



**MEMORIAL HOSPITAL
OF LAFAYETTE COUNTY**

Memorial Hospital of Lafayette County
Qualifications Based Selection

800 Clay Street
Darlington, Wisconsin

Request for Proposal:
Architectural & Engineering Services

January 31, 2022

Proposals Due

February 21, 2022

Interviews

February 24, 2024

Architect & Engineer Selection

March 4, 2022

Request For Proposal: Architectural Services

I. Proposal Summary

Memorial Hospital of Lafayette County (MHLC) is using a Qualifications Based Selection (QBS) process and soliciting proposals to provide Architectural Services (AS) for their new critical access hospital and clinic. The selected architectural firm will provide their services in a collaborative environment with MHLC and the Construction Manager (CM).

The selected architectural firm will contract directly with Lafayette County d/b/a MHLF (the Owner).

This project will be utilizing county funds and USDA financing and will be subject to obtaining adequate USDA financing and closing the purchase of the Property.

Preliminary timeline and other information can be found in the link below.

<https://express.adobe.com/page/ttJSwJ80BYOqW/>

II. Project Description

1. Site Location

The intersection of WI State Hwy 23 and WI County Hwy K
Darlington, WI 53530 (the
"Property")

2. Project Size

A new hospital and clinic ("Hospital") of approximately 80,000 SF with approximately 24 beds, outdoor staff/visitor parking and a helipad. It will include dedicated areas for Administration, Clinics, Diagnostic Imaging, Dietary, Emergency, Eye Clinic Lanes, Laboratory Medical/Surgical Nursing Unit, Pharmacy, Rehabilitation, Retail Eye Shop, and a Surgical Services. In addition to the Hospital the project will include a secondary building of a standalone garage at approximately 3,000 SF for maintenance storage.

This project will be utilizing county funds and USDA financing and the Architect shall comply with all requirements of the USDA.

3. Preliminary Project Schedule (tentative & subject to change)

Preliminary timeline and other information can be found in the link below.

<https://express.adobe.com/page/ttJSwJ80BYOqW/>

III. Overview of Architectural Responsibilities

1. Design Responsibilities

The Architect shall provide all services necessary to prepare building shell and core and interior build-out, including but not limited to Programming documents, Schematic Design documents, Design Development documents, Construction Documents, and Construction Administration for all architectural, structural, mechanical, electrical, fire protection, landscape, and civil work, helipad design, and medical equipment planning for the Projects. To expedite the project schedule, issuing multiple design packages will be required and should be included in the design fee structure. In addition to engaging a Construction Manager, some work may be contracted directly by the Owner. The Architect will be responsible for coordinating any state health/licensure review requirements as required.

2. Schematic / Design Development Services

The Architect will provide design services to prepare Schematic Design and Design Development documents for all architectural, interior design, structural, landscape, civil, helipad design, and medical equipment planning, the electrical, mechanical, and fire protection work, including the following:

- Organize and distribute work in a timely manner, including project-related research, conferences, correspondence, presentations, meeting minutes and progress reports.
- Develop a detailed architectural design, focusing on building size, appearance and form, as well as coordination with the engineering systems and owner-supplied equipment through sketches, two-dimensional drawings of plans, elevations, sections, certain critical construction details and perspective drawings. Utilization of BIM/Revit models/systems for development of the documents will be expected.
- The Architect will be expected to provide time for MHLC review and sign off at each level of document development.
- The Architect will provide the MHLC with alternatives in terms of design, materials and systems as well as value engineering suggestions necessary to achieve the budget and make major material selections.
- The Architect will be responsible for acquiring preliminary approval from all governing authorities for code requirements.
- The Architect shall lead MHLC and the project team through the city/county/state/utility planning and approval process as required, and develop a list of all applicable city/county/state/utility fees, impact fees, etc.
- The Architect shall confirm all utilities required for the project are available to the building and can meet capacity required, size the utilities as required for the project, and coordinate with the utility providers to obtain utility service.
- The Architect shall work with the Geotechnical Engineer (contracted via MHLC) to determine the best design solution for the structural design of the project.
- Prior to the RFP due date, MHLC will have selected a CM for the project. The Architect, CM, and other sub-consultants are expected to work as an integrated team and participate at the conclusion of each design stage in a comprehensive design review and pricing meeting to discuss alternative materials, methods and value engineering to maintain a project budget. Distribution of the design stage documents prior to the meeting to allow time for review/study of the documents by the team is expected. Meeting minutes shall be issued within five days by the Architect for these meetings.
- It is anticipated that conceptual, preliminary, and/or some other level of site plan approval will be required by authorities having jurisdiction. The Architect shall accelerate completion of the civil/site plans as required as to not hinder progression of the development process.
- Provide a colored building rendering and site plan of the project, for use in marketing materials.

