

VALLEY HOSPITAL ASSOCIATION dba MAT-SU HEALTH FOUNDATION

REQUEST FOR PROPOSALS

Owners Representative and Construction Project Manager

1. Date of issue: November 20, 2023
2. Deadline to submit proposals: December 22, 2023
3. Award to successful firm/agency: January 15, 2024

Mat-Su Health Foundation is requesting proposals from qualified Owners Representatives and Construction Project Managers to serve as our Owners Rep for a series of Construction Projects to be implemented over the next 5 to 10 years on land near Mat-Su Regional Medical Center. Qualified, interested parties must submit a completed proposal, along with signed cover letter, electronically, by 5:00 p.m., Alaska Standard Time, on December 22, 2023, to:

Mat-Su Health Foundation
Attn: Bill Finley
Chief Financial Officer
bfinley@healthymatsu.org

I. About Mat-Su Health Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center (MSRMC). In this capacity, the MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital and protect the community's interest in this important healthcare asset through board oversight. The MSHF invests its share of Mat-Su Regional's profits into charitable works that improve the health and wellness of Alaskans living in Mat-Su.

- Vision: A community where all persons have the opportunity for a healthy life
- Mission: To Improve the Health and Wellness of Alaskans Living in the Mat-Su
- Values: Prevention, Access, Wellness, Fairness, Leadership, Collaboration

The Mat-Su Borough is located about 50 minutes north of Anchorage in Southcentral Alaska with a population of about 107,081. The Mat-Su Borough is slightly larger than W. Virginia and it includes three incorporated cities, Palmer, Wasilla, and Houston; 26 rural/remote unincorporated communities; and two federally-recognized Alaska Native tribes.

II. Background

The Mat-Su Borough is Alaska’s fastest-growing region. This growth is expected to continue over the next three decades. To help meet this growth, we engaged a master plan work group starting in 2019 to envision the future needs of healthcare delivery in the Mat-Su, specifically looking at long-term growth of the hospital and what additional facilities are needed. The Mat-Su Health Foundation acquired the land surrounding the hospital in preparation for this growth.

Working with our hospital partners, MSHF is in the process of developing a comprehensive master plan for the hospital land. The first major component will be a planned Behavioral Health Hospital which we hope to break ground in 2025. A myriad of other facilities will be constructed as well over the next 10 years, including healthcare facilities, hotel, community spaces, and limited workforce housing—are all potential possibilities.

The objective of the partnership:

- Provide Alaska based Owners Representative services including:
 - Planning
 - Contractor and Architect Selection
 - Budgeting and Cost Controls
- Project Management
- Construction Management

III. Scope

The Owners Rep will be responsible for representing and partnering with MSHF staff and board to ensure we work with the right contractors throughout the process, being guided by the following principles:

- Local (Mat-Su-based then Alaska) contractors and subs whenever possible
- Union workers whenever possible
- Commitment to a diverse workforce

V. Budget

The proposed budget for 2024 should not exceed \$100,000. The preference is a monthly contractual amount.

Additionally, an understanding of anticipated costs for project management once we are under construction is helpful.

VI. Work Schedule

Over the course of 2024, we anticipate meetings with MSHF staff, hospital staff, and board members. MSHF CFO will coordinate all meetings.

VII. Proposal Format and Content

MSHF seeks simplified, cost-effective proposals. However, in order for MSHF to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

Introduction

Proposals must include the complete name and address of the offeror's firm and the name, mailing address, and telephone number of the person MSHF should contact regarding the proposal. Proposals must confirm that the offeror will comply with all provisions in this RFP. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined non-responsive and the proposal may be rejected.

Approach

Describe your approach to fulfill the scope of work described above, including:

- Your Owners Rep process and philosophy
- How you approach project management
- Experience working with GC's and Subs with Union Workforces
- Your firm's distinctives

Experience and Qualifications

Describe the experience and qualifications of the individual, team, and any subcontractors, including experience with aggregating data from multiple sources and any relevant experience in serving as an Owners Rep. Offeror must provide the following:

- A brief narrative description of offeror's organization
- Contractor information, including:
 - Names and titles of key personnel and details regarding their Owners Rep experience
 - Résumés of key personnel
- Reference names and phone numbers for similar projects the contractor has completed

Cost Proposal

Contract can either include a monthly contract amount or be a per hour contract.

The per hour cost proposal must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, and supplies. Costs should be broken out by estimated number of work hours needed, hourly rates, and direct expenses and supplies. All work except for any planned in person meetings or tasks shall be done at the contractor's work site.

VIII. Evaluation Criteria

The following criteria will be weighed in evaluating the proposals for each response:

- Suitability of the proposal (15 points): The proposed solution meets the needs and criteria set forth in the RFP.
- Evaluation approach and timeline (35 points): Methodology suitable for this project and thoughtful presentation of a feasible timeline.
- Competency and experience (30 points): The contractor has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/pricing structure (20 points): The price is commensurate with the value offered by the contractor.

IX. Additional Instructions

Location of Work

The work is to be performed, completed, and managed at the contractor's site and at locations where the stakeholders convene. MSHF will not provide workspace for the contractor. The contractor must provide its own workspace. Meetings will take place in Mat-Su or Anchorage.

Right of Rejection

Offerors must comply with all the terms of the RFP, and all applicable local, state, and federal laws, codes, and regulations. MSHF may reject any proposal that does not comply with all the material and substantial terms, conditions, and performance requirements of the RFP. Offerors may not qualify the proposal nor restrict the rights of MSHF. If an offeror does, MSHF may find the proposal to be a non-responsive counter-offer and reject the proposal. Minor informalities that do not affect responsiveness and/or change the meaning/scope of the RFP may be waived by MSHF. MSHF reserves the right to refrain from making an award if it determines that to be in its best interest.

MSHF Not Responsible for Preparation Costs

MSHF will not pay any cost associated with preparation, submittal, or presentation of any proposal.

Disclosure of Proposal Contents

All proposals and other material submitted become the property of MSHF and may be returned only at MSHF's option. All proposal information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing and that MSHF agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified, and the offeror must include a brief statement that sets out the reasons for confidentiality.

Offeror's Certification

By signature on the proposal, offerors certify that they comply with:

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Opportunity Act and the regulations issued thereunder by the federal government;

- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- (g) that the offers will remain open and valid for at least 30 days.

By signature on the proposal, offerors also certify that programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (g) of this paragraph, MSHF reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. MSHF reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. MSHF's determination regarding any questions of conflict of interest shall be final.

Discussions with Offerors

MSHF will answer written questions pertaining to this RFP sent via email to bfinley@healthymatsu.org submitted prior to Dec. 15, 2023, at 5:00 p.m. AKST, when all answers will be posted to the website. Additionally, the MSHF may conduct discussions with offerors in order to determine if a proposal is reasonably susceptible for award. Such discussions between the offeror and MSHF staff are permitted to clarify uncertainties or eliminate confusion concerning the contents of a proposal and which do not result in a material or substantive change to the proposal.

MSHF may also conduct discussions with offerors for the purpose of ensuring full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by MSHF. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by MSHF. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, MSHF may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation may contact MSHF prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal should be reduced to writing by the offeror.

Alaska Business License and Other Required Licenses

Prior to work initiating and any payments made, the selected firm must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute.