



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR QUALIFICATIONS (RFQ)  
HEALTHY LIVING CAMPUS HOUSING OPERATOR CONSULTANT**

Issue Date: October 5, 2017

Proposal Due Date: November 3, 2017

Proposals Directed To: Beach Cities Health District

Proposal Contact: Leslie Dickey  
Leslie.Dickey@bchd.org

Number of Proposal Copies: 1 printed or 1 electronic copy

In compliance with this Request for Qualifications (RFQ) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed response or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Firm:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR QUALIFICATIONS (RFQ)  
HEALTHY LIVING CAMPUS HOUSING OPERATOR CONSULTANT**

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

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## **SECTION 1: GENERAL INFORMATION**

### **1.1 Purpose**

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

Consultants must adhere to rigid performance standards that are mission critical to our facility's success. This document will provide Consultants with the information necessary to prepare and submit responses for consideration of this service. Consultants 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 information in expectation of awarding a contract in a manner that best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFQ. BCHD reserves the right to award a contract, or multiple contracts, based solely on what it considers 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, First Floor  
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 the services of Older Adult Housing Operator Consultants to review the preliminary plans and operating models for the planned BCHD Healthy Living Campus Housing projects. The Healthy Living Campus (HLC), is a planned expansion of the BCHD Prospect Avenue campus that includes 2 new parking structures containing approximately 400 cars each and two buildings that will contain approximately 200 units each of housing for older adults. It is expected that about half of the units will be designed for independent living and the other half will be designed for assisted living. Delivery of the project will be through a Design/Build process that is expected to begin in late 2018 and will continue for several years. It is expected the Healthy Living Campus buildings will be owned by BCHD and operated by a partnership between BCHD and an Operator to be selected later.

Housing Operator Consultant Services offered by the Consultant(s) may include, but not be limited to the following:

- Review and comment on the Healthy Living Campus Master Plan.
- Provide assistance as required to support the planning and Environmental Impact Review process for the HLC projects.
- Provide assistance as required to help obtain construction and permanent funding for the HLC projects.
- Assist the CFO with creating multi year financial projections for the HLC projects.
- Other operator consulting services as directed by BCHD.

## **SECTION 3: PROPOSAL FORMAT AND CONTENTS**

To be considered, Consultant shall submit a complete response to this Request for Qualifications (RFQ) using the format outlined below. Proposals by a joint team or a prime/subcontractor team shall list the full names and addresses of all team members and the proposed relationship/role of each.

### **3.1 Letter of Transmittal**

The prospective Consultants proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Consultant contractually.

### **3.2 Qualifications and Experience of Firm, Including Subcontractors**

The Consultant shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the Vendor or Subcontractor may be supplied.

The firm should have a minimum of 10 years of experience managing older adult independent & assisted living housing developments in California.

The Consultant 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 composition, 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 services of similar nature and scope.

### **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 Consultants name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Consultant and the names of key officers and directors of the Consultant. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Consultant/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:

- Comprehensive Public/General Liability \$1,000,000 per occurrence
- Worker's Compensation per California Requirements
- Beach Cities Health District to be named as additional insured on Comprehensive General Liability insurance.

## **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	October 5, 2017
RFQ responses due by 3:00 P.M. on	November 3, 2017

Responses reviewed	November 2017
Interviews conducted (if required)	November 2017
Board Approval; commence services	November 2017

## **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 Consultant 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 Consultant 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 Consultants response to this RFQ and to the hourly rate schedule submitted.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Consultant in any manner necessary to serve the best interests of BCHD. Consultants 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 Consultant, 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 Consultant 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 Consultant to supply Housing Operator Consulting Services that BCHD has a right to expect from a Consultant 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 Consultants 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.

## **SECTION 6: SCOPE OF WORK PROPOSAL**

### **6.1 Scope of Work Proposal**

Consultant will provide hourly rates and recommend a budget of the estimated total hours required to provide BCHD with the Housing Operator Consultant Services as described in this RFQ.