

**REEVES COUNTY HOSPITAL DISTRICT
DBA REEVES REGIONAL HEALTH**

**Request for Proposals
For Owner's Representative Services**

regarding

RENOVATION AND EXPANSION OF CLINIC PROJECT

Reeves County Hospital District, a Texas public hospital district, seeks proposals to provide owner's representative services for the renovation and expansion of Reeves Regional Health's Clinic Facility.

Reeves County Hospital District
Pablo Carrasco, Chairman
Brenda McKinney, CEO

May 17, 2023

**Please submit proposals no later than 2:00 pm on June 7, 2023
in order to be considered.**

I. PROJECT OVERVIEW

Reeves County Hospital District dba Reeves Regional Health (“District”) desires to renovate and expand the District’s current out-patient clinic facility located at 2335 Medical Drive. More specifically, the District desires to expand the number of physician offices and treatment rooms as well as remodel the exterior of the building and to renovate patient waiting and exam areas to provide more patient privacy and streamline workflow as well as other improvements at District’s discretion (the “Project”).

II. CLIENT OVERVIEW

Reeves County Hospital District dba Reeves Regional Health is a critical access hospital located in Pecos Texas, Reeves County. Pecos is in far West Texas located approximately 75 miles west of the Permian Basin area. The hospital is a 25 bed facility and lays west of the Reeves Regional Rural Health Clinic. The clinic is 20,000 square feet and currently has 12 doctor’s offices and 36 exam rooms. Reeves County has been experiencing an increase in the Oil and Gas Industry resulting in an increase of population. The clinic see’s approximately 25,000 plus visits a year.

Project Objectives

This renovation and expansion opportunity for The District will ensure that Reeves County and the District’s residents will continue to have accessible and modern health care facilities including renovate and expansion of the contemplated existing clinic facility (“Facility”).

The Facility renovation and expansion should be designed to meet the following minimum objectives:

1. An architectural aesthetic that is contemporary, functional, and appropriate to the mission of the District, especially as it relates to the activities of providing health care in a value oriented, holistic and efficient manner.
2. Consideration of the different programmatic elements that will take place in the space in terms of efficient delivery of health care services including flexibility, large/small spaces for multiple uses, as well as security and privacy of the Facility and patients.
3. Environmentally-responsible design where possible by incorporating green materials and energy-efficient building systems throughout.
4. A design that can withstand daily wear and tear of modern health care delivery on a twenty-four (24) hour basis.
5. A design process that is inclusive of staff input and which can incorporate participation from The District Board of Directors.
6. Completion on time and on budget.

Project Schedule

Predicted schedule for completion is Fall 2024.

III. OWNER'S REPRESENTATIVE SCOPE OF SERVICES

The Owner's Representative firm shall be The District's agent, consultant, advisor, and authorized representative through all phases of the project through completion and occupancy.

Owner's Representative services are to be provided during the following phases, which are described in further detail herein:

- Preconstruction Phase
- Subcontractor Bidding/Award Phase
- Construction Phase
- Closeout Phase

While the scope may vary during the course of the project, at a minimum it is expected that the following be required:

PRE-CONSTRUCTION PHASE

A. Establish and Document Project Requirements

- Meet with District team members to establish and document project requirements ensuring a complete understanding of the Owner's short and long-term objectives and requirements, including but not limited to:
 - a. Establish key milestones schedule and project strategy
 - b. Site and project logistics requirements
 - c. Project quality requirements
 - d. Project target budget
- Attend and chair project team meetings on a regular basis, including detailed preparation of agenda and minutes for such meetings.

B. Design Team Management and Construction Team Selection and Management

- Review design documents during development for constructability, coordination, completeness and value. Provide a written constructability analysis report with recommendations to the Owner and Architect at the completion of design development and construction documents phases.

