



**REQUEST FOR PROPOSALS
(RFP)**

**Independent Project
Management Services
Seismic Retrofit Construction Project**

Mendocino Coast Health Care District (MCHCD)

RFP Date: January 9, 2026

**Proposal Due Date:
February 6, 2026 at 5:00 PM (PST)**

**Project Name:
MCHCD Seismic Retrofit**

**Duration of Contract:
February 2026 thru December 2028**



1. Introduction

MCHCD is seeking proposals from qualified firms to provide Independent Project Management (IPM) for the Hospital Seismic Retrofit Material Testing and Condition Assessment Project (MTCAP). The IPM will manage all phases of MTCAP seismic retrofit planning HCAI-approved NPC 4 and NPC 5 work, and support ongoing SPC 4D design through December 2028, including entitlement, design coordination, construction, regulatory interface, and project controls. This RFP does not include SPC 4D permitting.

2. Background

MCHCD owns the Mendocino Coast Hospital campus located at 700 River Drive in Fort Bragg, CA. The hospital facility is currently leased on a long-term basis to Adventist Health, Mendocino Coast.

The District is undertaking a significant seismic retrofit project to ensure long-term compliance with state seismic safety mandates and to maintain safe, reliable healthcare facilities for the coastal region.

3. Scope of Services (detailed in Attachment 3)

Project Planning & Management
Coordination with Design, Engineering & Consultants
Regulatory Support
Procurement Support
Construction Administration & Oversight
Budget & Cash Flow Management
Communication & Reporting

4. Proposal Requirements

Cover Letter	Relevant Experience/Past Projects
Firm Qualifications	Fee Proposal
Project Team	Exceptions to Standard Agreement
Project Approach / Strategy	Proof of Insurance
Proposed document control, issue management digital management platform and associated costs	Required Certifications



5. Submittal Instructions

Deadline: February 6, 2026 at 5:00 PM (PST)

Submit electronically to: info@mendocinochcd.gov

6. Evaluation Criteria

Weighted scoring criteria - Attachment 4

7. Tentative Schedule

RFP Issued: January 9, 2026
Questions Due: January 23, 2026
Proposals Due: February 6, 2026 at 5:00 PM
Interviews: February 10-11, 2026
Board Review & Award: February 2026
Contract Start: February 15, 2026

8. Reservation of Rights

MCHCD reserves the right to reject proposals, waive irregularities, and modify the schedule.

9. Contact Information

Contact: Katharine Wylie
707-962-3175

info@mendocinochcd.gov

Mendocino Coast Health Care District PO Box 579, Fort Bragg, CA 95437



INDEPENDENT PROJECT MANAGEMENT SERVICES CONTRACT
for the
Mendocino Coast Hospital Seismic Retrofit Project
Duration of Contract Feb 2026 - Jan 2031

<p>PROJECT OWNER Mendocino Coast Health Care District Katharine Wylie, Agency Administrator (707) 962-3175 info@mendocinochcd.gov PO BOX 579, Fort Bragg CA 95437</p>	<p>INDEPENDENT PROJECT MANAGER IPM Company Name: IPM Contact: Telephone: Email: Billing Address:</p>
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1. Independent Project Management Services.

IPM agrees to provide Project Owner the services set forth in the Scope of Work attached hereto as Attachment 3 to this Contract, (“Scope of Work”).

2. Project Owner.

The Project Owner that is contracting the work is the **Mendocino Coast Health Care District.**

3. Entities.

The terms Owner, Hospital, Project Owner and Mendocino Coast Health Care District (MCHCD) are used interchangeably and all mean the same.

The Hospital tenant is Adventist Health (Adventist Health System/West, and its subsidiary hospitals, clinics, and affiliated entities. The foregoing shall be collectively referred to as “AH Entities” or singularly as an “AH Entity”. Although the Project Owner is the primary contracting party, IPM agrees to cooperate with any AH Entity that may manage or enforce the terms and conditions of this Contract.

4. IPM Representations.

IPM represents that it has the qualifications and resources necessary to perform the Scope of Work and its obligations under the Contract. IPM agrees to perform its obligations in compliance with all applicable laws and regulations, in a competent, professional and timely manner. IPM agrees to provide total project management



associated tasks. IPM acknowledges that it does not have authority to bind any MCHCD Entity to any agreement, change order, or contract term, but rather its authority is limited to serving as an advisor to Project Owner.

