

**SUNDRIDGE & DISTRICT MEDICAL CENTRE COMMITTEE
REQUEST FOR PROPOSAL (RFP)**

**NEW MEDICAL CENTRE LEASE
RFP 2016-03MC**

ISSUE DATE: MAY 20, 2016

SUBMISSION DEADLINE: JUNE 24, 2016 3:00PM

**OPENING: JUNE 29, 2016 6:00PM
AT THE SUNDRIDGE COMMUNITY CENTRE IN THE COUNCIL CHAMBERS**

C/O Village of Sundridge
110 Main Street
Sundridge, ON
POA 1Z0

Lowest or any proposal not necessarily accepted

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1. SUMMARY AND BACKGROUND

The Sundridge & District Medical Centre Committee (hereafter referred to as the 'committee') is seeking proposals from private individuals or companies for the **construction and lease** of a new medical centre in the Sundridge/Strong area. This building is intended to replace the current structure, currently located at 5 Park Street, Sundridge, Ontario.

Our portion of this building will accommodate 2 family medical doctors ('FMDs') and one Nurse Practitioner ('NP') presently, with the possibility of adding as many as 2 FMDs in the future. The Medical Centre portion of the building will be 3800 square feet overall, with enough parking for 20 vehicles and be compliant with all current accessibility and safety standards.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **3pm EST June 24, 2016**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Proposal in response to this RFP.

All New Information to Proponents by way of Addenda

This RFP may be amended by an addendum in accordance with this section.

All questions pertaining to this RFP must be received in writing by May 31, 2016 at 12:00pm.

If in the determination of the Committee, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda June 10, 2016. The addendum shall form an integral part of this RFP.

Such addenda may contain important information including significant changes to this RFP.

All Addenda will be posted on the websites and it is the sole responsibility of the Proponent for obtaining all addenda issued by the Committee. Proponents shall confirm their receipt of all addenda by including the Addenda Acknowledgement page (Attachment 7) by setting out the number of each addenda in the space provided.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Sundridge Medical Centre Committee's legal representatives and will include scope, budget, schedule, and other necessary items pertaining to the project.

Submissions must include the following attachments:

1. Acknowledgement of Addenda
2. Valid architectural drawing of the proposed space
3. Valid site plan of the property
4. Proof of valid commercial zoning for the property, either complete or in-progress
5. Proposal for Lease Agreement including Budget (see section 6)

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In 2015, the committee published a Request for Expressions of Interest (REOI) in the community, to see if there were any parties interested in developing a property to replace the aging building at 5 Park Street, Sundridge. With several returned EOI's, the committee has decided to issue this RFP, to formally begin the process of finding a new space to house the Medical Centre.

The intent of the committee is to have a third party build and lease a space to suit the needs of the Medical Centre. The committee does not require an entire building dedicated to the Medical Centre, and indeed welcomes the idea of being placed in a larger building that may accommodate ancillary medical services, such as dental, naturopathic, physiotherapy, etc.

The committee would like to see the new medical centre moved to a new building that has been purpose-built to accommodate the specific needs of the facility/organization.

Ideally, the committee would like to move into the new, complete space by or before the spring of 2018.

Project Description:

Here are the salient features of the new medical centre:

- 3800 square feet in a new building
- Room for 3 practitioners, with potential growth to 5
- Waiting room for 20 people
- Registration area for 3 clerks
- Complete by or before April 1, 2018
- All current Ontario accessibility and safety standards adhered to
- Parking for 20 vehicles
- Located within Sundridge or Strong, as centrally as possible
- All modern utilities and services installed
 - Water
 - Heating and Air Conditioning
 - Hydro, including automatic back-up power for select fixtures/appliances
 - Phone and Internet
 - Sewage and/or Septic
- Clearly marked entrance to parking lot with traffic flow considerations

4. PROJECT SCOPE

There are three categories of articles related to the scope of this project:

1. Mandatory
2. Optional
3. Not Included

Mandatory articles must be addressed in the RFP, and included in any pricing proposals.

Optional articles can be addressed in the RFP and included in any pricing proposals at the discretion of the bidder(s).

Not Included articles should not be addressed in the RFP, and not included in any pricing proposals.

4.1. MANDATORY ARTICLES

All Mandatory Articles are described in the following attachments:

1. Attachment 1: Concept Design
2. Attachment 2: Inventory of Rooms
3. Attachment 3: Accessibility Check List
4. Attachment 4: Safety and Security Check List
5. Attachment 5: Lease Agreement Terms
6. Attachment 7: Acknowledgement of Addenda

4.2. OPTIONAL ARTICLES

All Optional Articles are described in the following attachments:

7. Attachment 6: Optional Articles

4.3. NOT INCLUDED ARTICLES

Any article not covered in 4.1 or 4.2 of this RFP are not within the scope of the project. They should not be addressed in the RFP or included in cost calculations, without prior consent by the committee.

