



REQUEST FOR PROPOSAL

Facility Feasibility and Programming Study

Proposals Due by Thursday, August 25, 2022, at 4:00pm MST.

INTRODUCTION

Wasatch Homeless Health Care, Inc., dba Fourth Street Clinic is soliciting competitive, sealed proposals from qualified firms to make recommendations regarding space needs and facilities assessment (including structural, envelope, and mechanical/electrical systems) assessment of the organization's facilities. The proposal is intended to inform the leadership and the Board of Directors of the feasibility of a re-design of our current facilities (409 West 400 South, 425 W 400 South, 440 South 400 W (Suites A, B, D, E, G, and H; please note suite C does not exist).

The purpose of this project is to aid Fourth Street Clinic in the assessment of space needs for the short term and long-term needs and to inform the organization on where and how to expand. Fourth Street Clinic has been at the current location since 1993. Since establishing this location, the organization has significantly added to its services and staff and is planning for significant growth in services and staffing over the next ten years. We wish to complete a master plan for facility needs to ensure we can meet our service delivery goals.

Fourth Street Clinic has received funding towards the implementation of a capital improvement project and intends to move forward with the following timeline:

Phase 1: Feasibility Study & Facility Master Plan – Completed by January 2023

Based on the above outlined projects, we desire to engage a qualified contractor to perform the following:

Existing Conditions Assessment

- Evaluate the physical condition of existing space (quality, quantity, functionality);
- Evaluate the capability of existing facilities to meet short and long-term needs of the organization;

Program (Quantitative and Qualitative)

- Create tabular listing of program spaces, net sf, assumed grossing factors and total building gross square foot area.
- Assess patient and operational activities to advise on programming needs, maximize workflow efficiency, and plan for future growth of services;
- Incorporate innovative opportunities for telehealth, telecommuting, hybrid schedules, shared workspace, and employee break space
- Provide recommendations regarding future space and facility needs;
- Provide recommendations and guidance on incorporating organizational values such as culture and diversity, employee wellness and safety, trauma informed care, etc., as well as spacing that would suit our patient population;

Concept(s)



- Prepare a space list, site plan, floor plans, stacking diagrams and building massing diagrams;
- Prepare a high-level project scope narratives (site, architecture, engineering systems);
- Implementation schedule and phasing plans;

Project Budget & Schedule

- Prepare a concept level construction cost estimate for the proposed scope;
- Prepare Project Cost Budget in conjunction with Owner;
- Prepare a project schedule that includes design / construction / owner activities; and

Regulatory

- Outline local, state or national requirements as well as applicable healthcare related codes that would be required for this project. Identify regulatory review and approval concerns, if any.

SCHEDULE OF EVENTS

The following schedule is provided for planning purposes only. Fourth Street Clinic may alter this schedule at any time.

Event	Date	Time	Place / Contact
Issue Request for Proposal	July 14, 2022		
Non-mandatory Pre-submittal meeting (site tour included)	July 22, 2022	9:30 AM, MST	409 West 400 South Salt Lake City, UT 84101
Last Day to Submit Questions	August 19, 2022	4:00 p.m. MST	Isabelle Roehrig iroehrig@fourthstreetclinic.org
Deadline to Receive Proposals	August 25, 2022	4:00 p.m. MST	Isabelle Roehrig iroehrig@fourthstreetclinic.org
Presentation to the Selection Committee	September 9, 2022	TBD	409 West 400 South Salt Lake City, UT 84101
Second Interviews (if needed)	September 21, 2022	TBD	409 West 400 South Salt Lake City, UT 84101
Notice of Award	September 22, 2022	COB	Notification by email

ORGANIZATIONAL BACKGROUND

Fourth Street Clinic’s mission is to help individuals experiencing homelessness improve their health and quality of life by providing high quality integrated health care. Fourth Street Clinic began in 1988 as a triage clinic with one part-time nurse; the clinic relied on hospitals for patient treatment. Today, it operates with approximately 80 staff with an annual cash budget of \$11 million. In 2021, Fourth Street Clinic served 4,672 unsheltered men, women, and children through 21,900 visits, which includes 817 virtual encounters. Fourth Street Clinic’s pharmacy dispensed 35,898 prescriptions last year.



Fourth Street Clinic is a Federally Qualified Health Center (FQHC) recipient through the Bureau of Primary Health Care and the Health Resource and Services Administration of the United States Department of Health and Human Services. Additionally, Fourth Street Clinic is designated as a homeless health center, meaning that at least 75% of our patients are homeless.

