



# **Request for Information (RFI)**

## **Construction Vendors for Residential Behavioral Health Treatment Facility**

**Applications Due by 5:00 PM December 2, 2022**



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## 1 RFI Summary

The California Mental Health Services Authority (CalMHSA), a Joint Powers Authority (JPA), serves California Counties and Cities as an independent administrative and fiscal intergovernmental structure for jointly developing, funding, and implementing mental health services and educational programs at the state, regional, and local levels. (See Gov. Code §6500 et seq.)

CalMHSA is working to support a multi-county collaborative with Stanislaus, San Joaquin, and Merced counties to improve current and long-term crisis and residential behavioral health treatment needs through rehabilitating portions of a property located in and owned by Stanislaus County to accommodate a 100-bed Social Rehabilitation Facility (SRF) and a 32-bed Mental Health Rehabilitation Center (MHRC).

This Request for Information (RFI) is issued for the purpose of information and to determine number of respondents available with the desired expertise. This RFI does not constitute a Request for Response (RFP) or a promise to issue an RFP in the future. This RFI is issued for the purpose of soliciting responses from interested individuals/entities with the expertise and capacity to provide services.

This request for information does not commit CalMHSA to contract for any supply or service whatsoever. Further, CalMHSA is not at this time seeking Responses and will not accept unsolicited Responses. Responders are advised that CalMHSA will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

## 2 Project Scope of Work

CalMHSA is seeking a vendor to oversee and implement construction of a Mental Health Rehabilitation Center (MHRC) and a Supported Residential Facility (SRF) where individuals can receive critical treatment services and appropriate supervision and support. An MHRC is a 24-hour program which provides intensive support and rehabilitative services designed to assist persons 18 years or older with mental disorders who would have been placed in a state hospital or another mental health facility to develop skills to become self-sufficient and capable of increasing levels of independence and functioning. An SRF provides 24 hour a day non-medical care and supervision in a group setting to adults recovering from a mental illness who temporarily need assistance, guidance, or counseling.

This venture is supported by 3 counties: Stanislaus, Merced, and San Joaquin. Once completed, the MRC and SRF will provide a range of services that will enable individuals in need to stabilize their mental health condition, work towards recovery and independent living, and improve their quality of life. The current property to either be rehabilitated and added to or demolished and re-built is in Stanislaus County, and currently houses several of the County's behavioral health programs and services:

- 16-bed Psychiatric Health Facility (PHF)
- Community Emergency Response Team (CERT)



- 24/7 Crisis, Access and Support Line
- Brief Intervention Counseling
- 44-bed Residential Substance Use Disorder Treatment Facility
- Substance Use Disorder Care Coordination Team, Outpatient Treatment and Recovery Services

The new complex will contain all current services and the new MHRC and SRF in order to create a full continuum of residential services on one campus, allowing for clients to transition to both a higher and lower level of care. This innovative project will maximize the site and allow for less disruption of client care and support.

Vendors must have a history of construction that takes site restrictions, collaborative planning with multiple stakeholders, and end user safety into account. The selected vendor will work closely with the architects and design team, County representatives, community stakeholders, city, and state officials and CalMHSA during the project.

### 3 Requested Information

Applicants should upload one PDF document answering the following questions. Organizational responses should be limited to no more than Five (5) pages:

Please submit the following components as part of your response:

1. **Background of organization** Please describe your organization's ability to manage construction project of this scale and type
  - a. Past experience working with County/City Mental/Behavioral Health Departments, community stakeholders, state oversight entities such as DHCS or Community Care Licensing, architects and design companies.
  - b. Past experience in both reconstructing and new build of project on sites with existing buildings currently in use.
  - c. Past experience with sites built with state, local government, and grant funding. Provide examples of prior work that is similar in scope and complexity to the items outlined in Section 2.
  - d. Please also note if you have internal architects and large-scale design team.
2. **Letters of Support** (These are not inclusive of the 5-page limit):
  - a. Applicant must submit three (3) signed letters of support, including references from organizations or groups with whom the Applicant has contractual or other business entities or business relationships who can substantiate the Applicant's capacity to provide such services as described in the SOW.

