

Charles County Hospice House Campaign Request for Proposal Construction of Hospice House



Rendering of future Charles County Hospice House

Date of Posting: Friday, August 7, 2009

Date of Closing: Friday, August 21, 2009 at 3 pm

Part 1 – General Information about Project

1.0 Purpose

The intent of this Request for Proposal is to share construction needs for Charles County’s first hospice house with firms whom Hospice of Charles County, Inc. can look to as potential services providers for this project. As a nonprofit organization, the hope is that firms will look at this project as leaving a permanent imprint on the Charles County community for years to come and that with that thought in mind will look favorable on reduced pricing or in-kind donations to the project.

Despite any language contained herein to the contrary, this Request for Proposal does not constitute a bid and is intended solely to obtain competitive proposals from which the Hospice of Charles County, Inc. board may select the firm who can best meet the needs of this project.

2.0 Background

Our community is changing and our capability to provide support must grow to meet that challenge.

By 2030, there will be triple the number of 60-year olds in Charles County, stressing our ability to provide the kind of medical care needed.

In the next twenty-five years, Charles County residents will be confronted with 12,600 incidences of cancer with more than 4,100 deaths possible during the same time frame.

That’s just cancer, which represents only half of all terminal illness cases that Hospice of Charles County provides care for. Combined with other life-ending illnesses, the need for additional Hospice services grows every day. Unless there are dramatic medical breakthroughs, it is likely that Hospice of Charles County will service more than 500 patients a year as early as next decade.

This growing need to complete the continuum of care in Charles County makes the development of a hospice house an essential addition to our medical facilities.

3.0 Compliance with Laws

The successful firm shall comply with all applicable federal, state, and local statutes, rules, and regulations.

4.0 Procedure for Responding to Request for Proposal

4.1 Submission of Proposals

Four (4) copies of the proposal, inclusive of all information required in Part 11, Proposal Requirements must be mailed to:

Charles County Hospice House Campaign
Attn: Nancy Bowling
P. O. Box 1703
La Plata, MD 20646

Or hand delivered to:

Hospice of Charles County, Inc.
Attn: Nancy Bowling
105 La Grange Avenue
La Plata, MD 20646

Any proposals received after said closing whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. Hospice of Charles County assumes no responsibility for delays by any form of carrier, mail, or delivery service causing the proposal to be received after the referenced due date and time.

- 4.2 Questions/Inquiries regarding Request for Proposal
Any questions or inquiries regarding the Request for Proposals may be directed to Nancy Bowling at 301.934.1268.

5.0 Insurance

Prior to commencing work for any of the above mentioned Proposal items, the successful firm shall furnish Hospice of Charles County, Inc. with a certificate of insurance as evidence of coverage as well as documentation of workers' compensation coverage.

6.0 Miscellaneous Requirements

- 6.1 All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.
- 6.2 Proposals shall be signed in ink by the individual or authorized principle of the responding part. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
- 6.3 Hospice of Charles County, Inc. Board of Directors reserves the right to reject any or all proposals in whole or in part.
- 6.4 Contracts awarded pursuant to this Request for Proposal may be amended to provide for related services, the need for which may arise or become apparent after the original contract award.

7.0 Criteria for Evaluation of Proposal

- 7.1 The ability to construct a building to serve as a hospice house.

