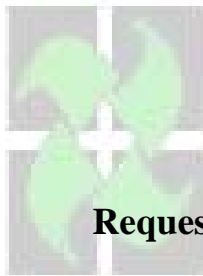




1700 Cogdell Blvd., Snyder, Texas 79549  
325-573-6374



**Request for Proposal for Owners Representation Services**

Cogdell Memorial Hospital  
March 13, 2009

## PROJECT DESCRIPTION

### SCOPE:

The scope of work for this project is to build a new 49 bed hospital complete with all outpatient services including:

- Inpatient beds
- ICU unit
- Labor and delivery services
- Radiology including CT, MRI, ultrasound and mammography
- Laboratory
- Cardio/pulmonary services
- Physical therapy
- Emergency
- Dietary / dining
- Pharmacy
- All other support services

In addition the project will include a medical office building, assisted living and possibly a dialysis center.

The decision making process will involve input on the location for the new facility, use of existing structures and cost saving ideas. External factors should be included such as distance from existing competing hospitals, service area, access and the population growth. The primary consideration in picking partners architect, project manager and construction manager at risk to design and build the facility. The design will be based on your perception of the future for hospitals and the nature of healthcare services to serve our service area population for the next 20 - 30 years. The chosen team will be able to present a picture of how the design facilitate the changes in medicine delivery with the major advances just around the corner.

The first phase of the work will be to survey the existing facility to determine feasibility to utilize all, any or none of the current infrastructure. This will entail detailed evaluation of all buildings and acceptability of the current location. A complete report will then be prepared and presented to the board of directors with recommendations for the above. This will detail choices and the pro's and con's of each alternative including anticipated cost differences.

## **BACKGROUND:**

Cogdell Memorial Hospital (CMH) was established in the early 1950's and the current buildings were built in three stages. The first was early 1950's, the second was late 1950's and the third was in late 1970's. The emergency department was renovated in 2001. Most of the infrastructure dates back to the original building. The Hospital has been owned for most of its existence by Scurry County. However that all changed on June 23, 2008 when the citizens voted to establish a hospital district to take over ownership. The promise to voters included building a new facility and paying for it with cash from the tax monies generated. Each year for the next four years a portion of tax dollars collected will be set aside to pay for the construction. At the end of that time the building project should be complete and totally paid. No financing will be required and the project will proceed as expeditiously as is practical. The chosen architectural firm will survey the existing facility and location and make recommendations whether to utilize any or none of these buildings and to recommend the appropriate location to build, if that is determined to be the better idea.

## **PROPOSAL SUBMITTAL GUIDELINES**

Firms will be evaluated on the basis of overall experiences, depth of resources, and proposed fee.

It is imperative that proposals be completed and contains the information requested. In the interest of performing a thorough and timely evaluation of all proposals received, all proposals should be submitted in the following tabbed format:

### **A. TEAM:**

Identify the team proposed to provide Owner's Representation Service for CMH. Include the name of the individuals who will be assigned to the project, their proposed responsibilities, general qualifications, and number of years serving the healthcare industry.

### **B. EXPERIENCE**

Identify several of the most recent or on-going engagements in which your firm has provided Owner's Representation service. Of particular interest will be engagements that demonstrate a broad spectrum of skills for addressing challenges in healthcare capital facilities delivery. The following information is requested on each engagement/project

- Hospital name and address
- Name of parent system, if applicable
- Profit or Non-Profit Status
- Bed Capacity of Hospital
- Total cost/budget
- Engagement/Project description (describing engagement/project to include scope of services provided and capital facilities project information)
- Key personal from your firm involved in the project and their roles
- Client Reference (name, position, address and telephone number)
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### **C. APPROACH**

Identify and discuss your firm's approach to Owner's Representative Services in general, and to discuss this project in particular.

List examples of the value added benefit you will provide with example and contacts.

Describe any special challenges or issues that may impact the overall program delivery.

Describe any/and all instances of litigation your firm has been involved in over the past 5 years.

### **D. PROPOSED FEE STRUCTURE**

Provide a proposed fee in the form of a lump sum or monthly fee based upon the anticipated schedule for the entire program. Fees should be exclusive of reimbursable expenses.

### **DUE DATE**

Please submit 4 copies of the RFP to the following distribution list:

Cogdell Memorial Hospital  
 Attn: Evan Moore  
 1700 Cogdell Blvd.  
 Snyder, Texas 79549

**All response shall be received not later than the 10:00 am Friday, April 17, 2009.**

## **ACCESS TO FACILITIES**

Site visits and contact with Cogdell staff must be scheduled in advance during the consultant selection process. Specific questions should be submitted in writing or via electronic e-mail to [cmh.emoore@cogdellhospital.com](mailto:cmh.emoore@cogdellhospital.com)

## **SELECTION INFORMATION**

The evaluation of proposals will be conducted in the following manner:

Cogdell may select limited number of firms to be interviewed. Firms selected for interviews will be chosen based upon materials in their submittals that are deemed to be of interest to and advantageous to us. Consideration may also be given to any additional information helpful to hospital. The purpose of the interview is to answer questions related to the submittal, ensure and understand of the objectives and meet the project team members being proposed by the consultant.

## **COMPLETENESS OF SUBMITTAL**

Any submittal that does not contain each element described in this RFP, fully completed, initialed or executed, as appropriate, may be judged to be incomplete and may not be considered further.

## **OTHER CONSIDERATIONS**

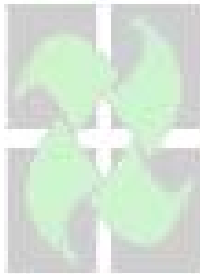
Cogdell reserves the right to reject any or all proposals and to waive any informality in qualifications received whenever such rejection or waiver is in the interest of Cogdell. All material submitted shall become the property of Cogdell and will not be returned. It is understood and agreed by the submitting firms that submittals, interviews, etc. are voluntary and the Cogdell and/or their employees, agents, etc. are responsible for any compensation and/or other commitments associated with submittals or interviews.

Due to the potential for conflict with other current or future project delivery team members, the firm selected to provide owner's representation services will be excluded from competing for other services required by CMH. These services include planning, design, construction, construction management, third party development services, financing or other as may be required.

## EVALUATION CRITERIA

The major categories which compose the evaluation criteria include:

- Completeness of proposal in responding to the information requested in the format outlined
- Current and past experiences and performance in providing similar services for other healthcare providers and results for value added services.
- Experience building with renewable energy sources
- Qualifications and relevant experience of key personnel
- Probable responsive to CMH and availability to perform the work
- Proposed fee
- Ability to meet the Schedule:
  - Fall 2009                      Completion of Plans
  - December 2009              Groundbreaking
  - October 2011                Occupy MOB
  - January 2012                Open new Hospital



## CALENDAR OF EVENTS

Request for Proposals Issued	Friday, March 20, 2009
Proposed due	Friday, April 17, 2009
Interview with Short-List (if required)	April 20 <sup>th</sup> , 21 <sup>st</sup> , and 22 <sup>nd</sup>
Presentation / Selection of Firm	Thursday, April 23 <sup>rd</sup>