



Health Care District

OF PALM BEACH COUNTY

WE CARE FOR ALL

MANDATORY PRE-PROPOSAL MEETING

RFP #2025CCNA01

April 2, 2025

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Introductions

KEY DISTRICT STAFF

- Marisol Miranda, AVP Support Services
- Terry Megiveron, Director Construction Services
- Audrey Wolf, Facilities Development Consultant
- Raul Gutierrez, Director Supply Chain

PRE-PROPOSAL MEETING ATTENDEES ROLL CALL

- In-Person
- Virtually

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The Health Care District

The District is an independent special taxing district created provide comprehensive planning, funding and coordination of health care service delivery and serving as the health care “safety net” for residents of Palm Beach County.

The main services provided are;

- trauma care and trauma system support,
- school health nursing program,
- publicly-owned and operated hospital (Lakeside Medical),
- skilled nursing facility (Healey Center), and
- a network of federally-qualified health centers.

The hospital and skilled nursing center are District-owned and the remainder of 15 plus facilities are leased.

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GENERAL SCOPE

- The District is seeking proposals to provide design services for, the Crisis Center for Mental Health and Substance Abuse AKA Behavioral Health Coordinated Care Center.
- The District recognizes that behavioral health, which includes substance use disorders, is an essential component of overall health and wellness and that the District needs to boldly step into this space. The District has approved moving forward with the implementation of the Behavioral Health Coordinated System of Crisis Care which serves as a framework for communities to implement the evidence-based national guidelines.
- National statistics indicate that when fully implemented, 98% of all persons connecting to the Coordinated Care system will be able to have their behavioral health care needs met without requiring in-patient treatment.

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GENERAL SCOPE OF CRISIS CENTER

The Crisis Center/Coordinated Care Center would address crisis receiving and stabilization facilities provide 24/7 intensive, short term stabilization in a warm and welcoming environment accepting both walk-ins and individuals brought in by first responders as well as provide outpatient services.

The Crisis Center/Coordinated Care Center is an approximate 60,000 sf facility with a pre-programming and design estimated hard construction cost of \$60M.

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STATUS OF CRISIS CENTER PROJECT

Land Acquisition: Due diligence is currently being concluded on 2 properties; one privately owned and one currently owned by the District. Goal is to have a selection of a single property mid to late April and land acquisition completed in between June and September 2025.

Selection of Program Manager: The shortlist committee for the PM was held yesterday, final selection is scheduled for April 17 and the contract should be presented to the HCD Board in June 11.

Selection of Construction Manager: The selection process will commence in late August, 2025

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SCOPE OF WORK (1/4)

ARCHITECTURAL/ENGINEERING

The work may include, but is not limited to:

- Planning Services – site, utility, infrastructure, facility planning studies and analysis, architectural programming, master planning, rezoning and site planning, and preliminary architectural and engineering design.
- Investigative Services – survey and geotechnical analysis.
- Design Services – professional engineering and/or architectural consultation and advice and furnishing customary civil, structural, mechanical, electrical, and plumbing engineering and/or architectural services, surveying, geotechnical services, and permitting and regulatory services incidental thereto, as well as any specialty subconsultant services necessary to complete the required scope of work.

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SCOPE OF WORK (2/4)

ARCHITECTURAL/ENGINEERING

- Permitting Services – securing all permits necessary to construct the project and design support from a land development perspective.
- Construction Administration Services – review of submittals, construction observation, review of change requests, interpretation of plans and specifications, inspection, and site visits.
- Building Commissioning and Occupancy Services
- Performance of any other related tasks not on list, but may be assigned by the District.

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SCOPE OF WORK (3/4)

HEALTH CARE SPECIALTY

The Health Care Specialty Consultant must have demonstratable experience designing, or participating in the design of, the following;

- facilities designed pursuant to SAMHSA “2025 National Guidelines for a Behavioral Health Coordinated System of Crisis Care” Guidelines;
- facilities designed to address range of behavioral health issues, emergencies, and crises from out-patient and short term stabilization services (typically providing care under 24 hours with extension capabilities) to highest acuity facility capable of safely accepting patients with high with high level of agitation, including both children and adults; and
- facilities that comply with Florida statutes pertaining to crisis stabilization, central receiving facilities as it relates to physical plant requirements and workflow requirements of DCF and AHCA.

