

The Grady Memorial Hospital Corporation

GRADY HEALTH SYSTEM



Remarkable Service Exceptional Care

GRADY HEALTH SYSTEM

Facilities Development

REQUEST FOR PROPOSAL (RFP)

FOR

Construction Photographic Documentation

At

80 Gilmer Street SE, Atlanta, Georgia 30303

GHS

RFP #F2017032_3D

Request for Proposal Posted: September 30, 2020

Proposal Due: October 16, 2020

SECTION 1: GRADY HEALTH SYSTEM BACKGROUND

Grady Health System (“GHS”) is one of the Southeast’s largest public hospital systems. With a delivery system that includes affiliations with public health organizations, medical education programs, and community advocates, GHS provides quality, cost-effective, and customer focused health care to residents of metropolitan Atlanta and citizens of the State of Georgia. Grady Health System is comprised of Grady Memorial Hospital (953 licensed beds), Crestview Health and Rehabilitation Center (388 licensed long-term care beds), the Infectious Disease Center (HIV/AIDS), the Loughlin Radiation Oncology Center, the Maloof Imaging Center, six (6) community health centers, the Regional Perinatal Center, the State of Georgia Poison Control Center, the Georgia Cancer Center for Excellence, The Marcus Stroke and Neuroscience Center, Grady EMS- Atlanta’s 911 ambulance service, the region’s premiere Level I trauma center and nationally renowned emergency medicine and burn centers.

Grady Memorial Hospital opened in 1892 to provide medical care for the indigent and emergency health care for all residents of the Atlanta community. Grady is currently operated by the Grady Memorial Hospital Corporation d/b/a Grady Health System.

Medical care is provided under Contract with Emory University and Morehouse Schools of Medicine. GHS also operates three (3) professional training programs in medical technology, radiation oncology, and radiation technology. GHS averages more than 29,000 inpatient visits and more than 600,000 outpatient visits annually, including over 125,000 emergency care visits (including psychiatric emergency).

MISSION STATEMENT

Grady improves the health of the community by providing quality, comprehensive healthcare in a compassionate, culturally competent, ethical and fiscally responsible manner.

Grady maintains its commitment to the underserved of Fulton and DeKalb counties, while also providing care for residents of metro Atlanta and Georgia.

Grady leads through its clinical excellence, innovative research and progressive medical education and training.

VISION

Grady Health System will become the leading public academic healthcare system in the United States.

VALUES

At Grady, we have a higher calling and a deep sense of pride. We deliver essential care with humanity, compassion and kindness – with arms open wide to everyone in our community. Regardless of role or level in the organization, humanity starts with how we treat our coworkers and colleagues.

- Be Patient Centered
- Be Safe
- Serve Others with Excellence
- Do Right
- Do Good

1. PROJECT DRIVERS

- Provide State-of-the-art ambulatory Center for Advanced Surgical Services (CASS) to sustain Grady, serving the community well into the 21st century.
- Design a high-performance ambulatory services facility that delivers superior energy, material, maintenance, and economic efficiencies; and creates adjacencies, and processes that are innovative and patient centered.
- Design flexible space to accommodate changes in medical science, medical practices and delivery, technology, market requirements, reimbursement, regulation, and teaching methodologies.
- Create an innovative environment supporting collaboration of care, integration of support circles into care processes, and a team approach to the care pathway.
- Develop spaces which promote wholeness of caregivers, spiritual renewal, and family support to alleviate the stress and anxiety of illness.

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- Create a world class destination for patient centered care which integrates the physical, emotional, and spiritual healing of patients and their families; and reflects the Grady mission.

GUIDING PRINCIPLES

1. Patient Experience
 - a. Create a consistent service delivery that exceeds expectations
 - b. Offer a one-stop shop experience, bringing services to the patient
 - c. Simplify touch-points along the patient and family journey
 - d. Deliver a high-tech and high-touch communication anticipating individual needs
2. One Grady
 - a. Present ourselves as a “One Grady “team
 - b. Welcome patients and providers to innovative care
 - c. Create a gateway and new specialty ambulatory “front door”
 - d. Collaborate on, align and develop best ambulatory practices
3. Center of Excellence
 - a. Create Center of Excellence models in strategic outpatient service lines
 - b. Foster collaboration to work as a multi-disciplinary team
 - c. Become nationally recognized for quality as an attending led outpatient care provider
 - d. Establish reliable processes and protocols for care
4. Access to Ambulatory Care
 - a. Enhance care coordination to deliver value for patients
 - b. Retain and increase patient and payer categories
 - c. Develop easy to understand and simple wayfinding
 - d. Co-locate services to minimize travel distances
5. Sustainability and Flexibility
 - a. Ensure flexibility and adaptability for daily use
 - b. Standardize spaces and processes to ensure flexibility
 - c. Design infrastructure that supports future growth
 - d. Establish an environment that promotes wellness – mind, body, soul

SECTION 2: OVERVIEW

PROJECT OVERVIEW

Grady Health System intends to Contract for the services of a qualified firm to provide digital photographic documentation of the Grady CASS construction process and at selected milestones. The nature of the services requested, and the duration of the projects involved require a Stipulated Sum with a not to exceed amount.

The project site is located **at 80 Gilmer Street SE, Atlanta, Georgia 30303**, bordered by Jesse Hill, Jr., Drive to the east, Gilmer Street to the south, and Piedmont Avenue to the west.

The Project Manager JLL (Jones Lang Lasalle), 3344 Peachtree Rd NE #1100, Atlanta, GA 30326 is the Owner's Representation reporting directly to Grady Health and providing oversight for the Project.

The Project Architect of Record HOK, 133 Peachtree St #4800, Atlanta, GA 30303 is responsible for the overall design of the Work. Architect will lead the design process from concept through final completion of the work.

The Construction Manager Skanska-Russell joint venture (SRJV), 245 Peachtree Center Ave, Suite 2500, Atlanta, GA 30303 is responsible for the overall construction of the work. SRJV will lead the construction process through final completion.

KEY ELEMENTS OF PROJECT

The Work and baseline scope include but are not limited to the following key elements of the Project.

