

**Charles County Hospice House Campaign
Request For Proposal
Medical Interior Designer/Space Planner**



Rendering of future Charles County Hospice House

Date of Posting: June 25, 2010

Date of Closing: July 23, 2010 at 3 pm

Part I – 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 serve 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(s) 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 II, Proposal Requirements, must be mailed to:

Charles County Hospice House Campaign

Attn: Nancy Bowling
PO Box 1703, La Plata, MD 20646

or, hand delivered to:

Hospice of Charles County

Attn: Nancy Bowling
105 LaGrange Rd, La Plata Md 20646

Any proposals received after said opening 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 in any form of carrier, mail, or delivery service causing the proposal to be received after the above referenced due date and time.

- 4.2 Questions/Inquires Regarding Request For Proposal
Any questions or inquires 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 worker's compensation.

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 party. 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

Hospice of Charles County is looking for a detailed proposal from a Medical Interior Designer /Space planner who comes with a working knowledge of medical facilities. It is the intent of Hospice of Charles County to learn more about this field of expertise and how it can make the Charles County Hospice House a fully functional and home like environment for patients and staff.

Any questions may be directed to Nancy Bowling at 301.934.1268. Full size copies of plans may be obtained from Marlboro Blueprints at 41-D Industrial Park Drive, Waldorf, MD 20602. Telephone at 301.870.7376.

Part II – Proposal Requirements

Format

To assure consistency, please respond in the following format:

- A. Cover Letter
- B. Scope of Services
- C. Green Initiatives
- D. Company History
- E. Financial Stability
- F. Fees

Section A - Cover Letter

Please include a cover letter no more than 1 page in length.

Section B - Scope of Services

Please provide details and cost figures for each element referenced in section 7.0.

Section C – Green Initiatives

It is the intent of the Hospice of Charles County, Inc. Board of Directors to incorporate as many “Green” elements into this construction project where possible. Please provide information that relates to Green Construction that your firm has incorporated into projects or elements that you feel Hospice would be able to incorporate from the standpoint of elements referenced here within.

Section D – Company History

Please provide a short history of your company. Include your experience with similar size projects, list of completed projects, and resumes for the company principals and project manager.

Section E – Financial Stability

Please provide financial statements and/or tax returns for the previous two years.

Section F – Fees

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)(3) 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 PO 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.