Part II – Proposal Requirements

Format

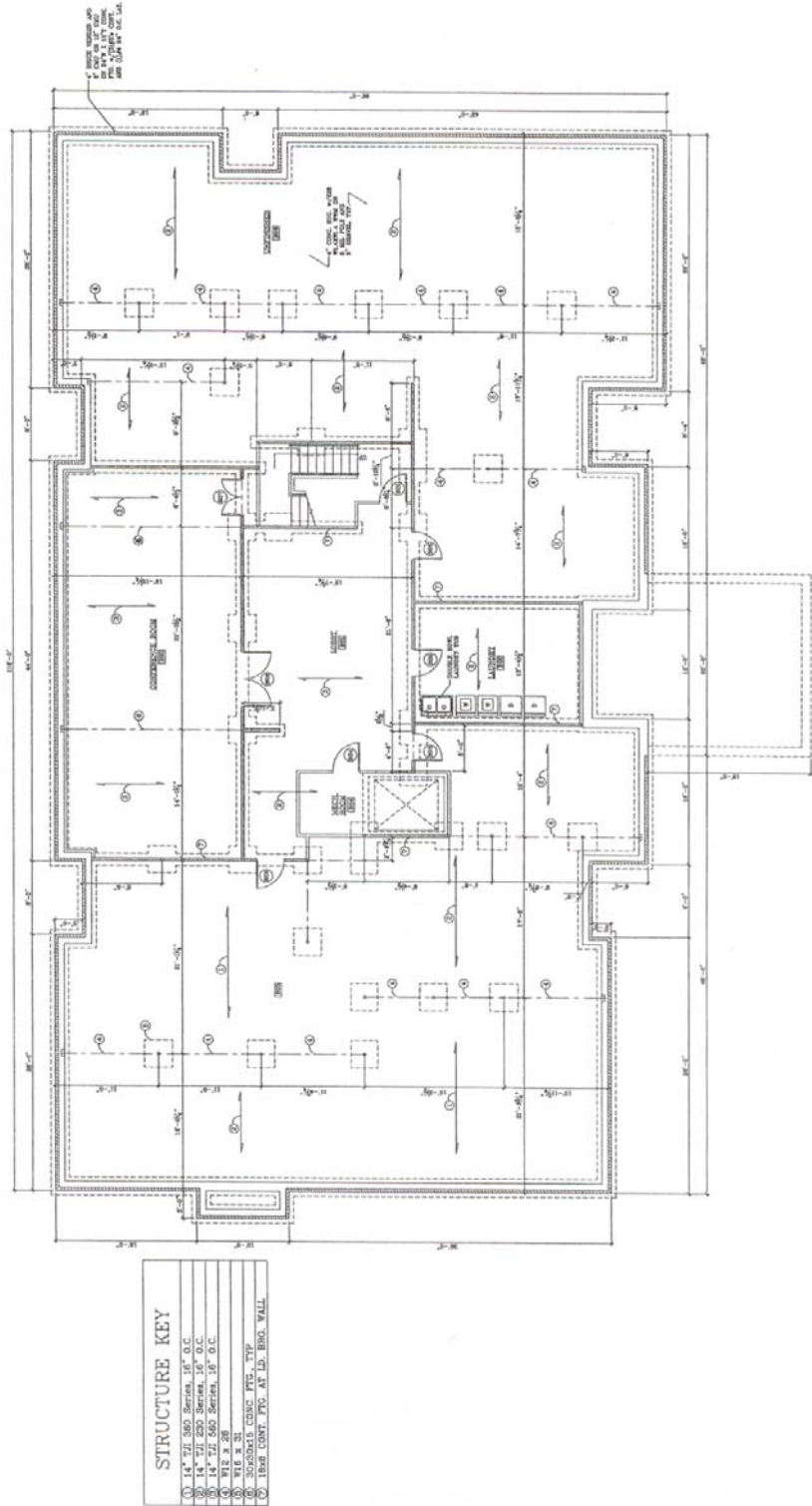
To assure consistency, please respond in the following format:

- a. Cover letter
- b. Description of Work
- c. Contract Documents
 - 1. Mechanics' Lien Disclosure
 - 2. Certification by Contractor
 - 3. Contractor Estimate
 - 4. Draw Schedule
 - 5. Form for Amendment to Contract
- d. Contract Price
- e. Time of commencement and completion
- f. Escrow
- g. Insurance
- h. Miscellaneous Provisions
- i. Termination by Owner or Contractor
- j. Litigation and Controversy
- k. Green Initiatives