- 1. Photo documentation of the CASS building during the construction of the project to include, but not limited to aerial shots of the project, exterior envelope progression, overhead and in-wall mechanical/electrical/plumbing systems (MEP documentation), pre-pour slab documentation, interior finishes progression, and milestone activities.**

GHS reserves the right to modify the scope of work described in this RFP, which may result in a negotiated fee, subject to changes in the terms and conditions of the final agreement and final fee cost.

All Proposers understand and agree that they provide GHS the right to utilize all information, work plans, logistics, specifications and all other materials submitted by the Proposer with the RFP proposal for any purpose that GHS shall deem appropriate in conjunction with the execution of this Project.

Rates to account for all pay increases projected throughout the project (4th quarter of 2022).

SECTION 3: RFP SCHEDULE

PRE-PROPOSAL CONFERENCES

GHS will conduct a mandatory pre-proposal conference. Representatives from the Proposers' team must be present at each pre-proposal conference and site visit. Other members of the Proposer's team may attend, but not limited to Proposers' consultants. The proposed times and locations listed below are subject to change. In response to questions arising at the pre-proposal conferences, GHS will transmit to all Proposers any addenda.

- 1. Pre-Proposal Conference and Site Visit will be held at 10:00AM on October 6, 2020 at 48 Armstrong Avenue, Atlanta, GA 30303.** This conference will provide each Proposer with an opportunity to have GHS address any comments and provide clarifications related to the Project.
- 2. Additional Pre-Bid Conferences.** Additional meetings and site visits following the pre-bid conference and prior to the submission of bids may be scheduled by GHS as required.

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Addenda will be issued to address clarifications or comments resulting from additional pre-bid conferences.

PROPOSAL PERIOD COMMUNICATIONS

If you have any questions regarding this RFP, email your questions/concerns to:

CENTER_for_ADVANCED_SURG.Construction_Photographic_Documentation@docs.e-builder.net

1. RFI questions are due: **October 7, 2020***
2. RFI responses will be provided on: **October 9, 2020***
3. Proposal response due date: **October 16, 2020***
4. Final Selection and Award recommendations: Week of **October 19, 2020***

Awarded Proposer shall commence work immediately after receiving the Notice to Proceed

** Date(s) are subject to change*

SECTION 4: SCOPE OF WORK & QUALITY CONTROL

SCOPE OF WORK

GHS's needs, goals, objectives and requirements relating to the Project including a scope description of the services to be performed in connection with the Project are provided below.

1. The Proposer to provide photo documentation services to the new Grady Center of Advanced Surgical Services including but not limited to:
 - Aerial shots of the project
 - Overhead and In-Wall MEP
 - Wall photo documentation; framing, rough-in, blocking, and drywall
 - Pre-pour slab documentation
 - Interior finishes photo progression
 - Exterior envelope photo documentation at different points of construction
 - Milestone activities
2. The Proposer will organize all photo documentation electronically and will keep up to date records.
3. The Proposer will provide detail direction on how to locate specific photo documentation pertaining a specific part of construction and area.
4. The Proposer will attend a pre-construction meeting with Grady/JLL Project Management team to comply with all Grady standard operational and safety protocol. Contractor to comply with all OSHA requirements, at a minimum.
5. The Proposer will meet Grady requirements to receive proper badging.
6. The Proposer will coordinate activities and visits in accordance to the Project Master Schedule and Construction Schedule. (Refer to Attachment A for Master Schedule)
7. The Proposer will attend Skanska-Russell's safety orientation prior to beginning work.

Quality

GHS's needs, goals, objectives and requirements relating to the Project including description of the Quality Control activities to be performed in connection with the Project are provided in the Attachment A of this RFP.

The proposer is required to provide a Project Specific Quality Control plan with the proposal. Identify personnel, procedures, controls, instructions, records, and forms to be used to carry out Proposer's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.

The proposer to provide photo documentation for the new Grady Center of Advanced Surgical Services throughout the construction of the project for different scopes of work which will supplement as a visual recordkeeping. The quality control scope includes, but are not limited to:

1. The proposer will coordinate to organize and upload all photo documentation records in E-Builder.
2. The proposer will follow the specific file naming procedure and organization provided by the JLL Project Management Team.
3. The proposer will give detail description, location, and date of each photo documentation record.
4. The proposer will provide clear and quality photo documentation.

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5. The proposer will comply with FAA regulations for drone usage.

SECTION 5: EVALUATION CRITERIA AND PROCESS

GHS intends to award a Contract to the Proposer whose proposal is considered to be the most advantageous to GHS and provides the “best value” in terms of Expertise, Project Approach and Delivery, Reputation for Quality and Service, Cost, and most clearly aligns with the Project Drivers. The selection of the Proposer deemed to be both responsible and to offer the “best value” to GHS shall be reserved to the sole discretion of GHS. The experience and qualifications of the proposed key personnel are critical to having a successful proposal. GHS reserves the right to reject all proposals.

GHS requires the successful Proposer to exhibit the highest standards of integrity and work ethics (e.g. confidentiality, diligence and professionalism) and possess specialized experience in providing the proposed services.

Within all responses to this RFP the Proposer must provide the following information and approach. We recommend ordering the response in alignment with the major headings.

The response should be presented in a narrative format that the firm would typically use to deliver an offer and scope of services to a client. The response should contain a description of services, schedule, resources, and company terms and conditions and/or exceptions to the RFP and the Agreement.

PROPOSAL EVALUATION CRITERIA

1. **Price.** The Proposer’s price will be 25 percent of the total weight of consideration given to all criteria factors. Submit under separate cover as described in SECTION 6 of this RFP.
 - a. Provide a breakdown of proposed fees as shown in the table below. For consistency, fees shall be broken down by scope of work.
 - b. Fees shall be all-inclusive for the scope of work outlined in this RFP, including all meetings, site trips, and expenses.
 - c. Provide a “per trip” fee for meetings, site visits, or inspections etc. that may occur above and beyond those indicated in this RFP.