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HEALTH CARE SPECIALTY

SCOPE OF WORK (4/4)

This consultant is a critical component of the design team to not only perform the tasks listed but to act as a “translator” between design team and HCD, with the most significant specific tasks identified in the RFP.

The time frame for this project is tight, and the work of the health care consultant will be instrumental in;

- 1) creating the design intent report,
- 2) assisting the design team in understanding HCD’s operational and regulatory requirements and creating responsive design solutions to both,
- 3) facilitating design and regulatory reviews, and
- 4) ensuring compliance with the design intent report throughout the course of the project; all for the obvious purposes as well as maintaining the schedule by providing the support for timely decision making throughout the project.

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SELECTION PROCESS (1/2)

The selection process is a competitive selection process pursuant to Florida Statutes and the District's implementation procedures.

Proposers shall not add or delete team members or adjust team participation after the proposal due date.

After the proposals are received, District Staff will make a responsiveness determination.

Then a shortlist committee meeting will be held and the rankings will be solely based on the written proposal.

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SELECTION PROCESS (2/2)

- The shortlisted firms will be invited to a Final Selection Committee meeting.
- **The Project Manager proposed for assignment to the Crisis Center as well as the Health Care Specialty Consultant shall be in attendance at the interview with the Final Selection Committee.**
- After the Final Selection Committee and the notice posted of the final rankings, the scope of services and fees will be negotiated and standard contract will be customized to include the details of the selected firm and negotiated scope.
- There have been several requests for the standard contract and that will be distributed with the addendum.

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RESPONSIVENESS REVIEW

A responsive proposal is one which has been;

- signed,
- submitted by the specified submission time,
- provided the information required to be submitted with the proposal, and
- and the prime and all subconsultants are; 1) either pre-certified by Palm Beach County or 2) have submitted a District Project Specific CCNA Certification Application Form and have been certified by the District.

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CCNA Certification Process (1/5)

CCNA requires that any firm or individual desiring to provide professional services to any agency, must first be found by the agency to be qualified.

Among the factors to be considered in making the findings are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

The instructions and submittal checklist for completing a HCD project specific application are detailed and specific – so be sure to review and use

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CCNA Certification Process (2/5)

To whom does certification apply?

Primes and subconsultants firms that provide architectural, engineering, landscape architectural or surveying and mapping services as defined in FSS 287.055.

Firms may be certified by one of two options.

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CCNA Certification Process (3/5)

Option #1 – Palm Beach County Pre-Certification

Firms may provide evidence of a current certification from the County's Engineering and Public Works Department prior to the proposal due date.

Information regarding the County's consultant certification process may be obtained from Holly Knight, at (561) 684-4150, hknight@pbcgov.org or at: <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>.

Proof of County CCNA certification process, is documented on Attachment B by attaching and Form I signed by the County.

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CCNA Certification Process (4/5)

Option 2 – HCD Project Specific Certification Application

Any Prime or subconsultant that wishes to become certified by HCD's process must complete and submit Attachment B-1, CCNA Project Specific Certification Application with its proposal.

The review of a HCD Project Specific Certification Application will be performed by HCD during the responsiveness review.

Per Addendum #1, any Prime or subconsultant may submit Attachment B-1 to the District for review and pre-certification, ahead of the Proposal due date. If B-1 is submitted to the District ahead of the due date, it (or the HCD signed Form I) will still be required to be submitted as part of the proposal.

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Certification Process (5/5)

Completing Attachment B

Every submittal must include a fully executed Attachment B. Attachment B is a summary of the certification for the Prime and each and every subconsultant.

If you are certified by the County, you are listed on the top of the form, and your current Form I is attached.

If you are certified by the District, the firm would be listed in the second section of Attachment B, along with Attachment B-1 or the District's Form I, even if separately submitted and/or approved by the District ahead of the proposal due date.

THE PRIME AND EVERY SUBCONSULTANT MUST BE LISTED ON THIS FORM!

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Shortlist Committee

- The Short List Committee will review and evaluate a firm's proposal based upon the criteria set forth in the RFP.
- At least three firms will be short listed based on their qualifications.
- In the event of a tie score for the last available short list position, the tied firms will be included in the short list. Purchasing will notify the Respondents of the results of the Short List Committee and invite the shortlisted firms to present to the Final Selection Committee.
- For shortlisted firms, the points allocated to a firm for volume of previous work, State certified MBE, and location of firm's office will roll over to Final Selection.

