

March 21, 2024

Request For Proposals For OWNER'S REPRESENTATIVE

The Montezuma County Hospital District (MCHD) is the Owner of the Southwest Memorial Hospital located in Cortez, Colorado. MCHD is requesting proposals for an Owner's Representative (OR) for the Hospital's 2024 roof project to re-cover and seal approximately 50,000 square feet of Hospital campus roof. Services to be provided by the OR include general oversight of the installation of the new roof covering, coordination with moving and replacing the equipment currently on the roof, and coordinating with the hospital operator, Southwest Health System, to ensure the roof project and daily hospital functions run smoothly to minimize interference with daily hospital functions. The project description, scope of services, and proposal requirements are as follows:

Project Description

- Replacement and sealing of approximately 50,000 square feet of Hospital campus roof. This task will require removal of several equipment items and their replacement to ensure proper roof lining installation. The entire project will have to be completed with proper communication with Southwest Health Systems who hired the re-roofing company CentiMark. The project shall be completed in a manner that minimizes interference with daily hospital functions, this will be a critical component of the OR's responsibilities.

The Owner anticipates that \$510,000-\$560,000 will be available for this project. Work is expected to take 35-60 days, and as budgets for this scope of work are developed, additional work may be added.

Agreement

The roof lining installation contract will be between Southwest Health Systems and is expected to be executed in April 2024. An OR contract with Owner is desired at approximately the same time.

Bonds/Insurance

The OR shall be properly bonded and carry sufficient liability insurance.

Scope of Services

In general terms, the scope of services to be provided by the selected OR includes the following.

- Before the project begins the OR shall work with the Capital Infrastructure Committee to coordinate the project timing and discuss the most efficient construction timeline and dates for certain hospital services to temporarily be shut down.
- During the Project the OR shall ensure CentiMark is installing the roof lining in a proper manner to ensure the long-term performance of the roof and to ensure the roof is installed in a manner to guarantee the warranty would be honored. The OR will coordinate with SHS staff to develop a harmonious relationship between the daily hospital functions and the roof installation. OR shall oversee the proper removal and replacement of all equipment on the roof.

Proposal Requirements

Please provide the following:

- Company description including history.
- Organizational chart and resumes' for proposed team members. Previous experience working in operating hospital facilities is critical.
- A description of the attributes, processes and experience that differentiates you from other firms.
- Listing of arbitration and litigation your firm has been involved in over the past five years.

Preliminary Schedule

The District would like the OR to be hired as soon as possible to be a part of the meetings with the contractor and Southwest Health Systems to plan and schedule the project start.

Fee Proposal

Provide a fee proposal based on the scope of work described above and a total project cost of \$560,000.00. The District is flexible on the payment structure and will accept proposals on a pre-construction and construction phase as a percentage of the overall job cost or an hourly basis.

Process

Proposals are due by **April 15, 2024 at 5:00 pm** and should be sent electronically to District Chair, Mr. Brandon Johnson. Proposals should not exceed fifteen (15) single-sided pages. All proposals shall be submitted electronically to: bjjson@yahoo.com. Selection of the OR will be based on a combination of factors which, in the Owner's sole opinion best serve the interests of the project and the Owner based on the integrated project delivery method allowed under Colorado Law. Interviews may be conducted at the discretion of the Owner. The Owner reserves the right to reject any and all proposals for any reason. Selection of the OR will be announced no later than **April 30, 2024 at 5:00 pm**.

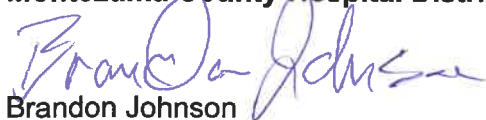
Questions

Questions regarding this Request for Proposals should be directed via email to District Board President Brandon Johnson at bjjson@yahoo.com. Questions may be submitted until **April 8, 2024 at 5:00 pm** and will be answered as they are received.

We look forward to receiving your proposal.

Sincerely,

Montezuma County Hospital District



Brandon Johnson
Chairman of the Board