2. Business Deal Structure

1. Contract Time.
2. Contract Price. The Proposer will provide work plan.
 - a. The Fee shall be a Stipulated Sum with a not to exceed amount
 - b. The Fee structure shall include a detailed Work Plan that shows:
 - i. The proposed timeline for each phase and sub phase and any other work activities anticipated completing the intended scope. Minimum scaled timeline on the work plan shall be by the week; maximum scaled timeline of the work plan shall be by the month.
 - ii. Work plan shall identify assigned personnel with their respective hourly billing rates for term.
 - iii. Provide rate schedules through 4th quarter of 2022.
 - iv. Rates shall include all labor burden.
 - v. Additional fees such as, trip fee, project management fee, mobilization fee, etc. should be clearly stated in the proposal for further evaluation.
 - vi. The proposer to provide clear delineation of cost set forth within their proposal. Proposer to fill out the cost breakout table show below for consistency:

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Cost Item	Proposed Cost	Frequency
• General Conditions		
Construction Phase		
• Aerial Shots		Monthly
• Exterior Envelope Progression		Weekly
• Interior Finishes Progression		Weekly
• MEP Systems		Weekly
• Pre-Slab Pour		Per pour schedule
Total:		

*Time frame subject to change based on construction productivity and schedule

3. **Key Personnel Experience and Qualifications.** The Proposer's strength of team will be 30 percent of the total weight of consideration given to all criteria factors.

a. ORGANIZATIONAL BACKGROUND

- Provide a brief history of the organization with emphasis on any corporate reorganization that has occurred in the last three (3) years, office locations, and information documenting the company's financial position (i.e. financial statements, annual reports).
- Indicate name and the business address of the entity, or individual that will be the party to the proposed Contract and the Proposer's business telephone number, fax number, and e-mail address.
- Indicate the type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any.
- Provide the name, address, and telephone number of the point of contact that will serve as the authorized negotiator(s) for the Proposer. The authorized negotiator shall have the authority to act on behalf of the Proposer and make binding commitments for the Proposer and any sub-consultants concerning this RFP.
- Please disclose any ownership and/or relationships with Grady Health System and /or the Grady Memorial Hospital Corporation d/b/a Grady Health System.
- Disclose whether the proposing entity, or any shareholder, member, partner, officer or employee thereof, is presently a party to any pending litigation, or has received notice of any threatened litigation or claim directly or indirectly bearing on Grady Health System.
- Disclose the name and title of any of Grady Health board members, officers, administration, employees, contracted employees or independent contractors that are employed by or affiliated with the Proposer's organization. This includes but is not limited to the Proposer's board members, committee members and advisors to the Proposer's organization, holding company or any owned subsidiary.
- Contract work cannot be financially associated with any of the contractors or vendors prior to engaging in this Contract, to avoid potential conflicts of interest.

b. STAFFING PLAN AND STAFF CREDENTIALS

- Provide proposed staffing plan. Include description of job accountabilities for each key position.

- **Project Team Experience:** Show the overall experience of the project team in relation to projects of similar scope, size and complexity.
- **Team Member Availability:** Show the availability of the team considering current project assignments and their commitment to these projects.
- **Team Attitude:** Demonstrate collaborative work with GHS, JLL, Contractors, and Facilities. This work will be ongoing with the Grady CASS project; corporation and coordination with the Skanska-Russell Construction team will be required.

c. **PREVIOUS EXPERIENCE**

- The Bidder shall have experience in providing similar scope of work in similar institutions as described in this RFP. The firm must have gained this experience as a result of being regularly engaged in the business of providing fire rating restoration services.

4. **Work Approach.** The Proposer's project approach and innovation shall be 30 percent of the total weight of consideration given to all criteria factors.

a. **APPROACH AND WORK PLAN**

- Describe your concept for deploying the required resources to the Project. Describe any on-site needs to be provided by Grady Health System.
- Identify the best practices and conditions that should be applied.
- Identify the practices and the factors that are most likely to impede producing a highly successful project.
- **Project Communication Plan:** Show how the team will identify and communicate with Stakeholders (Owners, Project Manager, etc.).
- **Risk Identification and Mitigation Plan:** Demonstrate an understanding of the project through identification of potential risks with examples of possible mitigation plans.
- **Overall Understanding of Project:** Show the overall understanding of the project, the user, risks, project specific needs, and site conditions.

5. **Interview and Presentation.** The Proposer's interview and presentation will be 15 percent of the total weight of consideration given to all criteria factors.

SECTION 6: REPRESENTATIONS AND INSTRUCTIONS

VENDOR REGISTRATION

All vendors are required to complete a Vendor Registration Application through the GHS electronic vendor registration process prior to visiting any location or department of the health system. The registration allows GHS to have a complete profile of the vendors and all representatives that visit the health system to solicit products and services to GHS. The electronic Vendor Registration Application can be completed on the GHS website at www.gradyhealth.org/suppliers.

RESPONSE GUIDELINES

The information required by this RFP is comprehensive and necessary for accurate Proposer selection. The entire RFP Submission shall be limited to **NO MORE THAN 50 PAGES TOTAL**, not including the Price submitted under a different cover, cover and tabs separating each section, and not including form A, B, C, D, E. Please be concise with answers. Each applicable question must be answered. For questions deemed not applicable, please state "not applicable".

The response to this RFP must be submitted with one (1) original hard copy along with electronic PDF copy as described below. Additionally, one (1) original hard copy of the Cost Proposal must be submitted under a separate cover along with the proposal response. The RFP response and Cost Proposal must be separate PDF files but may be included in the same email. No faxed copies will be accepted.

Proposals must be completed and returned in the same format. Your RFP response, in its entirety, will be included in the subsequent Contract negotiated between GHS and the selected Proposer. All documents shall be submitted in a sealed container sufficient to protect and maintain the confidentiality of the contents and/or to indicate loss of confidentiality. Container must indicate this RFP#F2017032_3D and the name of the company submitting the Proposal on the outside of the container.

All responses to the RFP must be delivered to Stephen C. Smith, Director Facilities Development no later than Friday, October 16, 2020 @ 3:00 p.m. EST.

All forms in Appendices A, B, C, D and E must be signed by an officer of the firm having the authority to make such offers, verifying that the Proposal is valid and will remain valid.