- Schematic Design Stage (SD) documents shall include dimensioned architectural base sheets with final structural grids, shear wall locations, double line floor plans with door locations/swing/sizes, elevations for all sides of the building, roof plan, generic finish schedule, furniture layout, and outline specifications for major systems such as structure, roof, walls, mechanical, plumbing, electrical, IT/security, fire protection, etc. See Exhibit A SD requirement.
- Preparation of a Design Development (DD) package sufficient to issue to the Construction Manager for detailed pricing. Design Development Stage documents shall include building sections, complete site and grading plans and specifications, landscape/irrigation plan, complete building exterior components, elevator detail, casework/millwork locations, complete utility design, complete site lighting, complete foundation plan, primary structural design, major mechanical and electrical equipment and component design and equipment schedules, ceiling plans, color schedules, furniture layouts, IT layouts, presentation and approval of interior design/furniture components, and door/hardware schedule. See Exhibit B DD requirements.
- In order to accelerate the commencement of construction, MHLC will likely desire to issue an Early Release Package at completion of the Design Development Stage documents. This package will likely include the final sitework/grading plan, final foundation plan, final under-slab and on site utility layout, and all applicable specifications required to commence early construction prior to completion of the Construction Document Stage documents. The Architect shall work with authorities having jurisdiction in order to obtain all necessary permits and approvals to start early construction.
- Gross and Useable square footages are to be provided by the architect at the conclusion of each design stage.

3. Construction Documentation Services

In the Construction Documentation phase, the Architect will provide services necessary to prepare drawings and specifications for construction based on owner-approved Design Development documents. Interior design services will include coordination of all Owner Furnished Equipment including major medical equipment, surgical equipment/booms, imaging modalities, OH lights, etc. These services include, but are not limited to:

- Coordination of all architectural, civil, interior, landscape design, structural, IT/security, mechanical and electrical engineering work including the incorporation of all Owner-supplied equipment to complete the project site, core, and shell. All items and components shall be graphically represented in enough detail to allow the contractor to complete the project.
- Preparation of Architectural construction documents from the approved Design Development drawings with plans, elevations, sections, site work, interior and exterior building/site signage, and details, plus notes and schedules illustrating the design, location, size and dimensions of each Project component and the parts thereof, for the purpose of construction. All drawings need to be referenced and coordinated amongst the design team members.
- Preparation of Civil and Landscape construction documents to graphically represent features dealing with on-site improvements of utilities, roadways, storm water drainage, grading, excavation, compaction, shoring, underpinning, retaining walls, parking lots, landscaping and site signage. These services include but are not limited to; the engineering calculations which establish the size, shape, dimension and capacity of the work involved.
- Preparation of Structural construction documents, which shall occur in concert with the architectural working drawings, will graphically portray the complete structural concept of the Project and include details, schedules, notes and information necessary to facilitate construction. These services include, but are not limited to, the preparation of the engineering calculations which establish the size, dimension and capacity of foundations, structural reinforcing walls, columns, beams, floors and roof structures.

