



COMMONWEALTH HEALTHCARE CORPORATION
REQUEST FOR PROPOSAL (RFP)



"ADDENDUM"
EXTENSION OF SUBMISSION DATE
MODIFICATION OF SCOPE OF WORK (SOW)

NEW SUBMISSION DATE: JUNE 15, 2022 TIME: 10:00AM (CHST)
MODIFICATION: SECTION V-DESIGN REQUIREMENT/REVIEW, A5
RFP21-CHCC/SURGICAL EXPANSION-017A
DESIGN SERVICES FOR EXPANSION OF THE SURGERY DEPARTMENT

The Commonwealth Healthcare Corporation (CHCC) is soliciting sealed proposals from prospective firms to provide Professional Services for 'DESIGN SERVICES FOR EXPANSION OF THE SURGERY DEPARTMENT'

This procurement is in accordance with the CHCC procurement Regulations. Proposal procedures shall be in full compliance with CHCC §140-80.1-210 (Competitive Sealed Proposals of the CHCC Procurement Regulations).

The Request for Proposals and Scope of Work can be found at www.chcc.health, navigate to the RFP tab on the left navigation bar, click on the URL for this [RFP21-CHCC/SURGICAL EXPANSION-017A](#).

Inquiries regarding this RFP is also extended and must be submitted in writing via email to Ms. Cora P. Ada, Director of Procurement at cora.ada@chcc.health no later than May 31, 2022.

Selection Criteria:

Technical criteria

- i. 25% Experience and Qualifications in similar or related projects
- ii. 25% Technical approach to meet deliverables and meet timelines of the project. Must be financially stable and must have adequate equipment and tools.
- iii. 25% Project Approach - demonstrate understanding and ability to meet requirements
- iv. 25% Cost Proposal

The successful proposer will be subjected to a responsibility determination in accordance with CHCC Procurement Regulations §140-80.1-245.

Please email your proposal to Ms. Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com or submit five (5) hard copies including original copy, **no later than 10:00 AM Chamorro Standard Time (CHST) on June 15th, 2022** at the CHCC Main Campus Office. Proposals received after the date and time will not be accepted

Please note submission instructions:

- All submissions must include the [RFP21-CHCC/SURGICAL EXPANSION-017A](#) and Project Title in the email subject.
- All documents must be submitted in Adobe PDF Format.
- All pages of your proposal must include the RFP # and Project Title in the header, plus page number in the footer.

Proposers may opt to submit out (4) hard copies in addition to the original proposal (5 in total) to the CHCC Division of Procurement and Supply, CHCC Main Office, Saipan.

Failure to follow the instructions regarding the submission of RFP responses may result in the CHCC's choice to disqualify such proposals.

/S/ DR. ESTHER L. MUNA
CHCC CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA
DIRECTOR OF PROCUREMENT & SUPPLY



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



REQUEST FOR PROPOSAL (RFP)

DESIGN SERVICES FOR EXPANSION OF THE SURGERY DEPARTMENT RFP22-CHCC/SURGICAL EXPANSION-017A

I. INTRODUCTION:

The Commonwealth Healthcare Corporation (CHCC) is soliciting experienced Architectural and Engineering (A&E) Firms to provide design services and bid documents for the Surgery Expansion of the Hospital Building. The design will also include facility-wide utility studies and exterior design for the proposed Surgical Expansion.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with the CHCC Staff at the identified location as Specified in Section III of this RFQ. The prospective contractor is expected to deliver the services in an efficient, trustworthy and professional manner.

The prospective contractor must have experience with similar project to qualify for the award of the contract and must be able to show proof that it has the manpower, equipment and financial resources to complete the Scope of Work as specified in Section IV of this RFQ.

III. LOCATION OF WORK

Commonwealth Healthcare Corporation
CHCC Main Campus
Lower Navy Hill Garapan Saipan

IV. STATEMENT OF WORK (SOW)

The Commonwealth Healthcare Center (CHCC) intends to expand the Surgical Department on the East side of the Hospital in Lower Navy Hill, Saipan.

This portion of the project is for design services and bid documents only. The design shall be for a complete and operational Surgical Department that is phased to maintain services as much as possible during construction. The design will include all disciplines of engineering to ensure full compliance with the most recent editions of the Facility Guidelines Institute, NEC, IBC, ANSI, ASHRAE and ASHE standards. The design must also comply with the federal and local laws and codes, federal and local regulations, the American Disability Act (ADA), engineering standards and best management practices. The design must also comply with all CMMS standards. The design must be stamped by a registered architect/engineer licensed to practice in the CNMI. The engineering disciplines include but are not limited to geotechnical,

civil, structural, mechanical, and electrical. The design shall be reviewed at 30% stage and 70% stage and final stage to the satisfaction of the CHCC.

