

The Grady Memorial Hospital Corporation  
d/b/a

# GRADY HEALTH SYSTEM

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**Remarkable Service Exceptional Care**

**GRADY HEALTH SYSTEM**

**Facilities Development**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**ARCHITECTURAL, ENGINEERING DESIGN and CONSTRUCTION SERVICES**

**For**

**Medical Vacuum System Upgrade**

**GHS RFP# F2019054**

**Request for Proposal Posted: September 8, 2021**

**Proposal Due: October 15, 2021**

## **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 150,000 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.

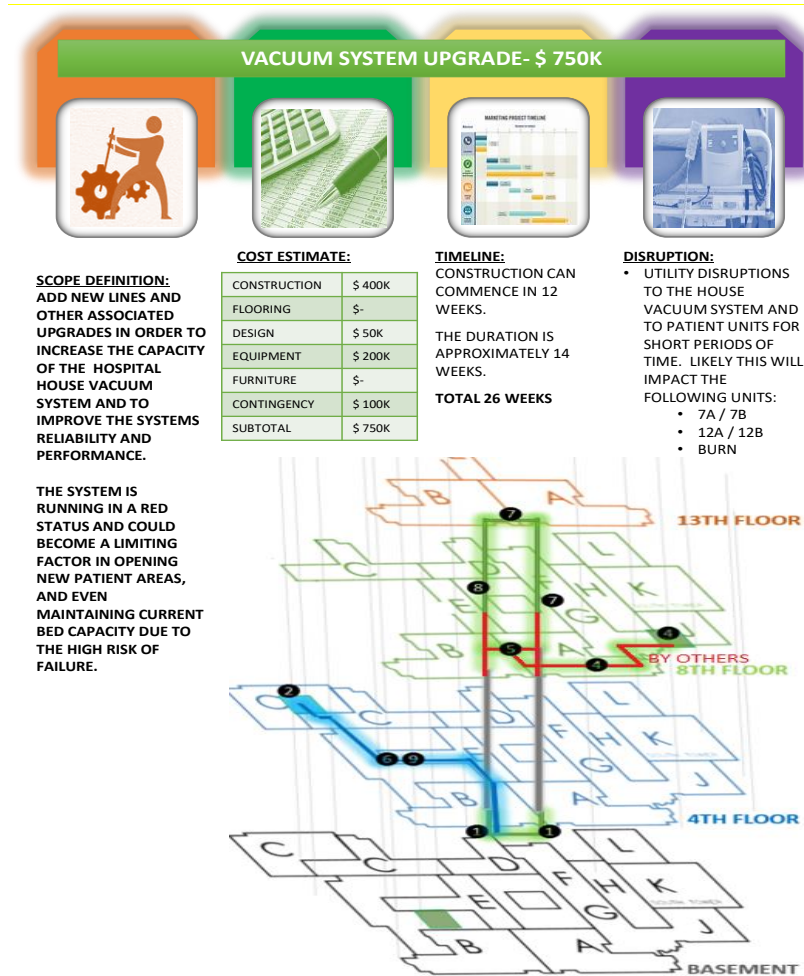
### **VALUES**

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

## SECTION 2: PROJECT OVERVIEW

Grady Memorial Hospital (GMH) wishes to engage a team capable of upgrading the hospital's existing medical vacuum system as follows:



- Interconnect West Tower (Building A/B) with ECC Tower (Building C and expansion)
- Add pump in ECC Tower (Building C and expansion)
- Upgrade vacuum line size in West Tower (Building A/B)

The selected team will provide engineering, architectural and construction services utilizing best practices in healthcare utilities and facilities development. Emphasis shall be given to vision, improved organization and operations performance, enhanced care environment, flexibility and adaptability for a more efficient and innovative organization encompassing the mission for Grady Health System.

Grady Health System shall make an assessment of each Proposing Team's response and whether in the opinion of GHS, the Proposing Team is capable of undertaking and completing the scope of work delineated within this RFP in a satisfactory and timely manner. GHS will award a contract only to a responsible Proposing Team that has the ability to successfully perform under the terms of this RFP.

### **SECTION 3: DESCRIPTION OF REQUIRED SERVICES**

**Please reference MEDICAL VACUUM CRITERIA dated AUGUST 6, 2021 BY TLC**

It shall be Proposing Team's responsibility to commence each activity at the earliest reasonable time and provide updates required to support design construction processes for the work.

