

REQUEST FOR PROPOSALS
OWNER'S REPRESENTATIVE FOR VNA HEALTH CARE

TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY 4:00 PM (CST) ON

April 19, 2024

LATE PROPOSALS WILL NOT BE ACCEPTED

I. BACKGROUND AND PROJECT DESCRIPTION

VNA Health Care is seeking Owner's Representative services to support the construction of an addition to an existing medical facility in Aurora, IL.

VNA Health Care is the largest Community Health Center in the Chicago suburbs and has been serving the community for over 100 years. They currently operate 16 clinics across the Chicago suburbs and serve more than 75,000 patients each year. VNA is accredited by the Joint Commission as a Primary Care Medical Home. They offer services for Family Practice, Internal Medicine, Pediatrics, OB/GYN, Mental Health, Dental, Optometry, and Podiatry. VNA has been recognized by its federal funder, the Health Resources and Services Administration (HRSA), for its delivery of excellent patient outcomes.

VNA is seeking an Owner's Representative to manage the project with an approximate 26,000 sf additional and site upgrades to their existing medical facility.

II. SCOPE OF WORK

Serve as owner's representative in all aspects of the construction and site modifications project. Scope of services requested include but not limited to:

PRECONSTRUCTION:

- Provide schedule with milestone dates for drawing review and construction.
- Provide representation for VNA to the Landlord for lease-required items.
- Conduct Pre-Construction Meetings
- Manage procurement process for Owner Direct trades
- Manage collaboration between VNA and design team
- Coordinate and manage utility providers as needed
- Review GMP and present to VNA Health Care for approval
- Work with General Contractor to prepare a Master Construction & Procurement
- Schedule

Construction Services:

- Participate in weekly in-person OAC meetings
- Review change order requests, monthly pay applications, and overall contract management
- Review Contractor's Look Ahead Schedules and updated Master Schedules
- Provide general oversight of the General Contractor and Design Team
- Coordinate Owner Direct Contractors with General Contractor
- Provide assistance and support during the Post Construction

III. RFP RESPONSE INSTRUCTIONS

Contact Person: All contact and questions regarding this Request for Proposal should be directed to Amy Baudouin at abaudouin@vnahealth.com.

Proposal Due Date: April 19th, 2024, by 4 pm. All proposals must be received by VNA Health Care no later than the date and time specified on the request for proposals. VNA Health Care will not be responsible for proposals delivered by Proposer, Postal Department, or any other means to any location other than the provided email address.

Submission: All proposals shall be saved in PDF format to abaudouin@vnahealth.com. In addition, the name and address of the proposer must appear on the document's cover page. Inquiries made in person or by telephone will not be accepted. Inquiries shall not be accepted after the date and time indicated in the Schedule of Activities.

Quantity: Proposers shall submit one (1) electronic copy via email to abaudouin@vnahealth.com of their proposal and all attachments.

Equal Employment Compliance Requirements: By submitting this proposal, the proposer certifies conformance to the applicable Federal Acts, Executive Orders and Illinois Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports that are required by the State of Illinois or City of [name] Governments having responsibilities for the enforcement of such laws shall be supplied to Start Early upon request, for purposes of investigation to ascertain compliance with such acts, regulations and orders. Start Early is an equal opportunity employer. Women and minority businesses are strongly encouraged to apply for this contract.

IV. PROPOSAL REQUIREMENTS

Cover letter: signed by a duly authorized agent of the company/individual, expressing the Firm's or individual's overview, office location, service area, and interest and understanding of the project.

Firm Overview: Describe your Firm's relevant experience as an Owner's Representative on cultural institution projects or other projects within the region. Identify any projects that were identified as of Landmark or Historical significance.

Project Approach: Describe your Firm's philosophy of service as VNA Health Care's Owner's Representative

Fee: Detail your proposed fee, including escalation and expense for Owner's Representative services (including any sub consultants). Please break out the fee associated with: Preconstruction Phase; and Development/Construction Phase. The fee provided shall be the basis for fee negotiations with the successful Firm.