



## REQUEST FOR PROPOSALS

Architectural, Interior Design, Engineering & Construction Services:

Elder Justice Center Renovation Design Project

Renovation of a wing of a Nursing Facility including;

Remodel Nine (9) Nursing Home Beds into Studio Suites;

Remodel of Family Room;

February 18<sup>th</sup>, 2019

Note: All Architectural firms who submit a proposal shall provide a list of necessary consultants as part of a team that have permanent offices in the State of Ohio

## **Eliza Bryant Village History**

In 1896, Eliza Simmons Bryant, a visionary female leader, founded the Cleveland Home for Aged Colored People, now known as Eliza Bryant Village.

Born in 1827 to Polly Simmons in North Carolina, Eliza and her family arrived in Cleveland in 1858. Soon thereafter, the family began opening their home as a shelter and refuge for blacks relocating from the south in need of basic supports. She dreamed of providing a secure, friendly place that would provide for the needs of seniors. With the assistance of funds obtained through a network of friends, black churches and the community, Eliza Bryant opened the first private home for Cleveland's black elderly at 284 Giddings Avenue. The home was the first black charitable organization in the Cleveland area, and is the oldest African American-founded long term care facility in the nation. In 1960, in honor of the founder, the name was changed to the Eliza Bryant Center, and in 1999 became known as Eliza Bryant Village.

Eliza Bryant Village is located on Wade Park Avenue, just a half mile away from its original site. For more than a century, the Village has been a pioneer in the field of senior care and enrichment in the inner city, and has earned a national reputation for its specialized care for the elderly in an urban setting. Today, Eliza Bryant Village continues its tradition of excellence, leadership, and caring for seniors. Each year, we serve over 1,200 seniors, families, and caregivers through the following core programs:

- The David & Inez Myers Senior Outreach Center: offers support to caregivers and care for their loved ones with cognitive and physical impairments through daily enrichment activities. The Senior Outreach Center includes a nutrition program, on-demand transit, and caregiver support services.
- Independent Senior Housing: offers affordable housing and support services for active, independent older adults. Independent Senior Housing includes 149 senior units, ranging from apartment style to cluster home.
- Skilled Nursing Facility: offers around-the-clock quality nursing care to help older adults restore their highest level of functioning. Skilled Nursing Facility offers 158-beds in intermediate, skilled, total, and memory care.
- Post-Acute Rehabilitation Clinic: offers specialized short-term care in physical, occupational, speech and hearing therapy for individuals transitioning from hospital to home after an illness or surgery.

## **INTRODUCTION**

Eliza Bryant Village (the Facility) is seeking proposals from highly qualified and experienced Architectural, Engineering and Construction firms to redesign a portion of the Eliza Bryant Village Skilled Nursing facility for a new line of business - The Elder Justice Center. The Elder Justice Center will provide temporary respite (up to 90 days) for independent seniors in unsafe living situations. We are seeking a firm to provide all inclusive, comprehensive architectural, engineering, construction and design services for the described facility and renovation to an existing facility. The Facility would like to explore Leadership in Energy & Environmental Design (LEED) Certification and envisions the transformation of this section of the building to be the most resource-efficient on EBV's Campus.

## **PROJECT DESCRIPTION**

The Facility is located at 7201 Wade Park Avenue, Cleveland, OH 44103. The project will be a renovation of 9 nursing home bedrooms to include ADA accessible showers and small kitchenettes, renovation of staff bathroom to also include ADA accessible shower, laundry space, as well as a renovation of the existing family room to include two offices and potentially a small conference room, while keeping a separate family space. Solutions should be considered for ingress and egress and connections to the Nursing Home while maintaining a separate center.

## **SCOPE OF WORK**

The Scope of Work to be performed by the Firm shall include, but is not limited to, the following:

- A. Conceptual/Schematic Design & Design Development
  - 1) Organize and distribute in a timely manner work, including project-related research, correspondence, and presentations, meeting minutes and progress reports (for all phases of design).
  - 2) Provide the Facility with alternative design concepts, alternative materials and systems, as well as value engineering suggestions necessary to achieve the budget and make major material selections.
  - 3) Finalize approved detailed plans and designs.
  - 4) Acquire preliminary approval from all governing authorities for code requirements.
  