The contractor shall provide all labor (manpower), surveying, materials, tools and equipment necessary for the design of the project described and other specific tasks as further defined in the SOW.

The proposed Surgery Expansion will include the following additional function/spaces to be incorporated into the existing Surgical Department:

Interior Work:

<u>Functional Space</u>	<u>Existing</u>	<u>Proposed</u>
1. Surgical Operating Room	2 Rooms	3 Rooms
2. Pre-Operatory Space	2 Bays	4 Bays
3. PACU/Recovery Space	4 Bays	5 Bays
4. Endoscopy Room	None	1 Room
5. Sterilization	1	Reconfigure
6. Sterile Storage	1	Reconfigure, Increase Space
7. Dirty Utility Room	1	Reconfigure, Increase Space
8. Medication Room	1	Reconfigure, Increase Space
9. Nurses Lounge/ Breakroom	1	Reconfigure, Increase Space
10. Supervisor Workspace	1	Adequate
11. Staff Work Stations	4 Spaces	8 Spaces
12. Nutrition Station/Ice Machine	None	1 Space

(See Appendix for Floor Plan of Existing Space)

Exterior Work:

To expand the Surgical Department, the footprint of the building needs to be extending the SE of the existing building adjacent to the current Surgical Department. The space available, maximum of approximately 8,000 sf, will require demolition and/or replacement of the existing drainage, utilities, sidewalks and retaining walls. These utilities and drainages must be maintained during construction to ensure continued operation of the hospital.

Power/Electrical/Emergency Power:

The CHCC Hospital does not have abundant electrical or emergency power capabilities to simply connect the additional space to the existing hospital systems. As part of this design proposal, the bidder shall include a load study to determine the existing capacity of the electrical systems and also to determine the needs for the Surgical Department Expansion and any other proposed additions to the facility, such as the ICU, Dietary and Parking Structure project. The study shall also determine the size required for emergency power upgrades.

(See Appendix for Site Plan of CHCC Hospital)

Project Requirements:

The scope of work for this project consists of the design and bid documents for the Surgical Department Expansion. The below requirements shall be considered in the design and any other requirements that are needed to meet regulations or codes shall also be considered even not specifically listed below:

- CHCC acknowledges the available exterior space and the utilization of existing space to provide a fully functional surgical department is challenging. The contractor shall work with the CHCC departments to develop the best possible Surgical Department given these limitations.
- The design shall incorporate Radiology for access to and from the Surgical Department.
- The design shall address patient flow through the Surgical Department and with adjoining departments.
- The design shall include all Life Safety Code items but not limited to fire sprinklers, fire alarm, lighting and security surveillances cameras. This system must be compatible with the system used in the hospital. Included in Life Safety Code are the changes in Exit paths for the departments. The Life Safety Code Design shall address the needs of all departments in regards to Exits.
- The design shall connect all utility infrastructure to the main hospital campus, or if determined by the Electrical Load Study to an independent electrical main or upgraded hospital main. This includes considerations for Emergency Power.
- The design shall include finishing exterior items such as parking stall striping, signage, paint and perimeter landscaping as needed.
- The design shall include all built-in furnishings and accommodate all fixed and moveable equipment.
- Signage Plan shall be included for this project.
- Construction Phasing Plan shall be included.
- The design shall include security cameras connected to the main campus and to the security company/police department.
- The design shall address the storm water runoff from the existing and new roof area and any existing drainage structures and pipes in the construction area.
- Environmental and construction permits shall be prepared by the designer.

V. DESIGN REQUIREMENT/REVIEW

The contractor shall prepare documents as outline below for review by CHCC.

A. Preliminary Design (30% Submittals) for entire project:

- 3 copies/set, 120 calendar days after issuance of Notice to Proceed.
1. Civil/Site Plans: to include the proposed grading and drainage plan, sidewalk removal and placement, retaining wall removal and replacement, utility demolition and replacement.
 2. Architectural Plans: to include floor plans, window and door schedules, and major equipment placement. Elevation views from all directions. Proposed Phasing Plan shall be submitted at this time for review by CHCC.

