



Request for Proposal (RFP)
for
MCA Campus Master Plan Update and Traffic Impact Analysis
Medical Center of the Americas Campus
El Paso, Texas
August 9, 2017

I. INTRODUCTION AND PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms or individuals to establish a term contract for Master Planning Services, Utility Master Planning Services, and Traffic Impact Assessment Services (herein defined as MP Services) on behalf of the Medical Center of the Americas Foundation (MCAF) (herein defined as MCAF, or Owner), a 501(c)(3) subsidiary of MCAmericas Holdings, Inc. (“MCAH”). This decision of award will be at the sole discretion of MCAF and such decisions will be based on MCAF’s sole opinion about which firm best meets the needs and requirements of MCAF.

After consideration of the options for procuring MP Services, MCAF determined that an RFP provides more specific documentation from the Offeror, including related costs, which will allow MCAF to determine which Offeror is the most qualified firm to complete the work.

II. GENERAL BACKGROUND

The MCA, through its various entities, works to advance the development of the Medical Center of the Americas (MCA) campus and advance the Paso del Norte region’s biomedical innovation pipeline. The MCA is the keeper of the vision to position the Paso del Norte region as the global leader of health delivery, education and research concentrating on issues unique to the Hispanic, border and military populations.

The approximately 440-acre MCA Campus is located south of Interstate 10, north and west of Paisano Drive, and east of Boone Street, in El Paso, Texas within zip code 79905, and is home to the following anchor tenants:

- Texas Tech University Health Sciences Center (TTUHSC) El Paso campus, including
 - Paul L. Foster School of Medicine
 - Gayle Greve Hunt School of Nursing
 - Graduate School of Biomedical Sciences

- Upcoming Woody L. Hunt School of Dental Sciences
- University Medical Center of El Paso (UMC)
- El Paso Children’s Hospital (Children’s)
- City of El Paso Public Health Department
- IP Psychiatric Hospital
- Maxine Silva Magnet High School for Health Professionals / Jefferson High School
- MCA Tech Park, including the Cardwell Collaborative, an approximately 60,000 square foot facility located along the northern boundary of the MCA campus. This LEED Silver building contains wet-labs, dry-labs, office incubator, high performance computing room, meeting and collaboration spaces, in addition to housing MCA and TTUHSC El Paso offices.

MCA Campus Master Planning History:

In the last 15 years, the city, state and private industry related to healthcare have invested almost \$400 million in state-of-the-art education, research and healthcare delivery buildings within this zip code. In addition, significant funding has gone into much needed infrastructure improvements, such as the TxDOT renovation of the Alameda corridor through the MCA Campus. Major investments have also been made into the programs that will operate in those buildings, not only from the state and local governments, but also from local philanthropists such as Paul L. Foster’s \$50 million endowment of the medical school and Woody Hunt’s \$10 million endowment of the Gayle Greve Hunt School of Nursing and \$25 million endowment for the upcoming Woody L. Hunt School of Dental Medicine. Yet, much work is necessary to improve the campus’ historically neglected infrastructure, such as roads, utilities, signage, landscaping, etc. so that the neighborhood can appropriately reflect the high caliber of education and occupation occurring within the campus and to give campus users and residents a safe, healthy and beautiful place to live and work.

The MCA created the first MCA Master Plan consisting of 140-acres, which was incorporated into the City of El Paso’s Comprehensive Plan in October 2008. In June 2011, the City incorporated the MCA’s expanded MCA Campus Master Plan of 440-acres, all of which was also re-zoned into SmartCode, allowing for mixed-use development more consistent with an inner-city academic medical center. The original smaller 140-acre campus nucleus is where the most rapid clip of development is taking place. In May 2013, the MCA created a focused master plan of a 13-acre parcel that it is in the process of purchasing from the City of El Paso, on which it will be developing a biomedical research park. During the Spring and Summer of 2014, the Texas Department of Transportation (TxDOT) began master planning efforts for transportation within the MCA Campus as a result of the I-10 improvements being planned alongside the MCA Campus. TxDOT realized that the employment headcount in the MCA Campus would soon exceed El Paso’s downtown employment headcount, resulting in increased traffic and transportation related issues in and around the campus.