Any cost incurred in the preparation and presentation of this response is to be absorbed by the Proposer. All documents submitted will become the property of GHS unless otherwise requested in writing by Proposer at the time of submission. Further, any materials submitted by Proposer that should be considered "CONFIDENTIAL" must be clearly marked as such. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by the Corporation. All portions of the Proposal that are not designated as confidential will become part of the public record following an award. Documents designated as confidential will be treated as such to the extent permitted by law, including but not limited to the Georgia Open Records Act.

SUBMISSION GUIDELINES

Proposers are forbidden to contact, directly or indirectly anyone other than Matt Smith (JLL, Owner's Representative). Proposers are also strictly forbidden to attempt to influence, through internal or external third-party sources the outcome of this RFP. Your submission to this RFP serves as your confirmation that you, your firm and anyone acting as an agent, representative or influencer on behalf of your firm has not engaged in any action that may be construed as an attempt to influence the outcome of this RFP.

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RFP TERMS AND CONDITIONS

Compliance with GHS terms and conditions of the Architectural Services Agreement are required for any Proposer selected to provide goods, equipment, or services by the awarding of any RFP.

RFP COMPLETION

Acceptance of Proposer's Proposals: GHS reserves the right to accept or reject any Proposal, change these specifications or waive any formalities. Should it be necessary to modify an application to fulfill the needs of GHS, GHS will retain exclusive rights of ownership and use of all design documents, programs, and documentation developed. The Proposals, as submitted, will be the basis for Contract negotiations and will be included in any Contract between GHS and the selected Proposer.

Representations made within the Proposals will be binding on responding Proposer. Proposer's responses should be written in a concise and forthright manner. Proposers may be excluded from further consideration for failure to fully comply with the specifications of this RFP, including the failure to return ALL required documents, as well as, not using the forms and files as included. GHS will not be responsible for any costs associated with Proposals as submitted.

Proposer Selection: GHS reserves the right to make an award based solely on the Proposals as submitted, or any other basis, or to negotiate further with one or more Proposers. The Proposer(s) selected will be chosen on the basis of greatest benefit to GHS, as determined by GHS, and not necessarily on the basis of the lowest price. Award of a Contract, if any, resulting from this RFP, will be subject to the terms and conditions of GHS purchasing policies. Upon completion of the initial review and evaluation of the Proposals, selected Proposers may be invited to participate in oral presentations.

Full Right of Selection and Rejection: The right to reject in its entirety or to select a Proposer providing other than the lowest cost product is reserved. GHS reserves the right to select and award, at its option, the runner-up's Proposal in the event the selected offer for award or Proposer receiving the award, upon further review and solely in the opinion of GHS, fails to meet all qualifications or specifications or proves to be a selection not in the best interest of GHS.

Proposal Open Record: If a request to inspect the Proposal, or any portion thereof, is made by a third party, GHS will endeavor to treat all materials requested to be kept confidential and non-disclosed to the extent provided by the Georgia Open Records Act. The Proposer understands that GHS may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. GHS will endeavor to inform the Proposer of any third party request for disclosure of such information pursuant to the Georgia Open Records Act or as may be otherwise made to GHS.

If the Proposer requests that such information be held confidential and not disclosed by GHS, the Proposer will assume the defense of such position, up to and including litigation, and will indemnify, save and hold harmless GHS, its officers and employees, from any expense, fees, costs or liability associated with such third party request or such litigation. If the Proposer does consider the Proposal or any portion thereof to contain confidential information, it shall submit a letter on the Proposer's letterhead signed by the owner or Chief Executive Officer, requesting that GHS treat the Proposal confidential and private information to the extent possible under Georgia law. Otherwise, the Proposer agrees that its' submission may be deemed as public information.

Regulatory and Ethical Compliance: No Proposal shall be accepted from, and no Contract will be awarded to, any person, firm or corporation that, within the past five years, has been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. (<http://www.ethics.state.ga.us>).

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Prior to any Contract award, GHS will verify that the prospective Proposer's company, officers and/or principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency. This will be verified through the Office of Inspector General (OIG). If the Proposer and/or its principles appear on the OIG list, GHS reserves the right to reject the Proposer's Proposal and refuse award of a Contract.

Notice of Award: The notice of award is issued by Stephen Smith. Unsuccessful Proposers shall be notified in writing, after award has been made.

APPENDIX A

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF PROPOSERS

****REQUIRED INPUT WITH SUBMISSION****

CERTIFICATION

The undersigned certifies that he/she has read, understands, and agrees to be bound by the terms and conditions of the Request for Proposal (RFP#F2017032_3D). The undersigned further certifies that he/she is legally authorized by the Proposer to make the statements and representations on this form, and that said statements and representations are true and accurate to the best of his/her knowledge and belief. The undersigned understands and agrees that if the Proposer makes any knowingly false statements, or if there is a failure of the successful Proposer (i.e., contractor) to implement any of the stated agreements, intentions, objectives, goals, and commitments set forth herein without the prior approval of GHS, then the Proposer's act or omission shall constitute a material breach of the Contract. The right to terminate shall be in addition to and not in lieu of any other rights and remedies GHS may have for defaults under the Contract. Additionally, the Proposer may be prohibited from obtaining future Contracts awarded by GHS. GHS reserves the right to terminate any Contract where a material breach has occurred.

NAME: _

TITLE: _

COMPANY: _

ADDRESS: _

TELEPHONE: _

FACSIMILE: _

E-MAIL: _

(SIGNATURE)

DATE

Appendix B

BID FORM

To: Grady Health System

Project: Construction Photographic Documentation

RFP Number: F2017032_3D

Date:

Submitted by:

(Full name)

(Full address)

.....

1. OFFER

Having examined the Place of the Work, all matters referred to in the Invitation For Bids, and the sample General Conditions of Contract including the Engagement Letter in Exhibit A prepared by Grady Health System for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the professional services requested for:

CONSTRUCTION PHOTOGRAPHIC DOCUMENTATION (RFP # F2017032_3D)

for the GMP of:

.....dollars, and 00/100
in lawful money of the United States of America, \$.00

2. ACCEPTANCE

This offer shall be open to acceptance [and is irrevocable] for sixty [60] days from the bid closing date.