### 3. Budget

- a. Applicant must provide an estimated fee schedule based on the proposed services to be completed. This should include estimated costs for labor and supplies, permits, contingency funds and any other fees or costs. \*
- b. Applicant must provide the above information for prime contractors as well as any sub-contractors included in their program.

4. **Timeline** Applicant should include a workplan and/or timeline detailing the length of time your organization would need to prepare to deliver the requested services listed in the SOW.

\* All cost estimates are subject to negotiation if selected to contract.

## 4 Minimum Requirements

Applicant must meet the requirements below otherwise they may be considered non-responsive, and the proposal may be rejected at CalMHSA's sole discretion.

1. Applicant(s) must have a minimum of five (5) years of experience providing related services for which your organization is responding as requested in the scope of work.
2. Applicant must not currently have a Settlement Agreement or Claim against them with any of CalMHSA's member counties or any state agency. If there are current claims against the Applicant in excess of \$10,000 within the last Five (5) years, Applicant must disclose claims information as part of their response submittal.

## 5 CalMHSA Rights and Responsibilities

1. CalMHSA is not responsible for representations made by any of its officers or employees prior to the execution of the Agreement unless such understanding or representation is included in this RFI or any written addenda to this RFI.
2. CalMHSA has the right to amend the RFI by written addendum. CalMHSA is responsible only for that which is expressly stated in the solicitation document and any authorized written addendum thereto. Such addendum shall be made available to each person or organization which CalMHSA records indicate has received this RFI. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal Package not being considered, as determined in the sole discretion of CalMHSA. CalMHSA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.
3. Based on the qualifications of the applicants, CalMHSA may choose to:



- a. Enter into a contract with an organization to provide construction of an MHRC and an SRF building.
- b. Invite the most qualified organizations to submit a detailed proposal, to be reviewed and selected based on experience and qualifications to provide construction of an MHRC and an SRF building.

## 6 CalMHSA Option to Reject Proposal Packages

CalMHSA, at its sole discretion, may reject any or all Proposal Packages submitted in response to this solicitation. CalMHSA shall not be liable for any cost incurred by an Applicant in connection with preparation and submittal of any Proposal Package.

## 7 Truth and Accuracy of Representatives

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Proposal Package shall be sufficient cause for rejection of the Proposal Package. The evaluation and determination in this area shall be at CalMHSA's sole judgment and its judgment shall be final.

## 8 Submission Instructions and Requirements

### Proposal Timeline\*\*

EVENT	Key Dates
RFI Issued	November 9, 2022
RFI Questions Due	November 18, 2022
RFI Questions Answered	November 23, 2022
Deadline for Responses to be Submitted	December 2, 2022
Application Review	December 5 -9 <sup>th</sup> 2022

\*\*All dates are tentative and can be changed with per CalMHSA's discretion. Any date changes that occur will be posted on the CalMHSA website.



## **Submittal Address**

All Submissions must be submitted electronically using CalMHSA's e-Procurement Portal, Bonfire:

<https://calmhsa.bonfirehub.com/>.

## **RFI Questions and Clarifications**

All questions and requests must be submitted through CalMHSA's e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. The deadline to submit questions for this RFI is **November 18, 2022** (No later than 5:00PM PST). The FAQ responding to the questions will be posted on **November 23, 2022** (No later than 5:00PM PST), **at <https://calmhsa.bonfirehub.com/>** and on the CalMHSA website.

To ensure all parties have access to the same information at the same time, except as stated below, CalMHSA will NOT respond to questions as they are received and will not accept telephonic questions.

It is the sole responsibility of the Applicant to refer to the FAQs, which will be posted on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

If an Applicant is unable to submit questions via the Bonfire e-Procurement Portal, the Applicant must provide CalMHSA with an email justification at [info@calmhsa.org](mailto:info@calmhsa.org) outlining why the Applicant is unable to do so.

