

1.1 Background

Valor Health (hereafter referred to as “Valor”) is a rural health system in Emmett, Idaho, owned by Gem County, consisting of a 16-licensed-bed Critical Access Hospital and a multispecialty medical group, which includes a primary care rural health clinic. Valor desires an exclusive arrangement with a partner with significant experience in healthcare design and construction who will collaborate to select a site and construct a medical office building that supports our strategic growth objectives. Valor is requesting Statements of Qualification from Design-Build Teams (hereafter referred to interchangeably as the “Firm” or the “Design-Build Team”) interested in and capable of providing design-build services for a new urgent care and primary care clinic, hereafter referred to as “Offsite Clinic”, due to being located away from Valor’s current campus.

We are requesting Statements of Qualification on a full and open basis to understand the capabilities of a partner in the provision of design and build construction services, including initial and subsequent phases. Our eventual partner will be experienced, capable, and interested in providing all associated elements of constructing an offsite urgent care and primary care clinic, approximately 5,000 square feet in size on a site located on a major traffic artery near Highway 16 in Gem County, Idaho.

We expect a partner who will work collaboratively with Valor leadership to deliver this project in a cost-effective manner and at a level of quality that will be of distinct benefit to Valor patients and staff. Only submittals from firms that can demonstrate the qualifications for the comprehensive provision of all requirements will be considered.

This process is a multi-phase approach for the selection of a Firm, consisting of 1) the Request for Qualifications phase which will lead to the development of a short list of semifinalists; 2) an interview phase to review the proposals of each semifinalist, which will lead to the selection of a single Firm; and 3) a negotiation phase with the highest ranked Firm.

The Firm hired for this project will be selected on the basis of qualifications and demonstrated competence. The contract for design-build services for this project will be negotiated at prices that are fair and reasonable given the estimated value of the project, and the nature, scope, and complexity of the services to be provided.

All subcontractors will be required to be insured and provide performance and payment bonds for each contractor’s scope of work.

2.1 Project Description

The project consists of a free-standing medical office building of approximately 5,000 square feet clinic designed to deliver urgent care and primary care services. The site and building design will accommodate a subsequent phase of future growth, as Valor expands clinic and outpatient services provided at the location. Services in consideration for subsequent phases include specialty clinics and outpatient ancillaries; such as imaging, lab, infusion, and more.

The following are some of the planned features to be incorporated into the design of Phase 1.

- Lobby and reception
- Triage rooms (2)
- Vitals stations
- Exam rooms (10)
- Procedure rooms (3)
- Blood draw/spin area
- Restrooms (3)
- Nursing work area
- Breakroom
- Clean storage
- Dirty utility
- Manager and provider offices

2.2 Project Site

The location of the Offsite Clinic is critical to its success. It is to be constructed on or near Idaho State Highway 16, between the cross streets of Washington Avenue and Substation Road in Emmett, Idaho. Proximity to city services will be considered in site selection.

3.1 Project Budget

The estimated project budget is \$2,500,000. This budget includes, but is not limited to, the following items: site preparation and development; building construction cost; soft costs including design fees and permits. Valor is developing financing options for the project with the Idaho Health Facilities Authority, the US Department of Agriculture, commercial lenders, and others. Valor is also open to the option of negotiating a long-term lease with a builder/developer.

4.1 Project Schedule

Request for Qualifications Phase

- 12/18/2019 – RFQ distributed to interested Design-Build Teams
- 1/7/2020 – Requests for Information due (5 pm, MST)
- 1/10/2020 – Pre-submittal meeting, required for all interested Firms (9:00 am, MST)
- 1/10/2020 – RFQ Addendum issued, if needed
- 1/14/2020 – Statements of Qualifications due (5 pm, MST)
- 1/17/2020 – Semifinalist short list determined and published
- 1/21/2020 – Interview phase requirements distributed to semifinalists.

Interview Phase

- Date to be determined – 1-2 hour interviews will be scheduled.
- Semifinalists will be ranked by the Interview Committee; all semifinalists will be notified of the rankings within five days after interviews.

Negotiation Phase

- Negotiations with the top-ranked Design-Build Team will commence.

Design & Construction Phase

- Date to be determined. The goal is to open the Offsite Clinic in the late summer of 2020.

4.2 Requests for Information/Pre-Submittal Meeting

All questions about the project, requests for information and requests for program clarification that arise as a result of this Request for Qualifications should be addressed to Valor Health CEO, Brad Turpen prior to 5:00 pm on January 7, via email to ceo@valorhealth.org.

No other contact regarding the project with any Valor representative will be permitted other than with Mr. Turpen. All questions and requests will be discussed at a pre-submittal meeting to be held at 9:00 am, MST on January 10, 2020. The meeting will be required for all Firms interested in submitting a Statement of Qualifications. It will be held via teleconference, which can be joined by dialing (571) 317-3122; access code 280-118-629.

