



Niswonger Children's Hospital

400 N. State of Franklin Road
Johnson City, TN 37604

balladhealth.org

June 6, 2024

Ballad Health invites the submission of proposals for Behavioral Health Improvements to the Niswonger Children's Hospital.

Commented [RN1]: Hospital is spelled wrong

The attached request for proposal outlines specific submittal expectations. Each prospective should follow the details outlined for responses.

All responses by the design team shall be submitted as outlined in the RFP and received by Ballad Health Facilities and Construction, 108 Woodlawn Drive, Johnson City, TN 37604 no later than: Tuesday July 9th at 2:00 PM EST.

All correspondence pertaining to this proposal should be directed to my attention at:

Taylor Franks
Ballad Health Facilities and Construction
108 Woodlawn Drive
Johnson City, TN 37604

If you have any questions, please contact me via email at taylor.franks@balladhealth.org.

Regards,

Taylor Franks

Request for Proposals For:

**Niswonger Children's Hospital
Behavioral Health Improvements**



Confidentiality

This RFP, including all related materials, communications, submittals, and other correspondence are hereby deemed confidential information. By accepting this RFP, recipients agree not to disclose any information contained herein to any third-party without prior written approval of an authorized representative of Ballad Health.

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Introduction / Project Description

Ballad Health (Ballad or Owner) is an integrated healthcare system serving 29 counties of Northeast Tennessee, Southwest Virginia, Northwest North Carolina, and Southeast Kentucky. Our system was created to improve the health of the people we serve.

Ballad Health operates a family of 20 hospitals, including three tertiary medical centers, a dedicated children's hospital, community hospitals, three critical access hospitals, a behavioral health hospital, an addiction treatment facility, long-term care facilities, home care and hospice services, retail pharmacies, outpatient services and a comprehensive medical management corporation.

Ballad intends to design and construct a behavioral health shower room located inside of the Niswonger Children's Hospital emergency department, and improve the hand railing on the second and third floors along with the terrace handrail at the existing Niswonger Children's Hospital located at 400 N. State of Franklin Road, Johnson City, Tennessee to include the following enhancements (collectively referred to as the "Project"):

Direct contact with Ballad, regarding this project during the RFP process is prohibited. Any questions regarding the Project or this RFP should be directed, by email, to Taylor Franks as outlined below:

Ballad Health

Attn: Taylor Franks
108 Woodlawn Dr.

Johnson City, TN 37604
Phone 423.431.7782

taylor.franks@balladhealth.org

Nondiscrimination

No person shall be excluded from consideration for participation in the Project or discriminated against on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, state, or local law.

Scope of Services

The selected firm's involvement in the Project will begin upon selection and execution of the contract. The successful firm will be asked to provide a proposed price based upon the scope of work as defined in this RFP. Ballard intends to contract with the selected Architectural Firm under the terms of a modified AIA Document B101– 2017. A draft of this agreement is attached. The selected architectural firm will also ensure compliance with 2 CFR 200 as this project is grant funded.



The following sections generally describe the responsibilities of the Architectural Firm as anticipated by Ballard.

A. Schedule Development

The architect shall develop a schedule for deliverables. The Schedule will identify the dates of which the deliverables shall complete.

The Schedule will be distributed to all members of the Project Delivery Team and reviewed at each project status meeting. The importance of the Schedule will be continually emphasized to all members of the Project Delivery Team as the key element in ensuring a timely delivery of the Project.

B. Programming

Upon selection, the Architect will assist with the programming phase of the project. During this phase the architect will assist Ballard with decision making on what is needed in the project, how to arrange the space properly, and develop a scope that has an end product that is achievable.

C. Schematic Design

The Architect shall develop a concept schematic design based upon the program requirements. In this phase Ballard will expect to see preliminary drawings, such as floor plans, elevations, and computer renderings if requested.

D. Design Document Development

The selected Architect shall develop design documents. During this phase Ballard will expect to see significant advances in the schematic drawings. These design drawings should show important aspects of the project for Ballard to review. These aspects should include HVAC, Plumbing, and Electrical system components, as well as material selections for the project.

E. Construction Document Development

The Architect shall develop a set of Construction Documents, this deliverable will include the information that is required to obtain a building permit. This deliverable will be a complete final set of drawings with all necessary drawings and specifications needed to construct the project.



F. Construction Administration Services

Ballad will expect the selected Architect to monitor the construction to verify that what is being constructed is accurate to the Construction Documents. Ballad will require site visits by the selected Architect, Ballad also expects the selected Architect to answer contractor questions in a timely manner, verify materials being used are as designed, issue formal modifications and corrections to the Construction Documents, and be able to resolve issues that arise while in-field work is being performed by the contractor in a prompt manner.

Proposal and Selection Process

A. General Information

All proposals received will be given a preliminary screening and evaluation based upon the criteria indicated below. Firms may be asked to participate in an interview process. The purpose of the interview will be to answer questions relative to the proposal including the company's relative experience, ensure an understanding of key objectives, and meet the proposed project team members.

Ballad reserves the right in its sole discretion to reject any or all proposals and to waive any deficiencies in proposals received whenever such rejection or waiver is in the interest of Ballad or the Project. It is understood and agreed by the firms or companies submitting proposals, that subsequent interviews and related interactions with Ballad are voluntary and that Ballad is not responsible to pay any compensation or reimburse any expenses related to such interviews or other commitments associated with proposals or interviews.

