



103 Fram Street  
PO Box 589  
Petersburg, AK 99833

## Petersburg Medical Center

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Phone: 907-772-4291  
Fax: 907-772-3085

# Petersburg Medical Center Make Pharmacy Clean Room USP <800> Compliant

## **Request for Proposals**

January 29, 2019



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## **REQUEST FOR PROPOSALS**

### **1.0 GENERAL INFORMATION**

#### 1.1 Purpose

Petersburg Medical Center (PMC) is soliciting “sealed proposals” to Architectural/Engineering (A/E) services for the PMC pharmacy contract consisting of specifications, drawings, cost estimates, documents, construction for bidding and other items as indicated to renovate an existing area to produce a hazardous drug negative pressure storage and compounding room and an associated anteroom as required to meet pharmacy clean room compliance USP 800. It is the intent of PMC to be USP 800 compliant by September 30th, 2019.

#### 1.2 Background

PMC is required to meet USP 800 regulation for pharmacy compliance. The pharmacy regulation USP 800 will require design and construction on the second floor of PMC in the acute care unit.

#### 1.3 Questions

Any questions regarding this proposal are to be submitted to: Mike Boggs, Facilities Director at 907-772-4291, Monday – Friday 6:00am to 2:30pm.

#### 1.4 Preparation Costs

PMC shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.



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## 2.0 RULES GOVERNING COMPETITION

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Proposal Acceptance Period

**Proposals will be accepted by the PMC until 4:30 pm on March 1st 2019.**

Award of this proposal is anticipated to be announced within 14 calendar days, although all proposals must be complete and irrevocable for 90 days following the submission date.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

### 2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a A/E vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

### 2.6 Proposal Submission



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Five (5) copies of the proposal must be received by PMC prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked as "Petersburg Medical Center USP 800 Pharmacy Compliance RFP". Proposals shall be delivered or mailed to:

Physical Address

103 Fram St  
Petersburg, AK

Mailing Address

PO Box 589  
Petersburg, AK 99833

Alternate submission of electronic PDF proposals meeting the RFP criteria may also be submitted prior to the deadline and addressed to Philip Hofstetter, CEO at:

Email Address: [phofstetter@pmc-health.org](mailto:phofstetter@pmc-health.org)

It is the responsibility of the proposer to verify with the PMC that their proposal has been received prior to the submission deadline. Verification of email submissions can be sought at phone number (907) 772-4291.

## 2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the PMC staff member listed in Section 1.3.

## 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the PMC. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

## 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by PMC.

## 2.10 Modification/Withdrawal of Proposals



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A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by PMC after the date of receipt and following oral presentations.

## 2.11 Late Submissions

**PROPOSALS NOT RECEIVED PRIOR TO THE SUBMISSION DEADLINE SPECIFIED IN SECTION 2.2 WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.**

## 2.12 Rejection of Proposals

PMC reserves the right to reject any or all proposals if determined to be in the best interest of PMC Health facility.

## 2.13 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Alaska Statute and the Petersburg Municipal Code, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

## 2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor(s) is publicly announced. At that time, the selected proposal is open for review (except for information identified as being proprietary). After the award of the contract, proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information held confidential, each page must be marked and an explanation furnished of its proprietary



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nature. In addition to marking individual pages, the Proposals Cover will also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

## 3.0 SCOPE OF WORK

- 3.1 I. PMC intends to enter into agreement with the selected vendor to provide for complete site investigation, design (construction documents), bid phase support and construction administration/inspection.
1. Design for pharmacy room meetings requirements for USP 800 in existing PMC space within the scheduled timeframe.
  2. Leading the construction bid process and performing construction contract administration and inspection in order to complete the renovation project within the scheduled timeframe.

### DESIGN CONSIDERATION:

1. Design shall include, but is not limited to, the following:
  - a. PMC specification guidelines.
  - b. Construction drawings
  - c. Construction cost estimate
  - d. Other necessary design considerations.

**Schedule:** A general project is summarized below:

March 2019: Expected award.

March – April 2019: Design completion.

May 2019: Bid process – 4 weeks.

June 2019: Award of Construction contract.

July 2019: Construction begins and must be complete to meet final inspection by September 30, 2019.

Work shall include, but is not limited to, design the requirements which are to be considered a basic part/minimum requirement of this project and shall be fully developed by the A/E, discussed and resolved with PMC staff.



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The A/E shall perform any other necessary investigative work, i.e, meet with or communicate with PMC staff regarding design layout. The design and resulting construction must, as a minimum, be in accordance with all applicable CMS and State of Alaska Health facility codes, (NFPA, EPA) and PMC publications, Master Construction Specifications, Construction Standards, Design Guides and Standards.

