

**NORTHWEST COLORADO HEALTH  
REQUEST FOR PROPOSAL  
HAVEN CAMPUS FEASABILITY STUDY**

Proposals will be received by the Northwest Colorado Health for the Haven Campus Feasibility Study. Interested vendors should submit of their proposal response documentation to the following email: [mgottschall@northwestcoloradohealth.org](mailto:mgottschall@northwestcoloradohealth.org)

Formal proposals must be **received** by **Friday, February 24, 2023 at 12:00 PM**.  
**Proposals will be reviewed by the Northwest Colorado Health Procurement Selection Team.**

Vendors are required to provide as much detail as possible in this proposal, regarding scope of services, their qualifications and experience, and their approach to protecting, securing, and maintaining the technology tools used by Northwest Colorado Health. Northwest Colorado Health will utilize evaluation and selection criteria, based on the Northwest Colorado Health's standard procurement process, to award a contract to a responsive, responsible, highly qualified vendor. The NORTHWEST COLORADO HEALTH reserves the right to reject any or all proposals or to accept any proposal considered most advantageous.

Copies of the Request for Proposals are available electronically at [www.northwestcoloradohealth.org](http://www.northwestcoloradohealth.org) . Please direct all inquiries to Michelle Gottschall at 970-871-7331 or [mgottschall@northwestcoloradohealth.org](mailto:mgottschall@northwestcoloradohealth.org).

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**1. INTRODUCTION**

Northwest Colorado Health is requesting proposals from qualified, professional consultant for a Haven Campus Feasibility Study. The contractor shall provide necessary assessment, recommendations, cost estimates, and ongoing technical services, which would enable Northwest Colorado Health to move forward in decision making on a Haven Campus Expansion.

The selected vendor will assess, propose recommendations for the Haven Campus Expansion Project.

**2. BACKGROUND INFORMATION**

Northwest Colorado Health is a non-profit organization whose mission is to improve quality of life for all Northwest Colorado residents by providing comprehensive health resources and creating an environment that supports community wellness. We believe that everyone deserves the chance to achieve their best health. Every day, we partner with individuals throughout Northwest Colorado at their homes, in our clinics, and in the community because healthy people and families create a healthy community.

Northwest Colorado Health owns and operates a 20 Bed Assisted Living in Hayden, Colorado, located on 10 acres. The vision for the property is to expand facilities to create an accessible community housing campus where seniors of the Yampa Valley can thrive. The goals of the expansion project are as follows:

- Aging campus will provide housing and progressive living services that will bolster opportunities to allow seniors of Northwest Colorado to age in place
- Provide unrestricted revenues to provide long term sustainability for Northwest Colorado Health's underfunded aging services

A due diligence of the property was conducted in March of 2022 with the following results:

- Due diligence summarizes available information about existing improvements on and around the property, existing easements that impact the property, and the opportunities and constraints of the Hayden Municipal Code and Hayden Master Plan as it would apply to the project
- Independent review of all available information, including the analysis of The Haven Assisted Living Residence completed by Chi Partners, LLC dated February 16, 2021 and the Older Adult 2020 Housing Needs Assessment completed by the Northwest Colorado Council of Governments.
- Meetings with Town of Hayden regarding planning submittal options and requirements and public works concerns and needs
- Outlined options for scope of work for the design and development of the project.

Relevant Needs Assessments for Assisted Living, Independent Living, and Senior Housing are as follows and will be provided as input to the vendor selected.