If this bid is accepted by Grady Health System- Facilities Development within the time period stated above, we will:

- Execute the Agreement within two [2] days of receipt of Notice of Award.
- Furnish the required Insurance within two (2) days of receipt of Notice of Award.
- Commence work within five [5] calendar days after written Notice to Proceed of this bid.

3. CONTRACT TIME

All professional services will be completed in accordance with the mutually agreed upon project schedule including all due dates that will be set forth in the Engagement Letter upon project award.

4. ADDENDA

The following Addenda have been received, and the associated modifications considered, and all costs are included in the Bid Lump Stipulated Sum Price.

Addendum#..... Dated.....

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5. APPENDICES

The following documents are attached to and made a condition of the Bid:

- Item 1: Appendix A: Representations, Certifications, and Other Statements of Proposers
- Item 2: Appendix B:
 - Bid Form
- Item 3: Appendix C:
 - Solicitation/Contract Form
- Item 4: Appendix D:
 - Intent to Submit RETURNED TO THE HEALTH SYSTEM BY 3:30 P.M. ON
THE DAY OF THE MANDATORY PRE-BID MEETING
- Item 5: Appendix E:
 - Supplier Diversity
- Item 6: Experience, Approach, Work-plan, Staffing Plan and Credentials, and Previous Experience
- Item 7: Proof of ability to provide specified insurances
- Item 8: Cost Proposal including work plan
- Item 9: Technical Design, Conceptual Design, Project Approach and Innovation
- Item 10: Design Schedule

6. BID FORM SIGNATURES

The Corporate Seal of

(Bidder - print the full name of your firm)
was hereunto affixed in the presence of:

(Authorized signing officer (Seal))

(Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

APPENDIX "B"

COST PROPOSAL AND ALL ASSOCIATED DOCUMENTATION MUST BE SUBMITTED UNDER SEPARATE COVER AS
INSTRUCTED

APPENDIX C: SOLICITATION/CONTRACT FORM

REQUEST FOR PROPOSAL NUMBER: F2017032_3D

RFP DESCRIPTION: Construction Photographic Documentation

PROPOSAL RESPONSES MUST ARRIVE NO LATER THAN **3:00 p.m. EDT, October 16th, 2020.**

NOTE: Mark the outside lower-left corner of your submission with the RFP number shown above.

Questions regarding RFP#F2017032_3D should be directed to Matt Smith via eBuilder email **CENTER_for_ADVANCED_SURG.Construction_Photographic_Documentation@docs.e-builder.net**, no later than 3:00 p.m. EDT, October 7, 2020.

You are invited to submit your Proposal for the services listed within this RFP.

Deliver responses to:

HAND DELIVERY/ COURIER ADDRESS

Grady Health System
Facilities
Development
22 Piedmont Avenue | Suite 300
Atlanta, GA 30303

MAILING ADDRESS

Grady Health System
Facilities Development 80 Jesse Hill, Jr., Drive SE
Atlanta, GA 30303

*NOTE: FAXED OR E-MAILED RESPONSES WILL NOT BE ACCEPTED.

Director, Facilities Development

Date: _

PLEASE BE ADVISED: Proposers must complete and return all pages required with Proposal submission.
Failure to return these completed pages with responses may result in non-consideration of Proposal submission.

Please acknowledge receipt of the following Addenda to the solicitation documents below by entering the number and the date of each:

Addendum No.:

Date: _

Addendum No.:

Date: _

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NAME OF RESPONDING FIRM: _

NAME OF COMPANY OFFICER: _

(Company officer must have authority to legally bind the company)

TITLE: _

DATE: _

(MANDATORY) SIGNATURE OF COMPANY OFFICER BELOW (Certifying agreement with specifications, terms and conditions unless otherwise noted).

Signature

Appendix D: INTENT TO SUBMIT

This letter serves as notification of intent to submit or not to submit a proposal for the Request for Proposal Number: F2017032_3D

Please scan a copy before 3:30 pm, the day of the mandatory pre-bid meeting to:

Stephen C. Smith
Director Facilities
Development Grady Health
System Facilities Development
22 Piedmont Avenue
Suite 300
Atlanta, Georgia 30303

e-dress: **CENTER_for_ADVANCED_SURG.Construction_Photographic_Documentation@docs.e-builder.net**

(Name of Representative)

acting as representative of _____,

(Name of Firm)

hereby offer our intent to:

D Submit a response to the request for services in this RFP.

D Decline to submit a response to the request for services in this RFP.

Reason: _____

(Print Name)

(Signature)

(Title)

(Date)

(Telephone / Fax Numbers)

(e-dress)

SECTION 7: SUPPLIER DIVERSITY

Please refer to Appendix E

(attached)

APPENDIX E

SUPPLIER DIVERSITY

It is an overall objective of GHS to encourage involvement by Diverse Business Enterprises as contractors and suppliers in business activities generated by GHS, while assuring that such activities will be conducted in accordance with all applicable laws. It is the declared policy and intent of GHS to strive to maximize participation of Diverse Business Enterprises through all business contracting opportunities. GHS is committed to ensuring that Diverse Business Enterprises are given every opportunity to participate in contracting opportunities.

In adherence to GHS's commitment to Supplier Diversity, Contracted GHS suppliers must clearly as defined by GHS, demonstrate good faith effort to achieve the Supplier Diversity goal set forth. By reporting to GHS Direct Tier II goods and/or services purchased from Diverse Business Enterprises certified by one (1) or more of the third party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring, Contractor will be required to report Diverse Supplier Spend to GHS quarterly in a manner in GHS's sole discretion. In addition, a copy of reported Diverse Supplier spend, must be attached with the submission of any invoices to GHS

GHS prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract. GHS will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any vendor doing business with GHS provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to GHS. GHS® expects that the policies, programs and practices of its vendors/Contractors are carried out in an equitable fashion and that Certified Diverse Business Enterprises are afforded an equitable opportunity to share in contract/subcontract opportunities.

The Supplier Diversity Goal is 30 % of the contract value.

GHS® expects that the policies, programs and practices of its vendors/Contractors are carried out in an equitable fashion and that Certified Diverse Business Enterprises are afforded an equitable opportunity to share in contract/subcontract opportunities.

Vendors interested in doing business with GHS® are required to sign the Certification below and complete the Supplier Diversity Section in its entirety and submit it with their bid response.

Past Performance: Offeror shall (1) summarize in writing its past performance for client healthcare institutions in actively fostering the participation of Diverse Business Enterprises utilized by the institution, (2) provide three (3) or more client references for this purpose for whom it has provided applicable service to within the past two (2) years, with the name, phone number and e-mail of a specific knowledgeable contact person for each such client reference.

Present Commitment: Offeror shall submit in writing its present commitment and business plan to facilitate and promote the participation of Diverse Suppliers by completion of the attached Diverse Supplier Subcontracting Plan (DSSP). Diverse Business Enterprises utilized as Tier II contractors and suppliers must be certified by one or more of the 3rd Party Certification Agencies recognized by GHS.

Post-award Performance: The specific, measurable performance criteria included in the Proposal for present commitment to Diverse Suppliers shall, subject to negotiation and mutual consent, become part of the awarded contract as specific, measurable requirements of vendor performance for the duration of the contract. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Vendor will be required to report to GHS quarterly, in a manner in GHS's sole discretion, all direct and/or indirect certified spend with Diverse Business Enterprises.

Proposal Open Record: If a request to inspect the Proposal, or any portion thereof, is made by a third party, GHS will endeavor to treat all materials requested to be kept confidential and non-disclosed to the extent provided by the Georgia Open Records Act. The Offeror understands that GHS may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. GHS will endeavor to inform the Offeror of any third party request for disclosure of such information pursuant to the Georgia Open Records Act or as may be otherwise made to GHS.

If the Offeror requests that such information be held confidential and not disclosed by GHS, the Offeror will assume the defense of such position, up to and including litigation, and will indemnify, save and hold harmless GHS, its officers and employees, from any expense, fees, costs or liability associated with such third party request or such litigation. If the Offeror does consider the Proposal or any portion thereof to contain confidential information, it shall submit a letter on the Offeror's letterhead signed by the owner or Chief Executive Officer, requesting that GHS treat the Proposal confidential and private information to the extent possible under Georgia law. Otherwise, the Offeror agrees that its' submission may be deemed as public information.

Regulatory and Ethical Compliance: No Proposal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that, within the past five years, has been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. (<http://www.ethics.state.ga.us>).

Prior to any contract award, GHS will verify that the prospective Offeror's company, officers and/or principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency. This will be verified through the Office of Inspector General (OIG). If the Offeror and/or its principles appear on the OIG list, GHS reserves the right to reject the Offeror's Proposal and refuse award of a contract.

Notice of Award: The notice of award is issued by the Procurement/Contracting Department. Unsuccessful Offerors shall be notified in writing, after award has been made.

RFQ Definition: Diverse Business Enterprise's

(MBE) National Minority Supplier Development Council: A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is 51% owned, operated and controlled by minority group members, defined from the following:

Asian-Indian - A U.S. citizen whose origins are from India, Pakistan or Bangladesh.

Asian-Pacific -A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

African American - A U.S. citizen having origins in any of the Black racial groups of Africa.

Hispanic - A U.S. citizen of Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America or the Caribbean Basin only.

Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.

(WBE) Women's Business Enterprise National Council: A Woman-Owned Business Enterprise is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the US or its territories; and whose management and daily operation is controlled by one or more of the women owners.

(LGBTBE) National Gay and Lesbian Chamber of Commerce: Includes business physically located in the United States or its trust territories that are at least 51 percent unconditionally owned and operated by at least one lesbian, gay, bisexual and/or transgender (LGBT) person or persons who are either U.S. citizens or lawful permanent residents. In addition, they must exercise independence from any non-LGBT business enterprise.

U.S. Small Business Administration: As defined by the Small Business Act, a small business concern is "one that is independently owned and operated and which is not dominant in its field of operation." *Small Business* -- Depending on the industry, 'small' is defined by either the number of employees or average annual receipts of a business concern. Website reference for size standards by NAICS code is www.sba.gov/services/contractingopportunities/sizestandardstopics/index.html.

(DBE) Small Disadvantaged Business - A small business that is at least 51 percent owned, operated and controlled by one or more individuals who are both socially and economically disadvantaged.

(SBE) Small Business Enterprise - Includes businesses physically located in the United States or its trust territories that are independently owned and operated, not dominant in its field of operation, with 500 or fewer employees (maximum allowable employees to qualify as a Small Business Enterprise may be greater than 500, depending on your industry).

HUB Zone Business - A small business operating in a "Historically Underutilized Business Zone." HUB zones are defined at <http://map.sba.gov/hubzone/init.asp>

Veteran Business Enterprise:

(VBE) Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans.

(DVBE) Service-Disabled Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans with a service-connected disability.

BUSINESS IDENTIFICATION AND NONDISCRIMINATION
(TO BE SUBMITTED WITH BID)

	Yes	No												
Small Business as defined by the US. Small Business Administration (DBE, SBE, Hub Zone)														
Minority Business Enterprise (MBE) If yes, please indicate the percentage of minorities who own, control or operate your company:														
<table border="1"> <tr> <td>African American</td> <td>%</td> <td>Asian American</td> <td>%</td> </tr> <tr> <td>Hispanic/Latino</td> <td>%</td> <td>Pacific Islander</td> <td>%</td> </tr> <tr> <td>Native American</td> <td>%</td> <td>Other</td> <td>%</td> </tr> </table>	African American	%	Asian American	%	Hispanic/Latino	%	Pacific Islander	%	Native American	%	Other	%		
African American	%	Asian American	%											
Hispanic/Latino	%	Pacific Islander	%											
Native American	%	Other	%											
WOMAN-OWNED BUSINESS ENTERPRISE (WBE)														
DISABLED VETERAN BUSINESS ENTERPRISE OR VETERAN BUSINESS ENTERPRISE (DVBE, VBE)														
IS YOUR COMPANY CERTIFIED AS ONE OF THE BUSINESS DESIGNATIONS ABOVE? If yes, please give the certifying agency and include a copy of your current certification with your bid response. The 3 rd party certifying agencies recognized and accepted by GHS are included.														
LOCAL SMALL BUSINESS If yes, please indicate in which county your company is located? ____ DeKalb ____ Fulton ____ Business location in both counties ____ Other														