- Preparation of detailed engineering calculations and construction documents for the Heating, Ventilating, Air Conditioning, and Plumbing Systems; as they relate to the approved architectural design and engineering analysis. These drawings will establish the size, shape, dimensions and capacity of the various HVAC elements involved. Mechanical working drawing services shall include all plans, sections, details, schedules, diagrams and notes necessary to construct the mechanical work. Incorporate an automated Building Management System to monitor and control HVAC systems in the building.
- Preparation of the detailed engineering calculations and construction documents for Electrical work, as defined by the approved Design Development architectural design and engineering analysis shall be provided to the design team. Size, location and capacity of the various elements involved shall be derived from the aforementioned approved Design Development documents. Electrical systems shall include power acquisition, power distribution, interior and exterior lighting, telephone and other communication systems (including data), low voltage system, card access, security/CCTV system, nurse call, telemetry, overhead paging (other medical low voltage) fire alarm system, direct current applications, emergency lighting and special effects lighting. Electrical working drawing services include plans, sections, details, schedules, diagrams and notes necessary to construct the electrical work.
- Preparation and coordination of Interior construction documents, finish schedules, material selection boards to represent graphically with plans, sections, details, schedules and notes all information necessary to provide finish materials and color selections.
- Provide assistance in review and modifying of general conditions and supplementary conditions of the contract for construction, which are normally standardized provisions of the construction contract.
- Provide specifications which complement the working drawings, to amplify and further describe materials, systems, methods of construction, performance and quality requirements, as well as tests to verify performance of all the components of the Project.
- Specify UBC Special Inspections and Testing requirements.
- Perform quality assurance checks and overall coordination of all architectural/engineering disciplines and consultants and check all documents for zoning and code compliance.

4. Bidding Service

Following the Owner's approval of the construction documents, the Architect will provide services necessary to assist the Owner and/or CM in obtaining bids or negotiated proposals. Other services include responding to questions from bidders, participation in bidders' conferences, and preparation and distribution of addenda documents.

5. Construction Administration Service

In the construction administration phase, the Architect will provide the following services which include, but are not limited to:

- Provide construction observation services, including weekly visits to the site to generally monitor the progress and quality of the work and to determine, in general, if the work is in conformance with the contract documents. Architect will be responsible for issuing site meeting notes within 24 hours of site meetings.
- Review and certification of all contractor Payment Applications.
- Receive, promptly review, and approve all shop drawings, samples, materials submittals and other submittals required by the contract documents.

- Review reports generated by testing agencies for compliance with the requirements of the contract documents for materials or procedures.
- Develop a comprehensive punch list of items to be completed or corrected and assist Owner's Representative in determining partial contract sum to be retained until final completion. Services include detailed follow-up inspection and comparison of the work with original punch list.
- Provide "Record Drawing" plans, incorporating all architectural and engineering changes throughout the Project. Record Drawing plans to be delivered to the Owner in the form of: a) PDF (2 disks), and b) CAD (2 disks). Update contract documents with contractor as built drawings and provide a final clean copy in CAD.

PROPOSAL FORMAT

I. General Information

1. Firm profile
 - Company name
 - Years in business
 - Firm overview and statement of qualifications
 - Identify the office that would be handling the project
 - Provide the same as above for any delegated design work, ie civil, structure, MEP
2. Please list at least three similar critical access hospital and clinics. For each project, include the following:
 - The date of completion, a brief description of the project, total square footage, the project designer/planner and project manager.
 - List references and contact information.
 - Was the project completed on time and within budget?
3. Identify your rural healthcare experience and how it relates to this project.

II. Experience

1. Please list at least three similar critical access hospital and clinics. For each project, include the following:
 - The date of completion, a brief description of the project, total square footage, the project designer/planner and project manager.
 - List references and contact information.
 - Was the project completed on time and within budget?
2. Identify your rural healthcare experience.
3. Identify your USDA funding experience. Please provide list of USDA funded projects your firm has been a part of over the last 10 years

III. Team

1. Please submit resumes and references of your proposed Project Team. Include relevant project experience, contact names, telephone numbers, and anticipated level of involvement and commitment for each of the proposed Project Team members. Provide an organizational chart for the project.
2. At a minimum, please include the following individuals:
 - Principal in Charge
 - Project Manager
 - Project Architect
 - Lead Interior Designer
 - Proposed consultant's/engineering firms

