

**Request for Proposals  
Programming and Design Services  
New Skilled Nursing facility  
March 2010**

---

**Introduction:**

Columbia County is accepting proposals from qualified engineering/architect firms for Planning and Programming services for the following:

*Design of a new skilled nursing facility at the site of the existing Columbia County Nursing Home a.k.a. Pine Haven Nursing and Rehabilitation Center, located on the South side of NYS Route 217 in the Town of Claverack.*

All work shall comply with the latest issue of Life and Safety Code, A.D.A. Regulations and the NYS Building Code as amended. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. Proposals must be received no later than 3:00 pm Thursday April 15, 2010 at the following address:

Dean Knox, Director of Engineering  
Columbia County Department of Public Works  
PO Box 324  
178 NYS Rt. 23B  
Hudson, NY 12534  
(518) 828-7011

A total of six proposals shall be submitted. Proposals may be mailed, but Columbia County gives no guarantee that said proposal will be received in the Office of the Director of Engineering by the designated time.

Envelopes must be marked: **“Proposal for Professional Services, “Programming and Design Services, Pine Haven Nursing Home”**.

A mandatory prebid meeting will be held 10:00 am on Thursday April 1, 2010 at the Pine Haven Nursing Home building located on NYS Route 217, east of the Village of Philmont.

RFP Documents and Instructions can be viewed on the Columbia County Govt. website – [www.columbiacountyny.com](http://www.columbiacountyny.com) by following the link to the “Pine Haven Project”.

---

**Highway Division**  
Bernard Kelleher – Project Coordinator  
PO Box 324  
Hudson, NY 12534  
(518) 828-1114  
(518) 828-8740 FAX

**Facilities Division**  
Robert Pinto – Director  
401 State Street  
Hudson, NY 12534  
(518) 828-0871  
(518) 828-2245 FAX

**Solid Waste Division**  
Jolene Race – Deputy Director  
401 State Street  
Hudson, NY 12534  
(518) 828-2737  
(518) 828-2245 FAX

**Engineering Division**  
Dean Knox – Asst. Civil Engineer  
PO Box 324  
Hudson, NY 12534  
(518) 828-7011  
(518) 828-8401 FAX

---

---

**Background:**

Columbia County owns and operates a 120-bed skilled nursing facility located along NYS Route 217 in the Town of Claverack. Beginning in 2008 the County evaluated several options for the future of the Pine Haven Nursing Home with the following alternatives considered:

- *No Change;*
- *Lease a New Skilled Nursing facility;*
- *Construct a new SNF in partnership with a new Continuum of Care Complex;*
- *Re-Configure / Right-Size the existing SNF;*
- *Construct a new SNF at the Pine Haven Site;*
- *Sell the Pine Haven Nursing Home; and,*
- *Sell a portion of the land holdings at the existing Pine Haven Site.*

In November 2009 the County Board of Supervisors reached a consensus that the option for a new SNF at the existing site of the current Pine Haven Nursing Home be pursued as the future for the Pine Haven Nursing and Rehabilitation Home. The purpose for this proposal is to solicit professional design services to assist the County with programming and design of this facility.

In consideration of understanding current and future trends in the nursing home industry, the County has spent a great deal of time touring surrounding nursing homes and meeting with financial and architectural professionals in the industry. Based upon this work the County finds the following:

- Current nursing home models encourage home-like settings and opportunities for residents to participate in day-to-day domestic activities, such as setting the table and light cleaning. These models also allow residents to participate in the decision making as it relates to food choices and personal schedules. Progressive nursing home models such as these have shown numerous benefits to both residents and staff. For residents this includes less depression, less behavioral issues, less skin issues and no pressure ulcers. For staff this includes increased direct contact time with residents and increased latitude to work together as self managed teams.
- The County recognizes the importance of hiring consultants familiar with the layout, functionality and design of progressive nursing home models and, familiarity with NYSDOH guidelines, policies and protocol as it relates to the nursing home industry.

- The County has spent considerable time investigating the capital reimbursement program for the construction of new nursing homes. Based upon this information and the schedules prepared by KPMG, the County's financial consultant for this project, the County finds that the construction of a new SNF is more logical than renovating the existing SNF and is represents the lowest cost option for the County to remain in the nursing home business.
- In order to meet desired programming needs and offer a modern SNF model, the County estimates that the new facility will be equal in size to  $\pm 90,000$  sf.