The development of these various master plans as the campus needs and realities have come to light has been an essential step in coordinating the differing short- and long-range plans of the multiple campus partners. It has also served as a tool for garnering local, state and federal support for the growing medical industry in the region due to the coordinated efforts of all stakeholders pulling in a common direction. This next master planning effort focused on utilities comes as a result of the campus’ success requiring quicker attention to these major issues as the campus becomes a major employment center and utility user in an area of town considered blighted – but now with aspirations of being a major economic center.

III. PROJECT DESCRIPTION

The MCA and MCA campus partners have determined that the timing is right to update the MCA Campus Master Plan for several reasons. First, several anchor tenants have had significant leadership changes since 2011, including TTUHSC, UMC and Children's, which has led to different visions for the campus development. Second, significant portions of land in the core of the master plan have changed ownership since 2011. Third, several major buildings have been added to the campus since 2011, and future development plans have become more refined. And finally, campus use has grown from approximately 3,000 daily campus users (employees, patients, students, etc.) in 2000 to over 9,500 today. As a result of this campus transformation from largely residential and light commercial/industrial neighborhood to a dense academic medical campus, the utility and transportation infrastructure needs have changed significantly. Thus, the MCA will lead the next MCA MP efforts to update the MCA Campus Master to include current and planned future developments, with a corresponding Utility and Traffic Master Plan.

The MP Services should create a plan that gathers and analyzes information and ideas to coordinate the disparate anchor tenants' development goals while respecting the adjacent community and neighborhood needs into once plan that will guide an effective campus partnership over the next decade. The plan should include specific recommendations for the development, redevelopment, preservation, maintenance, viability, and sustainability of the MCA Campus that are consistent with these goals and objectives.

Mission: Establish the Regional Biomedical Cluster

The mission of the MCA Campus is to anchor and physically support the growth of a biomedical industry cluster in the Paso del Norte region, by providing world class facilities and services to biomedical translational research, technology commercialization, and biomedical enterprise attraction, retention, and growth.

Charter:

The proposed MP Services will help provide guidance and serve as a foundation to work cohesively with other campus partners to grow and develop our multi-institutional and multi-disciplinary campus to attract and foster translational biomedical research, innovation and commercialization focused on regional biomedical and economic development needs. It will serve multi-tenants including regional universities, startup and large biomedical enterprises, public and private biomedical labs and clinical trial network services.

Objectives:

By completing the MP Services, MCAF hopes to create a MCA Campus Master Plan that achieves the following objectives:

- Brings all campus partners' goals and objectives to the planning table to create a robust, coordinated and mutually beneficial plan that all partners agree upon and can work together to achieve.

- Details in a comprehensive manner the major transformation of the campus that has occurred and will continue to occur for the use of utility companies, city / state departments of transportation, and other supporting agencies future planning needs.
- Identifies major campus infrastructure needs so that they can be planned and budgeted for by the appropriate parties.
- Provides a framework for the continued development of a state-of-the-art medical and academic research and technology commercialization campus and facilities that will attract leading students, medical professionals and scientists to the region.
- Establishes the MCA campus as an “economic engine” that will grow the region’s healthcare biomedical industry, creating high-skill jobs.

Guiding Principles:

MCA Campus Master Planning activities must consider the following guiding principles:

- *Vision:* Includes the overall vision for the MCA and the healthcare infrastructure of the Region, using the existing MCA Campus Partners as the basis for the plan along with other key participants that have tenancy outside of the MCA campus but are part of the MCA unified concept.
- *Goals:* Contains well defined goals and objectives for the community for the next decade, and specific recommendations for the development, redevelopment, preservation, maintenance, viability, and sustainability of the MCA campus that are consistent with these goals and objectives. Assesses whether the existing structure and its anticipated development is the optimal means for the goals and objectives stated, and offers alternatives if these are not found to be optimal.
- *Population Growth and Health:* Considers geographic and population growth guidelines, and the unique demographic composition and health needs of the region.
- *Current and Planned Facilities and Capital Improvements:* Considers the inventory of current facilities on the MCA campus and other health and biomedical science facilities throughout the City and Region, as well as current and planned capital improvement projects in the existing MCA Campus.
- *Potential Future Partners:* Considers the involvement of organizations and institutions in the community that may not be physically located in the existing MCA area, but that wish to participate in the education, research and clinical services being provided under the auspices of the MCA. Such institutions include the University of Texas at El Paso (UTEP), Beaumont Hospital, New Mexico State University, Universidad Autónoma de Cd. Juarez, etc.
- *Land Acquisition:* Considers the requirements for acquiring land on the MCA campus or elsewhere in the city (depending on the technology recommendations given) and the methods of land/facility acquisition.
- *Future Investment Opportunities:* Considers future investment opportunities such as future specialty hospitals, rehabilitation facilities, medical office buildings, commercial shopping centers, Retail establishments, etc.

