



REQUEST FOR PROPOSALS

Summary and background:

La Familia Medical Center dba La Familia Health is requesting bids for the design and replacement of a 6 unit HVAC (RTU) system at its Alto Street Clinic located at 1035 Alto Street, Santa Fe New Mexico 87501. This request is aimed at returning the entire heating and cooling system, to include engineering controls, to a fully functional system. La Familia Health is a not-for-profit Federally Qualified Health Center offering comprehensive primary care health services to low income and underserved populations in Santa Fe County. We are publishing this request for proposals (RFP) to gather bids and award a contract at the 22,000 square foot Alto Clinic facility.

- Time is of the essence due to failure of the current system. Contractor will be expected to coordinate project schedules with roofing contractor selected by the City of Santa Fe.
- System must be appropriate for healthcare facility needs.
- This project is fully funded by United States Health Services Administration, grant award no. number 6CE2CS5264-01-01 pursuant to the Consolidated Appropriations Act of 2022. *Bids must conform to the terms and conditions of the grant award as specified in this RFP.*

Please submit proposals by COB March 21st, 2025

Proposals should be submitted to:

Ginger Robertson at vrobertson@lfmctr.org

If you have questions, please contact Ginger Robertson, LFMC Chief Operations Officer, 505-466-5517 (office) or 830-708-2369 (cell phone).

Guidelines for bidders:

We will accept bids for this project until 5 p.m., March 21st, 2025. We require all bidders to clearly represent their subcontracting intentions. All documents must be prepared and signed by those authorized to do so. All costs must be listed in USD.

Project purpose and scope:

The purpose of the project is to replace the current HVAC (RTU) for healthcare clinic heating and cooling purposes at the Alto Street Healthcare clinic site in accordance with city, county, state and federal regulations and building codes. At a minimum the project is to include as applicable, necessary, and consistent with best construction practices:

1. The contractor will be responsible for *removal of current units; acquisition and installation of new units; RTU controls and control boards; other mechanical and electrical; load*

*calculations; verification of roof structural integrity; coordination with roofing contractor to verify drainage away from units and preserve roof warranty; secure permits; building code compliance; secure and maintain insurances and certificates listing La Familia Medical Center as an additional insured for coverage purposes; construction performance bond; coordination with LFH to minimize construction impact on La Familia Health patient care services; and **any and all other project installation, modifications, and construction requirements to ensure satisfactory system installation and function.***

2. LFMC requires minimum mechanical, parts, labor and installation warranty term(s) of 5 years.
3. The contractor will alert LFH to potential tax credits and will provide documentation (if required) by LFH to apply for credits. If credits are paid directly to contractor, contractor will reflect credits in project pricing.
4. **Agreements must be in writing and include federally required terms.** LFH will not accept a proposal as a substitute for a conforming agreement but can accept an agreement integrating proposal costs and project specifications. Refusal to agree to such terms **will result in withdrawal of the award.** In addition, Contractor must certify compliance with the Davis-Bacon Act. Please refer to Addendum A for Federally Required Agreement Terms.
5. This is a TIME IS OF THE ESSENCE Award.
6. Bid shall be binding for a minimum of 6 months upon completion of fully executed Agreement.
7. Project schedule must be designed to ensure minimal airflow impact on staff and patients. Contractor is strongly encouraged to schedule removal and installation on closed clinic days (generally, Saturday and Sunday).

Proposal timeline and project deadline: Proposals are due in writing to LFMC before 5 p.m. February 28th, 2025 . Proposals will be evaluated until March 15, 2025, after which all bidders will be notified of their status within three business days. Upon contract award, work must be completed within 4 months to ensure patient and staff access as soon as possible.

Proposal and Budget requirements:

Each proposal should include the following for consideration:

- Cost of materials
- Cost of labor
- Overhead
- Project scope description detail, including mechanical, electrical, other
- Project Scope Description detail specific to exclusions and warranties
- Total fixed project cost
- Evidence of insurance: Builder's Risk/Course of Construction Insurance, General Liability, Errors and Omissions, Workers' Compensation. Contractor shall provide Accord Certificate(s) evidencing the City of Santa Fe and La Familia Health and its employees, officers, and Board of Directors as additional insureds for coverage purposes (excluding workers' compensation).
- Evidence of construction bond, and contractor license in good standing.

- Certification of federal non-exclusion (contractor has not been excluded from eligibility for receipt of federal funds; a term in agreement will be acceptable).
- Proposed time line, including completion date.

La Familia Health will evaluate proposals based on the following criteria:

- Project Cost
- Company experience and ownership
- References
- Time for delivery and project completion
- Conformity to this RFP
- Professionalism of bid
- Warranties
- Other criteria as may be required by state and federal law, including deference to minority ownership

Selection of prevailing bidder and contract award is at the SOLE AND EXCLUSIVE DISCRETION OF LA FAMILIA Health, a not-for-profit New Mexico Corporation.

1035 Alto Street, Santa Fe New Mexico 87501

www.lafamiliasf.org