The Pine Haven Nursing Home was constructed in two phases and is equal to approximately 56,000 sf. situated on  $\pm 54$ -acres of land. The property can be generally described as three distinct (3) areas as follows:

**Area A:**

Area A consists of the already developed land occupied by the current Pine Haven Nursing and Rehabilitation Home (including buildings, parking lots, access roads, lawn areas, etc.); the old, vacant Pine Haven Facility building (including it's adjacent access roads, parking areas, lawns, etc.); the current County Firematics Training Facility (including it's buildings, parking/paved areas, access roads, lawn, etc.); and the old home's "rear yard" area (including the water tower and adjacent mowed field/yard). This Area A represents the portion of the Pine Haven Home Facility that has been improved and developed over the past 50+ years.

This area encompasses approximately 12-13 acres and it is bordered generally by privately owned lands to the south and west, NYS Rte. 217 and some private parcels to the north, and Area B of the Pine Haven Home Facility (described below) to the east. The general topography of this developed area consists of moderate slopes ranging from 3%-10%, with the highest elevations lying along the northerly edge at NYS Rte. 217 and dropping down to the lowest elevations along the south and east sides of Area A. The soil type in this portion of the Pine Haven Home lands is classified in the Columbia County Soil Survey as NbC – Nassau Channery Silt Loam. The Nassau soil series is characterized by shallow, somewhat excessively well-drained soils, with hard shale bedrock often lying within 1'-3' of the surface. It's suitability for building is the generally shallow depth to bedrock for buildings with basements, however this is frequently overcome by building on fill over the bedrock. Many areas of developed land surrounding the Pine Haven Home Facility site feature the Nassau series of soils, including many sections of the intensely developed Village of Philmont.

There are also no NYSDEC classified wetlands on or near this section of the Pine Haven Home Facility, nor do there appear to be any NYSDEC classified/regulated streams or waterbodies located on Area A.

**Area B:**

Area B consists of an undeveloped area of the existing Pine Haven Home Facility that generally lies just westerly of the east-west centerline of the 54 acre parcel and abuts Area A to the east. This area is a relatively long and narrow-shaped strip of land that runs in a roughly northwest to southeast direction, extending from the northerly border of the Pine Haven Home parcel to its southerly boundary along Co. Rte. 11/Martindale Road.

This long, narrow area contains a fairly significant storm drainage channel/ravine running northeast/southwest across the entire Pine Haven Home parcel which has steep, occasionally rocky side slopes of 10%-25% in many areas. The wider southerly section of Area B also features areas of steep, rock embankments along the northerly side of Co. Rte. 11 adjacent to each side of this drainage ravine. This ravine carries storm water from the higher ground elevations of the Pine Haven Home lands and some adjoining privately-owned lands to the north and northeast.

The approximate acreage of Area B is 10 acres and would include the entire ravine and the steep embankments along Co. Rte. 11/Martindale Road. There are 2 soil types represented on Area B – a small portion is the NbC soil, with the majority of the soil being B1C – Blasdell Channery Loam. Blasdell Channery Loam is described as being very deep and well-drained, with most areas of this soil type around the County being used for farming, development, and sand/gravel mining. Steep slopes are the main limiting factor for development with this soil type.

There are no NYSDEC classified wetlands on this section of the Pine Haven Home facility, nor does the drainage channel/ravine appear to be classified/regulated by the NYSDEC.

**Area C:**

Area C makes up the remaining 30± acres of the Pine Haven Home Facility lands, with this area generally being the easterly half of the 54 acre overall parcel. This portion of the property is generally bounded on the west by Area B, on the north and east by privately owned land parcels, and on the south by Co. Rte. 11 and the Sacred Heart Catholic Cemetery parcels. Area C consists of completely undeveloped, vacant and mostly wooded land, with a couple of relatively short sections of road frontage along Co. Rte. 11.

The general topography of this area of the Pine Haven Home land features relatively moderate slopes of between 3% -10% across the parcel, with the flattest areas lying in the northeasterly quadrant of Area C. The soil type covering almost 90 % of these 30± acres of the Pine Haven property is the above described NbC – Nassau Channery Silt Loam, with a small section being of the B1C – Blasdell Channery Loam, also described above in Area B.

As with Area A and Area B, there are no NYSDEC classified wetlands located within the general limits of Area C, and there also no apparent NYSDEC-regulated/classified streams or bodies of water.

This area is the land that is considered for the new Pine Haven Nursing and Rehabilitation Center.

---

---

**Scope of Services:**

The County is requesting proposals from qualified firms for the following scope of services.