- *Residential and Other Support Facilities:* Considers the need for residential facilities, hotels, restaurants and other retail and commercial establishments that support the MCA Campus facilities either within the MCA campus or in its adjacencies.
- *Connectivity:* Considers other economic centers in El Paso, such as downtown and UTEP to ensure proper and efficient connectivity.
- *Traffic and Pedestrian Control:* Considers the parking and transportation location and quantity needs of patients, employees and researchers, especially if the resulting Master Plan does not have physically congruent facilities (i.e., facilities spread throughout the city or region), and provides a pedestrian movement plan.
- *Technology Requirements:* Considers existing and future healthcare, research, business and communications technology that may change the size, structure and location of the campus and its facilities.
- *Zoning and Utilities:* Considers the current zoning, utility, drainage, and power needs of the campus and the future needs to be addressed including upgrades, realignment, and removal.
- *Adjacency Respect:* Considers the residents and land owners of the neighborhoods within and adjacent to the campus to ensure that their own community/neighborhood master plans, rights and wishes are treated with respect, while accomplishing the goals of the MCAF.
- *Health Care Outcomes:* Considers the research available that demonstrates that a medical center's physical environment is linked to patient and staff outcomes in the areas of reduced staff stress and fatigue and increased effectiveness in delivering care, improved patient safety, reduced patient stress and improved outcomes, and improved overall health-care quality.
- *Environmental Respect:* Considers the environmental impact of a campus construction and of a high energy-use industry by planning for high performance, sustainable buildings and an eco-friendly campus design.
- *Timelines, Costs, Funding:* Explores and recommends specific attainable implementation strategies including time-tables, realistic cost projections, funding mechanisms, realistic partnering strategies and opportunities and other means as may be necessary and appropriate to ensure the successful implementation of the recommendations.
- *Master Planning Timelines:* Has the desired starting and ending dates of September 2017 - June 30, 2018.
- *Coordination:* Coordinate with MCAF staff and board, MCA campus anchor tenants, neighborhood associations, the City of El Paso and other planning and development projects.

IV. SCOPE OF SERVICES

In order for coordinated, effective and respectful development to continue on the MCA Campus, an update to the MCA Campus Master Plan, to include utility and traffic planning is required.

1. Information and Data Gathering

Gather and review all previously prepared studies and maps of the MCA campus, including but not limited to:

- i. 2008 MCA Campus Master Plan
- ii. 2011 Expanded MCA Campus Master Plan
- iii. MCA SmartCode
- iv. TIRZ #6
- v. MCA Campus Incentive Zone
- vi. MCA Tech Park – 13-acre master plan
- vii. TTUHSC El Paso campus master plan
- viii. 2014 TxDOT MCA Campus Multi-Modal Transportation Master Plan
- ix. Utility Maps

2. Stakeholder Meetings

- a. Meet with project stakeholders to discuss objectives of MP, discuss data gathering requirements, identify major issues to be addressed, and obtain initial development and infrastructure concepts.
 - i. Texas Department of Transportation
 - ii. Union Pacific Railroad (UPRR)
 - iii. El Paso Electric Company
 - iv. Texas Gas Services
 - v. Telecommunications Companies (TW Telecom, AT&T, Transtelco)
 - vi. Water Improvement District
 - vii. San Juan Neighborhood Association
 - viii. Camino Real Regional Mobility Authority
 - ix. Housing Authority
 - x. El Paso County
 - xi. City of El Paso (Planning and Development Department; Department of Transportation; Sun Metro (mass transit); El Paso Water Utilities (EPWU) (water/wastewater, storm water); Tax Increment Reinvestment Zone #6 board)
- b. Meet with campus partners to discuss and analyze projects planned for the next 5 years, 10 years, and long-range scenarios. Obtain development projections from all campus users (e.g., future projects planned, anticipated development dates, square footage, number of floors, types of use). Major campus partners include:
 - i. MCA
 - ii. TTUHSC El Paso
 - iii. UMC
 - iv. Children's
 - v. El Paso Psychiatric Center
 - vi. City Public Health Department
 - vii. El Paso Independent School District
 - viii. Others

- c. Conduct multiple technical meetings with utility companies to request and analyze data, create development scenarios, coordinate efforts, and validate recommendations.
- d. Conduct at least one public meeting to provide information on the project, identify infrastructure needs and discuss recommendations.
- e. Meet with campus partners and stakeholders to present master plan concepts, results and recommendations.

