

MENDOCINO COAST HEALTH CARE DISTRICT

REQUEST FOR PROPOSALS

**CONSULTANT SERVICES
HOSPITAL PROJECT
COMMUNITY ASSESSMENT
AND
PUBLIC CAPITAL FUNDING**

June xx, 2023

Proposals Due:

July xx, 2023

Electronic proposals should be sent to:

Lee Finney, Chair of the Board of Directors

lfinney@mcdh.org

Proposals sent by mail should be sent to:

Lee, Finney, Chair of the of the Board of Directors

Mendocino Coast Health Care District

P.O. Box 569

Fort Bragg, California 95437

A. Purpose

Thank you for your interest in the Mendocino Coast Health Care District. The District invites interested consulting firms with experience with California local government and/or special district, community preferences assessment, public funding for capital projects, and the electoral process to support project funding initiatives, to submit written proposals for selection as the Mendocino Coast Hospital Project Consultant.

This Request for Proposals (RFP) describes the requested services, the selection process, and the minimum information that must be included in proposals. Failure to submit information in accordance with the RFP requirements and procedures may cause disqualification. The District reserves the right to reject all proposals, waive minor proposal deviations, irregularities or omissions at its sole discretion; or disqualify any proposal that contains false or misleading information.

During the evaluation process, the District reserves the right to request additional information or clarification from a Proposer, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

B. Background

The Mendocino Coast Health Care District is a public tax, bond and rent supported special healthcare district located on the northern coast of Mendocino County, California, established in 1967. Facing the financial challenges that caused many rural hospitals to close, beginning July 1, 2020, the District entered into a long-term lease agreement with the Adventist Health Network (AH) for Adventist Health to manage all hospital and clinic operations previously operated by the District. As part of the lease agreement, Adventist Health pays the District annual rent amounts whereas the District provides a fixed funding amount for facilities repairs and upgrades to Adventist Health. In 2018, the District voters passed Measure C which provides a parcel tax fund that can be used by the District to pay Adventist Health for a specific list of improvements. Measure C expires in 2030.

The existing Adventist Health Mendocino Coast Hospital, owned by the Mendocino Coast Health Care District, and operated by the Adventist Health Network under the Lease Agreement, will need to make substantial changes by 2030, to achieve seismic compliance with California law. Such changes could be achieved by building a replacement hospital, retrofitting the existing hospital, or ceasing to provide an acute care inpatient hospital and providing emergency treatment and medical transport to other hospitals only. The Mendocino Coast Adventist Health Hospital in Fort Bragg, CA serves a 70-mile stretch of coast with a population of 29,000 where there is no other hospital within an hour or more driving distance.

The District is financially responsible for any retrofit or replacement of the existing facilities to meet the seismic standards and legal requirements by the statutory deadline of 2030. The District is committed in the Lease Agreement to present a plan for achieving 2030 seismic compliance to Adventist Health by January 1, 2025. The District has engaged the Devenney Group, Architects and the Devonkolb structural engineering firm, to evaluate the options to achieve seismic compliance by 2030. However, there are California Department of Health Care Access and Information (HCAI) requirements for evaluations that must be submitted by December 31, 2023, that make an earlier decision about whether a project to retrofit the existing hospital facilities, or to build a replacement hospital, is the plan most supported by the community and institutional stakeholders. Any project to change or replace the existing hospital facilities must be approved by both the Board of Directors and the Adventist Health Network. Adventist Health has eleven other hospitals within CA that will require seismic retrofit changes by 2030. Adventist Health strategy for all hospitals within its network is to make the minimal changes required to comply with the seismic requirements by 2030.

A five-member board of directors governs the Mendocino Coast Health Care District. Members of the Board of Directors are elected at large by the approximately 29,000 residents of the District (@ 16,000 registered voters). Directors serve either two- or four-year terms. Currently the Board has three members serving four-year terms expiring at the end of 2026, and two directors serving two-year terms that expire at the end of 2024. Currently the District is without paid staff.