IV. Approach

1. Please describe how your team will approach the design relative to:
 - Patient Experience and Satisfaction
 - Practical Design Solutions

- Adaptability for the Future
 - Collaborative Care
2. Please describe how your firm/team will:
 - Interact with MHLC's hospital team;
 - Incorporate Lean methodologies within the transition from programming to schematic design and throughout the design process ensuring efficiency in the design;
 - Address and/or include concepts such as collaborative & universal care; modularity; improved efficiency and provider productivity; enhanced patient experience; adaptability for the future; and management of population-based health;
 - Identify Innovative design concepts that you would recommend to save costs and or expedite the project schedule. (Prefab, modular systems, etc.);
 - Describe your firms' capabilities and experience with virtual meetings and design sessions.

V. Fees

1. Provide a lump sum cost for all required architectural and engineering services based on the construction cost of \$35-\$40 million.
 - a. Provide a breakout price for each design discipline ie civil, architectural, interiors, structural, MEP.
 - b. Provide a list of items not covered by your design services ie geotechnical, FFE
 - c. The lump sum should include the cost of insurance and payment and performance bonds.
2. Provide a copy of your 2022 rate schedule by position title and hourly fee and the cap on yearly increases.
3. Reimbursable Expenses
4. Provide a list of your reimbursable expenses and unit rates (no mark-up allowed).
5. Provide a list of any additional services that may be recommended

VI. Contract Comments

1. Based upon final Design Team selection, Lafayette County intends to enter into the following design contract:
 - Modified AIA Document B133 – 2014, Standard Form of Agreement, Between Owner and Architect for a Large or Complex Project.
 - Please take this agreement into consideration when preparing your fee proposal and provide any comments, modifications or objections to this agreement.

VII. General Requirements

All questions regarding this RFP should be directed to Kathy Kuepers via email at Kathy.Kuepers@mymhlc.org **Please provide these by end of day February 14, 2022.** All questions will be compiled, and responses will be provided to all interested firms.

Proposal Submittal

Please deliver one e-mailed PDF proposal to Kathy Kuepers at Kathy.Kuepers@mymhlc.org

Submissions Due: Monday, February 21, 2022 at 2pm CST

Selection and Short List Criteria:

Upon receipt of the proposals, the Review Committee shall determine if each submission meets the requirements of this Architectural Services RFP. From those proposals which meet the requirements, the Review Committee will determine a short list of no more than three (3) firms. Those firms may be invited to participate in an interview. Interviews will be held on 2/24/2022.

If it is determined that interviews will be held, the order of the interviews will be determined by the Hospital Committee. The interview will consist of up to a forty (40) minute presentation and a twenty (20) minute question and answer session. Only personnel who have an active key role in the project should participate in the interview.

Short listed firms may be asked to provide tours of past projects for the week of February 28, 2022

MHLC reserves the right to select the firm whose proposal best satisfies the interest of the hospital and not necessarily based on price or any other single factor.

MHLC will enter into negotiations with the selected firm. If an acceptable fee structure cannot be achieved, the owner will move to the second firm and so on until an agreement is reached.

Once an agreement is reached with the selected firm, written notice will be provided to the other firms who were not selected.

General Provisions:

1. MHLC shall not be responsible for any costs associated with preparation of the proposal.
2. Respondents shall be entitled to submit amendments or addendums to their proposal up to the deadline date. Respondents are further entitled to withdraw their proposal prior to the deadline date.
3. To the extent permitted by Wisconsin law, proposals will be kept confidential and available only to agents of MHLC.
4. Issuance of this RFP does not, by itself, obligate MHLC to make a selection. MHLC has the right to reject any and all proposals.
5. MHLC will not be responsible for any travel or per diem costs incurred by the respondent.
6. This RFP will be superseded by the Owner/Designer Agreement and its related contract documents.

Thank you for your time, effort and participation in our selection process. We look forward to receiving your proposal. Again, all questions regarding this RFP should be directed to Kathy Kuepers.