3. Master Plan Development

Using the information gathered from campus partners on development plans and forecasts, as well as development concepts from all stakeholder, perform the needed technical, and engineering analysis needed to develop a master plan that can be adopted by all parties.

a. Stormwater

- i. Evaluate stormwater issues for the development of the 440-acre campus.
- ii. Review phasing and programming of the projects required to mitigate the issues identified by the El Paso Water Utilities (EPWU) Stormwater Masterplan.
- iii. Coordinate with the City of El Paso Development Department on stormwater guidelines.
- iv. Coordinate with TxDOT, El Paso Department of Transportation, and Union Pacific Railroad on projected roadway improvements in the area and its potential impacts to stormwater infrastructure.
- v. Create a recommendation for stormwater upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.

b. Drinking Water

- i. Calculate potential water demands in the next 5 years, 10 years, and long-range scenarios for the different sectors of the 440-acre campus based on the aggregated development projections from all major campus users.
- ii. Evaluate water infrastructure improvements with EPWU necessary to accommodate projected developments.
- iii. Coordinate with TxDOT, El Paso Department of Transportation, and UPRR on projected roadway improvements in the area and its potential impacts to potable water infrastructure.
- iv. Create a recommendation for potable water upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.

c. Waste Water

- i. Calculate potential sewage generation in the next 5 years, 10 years, and long-range scenarios for the different sectors of the 440-acre campus based on the aggregated development projections from all major campus users.
- ii. Evaluate sewage infrastructure improvements with EPWU necessary to accommodate projected developments.
- iii. Coordinate with TxDOT, El Paso Department of Transportation and UPRR on projected roadway improvements in the area and its potential impacts to sewage infrastructure.

- iv. Create a recommendation for waste water/sewage upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.
- d. Natural Gas**
- i. Calculate potential natural gas demands in the next 5 years, 10 years, and long-range scenarios for the different sectors of the 440-acre campus based on the aggregated development projections from all major campus users.
 - ii. Evaluate natural gas infrastructure improvements with Texas Gas Service necessary to accommodate projected developments.
 - iii. Coordinate with TxDOT and El Paso Department of Transportation on projected roadway improvements in the area and its potential impacts to natural gas infrastructure.
 - iv. Create a recommendation for natural gas upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.
- e. Electricity**
- i. Estimate the electrical system demands in the next 5 years, 10 years, and long-range scenarios for the different sectors of the 440-acre campus based on the aggregated development projections from all major campus users.
 - ii. Evaluate El Paso Electric Company's existing transmission and distribution electrical system infrastructure and identify additional infrastructure and improvements necessary to accommodate projected developments.
 - iii. Coordinate with TxDOT and El Paso Department of Transportation on projected roadway improvements in the area and its potential impacts to existing and new transmission and distribution electrical system infrastructure.
 - iv. Create a recommendation for transmission and distribution electrical system upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.
- a. Telecommunication**
- i. Evaluate current telecommunication company coverage in the 440-acre campus.
 - ii. Coordinate with telecommunication companies on the projects required to accommodate projected developments based on the aggregated development projections from all major campus users. Ensure that a sufficient "redundant fiber ring" is planned for the campus.
 - iii. Coordinate with TxDOT and El Paso Department of Transportation on projected roadway improvements in the area and its potential impacts to telecommunication infrastructure.
 - iv. Create a recommendation for telecommunication upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.

b. Transportation

- i. Provide a Traffic Impact Analysis for the next 5 years, 10 years, and long-range scenarios for the different sectors of the 440-acre campus based on the aggregated development projections from all major campus users.
- ii. Coordinate with TxDOT and El Paso Department of Transportation on projected roadway improvements in the area.
 - a. I-10 Reynolds St. to Airway Blvd. - TxDOT proposed additional lane in each direction of I-10; relocating, reversing and adding or eliminating existing ramps. Also proposed rebuild of the Reynolds Bridge with turnaround lanes and accommodations for better a pedestrian/bike pathway.
 - b. TxDOT West Spur – TxDOT proposed capacity improvement, operation, circulation and safety on I-10 and adjacent corridors including Alameda St. SH-20 to serve the MCA Campus.
- iii. Identify the road structures being proposed by TxDOT for the MCA Campus. Update the SmartCode regulating plan for the MCA Campus with the City Planning Department to ensure that the proposed road structure through the campus is allowed and supported by the approved SmartCode regulating plan.
- iv. Create a recommendation for transportation upgrades (including mass transit, vehicular, pedestrian and bike) for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.