5. Payment.

Attachment 1 lists the personnel that will be assigned to this contract, their hourly rates, and their monthly hourly commitment over the duration of this agreement. Personnel will not be removed from the project without Project Owner's written consent. For the IPM's services, Project Owner shall pay IPM for services properly performed as set forth in Attachment 1. On or before the 10th day of each month, IPM will submit to Project Owner an Application for Payment, detailing the services performed with supporting documentation including timecards and expense receipts, together with an updated Monthly Executive Report, (see Attachment 1), (Complete Application for Payment). If project management services are provided for more than one project, the IPM shall provide a separate Complete Application for Payment for each project on or before the 10th day of each month. Project Owner will pay IPM within 30 days of receipt of the IPM's Complete Application for Payment.

6. Independent Contractor.

At all times during the term of this Contract, IPM is an independent contractor and is not an employee of MCHCD. Notwithstanding any other MCHCD, state, or federal policy, rule, regulation, law, or ordinance to the contrary, IPM and any of its employees, agents, and subcontractors providing services under this Contract shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by , including but not limited to eligibility to enroll in any retirement plans, as an employee of any MCHCD Entity.

7. Insurance Requirements.

Before beginning any work under this Contract, IPM, at its own cost and expense, shall procure the insurance identified in Attachment 2 to this Contract.

8. Indemnity.

IPM shall indemnify, defend, and hold harmless any and all MCHCD Entities and their officials, officers, and employees, from and against any claims arising out of the services provided pursuant to this contract, including reasonable attorney's fees and cost, to the full extent permissible under law. IPM is not required to indemnify MCHCD entities for, from, and against liability for damage arising out of death or bodily injury to persons or damage to property caused in whole or in part by the negligence or willful misconduct of any MCHCD Entity.



9. Termination for convenience.

Project Owner may cancel this Contract at any time and without cause upon written notification to IPM. In the event of termination, IPM shall be entitled to compensation for services performed to the effective date of termination; Project Owner, however, may condition payment of such compensation upon IPM delivering to Project Owner any or all Project documents, photographs, computer software, video and audio tapes, and other materials provided to IPM or prepared by or for IPM or the Project Owner in connection with this Contract.

10. Consulting and Witness Fees.

Should the IPM be asked by Project Owner to provide Claim Support arising out of the Project, or be required by subpoena or otherwise to assist, provide testimony at deposition or trial, or provide information relating to any claim relating to the Project, Project Owner agrees to pay IPM at a rate of XXXX per hour for all the time spent providing those services. The obligation to provide Claim Support at the request of the Project Owner survives the termination of this Contract.

11. Confidentiality.

IPM shall keep confidential all commercial information and materials of any MCHCD Entity learned in the course of this contract conclusion and performance. Without written consent, IPM may not use the information for any purpose other than performing this Contract, in case of violation and causing loss to any MCHCD Entity, IPM shall bear full compensation responsibility therefore.

12. Licenses and Permits.

IPM represents and warrants to Project Owner that IPM and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

13. Venue.

This Contract shall be governed by and interpreted under the laws of the State of California where the project is located. In the event of any dispute concerning this Contract, suit may be brought only in a court of competent jurisdiction where the Project is located. Each of the parties hereby expressly and irrevocably submits to the jurisdiction of such courts for the purposes of any such action and expressly and irrevocably waives, to the fullest extent permitted by law, any objection that it may have to the laying of venue of any such action brought in any such court and any claim that any such action has been brought in an inconvenient forum.



14. Notices.

All notices required or permitted under the Contract shall be in writing and shall be delivered by e-mail to INFO@MENDOCINOCHCD.GOV and either: (a) sent by overnight delivery using a nationally recognized overnight courier, in which case notice shall be deemed delivered one business day after deposit with such courier or (b) sent by personal delivery, in which case notice shall be deemed delivered upon receipt. Whenever IPM sends a notice of any breach or default under the Contract, IPM shall send copies of such notice to: (c) Project Owner’s Chair of the Board and Chief Financial Officer at Mendocino Coast Health Care District, PO BOX 579, Fort Bragg Ca 95437. A notice to a party should be delivered or sent to the address in the preamble. Either party may change the party’s contact information for these purposes by giving written notice of the change to the other party in the manner provided in this paragraph.