As an FQHC community-based organization, Fourth Street Clinic provides comprehensive primary care and preventive care, oral health, mental health/substance abuse services, pharmacy services, and a variety of specialty care services to persons of all ages, regardless of their ability to pay or their health insurance status. Fourth Street Clinic provides services through two approved sites – a fixed facility, located at 409 W. 400 S., in downtown Salt Lake City and a mobile clinic. The mobile clinic travels to other service provider locations throughout Salt Lake County. In addition, Fourth Street Clinic has a Street Medicine team that utilizes a small van to provide harm reduction services to unsheltered individuals residing on the street.

Fourth Street Clinic's board consists of 16 individuals from throughout the community and meets on a monthly basis. Fourth Street Clinic also maintains a monthly meeting for our Consumer Advisory Board that includes patients and other individuals in the community who are currently experiencing homelessness or transitioning out of homelessness.

Fourth Street Clinic employs a diverse workforce in order to effectively offer integrated health services. The current staffing plan for Fourth Street Clinic comprises 83 FTE and over 200 volunteers, including student internships. The Organizational Chart is attached and identifies the current positions and existing departments. A general breakdown of the employee population is as follows:

- Medical Providers and Specialty Providers including optometry, ophthalmology, neurology, gynecology, dermatology, urology, audiology, rheumatology, and podiatry
- Medical Assistants
- Nursing Staff
- Referral Coordinators / Patient Navigators / Community Health Workers
- Case Managers
- Front Desk / Enrollment Specialists
- Behavioral Health Providers / LCSWs / SSWs
- Pharmacist / Pharmacy Technicians
- Dentist / Hygienist / Assistant
- Outreach Staff
- Administration which includes billing and finance, development, medical records, human resources, and operations

Our strategic plan will see our workforce grow by 30%, adding over 20 additional staff to our team. We also anticipate adding in-house services, such as radiology, ENT, orthopedics (non-surgical), and physical therapy, in the near future.

PROPOSAL REQUIREMENTS



Ten (10) written copies your proposal, including any required attachments, and an electronic copy in PDF format of the proposal are required to be submitted in person to Isabelle Roehrig, Executive Assistant, as listed below, no later than 4:00pm (MST) on Thursday, August 25, 2022.

Any response, modification, or amendment received after the due date and time is considered late. No late response, modification, or amendment will be accepted. Proposals must include the following elements and be signed by an authorized representative. Proposals may not exceed 20 pages.

An introductory letter expressing an interest in providing the services should be included. The introductory letter should be addressed to:

Janida Emerson
CEO
Fourth Street Clinic
409 West 400 South
Salt Lake City, Utah 84101

Questions/Clarifications

Questions should be submitted to Isabelle Roehrig at iroherig@fourthstreetclinic.org. Written updates, clarifications, and answers will be posted on our website. All questions must be submitted by July 29, 2022.

I. QUALIFICATIONS

1. Describe the location of your project office(s) and Project Manager (prime point of contact) in relation to Salt Lake City. Include a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the firm's chief officers, and where you do business.
2. Provide a brief statement of unique capabilities and experience that your firm brings to this project that will add value and/or reduce risk to Fourth Street Clinic. Include pertinent characteristics that differentiate your company from others in its ability to perform the proposed work.
3. A statement of the firm's experience and qualifications to meet the requirements as outlined herein.
4. Provide an overview of the project team setting forth the positions, functions, and roles to be performed by key project team members. The overview should include the names of key team members.
5. Identify proposed staff members who would be involved in providing the services including the percentage of time each staff member would be contributing to the project, and statements or resumes detailing their qualifications. Your proposal should include



information on the levels of training received by each staff member and detailed descriptions of their involvement with projects of similar or identical scope.

