



**BEACH CITIES HEALTH DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
HEALTHY LIVING CAMPUS PACE PROGRAM DEVELOPMENT**

Issue Date: August 20, 2020

Qualifications Due Date: September 4, 2020

Qualifications Directed To: Beach Cities Health District

Qualifications Contact: Leslie.Dickey@bchd.org

Number of Qualifications Copies: 1 electronic copy

By signature hereto, the respondent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Respondant:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

E-mail address:

**BEACH CITIES HEALTH DISTRICT
REQUEST FOR QUALIFICATIONS(RFQ)
HEALTHY LIVING CAMPUS
PACE PROGRAM DEVELOPMENT**

**514 NORTH PROSPECT AVENUE
REDONDO BEACH, CA 90277**

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION

- 1.1 Purpose
- 1.2 Beach Cities Health District Overview
- 1.3 Contact Point and Issuing Office

SECTION 2: SCOPE OF SERVICES

- 2.1 Scope of Work

SECTION 3: PROPOSAL FORMAT AND CONTENTS

- 3.1 Letter of Transmittal
- 3.2 Qualifications and Experience of Firm, Including Subcontractors
- 3.3 Required Disclosures
- 3.4 Insurance Requirements

SECTION 4: SUMMARY OF KEY DATES

- 4.1 Key Dates

SECTION 5: ADMINISTRATIVE SPECIFICATIONS

- 5.1 Evaluation Criteria & Award Notice

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Qualifications ("RFQ") is to identify a Respondant who is qualified to provide services to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Manhattan Beach and Redondo Beach, consistent with the scope of work included in this document.

Respondant must adhere to rigid performance standards that are mission critical to our facility's success. This document will provide Respondant with the information necessary to prepare and submit responses for consideration. Respondants responding to this RFQ are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence that will enable the evaluation of the experience and resources required for development of a new PACE (Program for All-inclusive Care for the Elderly) Center, if approved by BCHD, in a manner that best serves BCHD and the immediate surrounding communities. BCHD has the right to use any and all ideas presented in any response to this RFQ. BCHD reserves the right to issue this Request for Proposal to qualified Respondants based solely on what it considers necessary to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

To enhance individual and community well-being in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships and community programs.

A tax-free public agency, BCHD spends over \$10 million annually in service provisions to the residents.

1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Leslie Dickey
Beach Cities Health District
514 North Prospect Avenue
Redondo Beach, CA 90277
Leslie.Dickey@bchd.org

All responses to this RFQ must be delivered to the point of contact shown above. All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable).

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

BCHD is seeking a majority lead partner to develop and operate a PACE (Program of All-Inclusive Care for the Elderly) Center. The PACE Center will be located in approximately 11,600 sf in the 514 Building on the District's Prospect Avenue campus. The PACE Center will potentially relocate to new facilities on campus as described below.

A new PACE Center facility is a component of the proposed BCHD Healthy Living Campus. The Healthy Living Campus (HLC), is a proposed master plan for redevelopment of the BCHD Prospect Avenue campus that currently is envisioned to include 220 units of assisted living and memory care housing, offices for BCHD's Community Services group, PACE Center, a wellness pavilion, a Center for Health & Fitness and an aquatics center, plus an above-grade parking structure. The HLC project is undergoing environmental review pursuant to the California Environmental Quality Act, and is anticipated to be considered by the Board of Directors for approval in 2021. Until completion of environmental review and approval by the Board of Directors, the proposed HLC project is subject to modification in order to mitigate significant environmental effects and consider alternatives. Delivery of the HLC project will be through a Design/Build process that is expected to begin in late 2021.

BCHD is requesting interested parties to submit a statement of qualifications. Interested parties should have:

- PACE experience;
- Southern California presence; and
- Financial resources.

Statements of Qualifications are due on or before September 4, 2020. After reviewing Statements of Qualifications, BCHD will issue a Confidentiality Agreement and a Request for Proposal to selected Respondants during the week of September 7, 2020. Requests for Proposal will be due September 28, 2020.

SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Respondant shall submit a complete response to this Request for Qualifications (RFQ) using the format outlined below.

3.1 Letter of Transmittal

The prospective Respondant's statement of qualifications shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Respondant contractually.

3.2 Qualifications and Experience of Firm, Including Subcontractors

The statement of qualifications should address the following criteria:

PACE Experience:

The Respondant shall provide information on their business, applicable certificates of recognition, licenses and other pertinent information that demonstrates their qualifications to develop and operate a PACE Center. Information on education, training, certification, awards, etc. for the the individual employees of the Respondant may be supplied.

Southern California Experience:

The Respondant should describe its Southern California experience, including market coverage, locations and relationships with health systems, physician groups and health plans is a plus but is not a mandatory requirement if the Respondant can demonstrate that it has covered these issues and requirements in another location when starting a PACE program.

Project Team:

The Respondant shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with their own personnel, Subcontractors, or commitment to hire additional staff. The response shall identify the project team's project leadership (i.e. principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing the development of services of similar nature and scope.

Financial Resources:

Respondant should provide financial information regarding operating performance, annual revenues and net assets both on a corporate level and for a comparable PACE Center of approximately 350 to 400 enrollees.

Organizational Profile:

Respondant should describe its legal structure, ownership and affiliates and how the proposed new PACE Center would fit into that structure.

3.3 Required Disclosures

In addition to all other requests listed in Section 3 of this RFQ, Vendors responding to this RFQ will provide the following disclosure:

A disclosure of the Respondant's name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Respondant and the names of key officers and directors of the Respondant. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Respondant/or Subcontractors responding to this RFQ.

3.4 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following as applicable:

- Worker's Compensation per California Requirements
- Comprehensive Public/General Liability \$1,000,000 per occurrence

SECTION 4: SUMMARY OF KEY DATES

4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

Public Notice – RFQ issued	August 20, 2020
RFQ submissions due by 3:00 P.M. on	September 4, 2020
Submissions reviewed	September 8 - 11, 2020

SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Respondant accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Respondant and its representatives to meet the specified scope of service requirements contained in this RFQ.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFQ. Additional significant consideration will be given to the quality and comprehensiveness of each Respondant's response to this.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Respondant in any manner necessary to serve the best interests of BCHD. Respondants may be strictly held to the terms submitted in their responses as maximums, but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Respondant, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFQ and the Respondant will be expected to sign a contract with BCHD, consistent with the RFQ, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFQ at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Respondant to supply Housing Operator Consulting Services that BCHD has a right to expect from a Respondant with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFQ will solely be conducted through the Respondants point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.