- 2021 Haven Assisted Living Assessment Recommendations
  - Increase level of care to reduce barriers to move-in and enhance the ability of residents to age-in-place
  - Expand assisted living to expand access and gain economies of scale
  - Consider shifting shared rooms to private apartments or expand facilities to include private apartments
  - Pursue development of affordable senior apartments
  - Include a possible future addition of a memory care unit in site planning
- Aging Services Coalition of Northwest Colorado over 2019-2021, with results in 2021 [https://northwestcoloradohealth.org/what\\_we\\_do/prevention-services/northwest-colorado-aging-services-coalition.html#:~:text=The%20Aging%20Services%20Coalition%20of,living%20independently%20in%20Northwest%20Colorado](https://northwestcoloradohealth.org/what_we_do/prevention-services/northwest-colorado-aging-services-coalition.html#:~:text=The%20Aging%20Services%20Coalition%20of,living%20independently%20in%20Northwest%20Colorado)
- Northwest Colorado Council on Governments, 2020 [https://www.nwccog.org/wp-content/uploads/2021/04/Older-Adult-Housing-Needs-Study\\_REV2.pdf](https://www.nwccog.org/wp-content/uploads/2021/04/Older-Adult-Housing-Needs-Study_REV2.pdf)

### **3. SERVICES REQUIRED**

This section summarizes the services to be provided to Northwest Colorado Health in this RFP. Northwest Colorado Health requires a highly qualified feasibility study to be designed with options that fit the goals of the Haven Campus Expansion. Categories of the study include but are not limited to a pro forma, capital expenditure estimates, funding options, and partnership options for each feasible option. The vendor proposal shall define, in detail, the approach to be used in the above categories. Distinction of time and material costs for these efforts are important to billing Northwest Colorado Health and future budget considerations.

#### **A. Initial Assessment and Research**

Review of all existing needs assessment and reports, including those listed in section 2 in order to gain a base knowledge of the needs of the aging population in Northwest Colorado. Conduct further assessment as needed, including stakeholder interviews. A report of this initial assessment and research shall be submitted in a mutually agreed upon timeframe during the contract period. The report is essential to understand how best to meet the goals of the Haven Campus Expansion Project and create viable options and phases of each option.

#### **B. Pro Forma**

Create 3-5 year Pro Formas for each viable option that meets the goals of the Haven Campus Project. Pro Forma will include all consideration of revenues and expenses of each phase of the project. Expense will include staff and staff related expenses,

facility and maintenance expense, other nonpayroll expenses, including depreciation and consideration of any loans of the project. Revenues will include any applicable rental income, service revenues, government funding. Pro Formas for each feasible option shall be submitted in a mutually agreed upon timeframe during the contract period.

### **C. Capital and Non Capital Expenditures**

Estimate capital and non-capital expenditures of each option and phases of the build of the Haven Campus Expansion, including but not limited to materials and labor, necessary consultant and vendors such as project manager, architect, engineering, general contractor. This is also to include an estimated timeframes for the project. Capital schedule for each feasible option shall be submitted in a mutually agreed upon timeframe during the contract period.

### **D. Funding Options**

As a non-profit, we need to understand what funding options are available to us to support capital and non-capital expenditures listed in item C including, but not limited to government support, grant support, and low cost or subsidized loans. We also need to understand ongoing funding options for the campus, including but not limited to Low Income Housing Tax Credits, any insurance, Medicaid, Medicare reimbursement rates for independent living, etc. Any such ongoing funding should be included in the appropriate pro forma listed in item B. A report of potential funding options shall be submitted in a mutually agreed upon timeframe during the contract period.

### **E. Partnership Options**

If there are scenarios with it is within the best interest of Northwest Colorado Health to engage in a formal partnership for the build phase or the ongoing management of the property an assessment of those shall be included. If housing option are to exist on the Haven Campus, it will benefit us to understand options for property management, and those should be included in partnership options.

### **F. Final Report and Recommendations**

A final report is to be prepared that synthesizes all components A thru E. This report will be presented to Northwest Colorado Health and Northwest Colorado Health's board of directors, and will be shared with Northwest Colorado Health in an electronic version two weeks prior to any such presentation. The report will be submitted to [mgottschall@northwestcoloradohealth.org](mailto:mgottschall@northwestcoloradohealth.org)

### **G. Not Included**

The contract to be awarded does not obligate Northwest Colorado Health to purchase any further services from the chosen vendor or obligate Northwest Colorado Health to carry out any recommendation presented.