15. Limited Liability.

Except for claims covered by IPM’s insurance, Indemnity (Section 6) and notwithstanding anything else contained herein to the contrary, each party waives any claims for punitive, consequential, speculative or exemplary damages, including without limitation, lost revenue or profit, even if a party has knowledge of the possibility of such damages; and, except for IPM’s liability to third parties for bodily injury, death or property damage, in no event shall IPM’s liability under this Contract exceed an amount equal to the lesser of annual fees paid to IPM or One Million Dollars (\$1,000,000.00).

PROJECT OWNER

By: _____ Executed [Date]: _____

Title: _____

IPM OWNER NAME

By: _____ Executed [Date]: _____

Title: _____



ATTACHMENT 1

IPM STAFFING PLAN

Independent Project Management – Rates and Staff Projections

Include Name, Classification, and Hourly Rates for staff associated with this IPM Contract
Staff Name

Classification

Hourly Rate

Staff Projections Include Name, Hourly Rate, Monthly Hours and Fee, and Total Engagement Fee by Year for staff associated with this IPM Contract

Staff Name

Hourly Rate

Hours Per Monthly Fee

Total Fee Per Month



ATTACHMENT 2

INSURANCE REQUIREMENTS

IPM agrees to maintain, at no expense to Project Owner, the following insurance with the limits shown below:

1. Workers' Compensation Insurance: (i) covering all employees who will perform services pursuant to this Contract sufficient to comply with any applicable Workers' Compensation Law; and (ii) Employers Liability Insurance with limits of not less than \$1,000,000.00 for each occurrence. Contractor will waive its rights of subrogation and will request its insurer to issue an endorsement waiving rights of subrogation against Project Owner.
2. Commercial General Liability Insurance, naming Project Owner and MCHCD as additional insureds, for damage to property and injury to or death of third parties with limits of not less than \$1,000,000.00 for each occurrence of death, bodily injury and property damage, subject to aggregate limits of not less than \$2,000,000.00 per occurrence.
3. Business Automobile Liability Insurance (owned, non-owned and hired automobiles included) for death, personal injury and property damage, with a combined single limit no less than \$1,000,000.00 per occurrence.
4. IPM's insurance under this Addendum must be maintained with carriers authorized to transact insurance business in the State of California, and with a rating of "A/VII" or better as identified in the most current A.M. Best insurance Rating Guide. IPM will provide the Project Owner with insurance certificates for these policies which shall provide that coverage under the policy(s) shall not be reduced or cancelled without at least 30 days written notice to the Project Owner.



ATTACHMENT 3

SCOPE OF WORK

1. Overall Program Requirements:

- a. IPM shall provide reliable, standardized, and consistent communication between all project stakeholders.
- b. IPM will provide overall project management services including:
 - i. Understanding, developing, and assisting in managing the project objectives
 - ii. Attending and providing consult at Project Owner update meetings
 - iii. Overseeing, managing, advising, and reporting on the project budget
 - iv. Tracking, documenting, and driving for resolution of project issues
 - v. Developing, managing, and driving the project schedule
 - vi. Reviewing and recommending disposition of applications for payment and invoices.
 - vii. Implementing and updating project budgets, schedules, and document control

2. Monthly Executive Report:

If required by the Office of Design and Construction Regional Director, IPM shall deliver a Monthly Executive Report to Project Owner that includes:

- a. Summary
 - i. Description of activities.
 - ii. “Look Ahead” regarding upcoming payment, scheduling, coordination of Project Owner supplied trades and suppliers, timing of Project Owner design decisions and RFI to facilitate efficient project management.
- b. Recapitulation of Contract Price or Adjusted GMP, percentage completion, payments made, and recommendations as to payment of the current application for payment.

c. Summary of approved change orders, proposed change orders, disputed change orders.

d. Summary of pending claims

3. Programming, Planning, Design

IPM shall oversee and assist in the programming and design phase including:

- a. Procure design services through competitive, best-value process to serve Project Owner’s project objectives



- b. Oversee design team progress and provide feedback, direction, and leadership in alignment with project objectives
- c. Facilitate resolution of project issues
- d. Monitor and drive design schedule to ensure design deliverables are achieved
- e. Facilitate and drive the budget and scope alignment process
- f. Oversee and assist the design team in securing jurisdictional approvals, permits and coordinate with the necessary agencies as needed.

