



REQUEST FOR PROPOSALS

Architectural, Interior Design, Engineering & Limited Construction Services:

Construction of a Replacement Eighty (80) Bed Skilled Nursing Facility to Replace the Existing Chase Memorial Nursing Home in New Berlin, New York

REQUEST FOR PROPOSAL

Architectural and Engineering Services

I. INTRODUCTION

The existing Chase Memorial Nursing Home & Rehab (“Chase”) is an eighty (80) bed skilled nursing facility located in New Berlin, New York. It was built in 1970 and while it provides the highest level of quality care for its senior residents, the physical facility has become increasingly inefficient and outdated. New Berlin is a village in northeastern Chenango County, bordering Otsego County. It is approximately thirteen miles from Norwich, New York and twenty-one miles from Oneonta, New York. Chase is an important safety net provider to the residents of the surrounding communities. Chase is a member of the Good Shepherd Communities (the “Owner”), headquartered in Endwell, New York, which through its affiliates, also owns and operates Good Shepherd Village at Endwell and Good Shepherd Fairview Home in Binghamton, New York.

www.goodshepherdcommunities.org

II. PROJECT DESCRIPTION

The project calls for the construction of a new eighty (80) bed, two-story skilled nursing home facility on the existing Chase campus. The new facility will consist of four (4) “neighborhoods” housing twenty (20) beds each with semi and private bed options. Country kitchens, open spaces, optimal lighting including low voltage design components and other core characteristics of home will be important features. Each resident room will have its own PTAC unit. Activity space and private visitation space for each neighborhood will further enhance the quality of life of the residents. One main kitchen and two dining rooms will serve the new facility. The new facility will be located behind the existing nursing home facility, which will remain fully open during all phases of construction. In addition to architectural design and engineering services for this new construction, it is anticipated that the Architect will also take an important role in obtaining all local planning board and other municipal board approvals and permits, as well as a Certificate of Need (CON) from the State of New York.

The projected date for breaking ground is March of 2024. The estimated new construction cost for the new facility, including site development, is \$19,500,000.00, not including contingencies and normal soft costs. It is anticipated that a Construction Manager (“CM”) will be independently hired. Coordination with the CM by the Architect will be essential.

Interested firms are welcome to inspect the project site prior to submission of their proposal and can contact Chris Norwood, by phone at (607) 847-7000 ext. 7025 or by email at CNorwood@ChaseHealth.org, twenty-four (24) hours in advance to arrange for a time for that purpose.

III. SCOPE OF WORK

The full scope of services and responsibilities will be defined utilizing the most recently issued Standard AIA Owner/Architect Agreement as a base with certain modifications and supplements anticipated, and will include, but not be limited to the following:

- Verification and Alignment of Designs with Owner's Conceptual Ideas
- Schematic Design
- Interior Design, including Coordination of Kitchen and Dining Services
- Structural, Mechanical, Electrical Engineering, Lighting, Low Voltage, and Fire Suppression Design
- Telecommunications, IT, and Data Designs
- Recommendations for Fixtures, Furniture and Equipment
- Security Evaluation and Planning
- Design Development (for all designs, alternative design concepts and alternative materials and systems are to be discussed with owner)
- Affirmations as to ADA Compliance
- Site Planning
- Landscape Design
- Preparation of all Necessary Construction Documents
- Required Approvals including Local Planning Board and other Municipal Approvals and New York State Certificate of Need
- On Site Project Representation as Required
- Conformed Documents for Construction Purposes
- Assistance with Selection of the CM, including Assistance with Development of the RFP
- Coordination with the CM during Construction Phase
- As-Constructed Record Drawings

To the extent that sub-consultants are to be used for any part of the services, provide general firm qualification and relevant experience with similar projects, as well as experience working with your firm.

IV. SCHEDULE

- Release of RFP: **March 30, 2023**
- Submission of Proposals Deadline: **May 30, 2023**
- Firm Interviews: **June 6 – June 13, 2023**
- Notice of Award and to Proceed: **On or Before June 23, 2023**

Schedule subject to adjustment by Owner.

V. FORM OF PROPOSAL

Proposals should not exceed fifteen (15) single-sided pages and must consist of the following information in the order indicated below:

1. Cover letter stating interest in project with signature of duly authorized principal.
2. Brief description of the firm, current number of employees, and location(s).
3. Experience with new facility construction projects for skilled nursing home, including at least one (1) in New York State within the last five (5) years.
4. Experience of key staff personnel anticipated to be assigned to the project and history of working together.
5. Evidence of a demonstrated ability for creative and functional design solutions including alternatives in support of sustainable operations.
6. Technical qualifications and capacity to deliver on this project targeting a spring 2024 ground break, including a proposed schedule for completion of all design and construction documents.
7. Evidence of License in the State of New York.
8. Fee proposal broken down by phase along with an estimate of costs for anticipated reimbursable expenses.

9. Financial references as well as three (3) client references from prior nursing home projects, listing the primary owner contact, title, current phone number and a brief description of the work performed.

Proposals shall be sent via email or file transfer or by overnight delivery to:

Michael J. Keenan, President/CEO

mk@goodshepherdcommunities.org

Good Shepherd Communities

32 Village Drive

Endwell, New York 13760

Proposals are due by 5:00 P.M. EST on May 30, 2023

VI. PROPOSAL EVALUATION / SELECTION PROCESS / AWARD AGREEMENT

Proposals will be evaluated using the following criteria/elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.
- Quality and innovation and functionality of the design discussion.
- Diversity and inclusion among team members.
- Prior experience, qualifications and references.
- Specific experience and expertise in healthcare facilities.
- Fee proposal.

The top three (3) selected firms will each be invited for a sixty (60) minute interview with representatives of Owner at a date to be mutually determined. The interview will consist of a forty (40) minute presentation by the firm and a twenty (20) minute Q & A.

It is anticipated that the selection of the firm will be awarded on or before June 23, 2023.

Questions regarding this RFP are to be sent via email to Michael J. Keenan, President/CEO at the email stated above. Responses will be provided within approximately five (5) business days of receipt. Responses will be made directly to the proposing team submitting the question.

This RFP is also posted on the Good Shepherd website found at: www.goodshepherdcommunities.org. The owner reserves the right to amend this RFP at any time. Changes and/or amendments to this RFP will be posted on the website and firms are encouraged to check the website frequently.

THE OWNER RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL PROPOSALS.