#### **1. GENERAL ACTIVITIES**

- a. Proposing Team: Provide a sufficient number of specialty consultants and other individuals with requisite skills and experience as appropriate for the successful completion of the scope of work.
- b. Owner has established the communications framework for this Project within an active account with e-Builder Incorporated. Proposing Team and all of its design consultants and subcontractors are required to use e-Builder as the web based project management system. All Project documents, drawings, communications and correspondence shall be through this management system, starting from project engagement/initiation through project close out.
- c. Advise Owner regarding Project scope and execution, including site staging, logistics, and other site improvements, as well as any other elements of the Project with respect to concept, feasibility, building systems, equipment, constructability, cost, economies, labor, scheduling, and construction.
- d. Review and advise Owner regarding constructability concerns, conflicts, overlaps, and omissions in design documents, and other plans, applications, procurement, schedules, budgets and bidding documents.
- e. Advise Owner regarding the construction feasibility, installation and construction costs of various designs, materials, building systems and equipment.
- f. Advise Owner regarding the availability of various materials and labor, the time requirements for installation and construction of various designs, systems and equipment, including cost of alternative designs or materials, AHJ pre-approvals, special seismic testing requirements, preliminary budgets, and possible economies such as life cycle costing and value engineering.
- g. Investigate any potential special labor requirements for the Project and advise Owner regarding same.
- h. Identify and recommend actions designed to minimize adverse effects of labor or material shortages and price escalations.
- i. Investigate and recommend a schedule for the purchase of all materials and equipment, including long-lead items, equipment requiring special testing or certification, and coordinate the schedule with the early preparation of Construction Documents by the Proposing Team.
- j. Procure Material Safety Data Sheets and other relevant information for all proposed specified materials and products. If any specified materials or products are known by the Proposing Team to contain any hazardous or toxic materials as defined under any federal or state laws, rules or regulations, Proposing Team shall suggest any known and feasible available alternative nonhazardous and nontoxic materials and products.
- k. A Georgia licensed Architect or Engineer must prepare, sign and seal as the registered Architect or Engineer of Record respectively, the designs, calculations, reports, and specifications for Design Build scopes of work.

#### **2. PROJECT SCHEDULE**

- a. After project award, selected Proposers shall prepare a Construction Schedule for approval by Owner that includes all activities required for the performance of the work. Proposing Team shall maintain and update the Owner approved Construction Schedule not less than monthly.

## SECTION 4: INSTRUCTIONS TO PROPOSERS

### 1. SELECTION & AWARD SCHEDULE

a. The currently planned schedule for selection and award of services is as follows:

• Publish RFP on Grady website	September 8, 2021
• Pre-Proposal Conference & Site Walk	October 7, 2021
• Last Day for Questions	October 14, 2021
• Proposal Due Date	October 15, 2021
• Project Award and Contracts Execution	October 22, 2021
• Project Mobilization	November 15, 2021

b. The dates or steps listed above are for reference only and not intended to establish any contractual expectation. GHS may modify those dates and adjust the planned schedule or process.

### 2. DUE DATE

- a. Sealed proposals must be submitted to GHS's Representative, Stacy Parker by 3:00 p.m. on October 15, 2021.
- b. Proposals shall not exceed 25 pages in length. Utilized font size shall not be smaller than 10 points.
- c. All proposals will be submitted in hardcopy with an accompanying electronic copy emailed to [Medical\\_Vacuum\\_System\\_DesignUpgrade.xx\\_-\\_INBOX@docs.e-builder.net](mailto:Medical_Vacuum_System_DesignUpgrade.xx_-_INBOX@docs.e-builder.net).
- d. Four (4) bound hardcopy proposals are to be submitted in entitled "Proposal for Design and/or Construction Services for F2019054 Medical Vacuum System Upgrade Project."
- e. GHS may reject all proposals received after the specified time and may return proposals unopened.
- f. GHS may reject a proposal that does not contain information requested by this RFP. GHS may at any time request from a Proposer clarifications to a proposal or supplemental information.
- g. GHS may in its discretion waive any of these RFP requirements. However, GHS expects that Proposers adhere to these RFP requirements and failure to adhere to such requirements may result in a proposal not being considered and deviation may be considered by GHS in the selection of the Proposer with whom it elects to contract.