An addendum to the Request for Qualifications will be prepared, if needed, and will include answers to all submitted questions. The addendum will be distributed to all Design-Build Teams participating in the pre-submittal meeting.

5.1 Selection Procedures

5.1.1 Statement of Qualifications Submittal Date/Caveats

All responsible sources may submit a Statement of Qualifications. Submittals will be received via email until January 14, 2020, at 5 pm, MST. Each Statement of Qualification will become the property of Valor upon submittal. Valor reserves the right to reject any or all Statements of Qualifications received as a result of this request. All costs associated with preparing a Statement of Qualifications, submittal, travel and other such expenses will be borne by the Design-Build Teams. Statements of Qualifications received after the deadline may not be accepted, at the sole discretion of Valor. Incomplete Statements of Qualifications may be rejected at the sole discretion of Valor.

5.1.2 Selection Panel

A Selection Panel including, but not limited to, members of Valor Health's leadership team, medical staff, and at least one Trustee, will be created to review and score the Statements of Qualifications.

5.1.3 Minimum Requirements

All participating teams shall have experience with design-build construction, experience with medical office buildings, and have successfully completed at least three design-build projects over \$500,000. The Design-Build Team may include, but will not be limited to, the contractor, architect, civil engineer, mechanical engineer, electrical engineer, and structural engineer. The design professionals must be licensed to practice in the State of Idaho. The constructors must have a current public works contractor's license in the State of Idaho. Those Firms wishing to joint venture this project will need a separate "Joint Venture License" and should review the requirements with the Public Works Contractor Licensing Bureau. Failure to be properly licensed as a joint venture will be grounds for rejection of the Firm's submittal.

5.1.4 Selection Criteria

Valor seeks a partner with a proven record of the ability to: (1) design and build with innovation, creating a clinic setting that supports high quality clinical outcomes, outstanding experiences for patients and families, and a safe and efficient workspace that promotes employee engagement; (2) work collaboratively with Valor leadership and medical, clinical, and support staff, as needed; and (3) support robust project management and communication processes. The services partnership must align with the following principles:

- A commitment to conduct business in accordance with the Valor Mission and Values
- A commitment to excellence consistent with national standards for health care delivery
- A commitment to adhering to regulatory requirements
- A drive for high quality and continuous improvement
- A willingness to be excellent stewards of community resources by designing and building in a manner that will maximize efficiency and effectiveness of services
- A collaborative, team-based approach to conducting business and making decisions

The following eight categories will be used to rank each Statement of Qualifications.

1. Financial Capacity

- a. All Firms shall be licensed and registered to perform design and construction services in the State of Idaho. Copies of appropriate documents are to be included in the Statement of Qualifications.
- b. All Firms shall indicate their form of business, (e.g., corporation, partnership, joint venture, or sole proprietor). The Design-Build Teams shall provide a copy of their last financial statement, and quarterly updates if available. If the design-builder is a joint

venture, the lead architect and contractor of the team shall provide their financial statements.

- c. All Firms shall disclose any judgments and any disputed or un-adjudicated claims.
- d. All Firms shall provide the evidence of their bonding capacity. This evidence shall be in the form of a letter from a licensed bonding company or from an agent normally representing the Firm.
- e. All Firms shall provide a history of litigation and arbitration regarding previous contracts over the past three years. Please include claims made, or litigation or arbitration threatened or pending even though no formal lawsuit or arbitration proceeding may have been filed. Include actions brought by owners, your Firm, subcontractors, and third parties. Provide the amount contested and paid, if any, for each case and a brief description of the issue. Include the names of the attorneys involved for any of the parties, case number or arbitration number, as applicable, and any other relevant information pertaining to these claims.
- f. All Firms shall provide a warranty for facilities and equipment, including the handling of call-backs, if any.
- g. All Firms shall identify how often progress billings will be prepared and submitted.

2. Construction Experience

- a. All Firms shall provide at least three recent (completed within the last five years) examples of relevant construction and project management experience including similar construction type, client type (public agency), contract value, scope, and schedule; include project information and photographs/illustrations of each. The Firms shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.
- b. All Firms shall identify all licenses your Firm holds as well as licenses held by key personnel on this project.
- c. All Firms shall provide historical data on the separate dollar volume of commercial and public building contracts the Firm has completed in the past 24 months and indicate how many contracts were involved.
- d. All Firms shall provide data on the separate dollar volume of commercial and public building contracts on which the Firm is currently engaged and indicate how many contracts are involved.

3. Architects' and Engineers' Design Experience

- a. All Firms shall demonstrate knowledge and experience in areas such as: architectural design, client communications, site planning, environmental design considerations, and design of building systems.
- b. All Firms shall present cost and schedule control methodology. Experience in medical office building projects should also be included.

4. Qualifications of Key Personnel

- a. All Firms shall identify key personnel for this project. For each, a one-page resume describing relevant education, project experience, and professional certifications shall be attached. After the RFQ phase, the semifinalist teams may not make any significant changes in the composition of the team's member Firms, personnel assignments, and individuals' roles and responsibilities without written approval of Valor Health.
- b. All Firms shall provide evidence of common experience among the key personnel on projects of similar scope and complexity.

