

Nehalem Bay Health District

REQUEST FOR PROPOSAL (RFP) Strategic Planning and Development Consulting

NEHALEM BAY HEALTH DISTRICT STRATEGIC PLANNING

Nehalem Bay Health District
278 Rowe Rd
Wheeler, Oregon 97147
Phone: 503-368-5119 | Fax:
Info@nehalembayhd.org

RFP ID: 2018-001
Prepared By: Jeffery Slamal
Date: September 17, 2018

REQUEST FOR PROPOSAL
NEHALEM BAY HEALTH DISTRICT STRATEGIC PLANNING
Wheeler - Oregon

RFP ID: 2018-001

SUBMISSION DEADLINE: October 19, 2018, 5:00 PM PDT

QUESTION SUBMISSION DEADLINE: October 10, 2018

Questions may be submitted in written form no later than October 10, 2018 to:

RFP Contact Name: Jeffery Slamal
Contact Address: 278 Rowe Street, Wheeler
Wheeler, OR 97147
Telephone Number: 503-368-5119
Email Address: NBHDISTRICT@GMAIL.COM

INTRODUCTION

Nehalem Bay Health District invites and welcomes proposals for the Nehalem Bay Health District Strategic Planning project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Nehalem Bay Health District Strategic Planning which is or shall be located at 278 Rowe Rd, Wheeler, Oregon 97147.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding, contact:

Name: Jeffery Slamal
Title: CEO
Phone: 503-368-5119
Fax:
Email: nbhdistrict@gmail.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is the objective and ultimate goal for this project is define the health care and public safety needs of the district. provide the necessary facilities or channels of community outreach for healthcare and health service providers.

Current district mission: to facilitate delivery of health and community services through responsible fiscal management. a review of this mission will be part of the planning process.

In order to thoroughly evaluate the district's potential for its greatest impact on the health and well-being of its constituents, it is essential that the planning process asks and answers several important questions:

1. what is the most appropriate role of the district with regard to the health of its residents?
2. what public issues or needs should the district try to address and impact?
3. how can the district provide leadership and resources to, as Oregon law outlines, "address the physical or mental health needs of district residents?"
4. in what new ways can the district be a collaborative partner with other public and private entities to promote the physical and mental health of the area's residents?

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

1. The district seeks consultation in gathering broad community input.
 - a. Assistance in planning and facilitation of meetings with the public
 - b. Assistance to increase survey response rate and analysis of collected data
 - c. Assist the board in identifying issues/needs that the district can address and impact both with its current physical plant and with future, forward-thinking new construction.
2. Assist the district with defining a future mission and future uses of district property for the next 5 years, 10 years and beyond.
3. Aid the board in creation of a conceptual master plan for the property in partnership with the district's current tenants and other municipal and community stakeholders.
4. Identify potential new funding sources, especially opportunities for municipal and private partnerships and grants.
5. Assist the board in preparation of a SWOT analysis of the overall plan (strengths, weaknesses, opportunities and threats).
6. Create a final report to the district with the following deliverables: A conceptual master plan for the district's property, measurable goals, specific action items, an analysis of funding sources to meet the overall plan objectives, a summary of the SWOT analysis, a budget and timeline.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE**DATE****Start of project:**

December 3, 2018

Project update:

January 8, 2019

Project completion:

February 15, 2019

PROPOSAL BIDDING REQUIREMENTS**PROJECT PROPOSAL EXPECTATIONS**

Nehalem Bay Health District shall award the contract to the proposal that best accommodates the various project requirements. Nehalem Bay Health District reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Nehalem Bay Health District or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Nehalem Bay Health District no later than 5:00 PM PDT on October 19, 2018 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Nehalem Bay Health District.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Nehalem Bay Health District shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address

- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Oregon (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Nehalem Bay Health District

Financial Information

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Nehalem Bay Health District, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

Bidder agrees that Nehalem Bay Health District may contact all submitted references to obtain any and all information regarding Bidder's performance.