- B. Construction Documents
  - 1) After approval and acceptance of the final design from the Design Development phase, the Firm shall be responsible for preparation of the required architectural/ engineering drawings and plan documents.
  
- C. Construction Administration & Project Closeout
  - 1) The Firm shall be responsible for all plan approvals and permitting.
  - 2) The Firm shall provide on the Facility's behalf construction administration and inspection services, assist with material selection, undertake construction observation, etc.

## D. Interior Design & Design Guidelines

- 1) The Firm shall be expected to integrate sustainable principles/design into the Elder Justice Center Renovation Design Project. The Firm shall apply/utilize standards found in the (LEED) Green Building Rating System. The Facility may consider pursuing LEED or other sustainability program /certification.

### **PREPARATION OF PROPOSALS**

Please email PDF proposals to Jeanna Davis by: **March 1<sup>st</sup> 2019 at 4:00pm:**

**Jeanna Davis, Director of Senior Outreach & ADS**

[jdavis@elizabryant.org](mailto:jdavis@elizabryant.org)

**Subject line: RFP Elder Justice Center**

### **PROJECT SCHEDULE**

Release of RFP	February 18 <sup>th</sup> 2019
Site Tours	email <a href="mailto:lpeakes@elizabryant.org">lpeakes@elizabryant.org</a> to schedule
Proposals due	March 1 <sup>st</sup> 2019
Interviews	March 6 <sup>th</sup> 2019
Notification	March 8 <sup>th</sup> 2019
Design Phase	March – April 2019
Construction	April – June 2019

For questions about this RFP, please call Jeanna Davis at 216-658-1886.

### **PROPOSAL EVALUATION / SELECTION PROCESS / AWARD AGREEMENT**

The responses will be reviewed by a committee of Eliza Bryant Village staff and its Board members.

Proposals will be evaluated using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP
- Diversity and inclusion among team members
- Overall fee proposal
- Prior experience, qualification and references
- Experience and expertise in healthcare facilities
- Experience and expertise in LEED or Sustainable “Green” Design

The top 3 selected firms will be invited for a 30 minute interview with the committee on Wednesday, March 6<sup>th</sup> 2019 at Eliza Bryant Village. The interview will consist of a 20 minute presentation by the firm and a 10 minute Q & A. The following time slots will be available.

- 3:15pm – 3:45pm
- 3:45pm – 4:15pm
- 4:15pm – 4:45pm

## **PROPOSAL FORMAT & REQUIREMENTS**

The response must include the following and **MUST NOT** exceed fifteen (15) single-sided pages in a PDF and in the following sequence:

- Cover letter indicating your interest (limit to one page)
- Brief description of the firm, current number of employees, owners, location (s), project contacts (limit to one page)
- Brief description of similar, recent project experience with references, include photos
- Resumes of your key team member(s). Please limit to one page or less for each. Please also identify one team member as your Project Manager
- Brief description of partnering contractors/firms and their key staff involved in project (limit to four pages)
- Fee proposal broken down by phase and line item, inclusive of all costs
- Provide a brief description of your firms financial health, any claims or lawsuits you are currently resolving, and disputes related to your recent projects (limit to one page)

## **ELIGIBILITY REQUIREMENTS**

To be considered for the project, the project team must meet or exceed the following criteria:

- Have two or more registered architects/engineers as responsible members of the firms (must be licensed in the State of Ohio)
- Firm (s) shall be licensed, certified, accredited, and/or meet all the necessary qualification to perform the services/work contemplated
- Have been in business for a period of not less than five years
- Show a meaningful commitment to diversity and inclusion in staffing and contracting for this project
- Have been responsible for the design and completion of similar skilled nursing facility or SRO units

## **IDEMNIFICATION**

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the Facility and its agent and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Firm for the requested services addressed in this document.

## **INSURANCE**

The selected firm(s) shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor or anyone employed by them. The Firm shall be required to furnish the Facility an insurance certificate prior to contract award, with acceptable State of Ohio minimums.

## **LAWS & REGULATIONS**

The Firm shall abide by all applicable federal, state and municipal laws, ordinances, rules and regulations. Any permit, license, certification of the physical renovation (and any fee thereof) shall be responsibility of the Firm.



Elder Justice Center Ingress / Egress



Nursing Room



Nursing Room bathroom



Family Room