3. Electrical/Mechanical/Plumbing: to include locations of all items, proposed equipment schedules and design calculations.

4. Proposed specification to include the name of the manufacturer, the product name, model number, or other identification as appropriate to identify the product to be used for the construction.

5. Facility-Wide electrical load study to determine existing and future electrical loads. Study shall consider the Surgical Department Expansion and other projects as determined by CHCC. The electrical load study to determine upgrades to the electrical and emergency power systems shall also include recommended upgrades to the medical gas, oxygen and vacuum systems for the Surgical Department and the other proposed expansion projects discussed in Section IV, Scope of work and Section V, A5. Once the electrical study is completed, CHCC will determine what design needs are required for this project and future projects. The electrical study needs to be completed during the 30% Design Phase to ensure electrical decisions can be made for the rest of project.

B. Preliminary Design (70% Submittals) for entire project:

- 3 copies/set, 60 calendar days after approval of 30%.

1. In addition to the plans, the contractor shall submit product cut sheets, specifications, construction cost estimates and construction schedule.

2. All drawings shall be stamped by the appropriate discipline (architect, civil, structural, etc.)

3. All drawings must be accompanied by engineering calculations to include all engineering disciplines.

C. Final Design (100% Submittals) for entire project:

- Original drawing 2 sets (24"x 36"), 3copies/set (half size), 1 digital AutoCAD file (AutoCAD 2016 or latest) and 1 digital PDF file. 60 calendar days after approval of 70%.

1. Final Construction Drawings;

2. Final Construction Specifications/Special Contract Requirements;

3. Final Construction Contract/Bid Documents;

4. Final Construction Cost Estimate; and

5. Anticipated Construction Schedule.

6. The contractor will provide an AutoCAD file(s) for CHCC to use for as-built production during the construction.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

Proposals must include all items listed below; incomplete proposals may not be considered:

1. Existing CNMI Board of Professional Licensing Certificate of Authorization to practice as Engineer or Architect for all individual personnel who will be part of the design development.
2. Resumes of individual personnel who will be performing Construction and Project Management.
3. Firm(s) current workload and availability to commit to CHCC assignments.
4. Brief history and description of the Company Profile and Qualifications

5. Statement of Company's capabilities and experience, management and number of employees in the last three (3) years.
6. Financial Statement/Credit Line (FINANCIAL CAPACITY)
7. Overall Service Plan and approach to the project, including estimated timeline for the completion and itemized furnishing costs.
8. Proposed Fee for the scope of work (refer to Section IV) and payment plan
9. Name of authorized personnel to negotiate the proposal
10. Copy of valid CNMI Business License
11. DUNS Numbers
12. Enclosed HUD forms
13. Proof of Insurance Coverage:

Coverage required by Design Team: During the Term of this Agreement, the Design Team shall, at its sole cost and expense, procure and maintain such policies of commercial general liability, auto liability, builder's risk, excess liability, professional liability, valuable papers, transit coverage and workers compensation/employers liability insurance with policy limits satisfactory to CHCC as set forth to insure Consultant and Consultant's employees against liability for damages directly or indirectly related to the performance or non-performance of any provision of Products or Services provided hereunder, and the use of any CHCC property and facilities provided by CHCC in connection with this Agreement for Products or Services provided off of the Project Site or on the Project Site. CHCC shall be designated an additional insured on commercial general liability, auto liability and excess policies to the full extent provided by CNMI Law. Proof of such coverage shall be provided by Contractor to CHCC. Contractor shall be required to provide the coverages even if construction of the Project has been completed.

Insurance Requirements

Prior to entrance on any CHCC project site and prior to performing any work under this Agreement, Contractor shall obtain the insurance set out in this Schedule from a company or companies acceptable to CHCC as follows:

Workers' Compensation Insurance. Contractor shall provide, at its sole cost and expense, Workers' Compensation Insurance to cover full liability under the Workers' Compensation Laws of the CNMI at the statutory limits required by said jurisdiction's laws.

