



Request for Proposal

For Audubon Area Community Care Clinic, Inc.

4215 Benttree Drive

Owensboro, KY 42301

Inquiries and proposals should be directed to:

Pamela Maske, Finance Manager AACCC

750 Salem Drive Suite 2

Owensboro, KY 42303

[pmaske@audubon-area.com](mailto:pmaske@audubon-area.com)

1-270-686-6053

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## General Information

### A. Purpose

This Request for Proposal (RFP) is to contract for the outfitting and completion of a remodeling / cost proposal.

### B. Who May Respond

Only licensed and insured companies (“Bidder”) may respond to this RFP.

1. Proposal will open and submissions will be accepted beginning September 21, 2023 at 8 AM.
2. A Pre-Bid meeting will be scheduled on October 5, 2023 at 2 PM at 4215 Benttree Drive for interested potential bidders to review site and ask questions.
3. Final Proposal Responses are due on October 20, 2023 at 3 PM.
4. Notice of Award for Qualifying Bid will be given in writing by November 3, 2023.

### C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 3PM on October 20, 2023.
2. Inquiries: Inquiries concerning this RFP should be directed to Pamela Maske, Finance Manager AACCC, at [pmaske@audubon-area.com](mailto:pmaske@audubon-area.com) and (270) 686-6053
3. Condition of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Bidder and will not be reimbursed by Audubon Area Community Care Clinic, Inc. (AACCC)
4. Hard Copy or Electronic Submission Instructions:

**Five (5)** copies of the Bidder’s hard copy proposal should be addressed as follows:

Pamela Maske, Finance Manager AACCC  
Audubon Area Community Care Clinic, INC  
750 Salem Drive Suite 2  
Owensboro, KY 42303

The Bidder’s proposal must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
3PM October 20, 2023  
Sealed Proposal  
For the Audubon Area Community Care Clinic, INC 4215 Benttree Drive  
Owensboro, KY 42301

Failure to do so may result in premature disqualification of your proposal.

Proposal may be submitted electronically to the following email address:  
[pmaske@audubon-area.com](mailto:pmaske@audubon-area.com) by the closing submission date noted above.

It is the responsibility of the Bidder to ensure that the proposal is received by Audubon Area Community Care Clinic by the date and time specified above. Late proposals will not be considered and automatically disqualified from consideration.

5. Right to Reject: Audubon Area Community Care Clinic reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
6. Small Business, Minority, Women-Owned Businesses and Labor Surplus Area Firms: Efforts will be made by Audubon Area Community Care Clinic to utilize small businesses, minority, women-owned businesses and labor surplus area firms. A Bidder qualifies as a small business firm if it meets the definition of “small business: as established by the Small Business Administration (13 CFR 121.201).
7. Presentations: At the discretion of Audubon Area Community Care Clinic, Bidders submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentations may be delivered in person or via teleconference. Reasonable advance notice will be provided to selected Bidders. Not all Bidders submitting a proposal will be asked to participate in oral presentations.
8. Notification of Award.
  - a. It is expected that a decision about the selection of the successful renovation company will be made within three (3) weeks of the closing date for the receipt of proposals.
  - b. Upon conclusion of final negotiations with the successful renovation company, all Bidders submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful bidder.

#### **D. Description of Entity**

Audubon Area Community Care Clinic, INC (AACCC) is a nonprofit organization that serves primarily six (6) counties of the Green River area in Kentucky. Audubon Area Community Care Clinic is a private, nonprofit corporation and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a board of thirteen (13) members representing the consumers of agency services, and the private sector.

Mission Statement: Audubon Area Community Care Clinic is committed to providing quality, integrated health care and human services for vulnerable and homeless individuals and families in the Green River area.

Administrative offices are located at our central office located at 1700 West Fifth Street Owensboro, KY 42301.

Clinical operations are located at 750 Salem Dr. Suite 2, Owensboro, KY 42303 (pending relocation) & 1620 Frederica St. Owensboro, KY 42301.

## Specification Schedule

### A. Scope of Remodeling for AACCC 4215 Benttree Drive, Owensboro, Kentucky.

The purpose of this RFP is to obtain the services of a licensed contracting company, whose business is certified or licensed by a regulatory authority of a state or other political subdivision of the United States, to remodel AACCC 4215 Benttree Drive, Owensboro, Kentucky.