B. Selection Criteria

The major categories which compose the evaluation criteria are as follows:

- Current and past-experience and performance in providing services for similar projects.
- Past projects with Ballad Health (Includes Mountain States Health Alliance and Wellmont Health System);
- Proposed Fee
- Timeline, and
- Such other factors or considerations that Ballad may consider in its discretion pertinent to the selection process.

C. Questions and Clarifications

Questions regarding the RFP should be submitted in writing to Ballad, to the attention of Taylor Franks, by the deadline indicated herein.

Questions should be submitted by e-mail to taylor.franks@balladhealth.org. Following receipt of substantive questions, written responses will be submitted to all firms receiving this RFP. Any follow up questions to Ballad's responses shall be handled in a similar fashion.

D. Proposal

Proposals not received by the specified date and/or which do not conform to the enclosed outline will not be given further consideration, absent extraordinary circumstances to be determined in Ballad's sole discretion. An electronic copy should be submitted via e-mail to Taylor Franks at taylor.franks@balladhealth.org no later than 2:00 p.m. (EST) on the due date listed below. The electronic copy is due by the deadline; hard copy can follow via mail.

E. RFP Schedule

RFP Distributed/Posted
Deadline for Questions
Responses to Questions Issued
Proposals due

Selected Firm Notified

Thursday June 20, 2024
Monday July 8, 2024
Tuesday, July 16, 2024
Tuesday, July 23, 2024, by
2:00 PM EST
Week of July 29, 2024.

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Request for Proposal

In the interest of performing a thorough and timely evaluation of all proposals received, all proposals shall be submitted in the following tabbed or categorized format:

A. General Information

1. History of Architectural Firm, including present ownership structure, identity of equity ownership and key management individuals.
2. Location of corporate headquarters and other divisional offices. Specify the office location from which personnel will be involved. A company organization chart showing authority structure and depth of resources including personnel.
3. Description of the company's quality initiatives and how they would be employed on this Project.
4. Description of the company's approach to construction project management including any unique qualities, which may be of benefit to Ballad.

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B. Experience (Limit 5 pages)

1. The company's current percentage of healthcare design to current total volume and the average percentage of healthcare design during the past five years.
2. A comprehensive listing of healthcare projects completed by the firm in the State of Tennessee over the last two years.
3. Aside from Owner-driven issues, please describe your firm's approach to overall Change Order Management during the project following award.
4. Identify three (3) of the most recent projects or like the proposed project in which your firm has provided preconstruction and construction management services with an emphasis on projects completed by the proposed team. The following information is requested on each project: (Limit: 1 page per project)
 - Client name and project address.
 - Project description (new construction and/or renovation; identify

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major elements of project and/or unique features).

- Project size (number of square feet, separate new construction from renovation).
- Contract Type (Design/Build, GMP, Lump Sum, etc....).
- Contract Amount (define major project components included in budget):
 - Approved Initial Contract _____; Actual Final _____,
 - Total number, total cost, and general nature of Change Orders
Final budget, and
 - Variance (%) from Initial Budget.
- Construction Schedule:
 - Approved Initial Schedule _____(months); Actual
Final____(months).
- Knowledge or experience gained that could be beneficial to this project (i.e., lessons learned).
- Lead Project Manager, Superintendent, and other key personnel involved in the project.
- Client references (name position, address, and current telephone numbers).

C. Proposed Design Team (Limit 6 pages)

1. Present proposed organization chart identifying the key individuals and their responsibilities for pre-construction and construction phases.
2. Submit current resumes for the following proposed key representatives: **(Limit one page per resume)**
3. Identify other projects that are pending including the location and time commitments in addition to this Project for the above team members, i.e., identify the percentage of time available for this Project.

D. Proposed Schedule

1. The proposed construction mobilization date of this project is early 2025. Please advise on any items seen in the current market that are hard to source or associated long lead times of which Ballad should be aware . Please share opportunities that you might foresee for advancing the delivery of or completing the Project.

E. Budget Estimate, Fees, & Insurance (Limit 3 pages)

1. Architectural Services:
 - Proposal for Architectural Services.
 - Written Clarifications: provide narrative of any assumptions or clarifications made.



Exhibits:

- A. Ballad Health B101-2017 - Modified**
- B. Proposed Schedule (attached last page)**
- C. Response Evaluation Sheet**
- D. Additional Services Responsibility**
- E. Scope of Work Area Drawings**



Exhibit B – Proposed Schedule

	Duration	Start Date	Finish Date
RFQ Process	Calendar Days		
RFP Distributed/Posted	18	6/20/2024	7/8/2024
Deadline for RFP Questions	1	7/8/2024	7/8/2024
Deadline for Question Responses	8	7/8/2024	7/16/2024
RFP Responses Due	1	7/23/2024	7/23/2024
Selected Firm Notified	5	7/29/2024	8/2/2024
Construction			
Project Sent to Bid	30	1/6/2025	2/5/2025
Bid Selection	14	2/5/2025	2/19/2025
Material Lead Time	30	3/12/2025	4/11/2025
Construction	90	4/11/2025	7/10/2025
Owner Items			
FF&E Installation	7	7/10/2025	7/17/2025
Open	1	7/1/2025	7/18/2025