Employer's Liability Insurance. Contractor shall provide, at its sole cost and expense Employer's Liability Insurance with the following minimum limits of liability:

\$1,000,000 Bodily Injury by Accident/Each Accident
\$1,000,000 Bodily Injury by Disease/ Each Employee
\$1,000,000 Bodily Injury by Disease/ Policy Limit

Commercial General Liability Insurance. Contractor shall provide, at its sole cost and expense Commercial General Liability Insurance, on an "occurrence basis", including insurance for premises and operations, independent contractors, products/completed operations, and contractual liability. This Agreement is an insured contract under the Commercial General Liability Policy. Such Commercial General Liability Insurance must afford coverage for explosion, collapse and underground hazards. The insurance required by this Section shall be in limits not less than the following:

\$1,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$ 500,000	Personal & Advertising Injury
\$1,000,000	Each Occurrence
\$ 100,000	Fire Damage (Any one fire)
\$ 5,000	Medical Expense (Any one person)

Automobile Liability Insurance. Contractor shall provide, at its own expense, Automobile Liability Insurance for claims arising from the ownership, maintenance, or use of a motor vehicle at, upon, or away from the Project Site. The insurance shall cover all owned, non-owned, and hired automobiles used in connection with the Work, with the following minimum limits of liability:

\$1,000,000 Combined Single Limit Bodily Injury and Property Damage per Occurrence.

Said certificate shall state that the policy required has been endorsed to name CHCC as an Additional Insured.

Certificates of Insurance.

- (a) Upon execution of the Agreement and before entrance onto the Project Site, Contractor shall provide to CHCC a Certificate of Insurance setting out coverages and limits. Contractor shall give CHCC not less than sixty (30) days prior written notice in the event of cancellation or non-renewal.
- (b) To the fullest extent permitted by law, Contractor waives all rights against the CHCC and their agents, officers, directors, and employees, for subrogation and the recovery of damages to the extent these damages are covered by insurance.
- (c) All required insurance shall be maintained without interruption from the date of commencement of the work under the Agreement throughout the entire period this Agreement is in effect. Contractor will provide CHCC with a Certificate of Insurance setting out the coverages described herein, limits and amendments to the certificate necessitated by changes to the work to be performed under the Agreement until the date of final payment.
- (d) All insurance policies shall be primary and non-contributing with, and not in excess of, any other insurance available to CHCC.

(f) Evidence of such insurance shall be furnished to the CHCC within 10 days after the date of release of NTP.

SUBCONTRACTORS' INSURANCE

All subcontractors are required to have General Liability, Workers' Compensation and Auto Liability with adequate limits based on the scope of their work. Design/Builder shall be held responsible for any modification in these insurance requirements as they apply to Subcontractors. Design/Builder shall maintain Certificates of Insurance from all Subcontractors attaching endorsements enumerating, among other things, the waivers in favor of, and insured status of, the Indemnitee, as required herein, and make such Certificates available to CHCC upon request. The term "Subcontractor(s)" applies to subcontractors of any tier.

VII. GENERAL AND ADMINISTRATIVE INFORMATION

a. Posting of Proposal

Interested parties can download this Request for Proposal (RFP) from the CHCC Website [www.chcc.gov.mp]. Once at the site, navigate to the RFP tab on the left navigation bar. Click on the URL for this **RFP22-CHCC/SURGICAL EXPANSION-017A**. You will be required to enter the date to allow us to track all requests for this opportunity.

b. Mandatory On-site assessment

All interested vendors must attend to assess the building. A mandatory on-site assessment of the project area will be held on **May 7th, 2022 (Saturday) 9:00 AM**. Due to the locations of the work within the facility, all vendors are required to sign the attached **CHCC's Statement of Confidentiality**, marked as "Appendix B". All interested vendors must attend and may take measurements and ask additional questions.

General assembly will be at the Facility Office located right next to CHCC Chapel. Statement of Confidentiality Document will be collected prior to assessment

c. General Provision

Until the selection process is completed, the content of the proposal will be held in strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by the Corporation. This RFP does not constitute an offer and does not obligate the Corporation in any way. The Corporation reserves the right to reject any or all proposals for any reason and waive any defect in said proposals, negotiate with

any qualified offers, or cancel in part or its entirety this RFP, if it is in the best interest of the Corporation.

CHCC will enter a contract with the successful vendor pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

d. Place, Date, and Time of Submission

Proposers shall submit proposals and all supporting documents to **Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com** no later than: **1000hrs (10am) Chamorro Standard Time on June 15, 2022.**

Please note submission instructions:

- All submissions must include the **RFP22-CHCC/SURGICAL EXPANSION-017A** and Project Title in the email subject.
- All documents must be submitted in Adobe PDF Format.
- All pages of your proposal must include the RFP/ITB # and Project Title in the header, plus page number in the footer.

Proposers may opt to submit out (4) hard copies in addition to the original proposal (5 in total) to the CHCC Division of Procurement and Supply, CHCC Main Office, Saipan.