- Remodel the existing building consisting of 4850 SF. Remodeling to include items listed below.
  - Reception/Lobby – divide the space into two spaces with wall and sliding windows. Windows will be to receive patients and the second one to check out patients. Provide electronic hardware on new door separating the lobby from the workspace with automatic release button from the reception desk. Replace the front door with commercial aluminum double storefront doors and new security system with fobs and cameras interior and exterior.
  - Replace all flooring throughout with LVT product. Remove and replace all existing flooring and base.
  - Skim coat and provide a smooth texture ceiling over the existing popcorn texture, throughout.
  - Provide 4 exam rooms in existing spaces. Each exam room to have an exam table, a dual computer mounting system on the wall, a stool, 2 chairs, and built-in base and wall cabinets with a sink, will need water and sanitary hookups.
  - Provide new finishes in all offices. Existing casework to remain, where applicable. Existing crown molding to remain. Existing wainscoting to remain. Repaint all surfaces. The 4 corners of the building remain offices, plus 3 more offices.
  - Provide a conference/break room with a new door from the main rear foyer. Remove and infill the existing door opening.
  - Kitchen – replace all base and wall cabinets in same configuration as existing. Remove dishwasher, add cabinet in its place. Water cooler to be provided (by Owner) in corner of kitchen.
  - The men/women toilets to be remodeled to fully comply with ADA. Provide new finishes in these spaces. Add specimen cabinet through the wall in each bathroom.
  - Mech room to remain as is, except for new equipment.
  - IT room to remain as is. The bio-hazard materials will be placed in containers in this room. Remove all existing shelving in the book room and provide new built-in shelving for patient resource materials and binders to be stored in this space, full height. Add door to this room.
  - Lab room – provide new base and wall cabinets in same configuration as existing, with 4 knee spaces for staff. A copier will be placed on the countertop. Lab equipment will be placed in this room – refrigerators, freezers, lab chair, filing cabinets.
  - The closet storage doors shall be changed out from bi-fold to swinging doors.

- The existing garage shall be remodeled for a new training room. Remove the existing garage door and infill wall, to include windows. The man door and frame shall be removed and replaced with door at the lower floor level.
- Provide an enclosure / corridor to connect the garage to the rear hall. Provide a 1:20 sloped floor, connecting the two levels (this omits the need for railings). Remove back door completely, and patch frame. Provide a shed/hip roof to tie into existing fascia and gutter. Provide ADA ramp at the new rear door to transition to the parking lot.
- Replace and upgrade all plumbing, HVAC, and electrical, including new light fixtures, as needed.
- Replace signs and bushes out front near ADA parking spaces as needed for new signage.
- Add extra outlets and data ports in the workroom/storage room.

## **B. Description of AACCC**

Audubon Area Community Care Clinic, a federally qualified health center, is requesting an ADA compliant, remodel of AACCC 4215 Benttree Drive Owensboro, KY 42301, for purposes of providing primary health care and related services to patients at this location.

## **C. Delivery Schedule:**

Vendors responding to the bid process will be responsible for the timely acquisition and delivery of all hardware and accessories listed in this document. Please provide a complete description of the equipment, setup, and warranty services included in your bid response as well as a detailed timeline for delivery. **Final completion day for the AACCC 4215 Benttree Drive Owensboro, Ky 42301 remodel and move in date must occur on, or before, March 31, 2024.**

## **D. Price**

The Bidder's proposed price should be submitted separately. When submitting the RFP response, include a detailed line-item description including a unit price and any applicable shipping and/ or delivery charges. No verbal agreements will be considered during the bid process. The pricing information should be in a separate, sealed envelope.

## **E. Payment**

Payment will be made when Audubon Area Community Care Clinic (AACCC) has determined that the total work effort has been satisfactorily completed. Should Audubon Area Community Care Clinic reject a report, AACCC's authorized representative will notify the Bidder in writing of such

rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Bidder submits the final invoice for payment.

Progress payments will be allowed to the extent that Audubon Area Community Care Clinic can determine satisfactory progress is being made.

Upon project completion for the Audubon Area Community Care Clinic at 4215 Benttree Drive Owensboro, KY 42301 and their acceptance and approval, the Bidder may submit a bill for the balance due on the contract for the remodeling project.

#### **F. Confidentiality**

The Bidder agrees to keep the information related to all contracts in strict confidence. Other than the product submitted to Audubon Area Community Care Clinic, the Bidder agrees not to publish, reproduce, or otherwise divulge information in whole or in reasonable measures as are necessary to restrict access to the information, while in the Bidder's possession, to those employees on the Bidder's staff who must have the information on a "need to know" basis.