### 3. PRE-PROPOSAL CONFERENCE & SITE WALK

- a. Mandatory Pre-Proposal Conference – GHS will conduct one (1) mandatory pre-proposal conference & site walk. Key representatives from the Proposers' team must be present (note that attendance will be limited to 4 representatives of the contractor).
- b. Pre-Proposal Conference & Site Walk will be held October 7, 2021 at Piedmont Hall, 22 Piedmont Ave., Atlanta, GA 30303.
- c. This conference will provide each Proposer with an opportunity to have GHS address any comments and provide clarifications related to the Proposal.
- d. Addenda will be issued to address clarifications or comments resulting from pre-proposal conference & site walk.

### 4. GHS'S REPRESENTATIVE

- a. Stacy Parker, Sr. Project Mgr., Facilities Development
- b. Phone Number - (404) 616-5073
- c. E-mail address – [saparker@gmh.edu](mailto:saparker@gmh.edu)
- d. Mailing Address – Facilities Management, 80 Jesse Hill Jr. Dr., Atlanta, GA 30303
- e. Office Address – 22 Piedmont Avenue SE, Piedmont Hall Suite 304, Atlanta, GA 30303

5. QUESTIONS REGARDING THIS PROPOSAL

- a. Questions shall be submitted in writing by email through e-Builder at [Medical Vacuum System DesignUpgrade.xx - INBOX@docs.e-builder.net](mailto:Medical_Vacuum_System_DesignUpgrade.xx - INBOX@docs.e-builder.net).
- b. The deadline for submitting questions is COB October 14, 2021. GHS's Representative will distribute its responses in written addenda.
- c. No oral statement, clarification, or opinion regarding anything in the RFP is valid or binding unless also issued in writing by GHS's Representative.
- d. GHS's Representative is the only person authorized to provide a formal response to a question.
- e. No GHS employee or other GHS consultant is authorized to make any statement that would bind GHS regarding this RFP

6. SUBMISSION REQUIREMENTS

- a. Format - The Proposal must be submitted in the following format:
  - Submit four (4) hardcopy proposals in an 8 ½" x 11" format, bound, double sided, using at a minimum 10 point font size, with exhibits and drawings on an 11" x 17" format folded to an 8 ½" x 11" size. Submission shall not be longer than 10 pages in length.
  - Submit proposal in hardcopy with an accompanying electronic copy emailed to [Medical Vacuum System DesignUpgrade.xx - INBOX@docs.e-builder.net](mailto:Medical_Vacuum_System_DesignUpgrade.xx - INBOX@docs.e-builder.net)
  - Submit proposal titled: "Proposal for Design and/or Construction Services for F2019054 Medical Vacuum System Upgrade Project."
  - 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.
- b. Content of Proposal - The Proposer will submit each Proposal in the following tabbed format:
  - Tab 1 - Cover Letter: Provide a brief introduction of the proposed Team and include an overview of the successes, history and approach to providing a successful project of this scope and complexity. Proposer should also affirm that the proposed Project can be successfully completed within the prescribed schedule and estimated amounts. 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. 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 or The Fulton-DeKalb Hospital Authority. Disclose the name and title of any of Grady Health System's and/or The Fulton-DeKalb Hospital Authority 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.