- a. Identify the principal contact person authorized to commit the respondent to a contractual agreement, including name of the individual, address, email, and phone number.
 - b. A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet the Fourth Street Clinic's quality and schedule expectations.
 - c. Describe the Project Manager's (prime point of contact) experience and history in performing this type of work on similar projects. If the Project Manager will not be the point of contact for day-to-day work, please indicate who on the team that will be and their relevant experience and history. Include references of three persons, firms, or agencies that Fourth Street Clinic may contact to verify the experience of the Project Manager.
 - d. If applicable, identify any of the work that you intend to subcontract to others and identify the proposed subcontractors including names, specific assignments, and the qualifications of the subcontracting firm and its key personnel.
6. Detail your proposed team's experience and history in the last ten (10) years of performing this type of services for similar customers of similar size, with dates of performance and/or completion, customer name, contact person, and telephone number(s).
 7. Provide three (3) or more references for similar projects. By providing such references you agree that neither Fourth Street Clinic nor the clients referenced shall have any liability regarding the provision of such references or Fourth Street Clinic's use of such references in making selections under this request for proposal.
 8. Is your company currently or within the last 5 years, involved in arbitration or litigation for any reason? If so, please elaborate.
 9. Has your company, or any of your proposed subcontractors, ever filed for reorganization or bankruptcy? If so, please provide dates and resolution.
 10. In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related or helpful to the services requested herein.

II. PROPOSED APPROACH TO PROJECT

1. Provide a summary of your understanding of the project, and provide an overall project approach, including the following:



- a. A statement of your company's approach to planning and execution of this project. Approach should demonstrate the Consultant's understanding of the project drivers and experience in similar projects.
 - b. Provide a proposed overall schedule for completing the work and confirm the Team's commitment and availability to meet the proposed schedule. This schedule should provide an overview of key deliverables and project milestones.
2. Completed copy of the Standard Contract attached to this RFP (this is not included in the page limit).
3. Describe your firm's commitments to diversity and equitable and inclusive practices. Please address your commitment to diversity and equitable and inclusive practices for both internal (e.g., staff, leadership, recruitment, etc.) and external parties (e.g., contracted entities, suppliers, etc.).
4. In addition to the specific service proposals specified above, identify and/or recommend any additional or innovative services and products provided by your firm that may be related to or helpful to a comprehensive space needs assessment. If there is a better way for Fourth Street Clinic to package or define the services that it has requested herein to obtain better pricing and/or service by making it easier for the selected consultant, please explain what modifications would be necessary to achieve such better pricing and/or service.
5. Fourth Street Clinic has an interest in doing business with suppliers that have implemented formal sustainability plans and have operations with minimal adverse impact on the environment. Please state whether your firm has a formal sustainability plan, program, or policy and, if so, please attach a copy to your proposal (this is not included in the page limit). Any sustainability plan, program or policy should address recycling, re-use of materials, and reduction of waste. Please describe any environmentally friendly measures such as alternative fuel vehicles, recycling measures, and energy reduction measures used by your firm in its operations.

III. PROPOSED FEES

1. Proposed prices must include all costs associated with the performance of the services specified, including materials, third party costs, supervision, labor, insurance, transportation, delivery, overtime, fuel or other surcharges, and related costs. Charges not listed in the RFP response will not be allowed. All prices and fees must be in U.S. dollars.
2. Please state your total not to exceed the price for the project as described in this RFP and the Standard Contract. Provide and demonstrate how costs would be distributed among the tasks and categories. Provide pricing for the project in a format that is detailed in the Standard Contract and itemized by task and in total to show total hours and costs for your firm's labor, overhead, and all other direct costs. At a minimum, show the following details by task and in total:



- a. For each employee/position, list the hours, the raw labor rate per hour, the overhead percentage to be applied in determining billable rates, and the extended amounts.
- b. For each subconsultant, list the hours, the billable labor rate per hour, and the extended amounts.
- c. Show all other direct costs to be reimbursed at cost such as airfare, food and lodging or per diem, associated travel costs, and expendable supplies.
- d. Show the totals by employee, prime or subconsultant, task, and grand total.

Notes to review before preparing Proposed Prices and Fees:

Fourth Street Clinic reserves the right to negotiate with the preferred offeror after a conditional selection is made by the selection committee. If the price proposal indicates a consultant fee for the Scope of Work is more than Fourth Street Clinic's anticipated cost or budget for such services, the organization will attempt to negotiate with the preferred offeror prior to rejecting the preferred offeror's proposal and entering into negotiations with the next preferred offer.

Proposal Evaluation

Proposals will be evaluated in the following manner:

1. Prior relevant experience and background of project team (10 points)
2. Demonstration of the understanding of project goals and objectives (15 points)
3. Bidder Defined Project Services detailed in Sections 2.6 and 2.7 of the Standard Contract (40 points)
4. Project Timeline (10 points)
5. Written statement on commitment to diversity and equitable and inclusive practices (5 points)
6. References (5 points)
7. Project Rate Table detailed in section 5.1 of the Standard Contract (10 points)
8. Red lines or exception to our standard contract (5 points)