

PAGOSA SPRINGS MEDICAL CENTER
REQUEST FOR PROPOSALS
RENOVATION OF STERILE PROCESSING DEPARTMENT

1) SUMMARY OVERVIEW

Pagosa Springs Medical Center (“PSMC”) seeks to retain a design/build team experienced in healthcare construction to renovate its surgery sterile processing department. The successful team will be skilled in serving the owner in administration, organization, oversight and coordination of the renovation project. The successful team must demonstrate skills, expertise and qualifications to manage the project.

Pagosa Springs Medical Center operates the only hospital and the only ambulance/EMS service in all of Archuleta County. In addition, PSMC also operates an outpatient clinic attached to the hospital which provides primary care and specialty care to the community and a Medical Wellness Building for physical therapy, pain management and wellness.

2) GENERAL INFORMATION

a) **Project Name:** Renovation of PSMC Sterile Processing Department (“SPD”)

b) **PSMC Points of Contact:**

David Ball, Director of IT, Facilities and Life Safety david.ball@psmedicalcenter.org

Ann Bruzzese, CAO, ann.bruzzese@psmedicalcenter.org

c) **Summary Description of the Project:**

i) **Scope of Design and Renovation:**

(1) **Design for the project scope below.** Prepare plans and construction documents to accommodate new systems including electrical, plumbing and mechanical. The renovation does not anticipate any changes to wall configuration but will require designs for efficiency and to accommodate new/different equipment and changes to cabinetry and counters.

(2) **Install and plumb reverse osmosis water filtration system** (to be installed in either the clean room or the decontamination room depending on the design). PSMC prefers for Contractor to bid the R/O water filtration system as part of the project.

(3) **Sterile Processing Decontamination Room (maintain negative pressure):**

(a) Relocate existing ultrasonic equipment and associated floor drain in the Decontamination Room;

(b) Install reverse osmosis plumbing to the new Steris washer;

(c) Install new 3-bay sink and plumb reverse osmosis (and distilled) water to the new sink and install air to the new 3-bay sink;

- (d) Install a new pass-through window between decontamination room and clean room.
- (e) Install efficient cabinet storage with stainless counter;
- (f) Install new flooring;
- (g) Paint or install appropriate medical wall paneling (e.g., reinforced fiberglass panel);

(4) Sterile Processing Clean Room (maintain positive pressure):

- (a) Install appropriate wire storage;
- (b) Acquire and install a new instrument sterilizer (one large or consider 2 smaller that can be installed side by side);
- (c) Install stainless movable instrument processing tables;
- (d) Acquire and install a new storage cabinet for scopes;
- (e) Install new flooring; and
- (f) Paint or install appropriate medical wall paneling (e.g., reinforced fiberglass panel).

(5) Sterile Instrument Storage (maintain positive pressure):

- (a) Install new flooring;
- (b) Paint or install appropriate medical wall paneling (e.g., reinforced fiberglass panel).

(6) Humidity and Pressure for surgery operating rooms and SPD:

- (a) In addition to the foregoing, PSMC recently learned that the humidifiers for the operating rooms are residential humidifiers. These humidifiers will need to be replaced with a humidifiers intended for surgical areas together with proper monitoring equipment.

ii) Type: Owner prefers an Integrated Delivery Method Design/Build with a Guaranteed Maximum Price with warranty period.

iii) Equipment: PSMC has some quotes from Steris; PSMC gives a preference to Steris equipment because Steris has service providers in Durango, CO and most other equipment service providers are in Albuquerque, Colorado Springs or Denver.

iv) Attachments:

- (1) Video of the current Sterile Processing Department together with explanation of what needs to be renovated.
- (2) As-built plans for sterile processing department.
- (3) Construction documents for the original construction of the sterile processing department.

3) **SCHEDULE**

a) **SCHEDULE**

- i) RFP Issue Date: Tues. March 11, 2025
- ii) Date email questions are due: Tues. April 8, 2025
- iii) Date email answers are issued by PSMC Thurs. April 10, 2025
- iv) Addenda, if any, to RFP issued: Fri. April 11, 2025
- v) RFP Response Due Date Tues. April 15th at 5:00 mst
- vi) Selection Announced On or before April 18, 2025

b) **ANTICIPATED TIMING OF THE PROJECT:**

- i) *This project will close the surgery department which limits our ability to meet patient needs for all of Archuleta County, including for emergencies. Accordingly, renovation/construction is anticipated to be planned and coordinated so that it is completed in fourteen days or less.*
- ii) Steris indicates that some equipment has a lead time of 16 weeks.
- iii) We had hoped to accomplish this project in May before our busy summer season but we recognize this is not practical which means we aim to do this project in October after the busy summer season.

4) **MINIMUM QUALIFICATIONS**

- a) Provide information of contractor services within the last four years in Colorado that demonstrate specific construction experience in design, general contracting, and construction management of projects of similar scope and complexity.
- b) Must have demonstrated bonding capability up to \$1,000,000 for this project.
- c) The Upper San Juan Health Service District which does business under the trade name Pagosa Springs Medical Center is a Colorado special district and as set forth in C.R.S. Section 24-92-201 is *not* included as an “agency of government” with obligations, per C.R.S. Sections 24-92-202-203, to pay wages on weekly intervals or to pay a prevailing rate.

5) **SUBMITTAL BID DOCUMENTS**

i) **SPECIFIC SUBMITTAL REQUIREMENTS:**

(1) **Statement of the Qualifications of the Company:**

- (a) Describe the management structure of your company and roles and responsibilities.
- (b) Describe how your company selects qualified subcontractors and manages them.

(2) **Statement of the Qualifications of the Management Team:**

- (a) Describe the qualifications and experience of the superintendent, key staff and their time commitment to the project.

(3) **Statement of Experience for Relevant Projects:** Statement of the following for three (3) relevant projects:

- (a) Project name
- (b) Description of services provided
- (c) Cost of project (initial project value, change orders and reasons)

- (d) Subcontractors used in the service
- (e) Continuing services, if any
- (f) Timeliness of the project
- (g) References for the project
- (4) Statement of Managing Project Acceptability: Describe how your management and contractor services help achieve owner satisfaction for the project.
- (5) Statement of Managing Compliance: Describe how your company complies with industry standards of care, building codes, and local requirements.
- (6) Cost proposal
- (7) Statement of relevant references with accurate contact information.

ii) **GENERAL INFORMATION:**

- (1) Submit one pdf with all submittal documents.
- (2) All respondents accept the conditions of this RFP.
- (3) All submittals become the property of PSMC and will not be returned.
- (4) Late submittals shall not be evaluated. Facsimile submittals shall not be accepted or evaluated. All submittals must be submitted via mail/courier, in person, or via email to both PSMC's points of contact.
- (5) Any respondent restriction as to the use of submitted materials must be clearly indicated as proprietary and specifically why (no blanket statement will be honored).
- (6) PSMC reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
- (7) PSMC is not liable for costs incurred by respondents in preparation of submittals and proposals, nor in the costs related to any element of selection and contract negotiation process.