4. Preconstruction

IPM shall provide alignment on project objectives, scope of services, and priorities of effort during the preconstruction phase. This work includes the following services:

- a. Procure General Contracting services through competitive, best-value process to serve Project Owner's project objectives
- b. Attend Project Owner-Contractor meetings
- c. Oversee and review the Contractor sub-trade bidding plan
- d. Establish communication procedures between the team as necessary
- e. Implement the following processes to meet project objectives
- f. Oversee and review the Contractor's schedule development
- g. Lead, monitor, and guide the communication culture among the team

5. Construction

IPM shall oversee the construction phase to monitor progress, risks, and assist in driving schedule and facilitating the change management process. These services include:

- a. Review the terms of the construction contract and establish guidelines to comply with the terms of the Contract.
- b. Attending and overseeing weekly update meetings
- c. Monitoring construction progress and facilitating resolution of issues, making recommendations to Project Owner as needed.
- d. Complete site visits through completion, documenting the progress with field reports and digital photographs.
- e. Facilitating change orders, reviewing, making recommendations to Project Owner
- f. Oversee any necessary special inspections, including recommending vendors, developing scope of special inspection services, reviewing proposals, reviewing reports generated from the special inspectors,



- g. Lead, monitor, and guide the communication culture among the team
- h. Provide leadership, guidance, and advice to the Project Owner on risks, exposures, and issues.
- i. Review applications for payment.

6. Close-out

IPM shall oversee and monitor the progress of obtaining all the necessary jurisdictional approvals and substantial completion certifications. This service includes:

- a. Performing the necessary job walks to monitor progress
- b. Securing copies of all necessary documentation and verifying final closeout package for completeness and accuracy
- c. Coordinating project turnover and all required documentation
- d. Driving final schedule activities such as punch list items
- e. Assist and advise Project Owner of any warranty issues
- f. Securing final payment applications and all associated interim and final lien release documentation
- g. Managing vendor contract closure

CLARIFICATION FOR SCOPE & EXPENSES

- 1. Except for extraordinary travel related expenses approved in advance by Project Owner in writing, all travel-related and administrative expenses for the proposed site visits and meetings are included in the lump sum fees listed. This includes airfare, mileage, rental car, gas, hotel, parking, tolls, tips, and meals, along with copies and other office supply expenses required to manage the project for the timeframe listed.
- 2. In no event will Project Owner be responsible to reimburse IPM for typical overhead expenses such as facsimile, telephone, database research, routine mail delivery or photocopying.
- 3. IPM shall hold no contracts for any other IPMs on the project team.
- 4. IPM is not a general contractor. IPM services are limited to providing independent third-party management services.
- 5. All permit fees, drawings, and postage are excluded from prices above. These expenses will be billed at cost plus 10%, if required.



ELECTRONIC COMMUNICATION AND CLAIM MANAGEMENT

IPM shall take necessary precautions to:

1. Segregate and preserve all digital documentation and communication for this Project.
2. Limit string emails, emphasizing stand-alone emails where practical.
3. Avoid casual language, using proper language appropriate for serious business communication.
4. Maintain attorney-client privilege by ensuring all claim communications include MCHCD Entities' lawyer(s) and said communication shall be identified as "Attorney-Client Communication" as part of the subject line and placed in a separate folder.
5. Not delete or destroy any project documentations without express written permission from the Project Owner.
6. Maintain confidentiality of all project documentation.

COMPLIANCE WITH LAW

1. IPM shall comply with all applicable laws, ordinances, codes and regulations of federal, state and local governments, including without limitation laws that require IPM to disclose any economic interest or relationship with any MCHCD Entity, and shall assist Project Owner, as reasonably requested by Project Owner, in Project Owner's compliance with applicable laws and the standards, requirements, guidelines and recommendations of such nationally recognized accrediting organization as Project Owner designates from time to time.
2. To the extent required by law or regulation, IPM shall make available, or shall cause to be made available upon written request from Project Owner, the Secretary of Health and Human Services, the Comptroller General of the United States, or any other duly authorized agent or representative, this Contract and IPM's books, documents and records pertaining to this Contract as IPM may do so legally. IPM shall preserve or cause to be preserved such books, documents and records for a period of six (6) years after the term of this Contract. If IPM is requested to disclose books, documents or records pursuant to this Section for any purpose, IPM shall notify Project Owner of the nature and scope of such request, and IPM shall make available to Project Owner, upon written request of Project Owner, all such books, documents or records. This Section shall survive the expiration or termination for any reason of this Contract.
3. IPM represents, guarantees and assumes sole responsibility that: (a) All persons, including but not limited to its employees) who visits the Project after it opens



(“Workers”) shall comply with Project Owner Rules & Regulations, and Infection Control, Safety & Security Training requirements (“Hospital Rules”, Hospital Rules and Acknowledgement Forms are available at Project Owner’s Facility Services Office); and (b) Workers shall receive and sign Hospital Rules Acknowledgement Form; and provide proof that each Worker is free of Tuberculosis.