Failure to follow the instructions regarding the submission of RFP/ITB responses may result in the CHCC's choice to disqualify such proposals.

e. Cost of Preparation

All costs incurred by the vendor in preparing a response to this RFP and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documentation will become the property of CHCC and will not be returned. The Commonwealth Healthcare Corporation reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of CHCC.

f. Signed Statement of Acknowledgement

Agreement to comply with the Davis Bacon Act of 1931, by providing bi-weekly payroll records to the Commonwealth Healthcare Corporation, which will be used as evidence of compliance and for audit purposes.

The Davis Bacon Act of 1931 is a United States Federal Law that establishes the requirement for paying the local prevailing wages on public works projects for laborers and mechanics. It applies to "contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

g. Bid Security:

Bid Security shall be required for construction contracts in excess of \$25000 or when the CHCC P&S Director determines it is in the interest of the Commonwealth. Bid security shall be on a bid bond, in cash, by certified check, cashier's check or other form acceptable to the government. A surety company shall hold the certificate of authority from the U.S. Secretary of the Treasury as an acceptable surety or other surety acceptable to the Attorney General.

Bid Security shall be an amount equal to at least 15% of the amount of the bid.

h. Other information that may be helpful to the evaluation team.

CHCC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

i. Questions, Clarification, or Inquiries:

All questions or requests for clarification must be made in writing through email until close of business May 31, 2022. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by the CHCC's Procurement Director in the form of an amendment to the RFP.

Email all inquiries to:Joaquin DL Guerrero

Facility manager
P.O. Box 500409
Saipan MP 96950
jdiguerrero.chcc@gmail.com
Tel. # 234-8950 ext. 2308

Cora P. Ada
Procurement Director
P.O. Box 500409
Saipan MP 96950
Cora.ada@chcc.health
Tel. #234-8950 ext. 3561

j. Assurances of our Contract Agreement

Contractor certifies compliance with CMS QSO-22-07 Guidance for the Interim Final Rule-Medicare and Medicaid Programs; Omnibus Covid-19 Healthcare Staff Vaccination. This rule establishes requirements regarding COVID-19 vaccine immunization of staff among Medicare- and Medicaid-certified Providers and Suppliers. Proposers MUST fill out the attached COVID-19 Compliance Form marked as "Appendix C".

VIII. EVALUATION CRITERIA

After the evaluation process, CHCC plans to make an award(s) to the vendor(s) whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below

a. Technical criteria

- i. 25% Experience and Qualifications in similar or related projects
- ii. 25% Technical approach to meet deliverables and meet timelines of the project. Must be financially stable and must have adequate equipment and tools.
- iii. 25% Project Approach - demonstrate understanding and ability to meet requirements
- iv. 25% Cost Proposal

b. Cost Criteria

Price is also a factor for consideration and price will be evaluated in comparison with the overall merit of the proposals. Technical merit is more important than price and the Corporation reserves the right to award the contract other than the lowest priced proposal. As proposals become more equal in technical merit, the importance of price will increase.

IX. SELECTION PROCESS

Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VII. Upon selection, the successful vendor will be advised to negotiate the contract with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next proposer, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the responsible proposers, the RFP will be cancelled and re-advertised.

Approved By:  Date: 04/27/22
Dr. Esther L. Muna, PhD, MHA, FACHE
Chief Executive Officer

Approved By:  Date: 4/27/22
Cora P. Ada
Director, Procurement & Supply



COVID COMPLIANCE

This applies to Bidders/Proposers

Compliance Requirements. COVID-19 PROOF OF VACCINATION

Pursuant to CMS QSO-22-07 Guidance for the Interim Final Rule – Medicare and Medicaid Programs; Omnibus Covid-19 Healthcare Staff Vaccination – this rule establishes requirements regarding COVID-19 vaccine immunization of staff among Medicare and Medicaid certified Providers and “Suppliers”.