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Final Selection Committee

- Firms will be provided 15 minutes for presentations and then a question and answer period. No new material may be introduced at this meeting.
- **The Project Manager assigned to this project must be in attendance at the Final Selection Committee.**
- **The person assigned as lead for the Health Care Specialty firm must be in attendance at this meeting.**
- The Final Selection Committee evaluation criteria and scoring are included in the RFP.

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SUBMITTAL REQUIREMENTS (1/4)

1. Table of Contents

2. Letter of Interest / Proposal Summary - Indicate the firm's interest in the project, discuss the highlights of the firm's proposal, key features and distinguishing points. Include an RFP contact and contact information.

3. Proposal Certification Form (Attachment A)

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SUBMITTAL REQUIREMENTS (2/4)

4. Organizational Chart - team organizational chart clearly indicating each subconsultant, its role in the project, and key personnel of the consultant (and subconsultants, if applicable) assigned to the project. Provide a resume for each of the key personnel also identifying projects of a similar nature in which the staff member has been involved and his/her role.

4A. Health Care Specialty Consultant – all information regarding the Health Care Specialty Consultant shall be attached as Section 4A of the Proposal including qualifications and experience and as described in Section 1 of the RFP. For the specific person assigned as lead for this project, submit resumes, representative projects, specific role in those projects and references in this section.

5. For the prime and each subconsultant, evidence of CCNA certification pursuant to Section 4.E of this RFP (**Attachment B or Attachment B-1**). This specific requirement to be CCNA certified does not apply to the Health Care Specialty Consultant unless the firm/person is also a design professional regulated by FSS 287.055.

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SUBMITTAL REQUIREMENTS (3/4)

6. Conflict of Interest Disclosure Form for each member of the team (**Attachment C**).
7. GSA 330 Standard Form, Part I and II for each member of the team. Include the full legal name of the Prime and each subconsultant.
8. For the Prime and each Subconsultant complete the Qualification Questionnaire as well as summary (**Attachments D, E, and F**).
9. Five (5) verifiable references for projects of a similar nature completed in the last ten (10) years. The Health Care Specialty Consultant references shall also be listed in this Section

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SUBMITTAL REQUIREMENTS (4/4)

10. Narrative describing project approach.

11. Narrative describing the firm's approach to resiliency principles and sustainable practices; include a list of projects where the firm has achieved LEED certification or other high performance green building certification; include a list of LEED AP credentialed staff or staff with a certificate in sustainable design and construction from an accredited college or university

- RFP Attachment G (Evaluating, Recovering and Recording Errors and Omissions by a Design Professional and RFP Attachment H Performance Evaluation for CCNA Professionals and Construction Managers – do not need to be included in the submittal
- Word versions of the required forms can be downloaded from the District's Purchasing website at www.hcdpb.org/resources/purchasing. Or, Proposer can request fillable PDFs or Word versions of many of these required forms by emailing rguierr@hcdpb.org. Include the words “ **Design Services RFP #2025CCNA01**” in the subject line of the e-mail.

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DEADLINES & ESTIMATED TIMEFRAMES

The RFP **deadlines** and estimated timeframes post proposal due dates are as follows:

- **Proposal Questions Due: April 4, 2025**
- **Responses to Questions Posted: NLT April 8, 2025**
- **Proposals Due: April 15, 2025**
- Responsiveness Determination: April 29, 2025
- Shortlist Committee Review Meeting: May 22, 2025
- Final Selection Committee Meeting: June 18, 2025
- Contract Award: September 2025

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LOBBYING AND CONE OF SILENCE

Lobbying. Proposers, or anyone representing the proposer, are prohibited from communicating with any District Commissioner or District employee staff regarding its proposal, i.e. a “Cone of Silence”.

Cone of Silence. The “Cone of Silence” is in effect from the date/time of the deadline for submission of the proposal, and terminates at the time that the Health Care District Board of Commissioners (“Board”), or a District employee authorized to act on behalf of the Board, awards or approves a contract, rejects all proposals, or otherwise takes action which ends the solicitation process.

DON'T FORGET

Complete, sign, date and include in your submittal, all forms – even if they are not applicable.

Include all experience demonstrating why your firm should be selected as additional information can not be introduced after the proposal date.



RFP #2025CCNA01 QUESTIONS

??????



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THANK YOU

LOOK FORWARD TO
RECEIVING YOUR PROPOSAL



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