C. The Scope of Services Required by the District

1. Attend regular and special meetings of the Board of Directors when requested to be present and provide advice and opinions as requested by the Chair.
2. Be promptly available for telephone consultation and render written opinions on given issues related to the project in a timely manner.
3. Review and provide advice to the Board of Directors regarding all funding options available to the District, including general obligation and revenue bond proposals and parcel taxes, rent adjustments and fees.
4. Provide recommendations and advice to the Board of Directors about community preferences assessment options regarding community *preferences* for a new replacement hospital, the retrofit of the existing hospital, or a facility that does not have acute inpatient beds and provides only emergency care and medical transport to other hospitals.
5. Provide recommendations and advice to the Board of Directors about community preferences assessment options regarding community *support for additional taxes to fund* a new replacement hospital, the retrofit of the existing hospital, or a facility that would not require public funding that would provide only emergency treatment and

medical transport to other hospitals and not be an acute care hospital with inpatient beds.

6. Create, distribute and analyze the results of any community preferences assessment tools as requested by the Board of Directors; analyze the likely tax consequences and health care impacts to residents of the District of selected funding options; provide any follow-up community preferences assessment as requested by the Board of Directors.
7. Provide recommendations and advice when requested by the Board of Directors pertaining to the retention and employment of public funding legal specialists in complex matters which may involve the project.
8. As requested by the Board of Directors, coordinate with any identified hospital stakeholders' organization regarding the project.
9. As requested by the Board of Directors, recommend ballot initiative strategy..
10. Attend other meetings, such as workshops or committee meetings, as requested by the Chair.
11. Upon request, attend meetings with third parties.
12. Monitor and review changes in state and federal laws relevant to the project and advise the District of the legislative changes and necessary Board actions.

D. Minimum Qualifications

1. The consultant with primary responsibility for the services provided to the District must have at least five years' experience providing consulting services for special districts or other public agencies.
2. Demonstrated expertise in the following areas as it relates to special districts:
 - a. Experience and knowledge of special healthcare district funding options and the election codes that govern bond and tax options.
 - b. Experience and knowledge regarding community preferences assessment tools and analysis.
 - c. Understanding of how to coordinate with special counsel in litigation, advisory, and other technical matters.
 - d. Experience and knowledge regarding implementation of public funding ballot initiatives.
 - e. Laws and regulations governing California Special Districts, such as the California Government Code, Ralph M. Brown Act, Political Reform Act, and the California Special Health Care Districts Code.

E. Proposal Submission

Proposals shall be submitted by qualified firms in the type of work described in this RFP. Proposals may be mailed but are preferred to be submitted electronically to the Chair of the Board of Directors, Lee Finney, at lfinner@mcdh.org with a subject title of "Proposal for Hospital Project Consulting Services." An electronic copy in PDF format via email, or a hard copy by mail, must be received no later than 5:00 PM PDT on July xx, 2023.

Mailed proposals shall be addressed to:

Lee Finney, Chair of the Board of Directors
Mendocino Coast Health Care District
P.O. Box 569
Fort Bragg, California 95437

Proposal packets received after the deadline will not be considered. Questions should be directed to Lee Finney via email at lfinner@mcdh.org; to simplify the proposal evaluation process, the District is seeking RFP responses in the following format:

F. Proposal Form and Content

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal's contents. The proposal must provide specific and succinct responses to all questions and requests for information. Proposals and the fee schedule must be valid and binding for one hundred and twenty (120) days following the proposal due date and may become part of the agreement with the District.

1. Letter of Transmittal

Include a cover letter signed by a duly authorized representative of the firm. Please include the name, address, telephone number and email address of the firm submitting the proposal. In addition, the name, title, address, telephone number, and email address of the person or persons who are authorized to represent the firm and to whom correspondence should be directed shall be included.

2. Table of Contents

Include a clear identification of the submitted material by section and by page number.

3. Summary

Introduce the proposal and summarize the key provisions of the proposal. Based on your firm's expertise and qualifications, explain why your firm is best suited to provide the services described herein.

4. Statement of Understanding

Include a detailed statement of understanding of the consulting services to be provided. If there are services listed in this RFP that the firm will not be able to provide, please be certain to address that in your response.

5. Background and Experience

- a. Official name and address of the firm and specify the type of entity (partnership, LLC, corporation, etc.)
- b. Describe the firm's background and history, including the number of years in business. Describe in detail the firm's public agency and special district consulting services expertise.
- c. List the location of office(s) that would serve the District.
- d. Provide an organization and staffing plan identifying key personnel, related lines of authority and responsibility of those team members who will provide the services described in this RFP.