**I. Planning Services:**

Based upon the work that the County has completed to-date, the County has made the decision to construct a new SNF on a parcel of land designated as Area C. While the County has visited several nursing homes, representing various SNF models, the model best suited for this site and for the County has not been determined. Under this scope of services the Consultant shall assist the County in investigating various SNF models such that a decision can be made which model to pursue.

The Consultant shall be familiar with modern SNF models and shall work with the County in the evaluation of various models that shall include but not necessarily be limited to a single story facility housed in one building, a multi-story facility housed in one building, and a Greenhouse Model consisting of several cottage style buildings clustered in a campus setting. The Consultant shall tour new or newly renovated SNF's with the County throughout NYS as needed as part of this scope of services.

The County believes that changing the caregiving environment from a traditional institutional model to a friendlier, supportive environment between staff and residents produces happier employees, less worker turnover and overall generally healthier residents by defeating loneliness, helplessness and boredom. To that end, the Consultant shall incorporate the following into the planning of a new SNF:

- Give spaces a homelike, rather than institutional , size and scale with natural light and views of the outdoors;
- Create a warm reassuring environment by using a variety of familiar, non-reflective finishes and cheerful varied colors and textures, keeping in mind that some colors are inappropriate and can disorient or agitate impaired residents;
- Provide each resident a variety of special experiences, including access to a garden and the outdoors in general;
- Promote traditional residential qualities of privacy, choice, control and personalization of one's immediate surroundings;
- Alleviate possible disorientation of residents by providing differences between "residential neighborhoods" of the nursing home;
- Encourage resident autonomy by making their spaces easy to find, identify and use; and,

- Provide higher lighting levels than typical for residential occupancies.
  - Create a working environment which increases time between staff and residents;
  - Provide for innovative solutions to enhance resident care.
1. The consultant shall meet with the County as needed to understand the current nursing home operation and the vision for the new facility. Staff interviews shall be held at the existing Pine Haven Nursing and Rehabilitation Home for each department.
  2. The services programmed for the new facility may include services not currently offered, such as but not necessarily limited to: a unit for residents on ventilators; provisions for bariatric residents; a dialysis unit; respite beds; beauty salon; medical offices for a dental, optometrist and general practitioner care; a chapel; adult day care; and a general store for residents and resident families.
  3. The Consultant shall travel with the County to visit up to six existing SNF's within NYS. The Consultant shall assist the County in selecting the SNF's to visit with the County making the final determination as to which to visit.
  4. The Consultant shall evaluate SNF models that would have a new facility within one building, whether single or two stories, and, models that would have several cottage units clustered in a community type setting.
  5. Water supply and sewage disposal needs will be satisfied by the Village of Philmont municipal water and sewage facilities. The consultant shall plan the location, alignment and cost for the interconnection of water and sewage facilities as part of the Building Programming services.
  6. The consultant shall prepare a topographic survey at 1-foot intervals of the entire site (Area A, B and C) showing all buildings, overhead utilities, underground utilities, natural features, wetland areas, roadways, parking areas, water courses, bordering property lines. The limits of the survey shall extend to the full width ROW of public roadways contiguous the property.
  7. The consultant shall review and propose ways to encourage community involvement, such as: basketball courts, baseball field, walking trail, playground facility, etc.
  8. Consultant shall prepare concept site plans for each of the SNF models evaluated.
  9. The consultant shall prepare a long form SEQRA for the project taking into consideration historical and archeological significant features, threatened or endagered species or

plant life; stormwater; sewage disposal, water supply, etc. Supplemental research, with the exception of a traffic study, needed to complete the Long EAF shall be included in the Consultant's cost.

10. The consultant shall prepare cost estimates for each SNF model evaluated.
11. The Consultant shall prepare a report summarizing the work under this task together with the SNF model recommended for the Pine Haven site. The County will determine with the Consultant which SNF model to pursue prior to commencing the Programming Phase of this project.

## II. **Programming Services**

Under this phase of the project, the consultant will meet with the County to understand their needs and program the building and grounds. As the building programming phase of this project evolves decisions may be made which changes the services and uses to be incorporated into the SNF. It shall be explicitly understood that there shall be no limit for the number of meetings with the County, visits to the Pine Haven site, or visits to existing Pine Haven Skilled Nursing and Rehabilitation Home in developing the programming plan. Further, it shall be understood that the Consultant will be responsible for providing professional services for not only programming facilities customary to SNF's, but also for providing programming services for specialty features that the County may wish to incorporate into this project, such as but not necessarily limited to: a unit for residents on ventilators; provisions for bariatric residents; a dialysis unit; respite beds; beauty salon; medical offices for a dental, optometrist and general practitioner care; a chapel; adult day care; and a general store for residents and resident families.