If a question relates to a proprietary/trade secrets aspect of a proposal and the question would expose proprietary information if disclosed to competitors, the Applicant must mark the question as "CONFIDENTIAL." With the question, the Applicant must submit a statement explaining why the question is sensitive. If CalMHSA concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered by email reply, and both the question and answer will be kept confidential. If CalMHSA does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified and asked whether the vendor would like the question to receive a public response or no response at all.

## **Withdraw**

An Applicant may withdraw or amend its proposal, but only before the Application Submittal Deadline, directly on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.



## Review of Applications

CalMHSA will receive all applications and review for completeness and adherence to the RFI rules stated in this document. Following the initial review, all qualified applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of proposals received in response to this RFI.

The review panel is comprised of individuals with varied backgrounds, to include professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the RFI review panel is representative of California's racial, ethnic, and cultural diversity.

Selection will not be based exclusively on price or highest score. CalMHSA reserves the right to negotiate with Applicants who, in the opinion of the review panel, have submitted the best proposal in an attempt to reach an agreement. If no agreement is reached, CalMHSA may negotiate with other Applicants or may choose to extend the proposal period. CalMHSA also reserves the right to meet with vendors to gather additional information. Additional information may include, but is not limited to, a demonstration of skills described in the proposal.

## Protest Procedures

Protests must be received no later than Five (5) business days after the Notice of Intent to Award is posted on the CalMHSA website. The sole bases for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFI, or (3) in violation of CalMHSA's procurement process. All protests must be in writing and (1) state in detail each and every ground asserted for the protest, citing to the law, RFI provision, or particular provision of the procurement policy on which the protest is based; (2) explain why the error prevented the aggrieved organization from being awarded the contract; and (3) identify the remedy sought.

Written protests can be sent to the following:

Via Email:

[info@calmhsa.org](mailto:info@calmhsa.org)

Via Certified Mail:

CalMHSA  
Attn: Chief Administrative Officer  
1610 Arden Way  
STE 175  
Sacramento, CA 95815



Within 14 days of receipt of any protest, CalMHSA's Executive Director will provide a written decision which shall be final upon transmission to the protesting party. If the Executive Director determines that the error identified by the protesting party has deprived that party from receiving the contract, the Executive Director may act to rectify the error, including but not limited to: cancellation of the RFI or proposed contract, correction or other revision of the awarded contract, termination of an improperly awarded contract, or affirmation of an existing contract if the discovered defect is immaterial or the Executive Director determines that affirmation is in the best interest of CalMHSA.

### **Notice Regarding Public Records Act Request**

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFI are ultimately subject to public review; however, during the competitive bid process, all proposals will be kept confidential. Upon award and execution of the contract by awardee(s), all proposals and supplemental information will be subject to public review, with the exception of those elements of a proposal which contain elements that are clearly marked as confidential or trade secrets. Any such designation should be accompanied by a brief explanation of the reason the information is non-public and protected from disclosure under California law. CalMHSA reserves the right to disregard such designations if they have been applied indiscriminately to non-protected information, and in no event shall CalMHSA, its agents, representatives, consultants, Directors, or Officers be liable to a responding party for the intentional or inadvertent disclosure of all or a portion of a proposal submitted under this RFI, regardless of whether it was marked as confidential or trade secret.

Although the California Public Records Act allows certain confidential or trade secret information to be protected from disclosure, CalMHSA may not be in a position to establish that the information submitted is protected. If CalMHSA receives a request for public disclosure of all or any portion of a proposal that has been designated as exempt from disclosure, CalMHSA will use reasonable efforts to notify the responding party of the request and give such party an opportunity to assert, at its own expense, a claimed exception under the California Public Records Act or other applicable law within the time period specified in the notice issued by CalMHSA and allowed under the California Public Records Act.

### **Format of Proposal**

Proposals must be submitted through CalMHSA's e-Procurement Portal at: <https://CalMHSA.bonfirehub.com/>. Submissions by other methods will not be accepted. Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled.

Browser cookies must be enabled. Applicants should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire's help forum at: <https://bonfirehub.zendesk.com/hc>.

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. All PDFs documents must be formatted in Times New Roman, 12 pt. font, double spaced, unless otherwise indicated in the Requested Information. The maximum upload file



size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.