PART II - NONDISCRIMINATION POLICIES AND PROCEDURES

	Yes	No
Are you an individual and do not employ anyone? If yes, you do not need to complete the remainder of the questions.		
Does your company have an Equal Employment Opportunity/Affirmative Action statement posted on company bulletin boards?		
Do you notify all recruitment sources in writing of your company's Equal Employment Opportunity/Affirmative Action employment policy?		
Do your company advertisements contain a written statement that you are an Equal Employment Opportunity/Affirmative Action employer?		
Do you belong to any unions? If yes, have you notified each union in writing of your commitments to non-discrimination?		
Does your company have a collective bargaining agreement with workers? If yes, do the collective bargaining agreements contain non-discrimination clauses and/or your Equal Employment Opportunity policy covering all workers?		
Does your company, at least annually, maintain a written record of and review the Equal Employment Opportunity policy and Affirmation Action obligations with all employees including those having any responsibility for employment decisions?		
Do you conduct, at least annually, an inventory and evaluation of minority and female personnel for promotional opportunities and encourage these employees to seek, train and prepare for such opportunities?		
Do you conduct, at least annually, a review, of all supervisors' adherence to and performance under the vendors, and Contractor's Equal Employment Opportunity policies and Affirmative Action obligations?		
Is there a person in your company who is responsible for Equal Employment Opportunity? If yes, please give name, phone and email address.		

Please explain any no answers, use additional paper as necessary:

Authorized Representative Signature: _____ Date: _____

**DIVERSE SUPPLIER SUBCONTRACTING PLAN (PROGRAM MANAGEMENT
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY**

The following are questions concerning the efforts your company will make to ensure that Diverse Supplier's will have an equitable opportunity to compete for lower tier subcontracts associated with the Grady Health System agreement:

What product/service areas do you envision the inclusion of Diverse Suppliers and how is this determined? _____

How are Diverse Supplier capabilities determined by your company? _____

How will you ensure the maximum possible inclusion of Diverse Suppliers in all of your purchasing solicitations (i.e. Request for Proposals, Request for Information, and Request for Quotes, etc.)? _____

How will your company ensure that Diverse Suppliers are made aware of upcoming subcontracting opportunities and how will you prepare them to respond appropriately? _____

How will you monitor your company's Diverse Supplier subcontracting performance to this agreement and make any adjustments to achieve the subcontracting plan goals? _____

Will your Diverse Supplier subcontracting administrator:

Yes / No

_____ Develop and maintain Offerors' lists of Diverse Suppliers from all possible sources

_____ Oversee the establishment and maintenance of your company's contract and subcontract award records associated with this Grady Health System agreement?

_____ Conduct or arrange the training of your company's purchasing personnel on the Grady Health System agreement goals and processes to achieve this goal?

_____ Review purchasing solicitation documents to remove statements, clauses, etc. which may tend to prohibit Diverse Supplier participation

_____ Screen proposed purchasing solicitation documents for subcontracting opportunities and implement appropriate procurement policies and procedures to improve and increase opportunities to Diverse Suppliers

_____ Introduce Diverse Suppliers to company purchasing personnel based on commodity or service in which these vendors may have a mutual or potential concern

_____ Maintain records demonstrating that procedures have been adopted and implemented to comply with the reporting requirements and supplier diversity goals within the Grady Health System

_____ Prepare and submit monthly, required Diverse Supplier reports to Grady Health System?

DIVERSE SUPPLIER SUBCONTRACTING PLAN (DSSP) PG.2

(DIRECT SUPPLIER DIVERSITY REPORTING)

In adherence to GHS's commitment to Supplier Diversity, GHS suppliers must clearly as defined herein demonstrate good faith effort, for Tier II direct goods and/or services to be purchased from Diverse Business Enterprises certified by one or more of the 3rd party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Contracted GHS Suppliers will be required to report to GHS monthly, in a manner in GHS's sole discretion, all direct spend with Certified Diverse Business Enterprises. The Supplier Diversity Goal Direct and/or Indirect Tier II for this Solicitation is 30 % of the contract value.

Company Name: _____

Agreement Term: _____

GHS Business Unit: _____

GHS Business Unit Contact Name: _____

Phone Number: _____

Vendor Contact e-mail: _____

Description of goods/services provided under this primary agreement (include name of project if applicable):

Who will be responsible for coordinating your company's Diverse Supplier subcontracting activities during the period of this contract?

Name/Title: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

E-Mail Address: _____

State the total dollar value planned to be subcontracted associated with this GHS agreement:

Please list all of the 3rd Party Certified Diverse Suppliers you have identified that will serve as Direct Tier 2 Subcontractors associated with this GHS project and the projected spend amounts with each company:

Vendor Name	Address	Contact	Phone	E-Mail	Certification Type	Business Classification (Product/Service)	Direct Projected Spend in Dollars	Direct Projected Spend by Percentage

Submitted by: _____

Authorized Representative Signature

_____ Title

Date

**CERTIFICATION OF EFFORTS
(TO BE SUBMITTED WITH BID) – SUPPLIER DIVERSITY**

Vendor: _____ **Solicitation Name:** _____

Solicitation Number _____

I certify that the following efforts were made to achieve Certified Diverse Supplier participation.

- a) Provided written notices to certified diverse business enterprises who have the capability to perform the work of the contract or to provide the service **__Yes __No**
- b) Direct mailing, electronic mailing, facsimile or telephone requests **__Yes __No**
- c) Provided interested certified diverse business enterprises with adequate information about plans, requirements and specifications of the contract in a timely manner to assist them in responding to a solicitation **__Yes __No**
- d) Allowed certified diverse business enterprises the opportunity to review specifications and all other solicitation related items at no charge, and allowed sufficient time for review prior to the bid deadline **__Yes __No**
- e) Acted in good faith with interested certified diverse business enterprises, and did not reject certified diverse business enterprises as unqualified or unacceptable without sound reasons based on a thorough investigation of their capabilities **__Yes __No**
- f) Did not impose unrealistic conditions of performance on certified diverse business enterprises seeking subcontracting opportunities **__Yes __No**
- g) Additionally, I contacted the referenced certified diverse business enterprises and requested a bid. The responses I received were as follows:

Name and Address of certified diverse business enterprises	Type of work and Contract Items, Supplies or Services to be Performed	Response	Reason for Not Accepting Bid

(If additional space is required this form may be duplicated)

If applicable, please complete the following:

I hereby certify that certified diverse business enterprises were “Unavailable” or “Unqualified” to submit bids to provide goods and services for this Solicitation response. I further certify that efforts have been made to establish “Joint Ventures”, and said entities were also unavailable at this time.