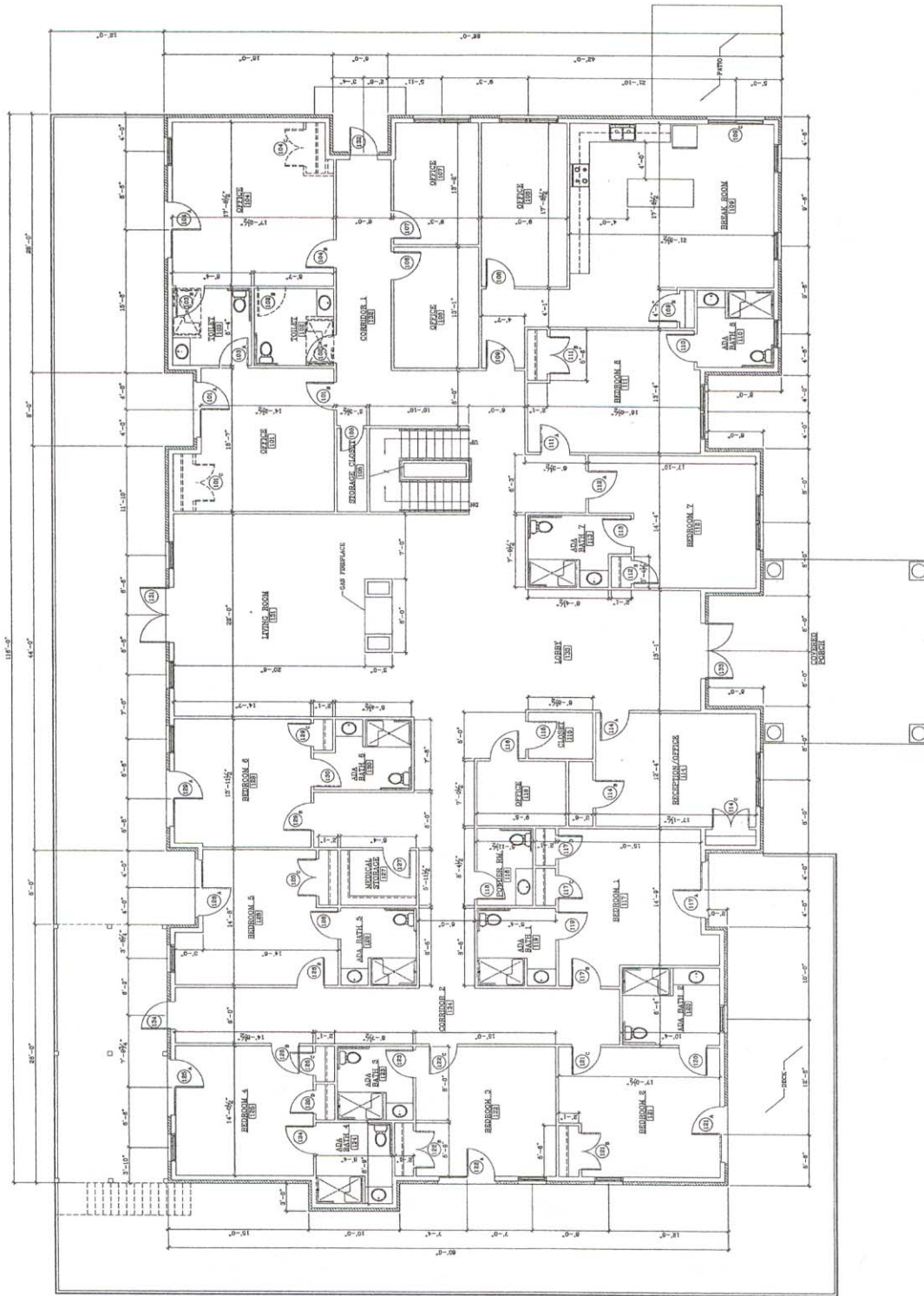
Note: Hospice of Charles County, Inc. reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein including but not limited to in-kind donations.

Hospice of Charles County, Inc. is a 501(c) nonprofit organization – donations to which are tax deductible to the fullest extent allowed by law. A copy of our current financial statement is available upon request by contacting Hospice of Charles County, Inc. at P. O. Box 1703, La Plata, MD 20646 or 301.934.1268. Documents and information submitted to the State of Maryland under the Maryland Charitable Solicitations Act are available from the Office of the Secretary of State for the cost of copying and postage.

