

January 8, 2025

## **Request For Proposals For OWNER'S REPRESENTATIVE**

The Montezuma County Hospital District (MCHD) is the Owner of the Southwest Memorial Hospital located in Cortez, Colorado. MCHD is requesting proposals for an Owner's Representative (OR). The OR position being advertised is for a retained OR that would be involved in general discussion and decision related to District facilities as well as general oversight of upcoming projects, coordination with moving and replacing the equipment, and coordinating with the hospital operator, Southwest Health System, to ensure the projects run smoothly to minimize interference with daily hospital functions. The project description, scope of services, and proposal requirements are as follows:

### **Position Description**

The District has funds available for capital projects through grants and jointly contributed funds from the Hospital operator, Southwest Health Systems (SHS). The District and SHS have created a Facilities Committee that produces and maintains a capital improvement plan. The OR would be expected to attend all Facility Committee meetings and represent the District as specific projects are selected by the Facility Committee and the District Board.

### **Agreements with Third-Parties**

The OR would be expected to be involved in discussions and advise the District as to upcoming construction contracts for various District Projects.

### **Bonds/Insurance**

The OR shall be properly bonded and carry sufficient liability insurance.

### **Scope of Services**

In general terms, the scope of services to be provided by the selected OR includes the following.

- Before any project begins the OR shall work with the Capital Infrastructure Committee to coordinate the project timing and discuss the most efficient construction timeline and dates for certain hospital services to temporarily be shut down.
- During the Project the OR shall ensure contractors are working in a proper manner to ensure the long-term performance of the project and to ensure the project is installed in a manner to guarantee any warranty would be honored. The OR will coordinate with SHS staff to develop a harmonious relationship between the daily hospital functions and the project work.
- All projects shall be completed in a manner that minimizes interference with daily hospital functions, this will be a critical component of the OR's responsibilities.

### **Proposal Requirements**

Please provide the following:

- Company description including history.

- Organizational chart and resumes' for proposed team members. Previous experience working in operating hospital facilities is critical.
- A description of the attributes, processes and experience that differentiates you from other firms.
- Listing of arbitration and litigation your firm has been involved in over the past five years.

### **Preliminary Schedule**

The District would like the OR to be hired as soon as possible so the OR will be a part of the meetings with any contractors and Southwest Health Systems. The OR will also be expected to become knowledgeable of the District's facilities.

### **Fee Proposal**

The District is flexible on the payment structure and will accept proposals for an hourly rate for on-call work, and fee proposals for both pre-construction and construction phase as a percentage of the overall job cost or an hourly basis. The Agreement will be through December 31, 2025, with a District option to renew. However, if a project is initiated in 2025 the District reserves the right to extend the OR contract further.

### **Process**

Proposals are due by **February 5, 2025 at 5:00 pm** and should be sent electronically to District Chair, Mr. Brandon Johnson. Proposals should not exceed fifteen (15) single-sided pages. All proposals shall be submitted electronically to: [bjjson@yahoo.com](mailto:bjjson@yahoo.com). Selection of the OR will be based on a combination of factors which, in the Owner's sole opinion best serve the interests of the project and the Owner based on the integrated project delivery method allowed under Colorado Law. Interviews may be conducted at the discretion of the Owner. The Owner reserves the right to reject any and all proposals for any reason. Selection of the OR will be announced no later than **February 21, 2025 at 5:00 pm**.

### **Questions**

Questions regarding this Request for Proposals should be directed via email to District Board President Brandon Johnson at [bjjson@yahoo.com](mailto:bjjson@yahoo.com). Questions may be submitted until **February 3, 2025 at 5:00 pm** and will be answered as they are received.

We look forward to receiving your proposal.

Sincerely,  
**Montezuma County Hospital District**

Brandon Johnson  
Chairman of the Board