The Bidder agrees to immediately notify, in writing, Audubon Area Community Care Clinic's authorized representative in the event the Bidder determines or has reason to suspect a breach of this requirement.

### **Technical Qualifications**

The Bidder, in its proposal, shall, as a minimum, include the following:

#### **A. Prior Remodel Project Experience (with quality electrical, plumbing, lighting, flooring, ceiling, carpentry, general drywall/ painting)**

The Bidder should provide a minimum of three (3) references of your customers that have purchased products and services similar to that being proposed in the RFP. Include contact names, telephone numbers, and physical addresses.

#### **B. Value-added Services Beyond the remodel of AACCC 4215 Benttree Drive Owensboro, KY 42301**

The Bidder should include an explanation of other services that can and have been provided to organizations similar to Audubon Area Community Care Clinic. Value-added services provide efficiencies and improved compliance that contribute to the continued success of AUDUBON AREA COMMUNITY CARE CLINIC. Value-added services can include warranties, accessories, and hardware as well as industry-specific products.

### **C. Organization, Size, and Structure**

The Bidder should describe its organization, size, and structure. Description should include:

1. Size of the Bidder, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Explanation if the Bidder is a small or minority-owned business or women's business enterprise.

### **D. Bidder's Approach to the Engagement**

The Bidder should describe its approach to the work to be performed, including a built-out timeline, estimated hours, and other pertinent information.

## **Proposal Evaluation**

### **A. Submission of Proposals**

If submitted by hard copy, all proposals shall include five (5) copies of the Bidder's technical qualifications, five (5) copies of the pricing information (in a separate, sealed envelope), and five (5) copies of certification. These documents will become part of the contract.

Proposals can be submitted electronically to the following e-mail address: [pmaske@audubon-area.com](mailto:pmaske@audubon-area.com) by the closing submission date as stated previously.

### **B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would adequately complete the renovation.

### **C. Proposal Evaluation**

Evaluation of each proposal will be scored on the following six factors:



	POINT RANGE
1. Prior remodeling experience	
a. Prior experience renovating/remodeling existing area	0-15
Audubon Area Community Care Clinic may contact reference organizations to verify the experience provided by the Bidder.	
2. Value-Added Services	0-20
3. Organization, size, and structure of Bidder’s business	
a. Adequate size of the company	0-5
b. No conflicts of interest	0-5
c. Minority-owned/small business/women’s business enterprise	0-5
4. Bidder’s approach to the engagement	
a. Adequate coverage	0-15
b. Realistic time estimates of each build-out step	0-15
5. Price	0-20
Maximum Points	100

**D. Review Process**

In compliance with Uniform Guidance 2 CFR Part 200.319- Competition, Audubon Area Community Care Clinic has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

AUDUBON AREA COMMUNITY CARE CLINIC may, at its discretion, request presentations by or meetings with any or all Bidders to clarify or negotiate modifications to the Bidders’ proposals.

However, AUDUBON AREA COMMUNITY CARE CLINIC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Bidder can propose.

AUDUBON AREA COMMUNITY CARE CLINIC contemplates award of the contract to the responsible Bidder with the highest total points.

## Certifications

On behalf of the Bidder:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Bidder.
2. The individual signing certifies that the Bidder is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Bidder.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for purpose the of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Bidder prior to an award to any other Bidder or potential Bidder.
5. The individual signing certifies that there has been no attempt by the Bidder to discourage any potential Bidder from submitting a proposal.
6. The individual signing certifies that the Bidder is a properly licensed and insured business.
7. The individual signing certifies that he/she has read and understands all the information in this RFP.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Bidder's Business Name)

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(Signature of Bidder's Representative)

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(Printed Name and Title of Individual Signing)

## Appendix

### A. Proposal Evaluation

Total points will be calculated from each Administrative Support Committee member, providing a total point value for each responding Bidder.

<b>Proposal Evaluation</b>			
<b>Prior remodeling of a 4850 sq ft. healthcare facility</b>		<b>Point Range</b>	<b>Points Earned</b>
	Prior experience building,	0 - 15	
<b>Value-added Services</b>		0 - 20	
<b>Organization, size, and structure of Bidder's Business</b>			
	Adequate size of the business	0 – 5	
	No conflicts of interest	0 – 5	
	Minority-owned/small business/women's business enterprise	0 - 5	
<b>Bidder's approach to the engagement</b>			
	Adequate coverage	0 - 15	
	Realistic time estimates of each build-out step	0 - 15	
<b>Price</b>		0 - 20	
<b>Total Points</b>		<i>0 - 100</i>	