- Tab 2 - Proposer's Technical Expertise: This section provides the Proposer an opportunity to show its understanding of the entire Project, to identify important issues or considerations, to demonstrate the team's experience, and to provide technical narrative that responds to this RFP and its Project Drivers.
- Tab 3 - Proposer's Team Personnel and Organization: This section is used to understand the Proposer's overall Project organization, lines of authority and staffing plan, including the durations of the persons and positions proposed for this Project. The Proposer shall also identify key personnel who will serve as primary contacts, possess professional certifications and demonstrate successful related work experience on projects of similar scope and complexity. The Proposer is expected to commit key personnel to the Project through Substantial Completion to maintain continuity with GHS and Project Staff as outlined in the General Conditions of the Construction Contract. Provide an organization and staffing plan that shows the contractual reporting relationships of the team and a narrative that defines the Project management and staffing plan by phase and key personnel for the duration of the Project. Indicate the amount of time staff will spend onsite and/or in co-location space. Provide proposed staffing plan. Include description of job accountabilities for each key position. Provide resumes or business service descriptions for key personnel, associates, subcontractors, PM services, etc. proposed for this Project. Each resume should include the person's name, title, authority and responsibilities in the Project, past project experiences, education licenses, and professional affiliations.
- Tab 4 - Delivery Plan: Provide a narrative description of proposed services, including but not limited to:
  - Define the responsibilities of the Contractor and other Subcontractors;
  - Describe your concept for deploying the required resources to the Project. Describe any on-site needs to be provided by Grady Health System;
  - Describe what the plan will be for developing and maintaining communication between the aforementioned team members, as well as between the Design Team and Owner;
  - Describe how the proposed team will participate and coordinate in the design, design and constructability reviews, estimating, and scheduling regarding construction methods, sequencing, material and equipment selection, system development, overhead and underground systems and utility development;
  - Describe your approach to and philosophy on value engineering;
  - Describe your safety program and provide your company's safety record, including EMR for the past three (3) years;
  - Identify responsible individuals who will define and manage the process of developing the Subcontractor scope packages, how they will be coordinated and prepared; the prequalification process for Subcontractors; how the trade work coordination is to be integrated and finalized for shop drawings and construction documents, required equipment testing and certification, then tracked for Subcontractor progress in the field and resolution of final installation coordination issues between all trades;
  - Identify any scopes of work that your firm might self-perform, provide evidence of successful delivery of self-performed work on previous jobs, and describe any benefit to the Project;

- Describe the plan once construction of the Project has commenced to coordinate the on-going design, reviews, and approvals with the progress of work in the field;
  - Provide a narrative description of the process that will be used and the responsible party to oversee the implementation of redline construction comments, integrating RFI responses, updating drawing packages with addenda and clarifications in an effort to maintain a record set of drawings on a “real time” basis.
- Tab 5 - Schedule: The Proposer shall provide a Conceptual Project Schedule with milestone dates and where appropriate, DCH reviews, procurement of City approvals, construction of the Project, and Final Completion.
    - The Conceptual Project Schedule will be prepared in Microsoft Projects and broken down by activity and duration highlighting the critical path.
  - Tab 6 - Cost Proposal: The Proposer will provide work plans for the Project. Work plans will be required in the format as detailed in Exhibit D, inclusive of subsections for each category – Pre-Construction Services and Construction Services.
    - The Proposed pricing shall include sufficient detail that shows:
    - The Contractor’s proposed fee percentage.
    - The proposed firm price for all General Conditions during the performance of Construction Services.
    - Provide rate schedules for proposed team members for entire term of Agreement, separately for Design Pre-Construction Services and Construction Services.
    - Rates shall be fully burdened and include all of Proposer’s costs, whether direct or indirect and include all offices and administrative costs.
    - 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.

7. ADDENDA

- a. Proposers must direct all questions about the meaning or intent of any documents in writing to Owner’s Representative per Section 4.4 above. GHS will issue by formal written addendum any interpretations or clarifications on behalf of GHS in response to such questions via postings on website. Proposers should not rely on any answers not included in a formal written addendum. Responses may not be provided to all inquiries.
- b. GHS reserves the right to issue addenda to modify any documents related to this RFP.
- c. Proposer will acknowledge its receipt of all addenda in its proposal.
- d. Proposers may obtain a complete list of addenda from GHS prior to submission of its proposal.



## **SECTION 5: QUALIFICATIONS & EXPERTISE, EVALUATION CRITERIA AND PROCESS**

### **QUALIFICATIONS & EXPERTISE**

GHS requires the successful Proposing Team 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 Proposing Team must meet and provide documentation of the following qualifications:

#### **Proposing Team Qualifications Summary**

- **Local office with deployable technicians and engineers**
- **EMR of .8 or below**
- **Minimum of 5-10 past projects of similar scope and size**
- **ISO certified**
- **Documented QA/QC program**
- **Full BIM and Revit capabilities**
- **Institutional knowledge and experience of the Grady Memorial Hospital power distribution system**
- **Experience with the local AHJ(s)**
- **Capable of performing in service system testing and immediate repairs**