Below is a list of some articles that are not included in this RFP:

1. Dental Office (Dr. Starr's office is a separate entity from the Medical Centre)
2. Basement Rental (any current or future rental of the basement area)

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 3pm EST June 24, 2016.

Evaluation of proposals will be conducted during the months of June and July, possibly later. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified. Bidder(s) may be asked to come in to do a presentation during this period.

The selection decision for the winning bidder will be made no later than August 19, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by September 30, 2016.

Proposal Irrevocable after Proposal Submission Deadline

Proposals shall remain irrevocable in the form submitted by the Proponent for a period of ninety (90) days from the Proposal Submission Deadline.

Project Timeline:

Bidder(s) will be asked to prepare a timeline for the project, which includes all significant milestones.

6. BUDGET

All proposals must include proposed costs for all articles described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Item	NRC	MRC
Item Name	\$	\$
Item Name	\$	\$
Item Name	\$	\$
Item Name	\$	\$
Item Name	\$	\$

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

All bidders are required to provide the following information about their company:

- Type of company (sole proprietorship, incorporated, etc.)
- Date of incorporation
- Company owners/executive profiles
- Size of company
- Contact information
- Brief company history
- List of recent contracts and contacts (minimum 3)
- Certifications and qualifications
- Technical expertise and experience
- Proof of insurance

8. PROPOSAL EVALUATION CRITERIA

The Committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

Scoring	Criteria
45	Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
25	Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
10	Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
10	Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience
10	Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references

Each bidder must submit 7 hard copies and 1 electronic copy of their proposal including a copy of this RFP with each page initialed to the address below by 3pm EST June 24, 2016:

Sundridge & District Medical Centre Committee
C/O Village of Sundridge Office
110 Main Street
Sundridge, ON P0A 1Z0

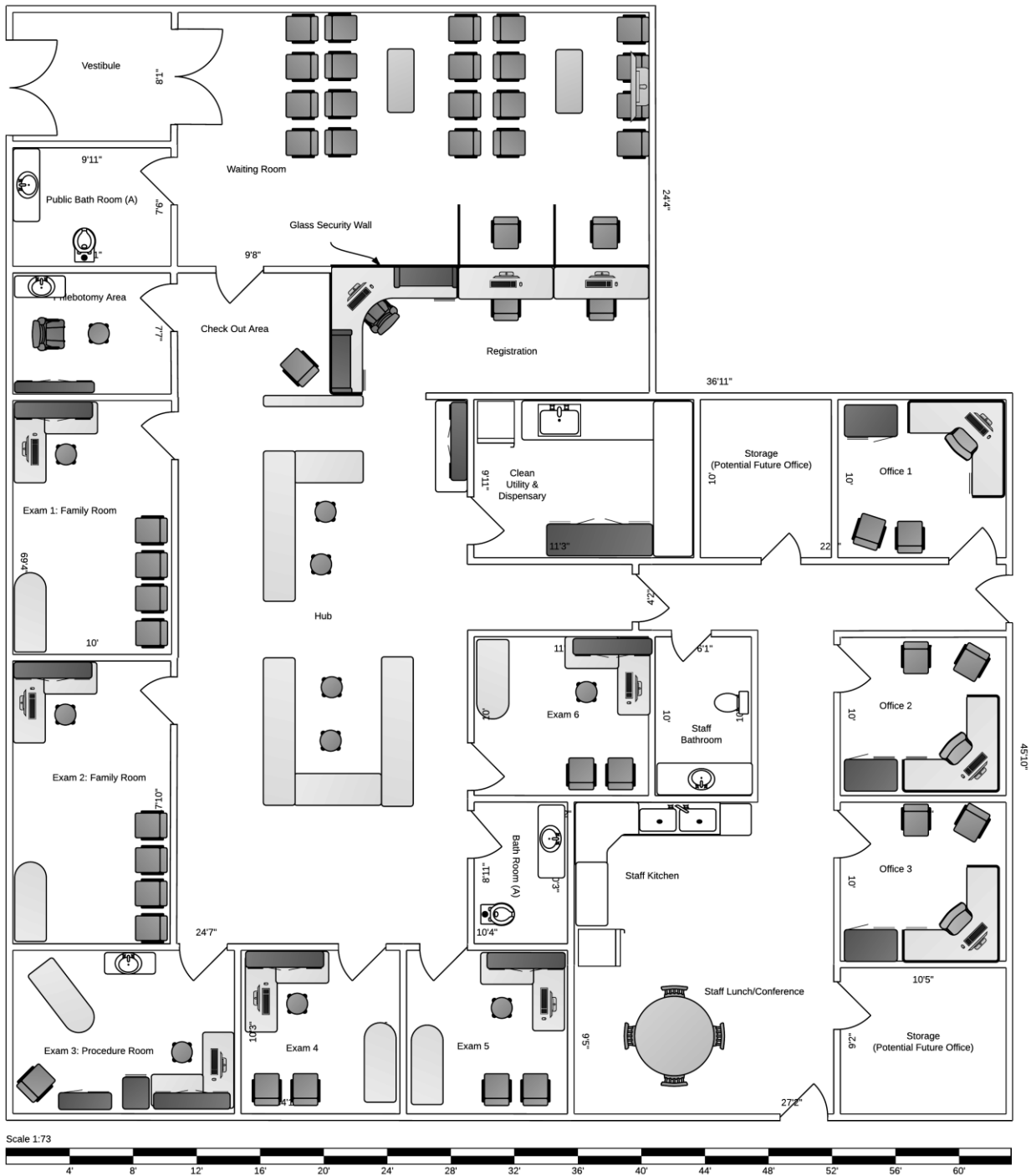
Electronic copy to be sent to: KIM@SUNDRIDGE.CA

