strict privacy of all Peak Vista records, data, and files (regardless of media), including any copyrighted material received from Peak Vista.