Reasons for the “Unavailability” or being determined “Unqualified”;

Submitted by:

Authorized Representative

Signature Title

Date _____

STATEMENT OF INTENT

TO BE COMPLETED BY ALL KNOWN JOINT VENTURE PARTNERS/ SUBCONTRACTORS/CONSULTANTS
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY

Vendor: _____

Solicitation Name: _____

Solicitation Number: _____

_____ agrees to enter into a contractual agreement with
Prime Supplier

_____, who will provide the following goods/services
Joint Venture Partner/Subcontractor/Consultant

in connection with the above referenced Solicitation as a certified diverse business enterprise:

for an estimated amount of \$_____ or _____% of the total contract value.

Prime Supplier

Joint Venture Partner /Subcontractor/Consultant

Intend to work together in accordance with this Contract Compliance Section of the bid, contingent upon award and execution of a contract with Grady Health System with to the aforementioned Prime Supplier.

I hereby certify that this statement is true and correct:

Prime Supplier Signature:

Print Name:

Title:

Date:

Joint Venture/Subcontractor/Consultant
Signature:

Print Name, Title and Date:

Address:

Phone

Fax:

SUPPLIER DIVERSITY CERTIFICATION:

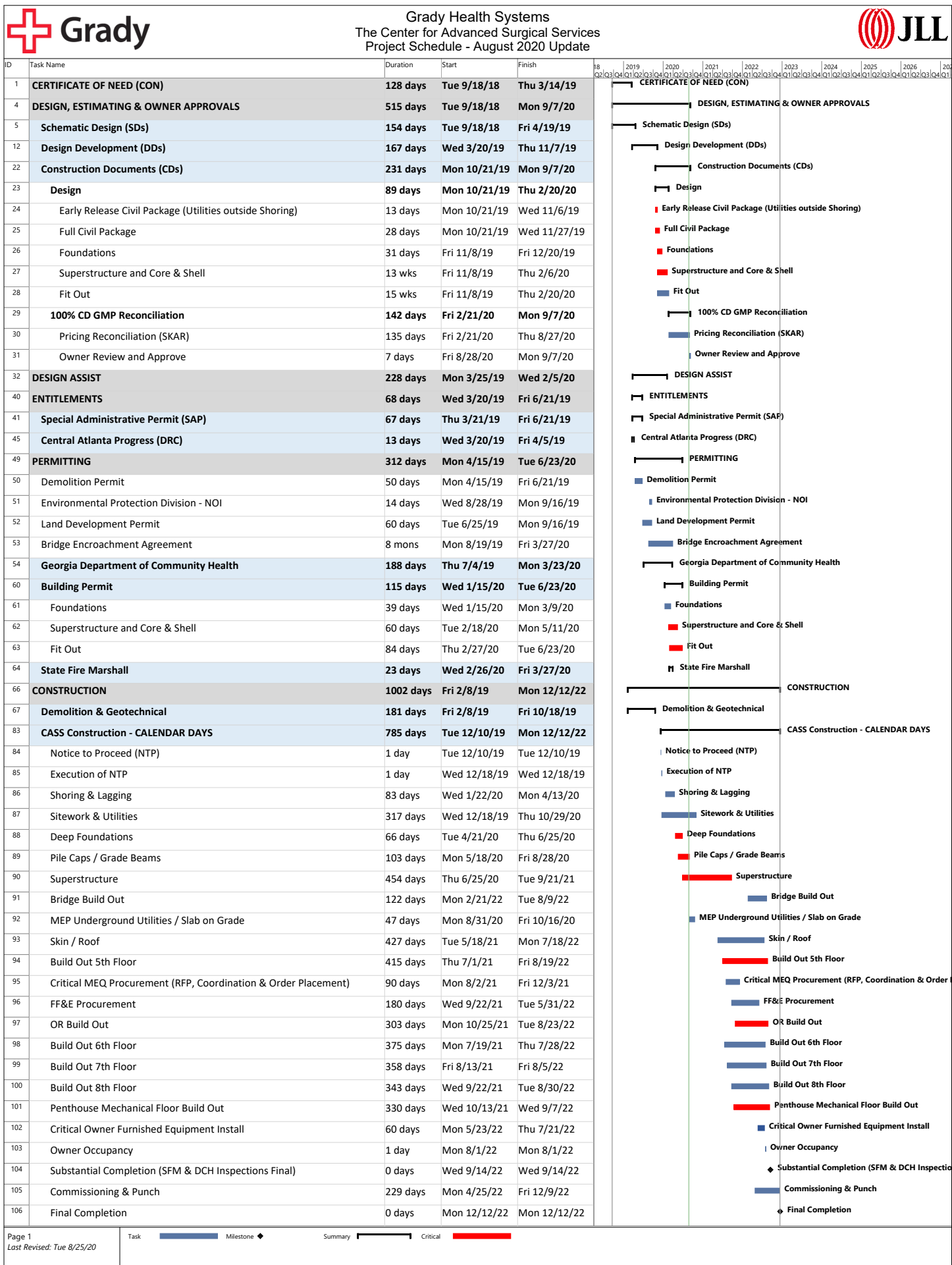
I certify that the statements made by me in this Supplier Diversity Section are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to disqualification and debarment from participation in future GHS contracting opportunities, held liable for breach of contract and subject to the enforcement of any remedies available under the contract or as a matter of contract law. I agree that no changes shall be made to this section without the written consent of GHS.

Authorized Representative Signature

Title

Date

ATTACHMENT A - PROJECT MASTER SCHEDULE



DRAFT