- A comprehensive construction cost estimate at the completion of the Design Development phase and Construction Drawing phase. Make recommendation to the Owner if the estimated costs exceed the Owner's budget.
- Prepare a value engineering report including recommendations to enhance the design effort at the completion of design development phase evaluating alternative materials and systems.
- Analyze the project requirements and develop a site logistics and phasing plan to allow for construction activities.
- Assist the architect with issuance of a construction bid package, summary of work, phasing, general condition, etc.
- Generate list of local qualified contractors and assist the architect with responses to contractor's questions.
- Develop a list of additional consultants that may be needed for the project and review such list with Owner. Advise Owner on design process, analyzing proposals, assisting with negotiations, reviewing draft of standard agreements.
- Assist the selected Contractor in developing qualification criteria and recommending qualified sub-contractors to bid as well as assist in developing and managing the sub-contractor RFP Process.

C. Project Management and Controls

- Establish and implement the appropriate financial and administrative controls for the design phase of the project.
- Monitor the design process including incorporation of program requirements into the design as well as monitor on behalf of the Owner and assist in the dissemination of information to consultants for their incorporation into the design.
- Assist Owner's counsel and all consultants engaged by Owner.
- Attend meetings with public agencies and assist in obtaining permits, approvals, and other authorizations necessary for the development, construction and operation of the project.
- Work with the selected Contractor to prepare a Project Schedule, incorporating pre-construction and proposed construction activities and the coordination with the Owner's ongoing operations. Project schedule will provide enough detail to show:
 - a. Design process activities
 - b. Architect/Engineer and Consultant activities

- c. Approvals for all government agencies, including the Texas Health and Human Services Commission
- d. Identification, tracking and expediting of long lead materials and equipment
- e. Sub-contractor bidding process
- f. Schedule of major construction activities
- g. Occupancy and Closeout

Monitor and update project schedule at least biweekly or as requested by Owner during the preconstruction phase.

- Provide day-to-day interface with the Contractor and Owner's operational personnel to plan work and safety of Project.
- Monitor and regular update schedule based on impacts due to design changes, field condition, results of probes and investigations and other related impacts.
- Manage the value engineering process by:
 - a. Establishing criteria for variations in the schematics
 - b. Regular project meetings to discuss ideas and suggestion
 - c. Discussing alternatives with the specialty contractors
 - d. Investigating current market trends and capabilities
 - e. Reporting and regular feedback to project team
- Assist the architect with the Contractor and sub-contractor questions.

D. Project Budget

- Prepare a Master Project Budget including consultants, construction, information technology, security and other related costs and contingencies including:
 - a. List of all hard and soft cost items
 - b. List of all documents with issue dates
 - c. List of qualifications, assumptions and allowances
 - d. Allowance for temporary construction activities due to the planning of construction.
- Modify and update the estimate Project Budget at the conclusion of each phase of design.

- Monitor and advise the Owner of any variance and available means to mitigate such variances. Advise on options with differing impact or consequences.
- Work with the Owner's Project Team to generate a cash flow forecast for the Project and update the same on regular basis.

CONSTRUCTION PHASE

A. Project Management & Controls

Once construction has started, act on behalf of Owner for all construction matters, except as otherwise directed by the Owner. Coordinate the work of the Contractor with the operations, activities and responsibilities of the Owner and Project Team. Provide sufficient personnel with authority to achieve these objectives:

- Provide experienced on-site staff to provide services described herein;
- Schedule and conduct, as required, weekly Project Meetings at which Owner, Contractor, Project Team to discuss such matters as procedures, progress, problems scheduling, phasing and coordination with ongoing operations and other issues relevant to the successful completion of the work. Ensure the preparation and distribution of minutes of all meetings and shall track the progress of all action on items outlined;
- Arrange for storage of any Owner purchased items;
- Provide or cause to be provided a detailed schedule for the operations of Contractor on the project, including realistic activity sequences and durations, allocation of labor and materials, processing of shop drawings and samples and delivery of products requiring long lead time procurement;
- Provide regular monitoring of the schedule and safety as construction progresses. Identify and report on potential variances between scheduled and probable completion dates. Review schedule for work not started or incomplete and recommend to Owner and Contractor adjustments in the schedule to meet their required completion date;
- Recommend courses of action to Owner when requirements of any contracts are not being fulfilled;
- Coordinate the periodic inspection by the architect and other necessary consultants on the work of the contractors;
- Consult with the architect if any Contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of any questions, which may arise. Confer with Owner on any disputes requiring resolution through arbitration under the terms of the construction documents;