Proponents assume sole responsibility for late deliveries.

9. ATTACHMENT 1: CONCEPT DESIGN

SUNDRIDGE MEDICAL CENTRE - 3800 SQ.FT.

les.blackwell@gmail.com | April 19, 2016



10. ATTACHMENT 2: INVENTORY OF ROOMS

#	Name	Minimum Dimensions		Sq. Feet
		Long	Wide	
1	Exam 1 Family Room	10	16	160
2	Exam 2 Family Room	10	16	160
3	Exam 3 Procedure Room	10	16	160
4	Exam Room 4	10	10	100
5	Exam Room 5	10	10	100
6	Exam Room 6	10	10	100
7	Registration	8	20	160
8	Waiting	16	24	384
9	Office 1	8	10	80
10	Office 2	8	10	80
11	Office 3	8	10	80
12	Kitchen/Meeting/Staff	10	16	160
13	WR 1 (Accessible)	10	8	80
14	WR 2 (Accessible)	10	8	80
15	WR 3 (Staff)	6	8	48
16	Reception	10	16	160
17	Waiting	10	16	160
18	Storage	8	10	80
19	Clean Utility & Dispensary	11	10	110
20	Phlebotomy Room	12	10	120
21	Hub	10	12	120
22	Vestibule	10	10	100
23	Hall 1	34	6	204
24	Hall 2	16	6	96
25	Phlebotomy Room	6	8	48
Totals				3100

11. ATTACHMENT 3: ACCESSIBILITY CHECK LIST

- Compliance with Ontarians with Disabilities Act, 2001
- Compliance with Accessibility for Ontarians with Disabilities Act, 2005
- Compliance with all relevant building codes for public buildings

12. ATTACHMENT 4: SAFETY AND SECURITY CHECK LIST

- Compliance with all relevant building codes for public buildings
- Compliance with all relevant fire codes for public buildings
- Well-light parking lot and building surroundings

13. ATTACHMENT 5: LEASE AGREEMENT TERMS

Please provide lease options for the following terms:

- 5 years with optional 5-year renewal
- 10 years with optional 5-year renewal

14. ATTACHMENT 6: OPTIONAL ARTICLES

- There are no Optional Articles included in this RFP

15. ATTACHMENT 7: ACKNOWLEDGEMENT OF ADDENDA

As an integral part of this bid, the Bidder shall complete below a statement giving the number and date of all addenda used in preparing this bid. If no addenda were issued the words "Not Applicable" shall be entered below. Failure to complete this statement and include all addenda shall result in the bid being declared incomplete.

Addendum Number	Addendum Date
_____	_____
_____	_____
_____	_____
_____	_____

ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR PROPOSAL ENVELOPE/PACKAGE SUBMISSION

PROPOSAL TO BE RETURNED TO:

**Sundridge & District Medical Centre Committee
C/O VILLAGE OF SUNDRIDGE
110 MAIN STREET
PO BOX 129
SUNDRIDGE, ON P0A 1Z0**

RFP 2016-03MC

Request For Proposal: New Medical Centre Lease

Proponent's Name: _____

Address: _____

For Sundridge Use Only
Date and Time Received:

NOTE: This address label/sheet must be affixed to the front of your sealed Proposal envelope or package submission. Sundridge will not be held responsible for envelopes or packages that are not labeled.