



Healing Hands Health

REQUEST FOR PROPOSAL

2024




**Renovation
225 Midway Medical Park
Bristol, TN 37620**

PREPARED FOR :
Gary McGeough

PREPARED FOR:
Helen Scott
Healing Hands Health

 423-646-4982

 225 Midway Medical Park, Bristol, TN 37620

 www.healinghandshealth.org



Request for Proposal (RFP)

CONSTRUCTION SERVICES FOR MEDICAL BUILDING RENOVATION

Healing Hands Health Center, Inc. DBA Healing Hands Health, (HHH), a 501 (c) 3 Non Profit Organization, is seeking proposals from qualified firms to provide complete construction/renovation services for our new facility at 225 Midway Medical Park, Bristol, TN 3620, location. The successful firm will be expected to provide all services as described within this document through to project completion.

TIMELINE OF THE REQUEST FOR PROPOSAL:

Timeline	
November 20, 2024	Release of RFP Documents
December 15, 2024	Deadline for submission of questions, clarifications, noted errors, ambiguities, deficiencies or request for additional information concerning this RFP. Submit to Gary McGeough via emailing: mcgeough@btes.tv
January 1, 2025	Proposals must be received by 12:00PM Eastern Time in the Administrative Offices of Healing Hands Health, 245 Midway Medical Park Dr. Bristol, TN 37620 Or email Helen Scott, helen@healinghandshealth.org . Proposals may be either in hard copy or electronic.
	Should Healing Hands Health determine that interviews are required, they will be scheduled via Zoom, with the HHH Building Committee.
January 15, 2025	Anticipated Award of Contract, Negotiation and Execution

I. PROJECT SUMMARY / TEAM OVERVIEW

Project Summary

Healing Hands Health, Inc. (HHH,) will undertake the renovation of the facility at 225 Midway Medical Park, Bristol, TN 37620 including all related demolition, utility and site work. The building is approximately 9400 SF on a single level without a basement and will house Medical

Care and Behavioral Health Services. Additional spaces will include pharmacy and lab uses as well as street-level community amenities.

This building will be an addition to and enhance the current HHH Midway Medical Park campus. It is not a replacement to any other HHH facility. The intent of the building is to integrate, complement and expand the patient services offered at the Midway Medical Campus, be inviting to the community and create a campus well positioned to address future health care needs.

Renovation for the building is currently budgeted at **\$800,000** including all demolition, site preparation and site improvement costs. The budget excludes HHH provided Interior Furniture, Fixtures and Equipment, and excludes Casework/Cabinetry and counter tops.

Project Team Members

Project owner is Healing Hands Health, Inc., Helen Scott, Executive Director. Board Member and Volunteer, Gary McGeough, has been engaged for this project working directly for HHH. During the planning and design phase, Mr. McGeough has been the HHH's representative and will be involved with the selection and management of all owner vendors for the project.

The Healing Hands Health, Building Committee consists of:

Gary McGeough - Chairman	Corey Smith
Dr. John Cowan	Kelly Robinson
Dr. Mark Webb	Courtney Coalson
Harvey Anderson	Brea Burke

II. SCOPE OF WORK *(Also see Addendum 1)*

This RFP should be based on providing complete Construction services for approximately 9400 square feet of ambulatory medical office use as described in this RFP. Occupancy is projected for **November 2025**. Construction should include the following;

Programming

- a) Review responsibilities, schedules and procedures with the owner's representative.
- b) Review Master Site and Facility. Provide preliminary comment on project requirements provided by owner and discuss any updates including existing and projected personnel, clinical uses, etc. and validate the project parameters.
- d) Assist the owner's representative with preliminary project budget development

Design Development

All tasks and services below pertain only to the building renovation at 225 Midway Medical Park, Bristol, TN.

- a) HHH has prepared and shall include design development plans and details, fixing dimensions and providing details for the architectural, technology and lighting solutions.
- b) HHH has developed a finish presentation that includes all materials, finishes, and colors for the space. Any changes or suggested alterations shall be reviewed with the owner, secure approvals, and provide finish boards for owner's use.

- c) HHH has developed a Life Safety plan as needed for this design phase.

Construction Documents

All tasks and services below pertain only to the renovation of 225 Midway Medical Park, Bristol, TN.

Refer to Addendum 1 for Notes, Instruction, Observation, Details, and Unknowns.

- a) HHH has developed design/renovation documents, all necessary demolition, site, architectural, structural, plumbing, electrical, mechanical, fire protection and technology drawings necessary to obtain proper permitting and construct the project. It is acknowledged that limited construction information is available depicting the original construction design, and subsequent additions and alterations. Contractors shall contact HHH, Gary McGeough, for any design information needed to develop the approach to resolution of any issues.
- b) Contractor shall coordinate documents and specifications with all subcontractors and disciplines.
- c) Where construction drawings are not available, contractor shall contact HHH for additional assistance.
- d) Assist in the submission of the building permit application including architectural and engineering certificates as required.
- e) Modify construction documents as required to reflect value engineering and owner requirements, post bid process.