Under this task the consultant shall develop a schematic design, including the mechanical, electrical, plumbing, HVAC and other systems required for the facility, recommendations for the bidding packages and recommendations for the sequence of construction. During this task, all design criteria and solutions shall be developed within the program requirements and budget as established by the County.

Items included in this task are s follows:

1. The Consultant shall be familiar with and responsible for providing the development of program drawings suitable for submission to the NYSDOH for the purpose of satisfying application requirements for a "Certificate of Need" (CON).
2. Early intervention with NYSERDA will be required so that the County can take advantage of Program Opportunity Notices for the HVAC system and, to realize any other reimbursement incentives eligible to the County for items such as but not necessarily limited to lighting, building insulation, energy efficient mechanical

equipment, energy efficient windows and any other reimbursement incentive programs offered by NYSERDA, NYS or the Federal Government.

3. The successful consultant will prepare an engineer's report during the building programming phase to evaluate the options for heating and cooling the building(s). This will include but not necessarily be limited to:

- A geothermal system using an onsite well field;
- Roof top units with electric cooling / LP heating;
- Oil fired boilers with water source heat pumps;
- LP fired boilers with water source heat pumps;
- Roof top units with univents utilizing a boiler / chiller water based system; and,
- Other alternatives as determined during the course of the investigation.

Criteria considered in the selection of the preferred HVAC systems will include but not necessarily limited to: installed cost, energy consumption, space requirements, freeze prevention, system cooling and heating capacity, centralized maintenance and stability of control.

4. The successful consultant will be expected to prepare an engineer' report during the building programming phase to evaluate the use of a "utility interactive" (or Grid-tie) solar panel system. The solar powered system will be evaluated based upon its practicality for use at the site, recommended placement (roof mounted or ground mounted), the solar collector operation, energy flow and energy efficiency analysis, space requirements, ease of operation, installed cost and reimbursement incentivizes from NYS, NYSERDA and the Federal Government.
5. The Consultant shall provide programming services relative to the overall site development. This includes parking, storm water management, lighting, sediment and erosion control, landscaping plan, alternatives for the building entrance plan, and any other matter that may arise during the planning and programming of a project of this nature.
6. The Consultant shall prepare an architect's narrative in support of the CON application;
7. The Consultant shall prepare a capital cost estimate following the CSI format and be prepared by personnel capable **AND QUALIFIED** (emphasis added). If needed, Consultant shall hire an Independent Cost Consultant. This cost estimate shall be suitable for submission to the NYSDOH as part of the CON application. Revisions shall be made to the cost estimate as needed.
8. The Consultant shall prepare a Letter of Certification which certifies that the program drawings comply with the State Hospital Code NYCRR Title 10 Section 713.2.

9. The Consultant shall revise the program drawings, cost estimates and other work products as needed based upon comments offered by Columbia County, other County Consultants, the NYSDOH Completeness Review, and the State Hospital Review Council.
10. The Consultant shall cooperate with other consultants hired by the County as part of the Planning, Programming and CON Application process in support of the new SNF.
11. The Consultants work tasks under this RFP shall include all work needed for the NYSDOH to issue Administrative Approval to proceed with Design Development.

Deliverables for the building programming phase are as follows:

1. Programming sessions in a number required to complete this task with the County.
2. Provide minutes of all meetings.
3. Engineer's report to evaluate alternative HVAC systems for the building.
4. Engineer's report to evaluate the feasibility for producing electricity utilizing solar panels.
5. Application to NYSERDA and other state or federal agencies for rebate incentives associated with the development of this project.
6. Provide a schematic design development letter report with a budget that describes the scope of work and basic development program. It shall describe the overall design philosophy and operational characteristics of the entire site, including the functional operation of the new SNF.
7. Design Curb Cuts for ingress / egress to County Route 11.
8. Lay-out in plan for the development of the site to include roadways, parking lots, storm water facilities, water and sewer infrastructure, and any other site improvements needed to support the project.
9. Consider and propose "Green" energy saving technologies that would be appropriate and should be considered in the course of the building renovations, such as energy saving windows, increased building insulation, CO<sub>2</sub> sensors for fresh air recirculation, etc.
10. Prepare concept drawings for the front and side elevations of the building depicting the appearance of the building and proposed landscaping.