6. Approach to Consulting Services

- a. Describe your view of the role of the primary consultants, your interaction with the Board of Directors, collectively and individually, and staff.
- b. Describe how you track and manage fees and costs.
- e. Please provide the most creative advice the firm has provided to a public agency on a significant project or campaign within the past five (5) years, explain why the advice was creative, and describe the outcome of the matter upon which the advice was provided.
- f. Please identify whether the firm has had an agreement with a public agency terminated within the past five (5) years and provide contact information for people knowledgeable regarding the contract's termination.

7. Proposed Consultants(s)

Name the person or persons whom you propose to designate as the primary consultants. Provide the following resume information for each designee:

- a. Description of education, including names of educational institutions and degrees conferred.
- b. Professional background and professional associations.
- c. Experience with and knowledge of public agency funding options for capital projects.

- d. Experience with and knowledge of community preferences assessment tools and analysis.
- e. Experience with and knowledge of ballot initiative strategies supporting public funding ballot initiatives.
- f. Specific areas of expertise and training.

8. References and Potential Conflicts of Interest

- a. Provide contact information for three (3) public agency clients for which services have been provided by the firm in the last five (5) years, so reference checks can be contacted.
- b. List all public agencies within the North Coast region for whom your firm currently provides services and indicate the services provided. Identify any foreseeable or potential conflicts of interest that could result from such representation and the way you would propose to resolve such conflicts.
- c. List all private clients of your firm such as healthcare providers, construction contractors, land developers, architects, or other contractors that could pose a conflict of interest while representing the District.

9. Compensation and Reimbursement

Please provide the hourly billing rates and specific expenses (mileage, reproduction of documents, travel) proposed as compensation and/or reimbursement for the above consulting services.

The District may accept and incorporate the proposed fee schedule as part of the agreement process without further negotiations or may use it as the basis for negotiations. Consequently, firms are encouraged to provide their best pricing.

10. Agreement

If the District engages a firm in negotiations and satisfactory agreement provisions cannot be reached, negotiations may be terminated and the District may elect to contact another firm.

This sequence may continue until an agreement is reached.

The District contemplates entering into a legal agreement containing terms and conditions which will include specific standards for the firm's billing of costs and services. The agreement will also set forth requirements for the exercise of efficient billing judgment, billing documentation, and insurance requirements. The agreement will contain an express provision that in the event of any dispute concerning any matter regarding the agreement, each party will bear its own attorney's fees. In addition, the agreement will require that it be governed by California laws and that venue for any dispute be in Mendocino County.

Please provide your standard draft agreement for the District to review.

11. Additional Information

Please provide any other information that the firm believes is applicable to the evaluation of the proposal for providing consulting services.

G. Review and Selection Process

1. Evaluation Criteria

- a. Experience and qualifications identified in the proposal.
- b. Cost of providing services.
- c. Completeness and responsiveness to requested matters in the Proposal.
- d. Familiarity with laws and regulations governing California healthcare special districts and public agencies.
- e. Communication skills.
- f. Demonstrated competence and professional qualifications of key personnel in providing the requested services.
- g. References from other clients, special district agencies and local government agencies.
- h. Ability to serve diverse communities, populations and environments.
- i. Availability to provide the requested services.
- j. Other qualifications or criteria as deemed appropriate.

2. Process

The Board of Directors will evaluate the proposals and conduct interviews with the top respondent(s). Proposals will be reviewed with the above evaluation criteria. The Board will identify the firm determined to be best qualified to perform the services and designate Board members to commence negotiations for an agreement. The Board of Directors will approve the final agreement between the District and the selected firm.

H. General Terms and Conditions

1. **Limitation:** This RFP does not commit the District to award a contract, to pay any cost incurred in the preparation of a response or to procure or contract for services or supplies. The District reserves the right to reject any or all proposals for any reason and to amend, or terminate the RFP process in any manner at any time. The District reserves the right to request and obtain from one or more of the firms submitting proposals, supplementary information as may be necessary to analyze the proposals using the selection criteria contained above.
2. **Ownership:** All proposals received shall become the property of the District and are subject to public disclosure. The District reserves the right to retain all proposals submitted.

3. Award: The firm chosen may be required to participate in negotiations and to submit such revisions of its proposal as may result from negotiations. The District reserves the right to award a contract without discussion based upon the initial proposal.
4. Signature: Each proposal must be signed on behalf of an officer authorized to bind the firm.

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