Attachment 4 - Scoring Rubric

MTCAP Independent Project Manager (IPM)

Proposal Evaluation Scoring Rubric

1. Threshold Requirements (Pass/Fail) — Must Meet

Proposals that fail any item below are deemed non-responsive and should not be scored.

- Scope acceptance: Confirms ability to perform all services described in Attachment 3 (overall program management through close-out as applicable).
- Independence: Confirms IPM is not a general contractor and will provide independent third-party management only.
- No IPM tiering: Confirms IPM will hold no contracts for any other IPMs on the project team.
- Expenses: Confirms travel and administrative expenses are included in the lump sum fee except extraordinary travel pre-approved in writing; no reimbursement for typical overhead.
- Electronic communications and records: Confirms ability to segregate/preserve project documentation and communications; maintain confidentiality; avoid long email strings where practical.
- Claim communications / privilege: Confirms claim communications will include MCHCD counsel, be labeled “Attorney-Client Communication” in the subject line, and be stored in a separate folder.
- Document retention / audit readiness: Confirms ability to preserve records for six (6) years after the contract term and provide access as required by law/regulation.
- Hospital rules: Confirms ability to ensure workers comply with hospital infection control, safety/security training requirements, acknowledgements, and TB-free proof.
- Complete submittal: Signed proposal with key staff resumes, relevant project list, references, fee proposal, and any assumptions/exceptions clearly stated.

2. Rating Scale (0–4)

Use the same 0–4 scale for every criterion. Assign whole numbers only.

- **4 — Excellent:** Fully meets and strengthens MCHCD’s objectives; detailed plan, tools, examples; very low risk.
- **3 — Very Good:** Clearly meets requirements; good detail; minor gaps only.
- **2 — Good:** Meets requirements at a basic level; some gaps or limited detail.
- **1 — Fair/Poor:** Partially meets; multiple gaps; moderate to high risk.
- **0 — Not Addressed/Unacceptable:** Missing, unclear, or unacceptable response.

3. Weighted Criteria (7 Items / 100 Points)

ID	Criterion	Weight	What Evaluators Look For (Summary)
A	Relevant Experience	15	Comparable hospital and seismic/retrofit work; occupied facility constraints; outcomes and references.
B	Key Personnel & Availability	15	Named lead PM and backup; realistic availability; clear roles; healthcare construction leadership.
C	Program Management Approach & Controls	25	Stakeholder communications; issue/RFI/decision logs; schedule control/recovery; budget forecasting; document control.
D	Phase Execution (Design through Close-out)	15	Plan to oversee design, preconstruction, construction, and close-out; site reporting; risk and inspections support.
E	Contract Administration (Pay Apps, COs, Claims)	10	Pay app/invoice review rigor; change control; dispute avoidance; claims log and escalation protocol.
F	Compliance, Records & Claim-Communication Protocols	10	Confidentiality; record segregation/retention; privilege workflow; audit readiness; no unauthorized deletion.
G	Fee Proposal & Best-Value	10	Lump sum completeness; confirms included expenses; transparent assumptions; staffing credibility; value vs. risk.

4. Evaluator Scoring Worksheet

Criterion	Weight	Rating (0-4)	Points Earned	Notes / Evidence
A. Relevant Experience	15			
B. Key Personnel & Availability	15			
C. Program Mgmt Approach & Controls	25			
D. Phase Execution (Design-Close-out)	15			
E. Contract Admin (Pay Apps/COs/Claims)	10			
F. Compliance/Records/Privilege	10			
G. Fee Proposal & Best-Value	10			
TOTAL	100			

5. Tie-Breakers (If Needed)

Higher score in Criterion C (Program Management Approach & Controls), Higher score in Criterion B (Key Personnel & Availability), Reference checks on comparable hospital/seismic work (quality, timeliness, collaboration, and claims performance).