#### **Proposing Team Qualifications Detail**

- I. General Requirements of Construction Firm**
  - a. Location** – Have at least one (1) established office located within the city of Atlanta which has been in operation for at least three (3) years.
  - b. Financial Standing** – Contractor must be able to provide five years of audited financial statements with an average revenue exceeding \$15 million. Contractor must demonstrate that no active liens have been filed against contractor in the past five years.
  - c. Regulatory and Ethical Compliance** – Contractor must not have been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. Contractor officers and principals must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency.
  - d. Insurance Coverage** – Contractor must have \$5 million of General Liability coverage.
  - e. Bond Capacity** – Contractor must demonstrate the capability to bond at least \$5 million of work over one year.
  - f. Licensing** – Contractor must hold a current Georgia General Contractor License.
  - g. Safety** – Contractor must have a corporate safety program. Contractor must demonstrate an EMR less than 0.80 for at least three (3) years. All Superintendent level personnel are required to have Certified Healthcare Constructor (CHC) and current First Aid/CPR certifications. All foreman level personnel are required to have at least OSHA 30 training and current First Aid/CPR certification.
  - h. Quality** – Contractor must have a corporate quality control program.
  
- II. Hospital Construction Experience**
  - a. Capabilities** – Must be able to perform medical vacuum system upgrade in an active hospital without interruption to the facility.

- b. **Experience** – Must be able to demonstrate self-performance of at least five (5) previous projects within the last three years of medical vacuum system upgrade in active hospital or emergency facility exceeding \$250,000 contract value. Must be able to demonstrate at least one (1) project exceeding \$100,000 contract value working specifically in the central Grady Memorial Hospital. Must have at least three (3) full-time qualified personnel with at least five years' experience in similar environment to demonstrate ability to perform equipment replacement within project timeline.

**III. General Requirements of Architect/Engineer (A/E) Firm(s)**

- a. **General Description** – Able to provide complete design services for project.
- b. **Location** – Have at least one (1) established office located within the city of Atlanta.
- c. **Regulatory and Ethical Compliance** – Not have been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. A/E officers and principals must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency.
- d. **Insurance Coverage** – Have \$2 million of Professional Liability coverage.
- e. **Experience** – Able to demonstrate self-performance of at least three (3) previous projects within the last five years of similar scope exceeding \$25,000 contract value.
- f. **Licensing** – Hold current Georgia Registered Architect license and Georgia Professional Engineer License.

Proposers will be evaluated based upon a best value competition and other criteria set forth below. Proposers will be ranked sequentially from the most advantageous to the least. Contracts will be awarded to the responsible Proposers whose bids are considered to be the most advantageous, or provide the "best value." GHS reserves the right to reject all proposals.

**PROPOSAL EVALUATION CRITERIA**

1. **Price.** Proposers' price will be 50 percent of the total weight of consideration given to all evaluation criteria. The following categories will be considered for pricing: (1) Allowable Costs for Design and Construction Administration Services (A/E's); (2) Allowable Costs for Construction Services (GC's); (3) Fixed Fee; and (4) Insurance Costs.
2. **Design and/or Construction Expertise.** Proposers' design and/or construction expertise will be 25 percent of the total weight of consideration given to all evaluation criteria. The following categories will be considered: (1) Similar Project Experience, (2) Project Safety, (3) Financial Strength, (4) Construction Team, (5) Design Team, and (6) References. The information provided in the Proposers' submitted qualifications will be used for evaluating the above referenced criteria.
3. **Design Schedule.** Proposers' Project Baseline Schedule will be 25 percent of the total weight of consideration given to all evaluation criteria. Proposers must verify actual anticipated durations for required AHJ review(s).

## **SECTION 6: REPRESENTATIONS AND INSTRUCTIONS**

### **RFP TERMS AND CONDITIONS**

Compliance with GHS General Terms and Conditions of the Contract between Owner and Architect or Owner and Contractor or are required for any selected Proposer to provide goods, equipment, or services by the awarding of any RFP.

### **Acceptance of Proposing Team's Proposals**

GHS reserves the right to accept or reject any Proposal, change these criteria 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 Proposers. 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.

### **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://ethics.ga.gov/>).

Prior to any contract award, GHS will verify that the prospective Proposer's companies, 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 Stacy Parker. Unsuccessful Proposers shall be notified in writing, after award has been made.

### **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](http://www.gradyhealth.org/suppliers).