The A/E, with the aid of PMC staff, is to perform all necessary testing and investigative work required to adequately design the project. Utilizing as-built drawings provided by PMC, the A/E will investigate scope of required renovation. The A/E shall develop, execute and demonstrate that the project plans and specifications have gone through a rigorous review and coordination effort. The A/E shall provide an outline of the actions that the firm will take during the design process to ensure a quality finished design is achieved to meet USP 800 standards.

## DESIGN REQUIREMENTS:

PMC has a requirement to design a project to renovate existing space into a USP <800> compliant negative pressure hazardous drug storage and preparation area, including an anteroom for receiving and unpacking hazardous drugs within the Acute Care unit of the hospital, 103 Fram St. Petersburg Alaska. The design documents shall capture a plan to economically renovate existing space to meet the requirements of the USP <800> regulations for the receipt, unpacking, storage and sterile /non-sterile compounding. The project includes but is not limited to, Architectural, Mechanical, Electrical, Plumbing, Structural, Controls, Communications, Specialty work, Asbestos Abatement and Fire Alarms/Protection.

The AE shall also be responsible to perform a pre-test TAB on the existing system (air and hydronics) and survey the areas of work for hazardous material and include the abatement of the hazardous material in the design documents. The A/E shall design plans that will expedite the construction process. Proper construction phasing of work with time limitations shall be included. Also, the replacement shall be done with minimal interruption to the rest of the Pharmacy operation throughout the entire replacement.

## QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

The Design Offeror or A/E shall develop, execute and demonstrate that the project plans and specifications have gone through a rigorous review and coordination effort. The A/E shall provide an outline of the actions that the firm will take during the design process to



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ensure a quality finished design is achieved.

## **COST ESTIMATE**

A detailed estimate of construction cost shall be provided with submission.

## **FIRE PROTECTION ENGINEER REVIEW & CERTIFICATION**

The A/E shall have the design plans and specifications reviewed by a registered Fire Protection Engineer (FPE) to ensure the design proceeds in accordance with Life Safety Code (LSC) and applicable National Fire Protection Association (NFPA) codes. Plan will be reviewed and approved by the state Fire Marshall.

## **CONSTRUCTION COMPETITIVE BIDDING REQUIREMENTS**

1. A/E shall provide competitive bidding process for complete construction for project complete.
2. PMC shall review all bids with A/E and approve final bid award.

## **4.0 PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

### **4.1 Title Page**

Show the RFP Title and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

### **4.2 Table of Contents**

Clearly identify the materials by section and page number.

### **4.3 Letter of Transmittal (Limited to two (2) pages.**



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4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.**

## 4.4 Experience

4.4.1 Detail the firm's experience and longevity as A/E Firm and its ability to providing the required services in rural SE Alaska.

4.4.2 Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

## 4.5 Project Manager

Provide detailed information on the qualifications and experience of the Project Manager as it relates to the required services. Include project reference contact name(s) and telephone number(s).

## 4.6 Key Project Staff and Sub-consultants

Identify key project staff and sub-consultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and sub-consultants referenced.

## 4.7 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work.

## 4.8 A/E Firm Location



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Describe the firm's location in relation to Petersburg, Alaska and the ability to meet in person with PMC personnel when required during the performance of the contract.

## 4.9 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned.

## 4.10 Cost

Fully complete and sign the Bid Sheet as provided in Appendix A to this RFP. The Bid Sheet will be used in evaluations and will serve as the basis of the final award amount if your firm is selected.

## 4.11 Schedule

Provide a detailed schedule, including proposed milestone and overall completion dates, for accomplishing all services required in Section 3.

## 5.0 EVALUATION CRITERIA AND PROCESS

### 5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

- |                                |           |
|--------------------------------|-----------|
| 1. Experience/History          | 10 points |
| 2. Project Manager             | 10 points |
| 3. Key staff/sub - consultants | 5 points  |
| 4. Methodology/Approach        | 10 points |
| 5. Available Resources         | 5 points  |
| 6. Location                    | 10 points |
| 6. Cost                        | 30 points |



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## 7. Schedule

20 points

Total Points Available

100 points

### 5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

**EXAMPLE:** For the evaluation of the experience factor if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

### 5.3 Evaluation Process

A committee of individuals representing PMC will perform evaluation of the proposal. The committee will rank the proposal as submitted. PMC reserves the right to award a contract solely on the written proposal.

PMC also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with PMC for the purposes of contract award.



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## **6.0 SELECTION PROCESS**

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with PMC. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, PMC reserves the right to terminate negotiations with any proposer should it be in PMC's best interest. PMC reserves the right to reject any and all proposals submitted.