- In collaboration with the architect, establish and implement procedures for tracking and expediting the processing and approval of shop drawings and samples;
- Record the progress of the project. Submit written progress reports to Owner, including information on the Contractor's and work, the percentage of completion and the number and amounts of change orders;
- Receive Contractor shop drawings, product data and samples and maintain log. Monitor Architect/Engineer for timely responses; and
- Cause Contractor to maintain at the project site, on a current basis: records of all contracts; shop drawings; samples; purchases; materials; equipment; applicable handbooks; federal, commercial and technical standards and specifications; maintenance and operating manuals and revisions which arise out of the construction documents or the work.

B. Cost Tracking & Reporting

- Manage the Project Budget developed during Pre-Construction and monitor the Contractor's Anticipated Cost Report ensuring that all project related costs are tracked in a timely and accurate manner and reported in regular updates.
- Provide regular monitoring (at least monthly) of the anticipated final cost report, showing actual costs for activities in progress and estimates for uncompleted tasks. Identify variances between actual and budgeted or estimated costs, and advise Owner whenever projected costs are anticipated to exceed budgets or estimates.
- Meet with the Owner regularly to provide executive level updates regarding project status.
- Revise and refine the anticipated final construction cost, incorporating pending and approved changes, and potential exposures as they occur, and update develop cash flow reports and forecasts as needed.
- Arrange for the maintenance of cost accounting records on authorized work performed under unit costs, actual costs for labor and materials, or other bases requiring accounting records.
- Maintain a daily construction log.
- Develop, implement and manage a system for Owner's review and processing of change orders.
- Recommend necessary or desirable changes to Owner and the architect, review requests for changes, submit recommendations to Owner and the architect, and assist in negotiating change orders.
- Develop, implement and manage a procedure for the review and processing of applications by Contractor and sub-contractors for progress and final payments. Confirm all relevant

attachments including certified payroll reports; affirmative action reports, etc. are included. Make recommendations for certification to Owner for payment.

PROJECT CLOSEOUT

Assist in closing out construction and all contracts as detailed below:

A. Substantial Completion

- Upon the determination by the Contractor of “substantial completion” of the project or designated portions thereof, direct the architect’s preparation of a list of incomplete, unsatisfactory or non-confirming items “Punch List Items” required for completion/remedy prior to certification of substantial completion.
- After the architect certifies the date of “substantial completion”, facilitate and monitor the Contractor’s completion of and the architect’s review and approval of all punch list work.
- Coordinate with Owner’s maintenance personnel and monitor the inspection of utilities, operating systems and equipment for readiness and assist in their initial start-up and testing.
- Facilitate any required training of Owner’s maintenance personnel.

B. Final Completion

- Coordinate the architect’s determination of final completion and provide written notice to Owner and architect that the work is ready for final inspection.
- Secure and transmit to the Owner and/or architect required guarantees, affidavits, releases, bonds and waivers.
- Turn over to Owner all keys, manuals, record drawings and maintenance stocks. Assist Owner’s facility maintenance staff and other related vendors/contractors in obtaining temporary certificates of occupancy and permanent certificates of occupancy as well as appropriate hospital licensing, for the improvements, filing all notices of completion, coordinating final payment and securing final conditional lien releases and any other activities which may be required to occupy the project.

IV. DELIVERABLES

Budget

Following receipt of any existing Construction Estimates from the Contractor, Owner’s Representative will work with the Project Team and prepare a preliminary budget for Owner review. This budget will include all hard and soft costs, potential exposures and appropriate contingencies. Budget will be updated periodically as new information becomes available. All project expenditures will be tracked through a cost control system.

