

Johnson County Rural Health Care District

REQUEST FOR PROPOSAL

Emergency Services Facility Construction Project Design Consultant – Project Architect/Engineer

This is a project to construct a building that will house ambulances, office space, training area, and living quarters for EMS personnel.

Closing Date and Time: August 18, 2023, 5:00pm MT

Point of Contact: Marilyn Connolly, mconnolly@jcrhcdwy.gov
Johnson County Rural Health Care District Board Member

JULY 21, 2023

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
PO BOX 1240 BUFFALO, WY 82834
MCONNOLLY@JCRHCDWY.GOV

BACKGROUND

Johnson County Rural Health Care District (JCRHCD) was formed in the early 1990s as a mechanism to provide funding to support local ambulance services. The JCRHCD major funding comes through a mill levy, mobile machinery fees, and billing receipts.

There are two ambulance services in Johnson County. Kaycee Ambulance Services is in southern Johnson County and Buffalo EMS LLC. is in northern Johnson County. The Kaycee Service operates in a facility owned by the JCRHCD. Buffalo EMS operates in a facility owned by Dave Harness, Harness Funeral Home.

Recently, land was purchased at 790 Volunteer Lane, Buffalo Wyoming to begin the process of constructing a JCRHCD owned emergency services facility to house ambulances, office space, training area, and living quarters for EMS personnel.

The JCRHCD is seeking a qualified Consultant to provide architectural/engineering services for the design, engineering, and construction of an emergency services facility. The JCRHCD will hire an architect/engineering firm and with their assistance proceed to hire a general contractor. The architect and general contractor will work together to complete the construction documents and establish a guaranteed maximum price.

The project will be funded through federal, state, and local sources which include JCRHCD funds, Mineral Royalty Grant Funds, and an ARPA grant.

SCOPE OF SERVICES

The scope of work includes site preparation, core sampling, utilities, proposed 60' X 100' building and parking.

1. Review and validate draft conceptual design
2. Prepare and develop detailed design drawings and documents for structure, mechanical, and electrical systems. Review and confirm ADA rules and all code requirements.
3. Prepare final construction documents consisting of Drawings and Specifications to be used for public bidding. Bidding documents shall be coordinated with and include work from other consultants that may be required such as site hydrology, drainage, and utilities.
4. Assist the Rural Health Care District in establishing and implementing procedures for the bidding process. Assist with the distribution of all bid documents.
5. Assist Counsel with construction contract documents.
6. Assist in providing administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and the Rural Health Care District.
7. Monitor and inspect all work in progress to ensure the quality of the work and compliance with the contract documents.
8. Assist with close-out activities such as close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

9. Must be able to work with the State Fire Marshal Office

All construction will need to conform to the adopted building codes of the City of Buffalo as well as applicable requirements of the State of Wyoming. Federal and State grant award guidance and procedures must be followed.

BUDGET CONSIDERATIONS/LIMITATIONS

Total design and construction budget estimate for the project \$1,300,000.00. This amount is broken out below:

Local Funds: \$425,000
State Funds: \$425,000
Federal Funds: \$450,000

PROPOSAL CONTENT

The following elements must be included in each proposal:

1. Cover Letter- include the firm's legal name, the principal(s) of the firm, address, telephone number, and principal contact email address.
2. Project Execution – explain how your firm would staff the project to achieve each element outlined in the scope of services, and approximate timeline for completing the review, and report on results.

INQUIRIES

Prospective Consultants may make inquiries concerning this RFP or to obtain clarification of requirements. Send inquiries to the attention of:

Marilyn Connolly, JCRHCD
PO Box 1240
Buffalo, WY 82834
mconnolly@jcrhcdwy.gov

Please include the following reference on the face of your envelope or email as subject of your request:

Johnson County Rural Health Care District
Emergency Services Facility Construction Project

Response to inquiries will be made in writing by the JCRHCD in a timely manner to all known prospective Consultants. All changes to RFP must be in writing to be valid.

DELIVERABLES

Responses should be submitted in Microsoft Word format or PDF format. Electronic versions are mandatory. In addition to the mandatory electronic version, five signed copies of the RFP must be sent to the below address. The electronic format and five (5) original signed copies of the RFP Response will be accepted up to but no later than **August 18, 2023, 5:00 PM. MT.**

The packet shall be mailed to the following address:

Johnson County Rural Health Care District

Britni Camino, JCRHCD, Chairperson

PO Box 1240, Buffalo, WY 82834

Proposal must be submitted and sealed in a package showing the following information on the envelope:

Consultant's Name

Johnson County Rural Health Care District

Emergency Services Facility Construction Project

Box 1240, Buffalo, WY 82834

August 18, 2023, 5:00 PM MT

SELECTION

A selection will be made to that Consultant whose proposal, conforming to this RFP who, in its sole and absolute discretion, most completely meets the Johnson County Rural Health Care District (JCRHCD) needs. The JCRHCD reserves the right to waive any irregularities or informalities and to select a consultant in the best interests of the organization.

Packets will be opened and firm selected at a legally scheduled public meeting.

RFP CANCELLATION/ RIGHT OF REJECTION

The JCRHCD reserves the right to cancel this RFP at any time, without liability or penalty. JCRHCD reserves the right to accept, reject, or request changes in proposals. If necessary, the JCRHCD will work closely with the selected firm to develop or refine a detailed scope of work, a schedule for completion of tasks, and cost associated with the completed work.

INCURRING COSTS

The JCRHCD is not responsible or liable for any cost or expense incurred by any Consultant in preparing its RFP Response.

NON-DISTRIMINATION

The Consultant shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination based on race, color, religion, national origin, age, sex or sexual orientation.

PARENT COMPANY

If a Consultant is owned or controlled by a parent company, the parent company name, main office address, and parent company's tax identification number shall be provided in the RFP Response.

GUARANTEED MAXIMUM PRICE DETERMINATION

The Consultant selected will be part of the team responsible for detailing the method and schedule for establishing the guaranteed maximum price for the project. Details within the qualifications should include the approach used to establish the guaranteed maximum price including methodology, schedule, and significant milestones (ex. Deliverables and actions for certain percentages of plan completion).

CONFLICT OF INTEREST

Each Consultant shall submit a written statement of either a conflict or no conflict of interest. Conflicts of interest shall be defined by Ethics and Disclosure Act, Wyo. Stat. Ann. § 9 13 101, et seq., as amended.

WYOMING STATE PREFERENCE

The Consultant will be required to follow all the procurement and preference requirements found in W.S. § 1-1-113 and W.S. § 16-6-101, et seq. These standards shall likewise govern the selection of the Design Consultant.

LATE PROPOSALS

Late proposals will not be accepted. It is the responsibility of the bidder to ensure that the proposal arrives prior to **August 18, 2023**.