Construction Phase

- a) Attend weekly Owner/Constructor coordination meetings and make periodic site visits to observe the progress of the project
- b) Review shop drawings and submittals in a timely manner; maintain documents logs
- c) Review and prepare change requests and change orders for owner approval
- d) Review and certify constructor Applications For Payment; review and confirm lien waivers
- e) Assist owner's project manager with funding source reports and documentation
- f) Provide affidavits as required
- g) Assist in generating the punch list and review efforts to resolve punch list items
- h) Collaborate with the owner's project manager in project close-out procedures, including review of all warranties and owner's manual submissions. Provide Certificate of Substantial Completion.

Furniture, Fixtures & Equipment (FF &E) Procurement

- a) Healing Hands Health (HHH) shall review Master Site and Facility final space requirements to determine types, sizes and quantities of furniture and equipment required for the project
- b) HHH shall develop preliminary furniture selections and arrange for physical samples to be provided for testing as required
- c) Develop comprehensive budget for all FFE based on furniture and furnishings selected
- d) Prepare complete specifications for all FFE required for the project, including location plans, item descriptions, manufacturer and model numbers, finishes, and procurement requirements for use by the owner
- e) HHHH shall review FFE items in place and develop a punch list; assist with efforts to resolve punch list items

Other

- a) The contractor's team should include all necessary contractors and subcontractors to provide full services for all portions of the project. These are to include but are not limited to site, civil engineering, architectural, landscape, interior design, mechanical/electrical/plumbing engineering (including HVAC, fire alarm, fire suppression systems), structural engineering, A/V consultants, code consultants and any other consultants adding value and expertise to the project.
- b) Selected A/E team must collaborate with all owner vendors including but not limited to: commissioning agent, technology consultants, furniture vendors, security equipment vendors, computer networking vendors and the construction management firm.
- c) The A/E team may be required to participate in community presentations in support of the project, and may be asked to attend meetings with funders, local officials and other stakeholders during the planning and implementation phases.

Project Schedule

Upon selection, the Contractor's team will be required to develop a project timeline for their work from the start of the project through the completion of construction. The selected contractor will work collaboratively with the owner's representative to develop a phased approach to the implementation of the project that optimizes funding availability and accommodate all local approvals. It is anticipated that the entire duration of the planning, design and construction of the project will be approximately nine (9) months.

PROPOSAL SUBMISSION CRITERIA

Qualifications Submission

- a) Provide a Letter of Introduction including company history/expertise and outlining the primary firm's qualifications for this project. Any team structure or partnering should be fully detailed and the individual roles of each firm described.
- b) Provide a brief description of five (5) projects of a similar size and involving a similar scope of services. Include examples of community health centers and/or ambulatory medical office buildings, if any, successfully completed within the past 5 years. Please indicate:
 - 1) Year completed
 - 2) Type of construction
 - 3) Cost of construction and square footage
 - 4) Reference contact name, physical address, email address and phone number
- c) Demonstrate experience providing services to non-profit organizations or public entities; highlight experience working with volunteer boards and committees, and promoting community engagement.
- d) Describe complete team composition, including a listing of all consultant firms and a description of their role on the project. Include resumes for key personnel of each firm that indicate comparable projects completed while with the submitting firm.
- e) Provide documentation that addresses company values, as well as experience working with underserved communities.
- f) Provide a statement regarding your firm's current workload and how it may impact your ability to handle this project over the nine (9) month construction period.
- g) Describe any other value-added services that may be provided
- h) List all litigation your firm or any of its principals may have been involved with in the past five (5) years, including litigation's status and /or resolution.

Fee Proposal

- a) Provide a Fee Proposal as a lump sum for designated services. Fee break-down should be provided as follows:
 - 1) Pre-construction, Design and Construction Documents Phases
 - 2) Zoning Approval and Permitting
 - 3) Bidding and Construction Administration Phases
 - 4) FFE Selection and Specification
- b) Provide a list of hourly rates for all key personnel categories
- c) List anticipated reimbursable expenses with associated costs

Contract & Billing

The contract will be entered into directly between Healing Hands Health and the selected construction company.

The final fee will be negotiated with the selected firm based on the scope of the project and the fee proposal submitted. Invoices should be submitted on a monthly basis, directly to Healing Hands Health. Copies of all invoices must also be provided concurrently to Mr. Gary McGeough, HHH Representative, for review and approval. Failure to submit invoices to the HHH Representative, may result in a delay in payment.

Insurance

Upon submission of the bidders Proposal, bidder is required to provide a current certificate of insurance with an Insurance Carrier rated “A” or better by “AM Best”, naming Healing Hands Health and the OPM as additional insureds. Insurance limits shall be no less than the following:

Workers Compensation	Statutory levels
Employers’ Liability	\$500,000 each accident
\$500,000 each employee disease	\$1,000,000 limit for disease
Commercial General Liability	\$1,000,000 bodily injury/prop damage \$1,000,000 personal & advertising injury \$2,000,000 general aggregate
Automobile Liability	\$1,000,000 comb single limit each accident
Professional Liability	\$1,000,000 each occurrence \$2,000,000 aggregate

RFP General Terms

- 1) Acceptance of Proposal, Healing Hands Health, Inc. reserves the right to reject any and all proposals and to waive formalities, if, at its discretion, the interests of Healing Hands Health, Inc. will be best served thereby.
- 2) Healing Hands Health, Inc.- reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. Proposed fees will be considered in conjunction with the evaluation of qualifications and experience.
- 3) If there is any conflict between these documents and the proposal, these documents shall control.
- 4) Healing Hands Health, Inc.- reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.