5. Design-Build Method of Construction

- a. All Firms shall demonstrate their experience with the design-build method of construction including familiarity with the process, risks, responsibilities, and types of participants on both the owner's and Design-Build Teams.
- b. All Firms shall include a portfolio of the Firm's projects that utilized the design-build method of construction.
- c. All Firms shall highlight knowledge and experience with the construction of medical office buildings or similar facilities. Provide the following information for each:
 - i. Project description, location and scope
 - ii. Date of completion
 - iii. Initial construction budget
 - iv. Final cost of the project
 - v. Total dollar amount of change orders
 - vi. Construction period from first building permit to certificate of occupancy

6. Organization and Management Plan

- a. All Firms shall provide a brief description of their company history and capabilities, including current ownership structure, holding companies, affiliates and subsidiaries, and their respective relationships. Explain experience working with governmental entities, such as county-owned health systems.
- b. All Firms shall demonstrate the team's organizational and management capacity to deliver the project within schedule, quality level, and budget specified, by outlining a plan for the design-build process. Include evidence of project management systems, dashboards, and other tools that support sharing information, evaluating progress, making decisions, and measuring success.
- c. Each team shall provide an organizational chart to describe how the design-builder intends to manage this project, including project oversight of internal, sub-consultants, and Valor lines of communication and responsibilities.
- d. The Firms shall identify what type of coordination will regularly occur between the Firm and Valor, including the proposed format and frequency for coordination meetings between and among the Firm, architects, subcontractors, and Valor.
- e. All Firms shall identify any project manuals proposed to be delivered to Valor at project closeout.
- f. All Firms shall explain any anticipated risks or concerns with the project description or securing subcontractors to complete the work.

7. Plan for Future Growth and Partnership

Valor is expanding clinical services, which could increase the need for continued partnership with a design-build firm. All Firms shall include its organization's plan to support and partner with Valor in this future growth.

8. Familiarity with the Local Construction Market

- a. All Firms shall demonstrate their level of familiarity with the Treasure Valley, Idaho construction market based on their past project experience in this area.
- b. All Firms shall demonstrate their level of familiarity with construction in a rural setting and their past project experience in this area, including methods used to incorporate local contractors.
- c. All Firms shall describe the methods utilized to provide services to existing clients and outline how those qualities differentiate their services from competitors.

5.1.5. Statement of Qualifications Submittal Format

Submittals shall be typed and packaged as a single “pdf” file, in order to be attached to an email sent to ceo@valorhealth.org. Acknowledgement of email receipt will be provided. It is desirable that submittals be limited to 30 pages or less.

5.1.6. Evaluation System for Statements of Qualifications

The evaluation system is based on the chart provided below. Each Selection Panel member will score every participating Design-Build Team on all eight selection criteria. An aggregate score shall be obtained by adding all Selection Panel members' results. Short-listed teams shall be determined based upon review of the Statements of Qualifications. The teams with the highest number of points shall be short-listed and invited to participate in the Interview phase of the project. The number of short-listed teams will be determined at the sole discretion of Valor. In case of an equal aggregate score obtained by two different teams, the Selection Panel members shall vote to break the tie.

Selection Criteria	Highest Possible Score	Lowest Possible Score
Financial Capacity	3	0
Construction Experience	4	0
Architects' and Engineers' Design Experience	4	0
Qualifications of Key Personnel	3	0
Design-Build Method of Construction	4	0
Organization and Management Plan	3	0
Plan for Future Growth and Partnership	2	0
Familiarity with the Local Construction Market	2	0
Total	25	0

5.1.7 Partnership Considerations

In submitting a Statement of Qualification for the project, it is understood and agreed that *(If not in agreement, state the disagreement and proposed alternative)*:

1. The Firm will work collaboratively with Valor to meet the strategic growth goals for expanding primary care and other patient care services in a way that optimizes patient experience, supports staff, and provides for the safe, efficient delivery of clinical care.
2. Each of the Firm's employees, contractors, and representatives agree to work collaboratively with Valor leadership.
3. As needed, the Firm will support Valor's efforts to comply with all regulatory (e.g., DNV, CMS) and professional standards for all operations involving services.
4. The Firm will abide by all federal/state/local Equal Employment Opportunity regulations.
5. The Firm will require all employees to provide services; regardless of race, gender, religion, national origin, or any other characteristic.

6.1 Interview Phase

Valor Health intends to establish the short-list semifinalists for the Interview Phase on January 17, 2020. The selection will be documented and reported to all participating Design-Build Teams. Specific instructions for the Interview Phase will be emailed to semifinalists on or around January 21, 2020. Each semifinalist will be invited to participate in an interview during which the semifinalist will be required to present their proposal to include among other things, a design concept and a project management plan for the Offsite Clinic.