11. Prepare floor plans for the building showing all programming for the SNF.
12. Concept drawings and descriptions for:
  - Location plan;
  - Site plan, shall include location of the existing buildings in relation to its immediate area, all existing and/or proposed utilities, grading, existing and proposed lighting, walks, roads, parking and outdoor recreational facilities;
  - Floor plans (1/8" scale or as agreed upon by County) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits, major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical, electrical, plumbing, telecommunications/data and security services;
  - Sections (1/8" scale or as agreed upon by County) – shall include major cuts in two directions for all structures with basic vertical dimensions and material descriptions; Elevations (1/8" scale minimum);
  - Flow diagram to show circulation and compliance with Life and Safety Code and NYS Building Code;
  - General description of the Project including use, architectural concept, conformance to requirements, zoning, lot coverage, code compliance and security systems; and,
  - Outline specifications for site development, architectural, structural, mechanical, plumbing, electrical, and site utilities.

**Services Provided by County:**

1. The County will provide the Consultant with any information available.

**Project Schedule:**

NYSDOH Administrative Approval to proceed to Design Development must be obtained no later than March 2011.

---

---

**Form of Proposal:**

Prospective Consultants shall submit the cost for their proposals in the following format:

- Cost for Planning Services (**lump sum**)
- Cost for Programming and CON Services (**lump sum**)

Proposals shall also include the Consultant's qualifications, similar work experience, references, Standard Form 254/255, project schedule, and a listing and qualifications for all subconsultants that will be used.

Proposals will not be evaluated solely upon their cost but will also take into consideration the experience and service that the Consultant will bring to the project. The County reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of Columbia County. The successful Consultant will be expected to execute a Standard Form Contract with Columbia County and, provide Columbia County with a certificate of insurance naming Columbia County as an additional insured in accordance with the attached limits.

The selection process may or may not include formal interviews and will be based primarily upon the following criteria that are presented in no formal order:

- Cost
- Experience with work on similar Skilled Nursing Facilities;
- Familiarity with modern SNF models;
- Familiarity with Columbia County;
- Staff and team experience;
- Experience with the design of geothermal heating systems for large municipal buildings;
- Ability to service Columbia County;
- Demonstrated ability to obtain NYSDOH Administrative Approval and maintain Design and Construction costs within established budgets.

---

---

### **COLUMBIA COUNTY CONTRACTOR INSURANCE REQUIREMENTS**

The AGENCY / Contractor agrees to hold harmless and indemnify the County of Columbia and the Public Works Department of Columbia County, and the officers, agents, and employees of said County and the said Public Works Department, from and against all loss, damage, claims, demands, causes of action, and judgements arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the AGENCY and arising out of the AGENCY's performance of this Agreement. Additionally, the AGENCY agrees to procure and maintain, at its own expense, insurance of the kinds and in the amounts hereinafter provided, with insurance authorized to do business in the State of New York, covering all operations under this Agreement, whether performed by the AGENCY or by its subcontractor. Before commencing work on behalf of the County of Columbia, the AGENCY shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

- a. Coverage shall not be canceled or reduced until (30) days written notice has been given to the county.
- b. Underwriters will have no rights of recovery or subrogation against the County of Columbia, it being the intention of the parties that the insurance policies so effected shall protect both parties.
- c. The insurance company(ies) issuing the policy(ies) shall have no recourse against the County of Columbia for payment of any premiums or for assessments under any form of the policy.
- d. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the AGENCY in the amount as indicated in such policies.

The coverage parts and amount of insurance required are as follows:

1. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate. Coverage shall include bodily injury, property damage, and blanket contractual liability. The County of Columbia and the Public Works Department shall be named as an additional named insured.
2. Automobile Liability with minimum limits of \$1,000,000 each accident. Coverage shall provide for any vicarious liability of the County of Columbia and be applicable to all owned, non-owned, hired, borrowed or temporarily used vehicles of the AGENCY.
3. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
4. Professional liability insurance with a minimum of \$1,000,000 per occurrence and a \$3,000,000 annual aggregate. The County of Columbia and the Public Works Department shall be named additional insureds. (NOTE: in some cases this requirement of professional liability is not required. This decision is made on a case by case basis)

---

**Highway Division**  
Bernard Kelleher – Director  
PO Box 324  
Hudson, NY 12534  
(518) 828-1114  
(518) 828-8740 FAX

**Facilities Division**  
Robert Pinto – Director  
401 State Street  
Hudson, NY 12534  
(518) 828-0871  
(518) 828-2245 FAX

**Solid Waste Division**  
Jolene Race – Director  
401 State Street  
Hudson, NY 12534  
(518) 828-2737  
(518) 828-2245 FAX

**Engineering Division**  
Dean Knox – Director  
PO Box 324  
Hudson, NY 12534  
(518) 828-7011  
(518) 828-8401 FAX