Contractor/Vendor’s Certification and Signature:

The undersigned certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

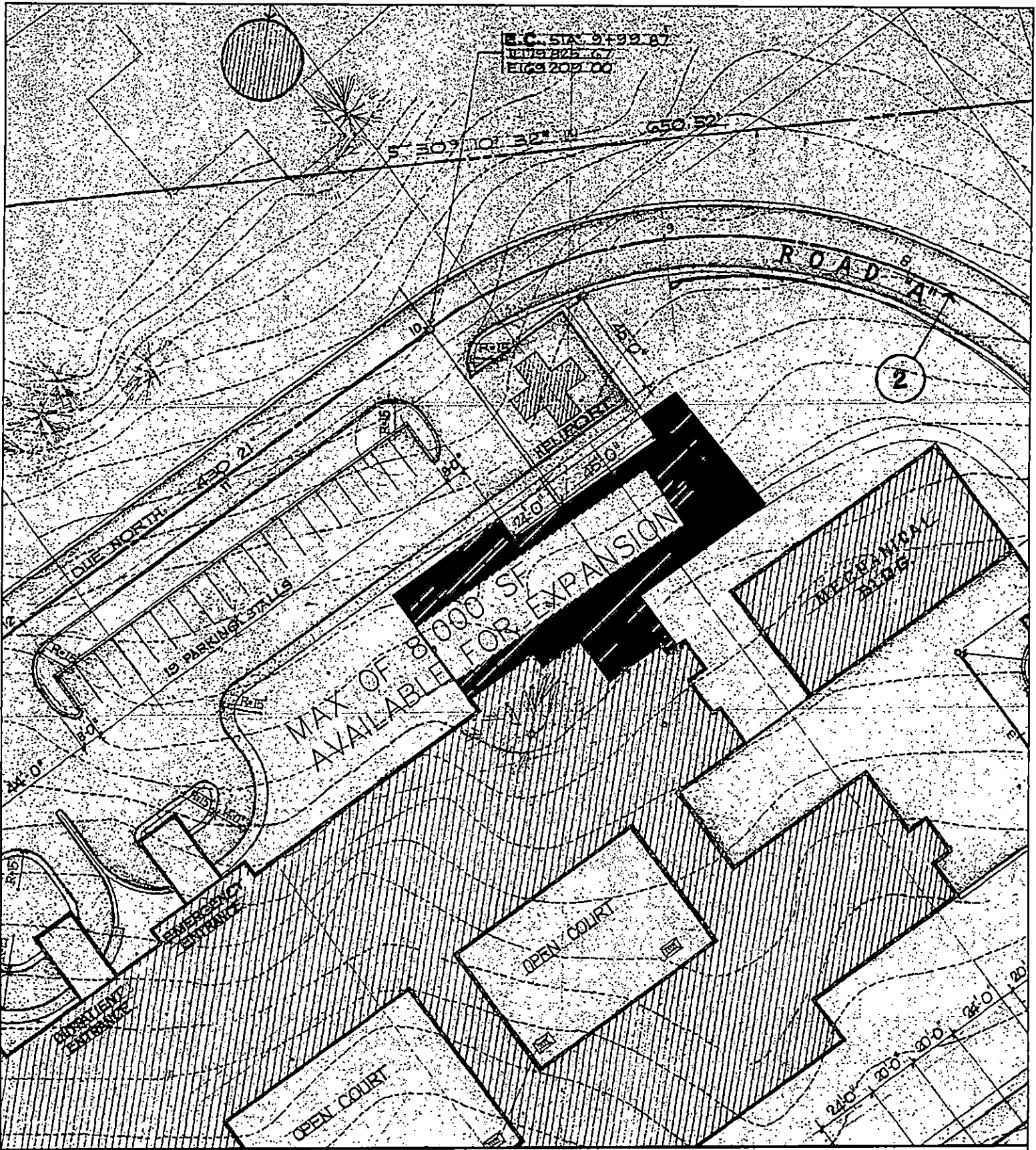
(Signature)

Date: _____

(Typed or Printed Name)

(Title)

“APPENDIX”



CHCC
 EXTERIOR AREA AVAILABLE



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



CHCC/P&S

STATEMENT OF CONFIDENTIALITY

During a contractor's access period to any CHCC/CHC facility, he or she may encounter access to various types of information relating to patients and/or to patient care, employee records and privileged CHCC/CHC information. All such information must be regarded as privileged, and proven violations of confidentiality will constitute cause for civil litigation.

This confidentiality of information is to be maintained at all times, whether or not the contractor is still at any CHCC/CHC premises.

CONTRACTOR'S ACCEPTANCE OF CONFIDENTIALITY STATEMENT

This is to confirm, that I have read and understand the above CHCC/CHC Statement of Confidentiality. I accept that I must hold such information confidential and I am aware that a proven violation of confidentiality shall constitute cause for civil litigation and other consequences regarding disclosure of protected information.

Signature of Contractor Staff

Date

Print Name of Contractor Staff

Date

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756