- 5) No Responding Vendor shall have a right to make a claim against Healing Hands Health, Inc. (HHH). in the event HHH accepts a proposal or does not accept any proposals.
- 6) Nondiscrimination: Responding Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.
- 7) Debarment and Suspension: Responding Vendor warrants and represents that neither it nor its principals, employees or agents who would perform services under this RFP are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.
- 8) Proposal Modification: Modification of proposals once submitted will be allowed if notice is given in writing prior to the date/time stated for final submissions.
- 9) Responding Vendors shall cite specific terms and conditions to which the Vendor takes exception. The Vendor shall state the exact requirement to which exception is taken. Any cost impact associated with an exception shall be identified and included in the proposal.
- 10) All proposals submitted shall be valid for 6 months, or until the contract is signed, whichever comes first.
- 11) All materials submitted in response to the RFP become the property of HHH. If there is any concern about confidentiality, mark the appropriate pages of your response "Confidential." HHH will attempt to honor all reasonable requests for vendor confidentiality.

Healing Hands Health, Inc CONTACT:

Helen Scott, Executive Director,
245 Midway Medical Park
Bristol, Tennessee 37620
Phone: 423-360-5192 (cell)
Email: helen@healinghandshealth.org

Gary McGeough, HHH Representative,
Phone: 423-646-4982, (cell)
Email: mcgeough@btes.tv

Attachment 1: Contracting and Additional Notes

Healing Hands Health, acknowledges that there are a number of issues, designs, construction details, and unknowns that will have to be addressed, and that can provide for judgement and experience assumptions to fully develop this Request for Proposal. Some of those details which you will not find on the design drawings, will be summarized herein:

Healing Hands Health Direct Contracting - For the purposes of this Request for Proposal, HHH will be contracting directly with certain companies to accomplish modifications/renovations that should be considered outside this proposal. These direct contracted companies will require the cooperation and coordination of the prime contractor. Those direct contracts will be as follows:

- **Information Technology** - General IT Design and Location, Computers, Phones, Low Voltage wiring, Equipment Connection, and Testing.
- **Security and Fire Safety** - General Design, Equipment, Location, Alarms, Wiring, System Testing
- **Tree Cutting Services** - Cutting and Removal of a number of trees as per HHH requirements
- **Cabinetry/Casework** - HHH shall solicit quotes and manage the design and installation directly with the Cabinet Company.
- **Furniture, Fixtures, and Equipment** - HHH Shall handle the design, selection and procurement of all FFE goods and materials.

Additional Design/Renovation Requirements not specified in the Renovation Drawings.

- **Sound Insulation** shall be installed within all Exam Rooms, Procedure Room, Counseling Room spaces.
- **External Siding** shall be inspected and repaired as agreed by the Owner's representative.
- **Installed Heating, Ventilation, and Air Condition** System shall be examined and internal and external duct work repaired/rejuvenated as necessary. Heating and Cooling equipment shall be removed and replaced with new, comparably sized units. Internal Exhaust and Intake duct work may have to be moved as per the construction of new work spaces.
- **Existing Sprinkler System**, Sprinkler heads may require relocation based upon changes in room and workspace design and location.
- **Electrical Changes** - HHH will require all new lighting as set forth on the "Lighting Plan", page A105. All other electrical requirements shall be to remove unwanted wiring, consoles, and any other speciality installation and return wiring, switches, outlets and any other requirements to standard and local code requirements as necessary.
- **Plumbing Renovation** - HHH will require water and drain lines in all Exam Rooms, Procedure Room, Triage Room, Restrooms, Medical Lab, Kitchen, Laundry and Medications areas. There are design drawings for early construction, however information pertaining to the building additions and alterations are not clearly defined. Some research and probing maybe required for this renovation.
- **Sinks and Restrooms** - Contractor will be responsible for the installation of sinks, waterlines, drains and any other installation/connection required to allow such utilities to be fully functional.
- **Suspended Ceiling** - All suspended ceilings shall be grid type. To make certain spaces are consistent, suspended ceilings shall be installed where they do not presently exist. Refer to the "Lighting Plan", Page A105.

- **Covered Walkway** - A walkway shall be constructed to connect the lower level of the 245 Midway Medical Park building with the 225 Midway Medical Park building as shown on Page A107. Such walkway shall be constructed utilizing the same design details of the present walkway along side the 225 Midway Medical Park building.

Additional Reference Material - HHH has copies of the current electrical wiring plan, and the HVAC plan, utilized for the most current alteration to assist in sorting through the renovation requirements.