## **4. SUBMISSION REQUIREMENTS**

NORTHWEST COLORADO HEALTH requests that the proposal submitted address the subjects with specificity in a clear and concise format. The proposal is expected to include all relevant content, and description of approach to the project and its components. Due to the nature of this proposal, it is requested that each proposal be brief and to the point and consist of no more than ten pages. Each proposal shall provide the following information:

**Letter of Transmittal:**

The letter of transmittal must contain the following statements and information:

1. Company name, address, telephone number(s), and website.
2. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
3. Federal and State taxpayer identification numbers of the firm.
4. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
5. The letter must be signed by a corporate officer or person authorized to bind the vendor to the proposal and cost schedule.
6. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the NORTHWEST COLORADO HEALTH.

**Profile:**

1. Provide a short profile of the firm including at a minimum:
  - a) Length of time in business.
  - b) Length of time in providing proposed services.
  - c) Number of clients.
  - d) Number of clients in the public sector, in particular healthcare with multiple locations.
  - f) Location of office(s) to service the account.
  - g) Small, Minority-owned, and Woman-owned business, if applicable.

**Proposal:**

1. Description of the approach the firm will use in providing the services requested. Description of how the firm is positioned to provide the services requested, with a history of experience and past performance on providing similar services, including specific knowledge of senior housing, housing projects, aging services, healthcare payment models, non-profit management, project funding sources, financial analysis.
2. Name, title, address, and telephone number of three references for clients, whom similar services have been provided, including information referencing the actual services performed, number of users, and length of tenure.
3. Name of staff resources, with identification of principals and key personnel:
  - Who are available to provide the services

- Experience and expertise of staff
  - Local availability of staff is an important consideration
  - Role and responsibilities that each staff member will have
5. Explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and telephone number of the party. If NO such termination occurred for default, declare it. The NORTHWEST COLORADO HEALTH will evaluate the facts, and may, at its sole discretion, reject the vendor's proposal.
  6. Scope of services beyond the RFP that the firm provides which may be of interest to the NORTHWEST COLORADO HEALTH.
  7. Proposal summary, including why the firm is pursuing the work and how it is uniquely qualified to perform the services.

### **Draft Contract Language**

The vendor shall submit a draft contract.

### **Cost of Services**

The NORTHWEST COLORADO HEALTH requests that the vendor submit a FIXED FEE service contract for a four month period for the Haven Campus Feasibility Study.

Vendors must list, specifically, any services which would not be covered in the proposal price. Identify the following for those services not under the fixed fee:

- a) A fee schedule containing the vendor hourly rates
- b) A description of how services will be billed
- c) A description of additional charges, as in out-of-pocket expenses for travel, subsistence, etc.

### **5. Evaluation Criteria**

The selection committee, appointed by the NORTHWEST COLORADO HEALTH Chief Executive Officer, will review the vendors' qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation for award. The Chief Executive Officer will award the contract.

The criteria are shown below:

- Approach and Methodology
- Knowledge/Understanding of community need, aging services, senior housing projects, funding landscape
- Experience/Past Performance of the Firm
- Project Staffing and Experience
- Satisfaction of Clients/End Users
- Pricing
- Knowledge/experience in cost and price analysis and estimating

A rating system, based on pre-defined points and percentages, will be used to evaluate the proposals. The award of the contract will be made to the firm, whose proposal receives a favorable evaluation, recommendation of the selection committee, and approval of the Chief Executive Officer.

## **6. Miscellaneous**

The NORTHWEST COLORADO HEALTH reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the NORTHWEST COLORADO HEALTH' sole judgment, best meets the requirements of the program.

The RFP creates no obligation on the part of the NORTHWEST COLORADO HEALTH to award a contract or to compensate the Offeror for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. The NORTHWEST COLORADO HEALTH reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions. NORTHWEST COLORADO HEALTH further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as the NORTHWEST COLORADO HEALTH may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why the NORTHWEST COLORADO HEALTH should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes email), and all responses provided will be made available to all vendors at the discretion of the NORTHWEST COLORADO HEALTH.