Appendix - Foundation of House

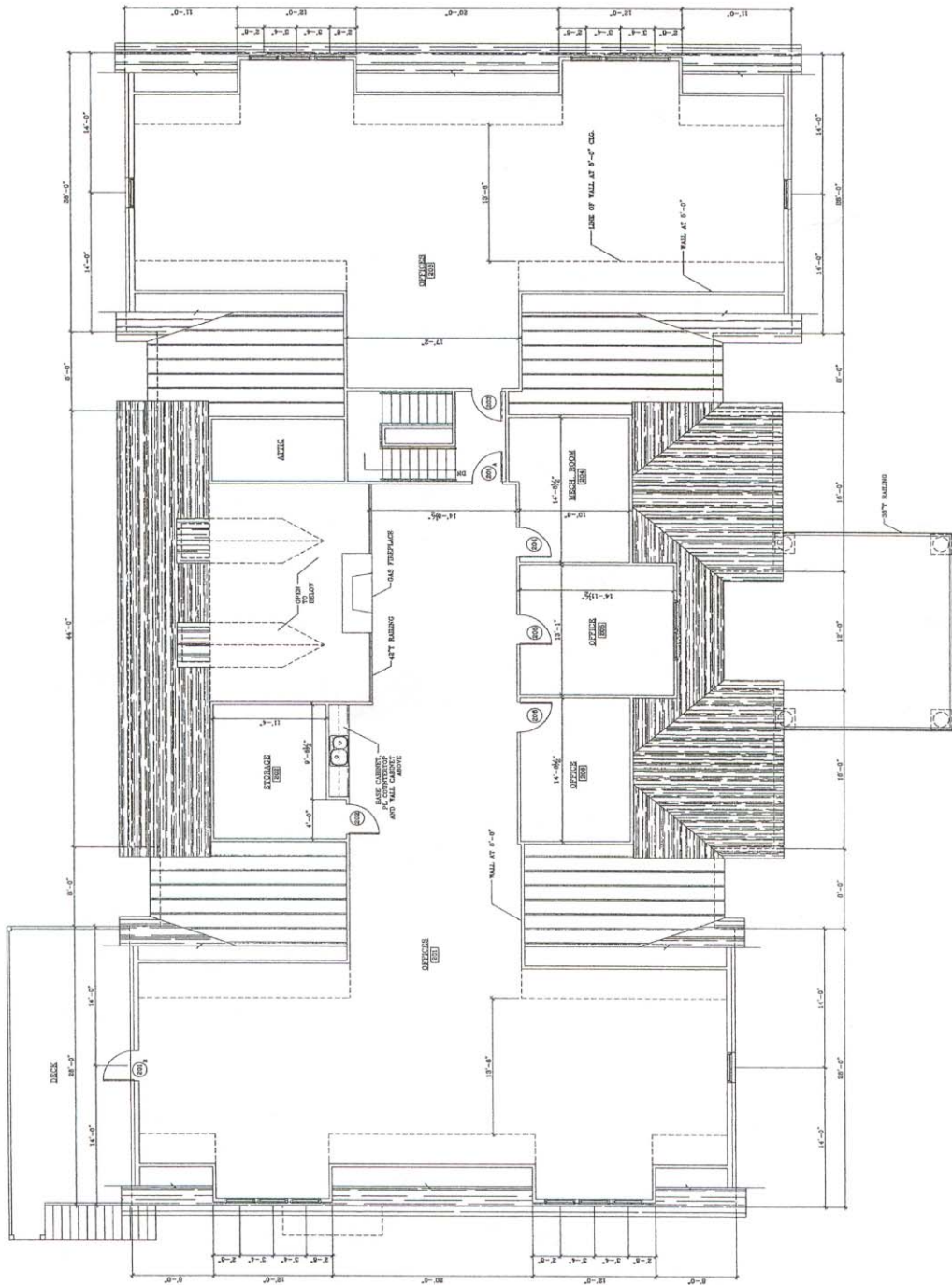


Appendix - First Floor of House



① FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"

Appendix - Second Floor of House



1 SECOND FLOOR PLAN
SCALE: 3/16" = 1'-0"