Agenda and Minutes

Owner's Representative will prepare detailed agendas and accurate, timely minutes for project meetings and work sessions.

Schedule

Following receipt of architect project schedule, Owner's Representative will develop a master project completion schedule. Schedules will be monitored and updated regularly in conjunction with the Project Team. The Schedule may be expanded when and as information is available from Contractor.

V. OWNER'S REPRESENTATIVE INDEMNITY REQUIREMENTS

Owner's Representative hereby agrees to indemnify and defend and hold harmless the Owner, together with its employees, agents, architects and engineers, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, legal fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Owner's Representative, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance Owner's Representative Services. Owner's Representative's aforesaid indemnity and hold harmless obligations, or portions or applications thereof shall apply to the fullest extent permitted by law.

VI. OWNER'S REPRESENTATIVE INSURANCE REQUIREMENTS

The Owner's Representative shall provide insurance with the coverage stated below:

- A.** Broad Form, comprehensive or commercial general liability insurance, including Contractual liability coverage, against claims for personal injury, death or property damage with coverage in the amount of One Million Dollars (\$1,000,000) in respect to injury or death of a single person and in the aggregate, and One Million Dollars (\$1,000,000) in respect to property damage, together with excess/umbrella coverage equal to Four Million Dollars (\$4,000,000).
- B.** Workers compensation insurance as required by statute. Employer's liability – Five Hundred Thousand Dollars (\$500,000) each accident.
- C.** Comprehensive automobile/truck liability insurance, including coverage for any and all owned, non-owned, hired or borrowed vehicles, in an amount not less than Two Million Dollars (\$2,000,000) combined single limit, per occurrence for personal injury and property damage.
- D.** Professional liability insurance coverage in the amount of One Million Dollars (\$1,000,000) for each claim.

All insurance policies shall be primary policies. The policies, except professional liability insurance, shall provide coverage on an occurrence basis. The policies shall provide that the

insurance companies shall notify Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Owner's Representative shall provide Owner, prior to execution of this Agreement and upon its request from time to time thereafter, a certificate or certificates of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Texas.

VII. SELECTION PROCESS

The selection process will include a review of qualifications according to the following criteria:

- Project understanding and approach.
- Company expertise in overseeing similar projects, particularly with regard to rural out-patient clinics.
- Staffing: dedication of personnel to the Project who are based in Texas; appropriate back-up, in-house budgeting, value engineering, and construction logistics expertise.
- Expertise in maintaining projects within budget and on schedule.
- Fee Structure.

VIII. QUESTIONS

If there are any questions regarding the project and the Owner's Representative services Request for Proposal, contact:

Brenda McKinney
2349 Medical Drive
Pecos, TX 79772
432-447-3551 Ext. 1125

IX. SEALED PROPOSALS

Proposals shall contains, at a minimum the following information:

1. Project understanding and approach
2. Firm description
3. Proposed team with specific experience and qualifications
4. Staffing Commitments and On-Site Presence
5. Relevant past projects
6. Fee structure for the following phases:

- a. Preconstruction Bidding, Award Phase
 - b. Construction Phase
 - c. Close Our Phase
 - d. Additional Services
7. Fixed Reimbursable expenses included but not limited to telephone, computer, printer, fax, copier, office supplies, travel expenses, cell phone, internet, postage and special mail handling.
 8. Deliverable Examples
 9. Firm's Insurance Coverage

Five (5) copies of the firm's proposal shall be submitted in a sealed envelope clearly marked on the outside "Owner's Representative Services Proposal". Proposals no later than 2:00 PM on June 7, 2023 in order to be considered.

Please submit proposals to:

Brenda McKinney, CEO
Reeves County Hospital District dba Reeves Regional Health
2349 Medical Drive
Pecos, Texas 79772

Late proposals will not be considered.

END OF REQUEST FOR PROPOSAL