c. Rail

- i. Coordinate with Union Pacific Railroad (UPRR) for any infrastructure work planned in proximity to its railroad tracks, which run east to west along the MCA Campus. Potential future work includes:
 - a. Boring underneath the railroad tracks to connect utilities from North portion of Campus to main utility lines installed along SH-20.
 - b. Construction of TxDOT West Spur, a new road to connect I-10 to SH-20.
 - c. Potential closure or improvement of existing railroad crossings.
 - d. Evaluate the ability to create a “quiet zone” through the MCA Campus.
- ii. Create a recommendation for waste water/sewage upgrades for the MCA Campus for the next 5 years, 10 years and long range based on the aggregated development projections of all major campus users.

4. Cost Estimates, Funding Analysis and Recommendations

- a. Develop order of magnitude cost estimates for the required improvements for the next 5 years, 10 years, and long-range scenarios for the different sectors of the 440-acre campus.
- b. Conduct an analysis of which financing mechanisms are available to implement the outcomes of the Utility Master Plan and prepare a recommendation for the city, county, state, and federal governments, utility companies and campus users.

- c. Create a roadmap (i.e., recommendations) for the community, utility companies and stakeholders to follow to achieve the funding needed from the appropriate sources for projects identified in a timeframe needed for the identified future developments.

V. REQUIRED DELIVERABLES

Deliverables required for this MCA Campus Master Plan shall include:

- a. State all assumptions used in analysis and make reference to and/or include all supporting documents used to prepare the report.
- b. MCA Campus Master Plan map and rendering (should include the various options or various versions for the different possible facility use for future investment opportunities).
- c. MCA Campus Utility Master Plan, based on conclusions of above MCA Campus Master Plan work (should include the various options or various versions for the different possible facility use for future investment opportunities).
- d. MCA Campus Traffic Impact Assessment and Plan, based on conclusions of above MCA Campus Master Plan and Utility Plan work.
- e. Build-out timelines and life cycle cost projections/modeling to reflect at least 3 scenarios and at least 3 time-frames (i.e. 5, 10, 20 years)
- f. Cost estimates, and suggested funding plan/options.
- g. Presentation of findings and recommendations using nontechnical jargon to help the MCAF Board with their decision making that meet goals, vision and budget
- h. Initial, Preliminary, 80%, and Final Design meetings will be required to be conducted with the MCAF board.

VI. TERMS AND CONDITIONS:

- A. All responses shall become the property of MCAF and will not be returned.
- B. MCAF will not be held responsible for any costs incurred by the Offerors for work performed in the preparation and production of a proposal or for any work performed prior to the issuance of a contract or notice to proceed.
- C. There shall be no compensation made to respondents to the RFP.
- D. Offerors who submit a proposal in response to this RFP may be required to give a presentation of their proposal to MCAF via an on-line or video conference format. This provides an opportunity for the Offeror to clarify or elaborate on the proposal and is intended to be a fact finding and explanation session. MCAF will schedule the time and location of these presentations. The time of any such presentations will be determined at a later date. MCAF reserves the right to visit or not visit any Offerors' client sites as a part of the evaluation process.
- E. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses.

- F. Amendments to this RFP may be necessary prior to the closing date and will be posted on the Medical Center of America's website at www.MCAmericas.org. It is the responsibility of Offerors to become informed of any addendum(s) and failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.
- G. MCAF reserves the right to reject any or all responses to the RFP; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel requirement in its entirety.
- H. MCAF retains the right to contact any/all Offerors after submittal in order to obtain supplemental information and/or clarification in either oral or written form.
- I. Ownership of all data, materials and documentation originated and prepared by MCAF pursuant to the RFP shall belong exclusively to MCAF.
- J. MCAF is exempt from payment of taxes under Chapter 151, Texas Tax Code, known as Limited Sales, Excise and Use Tax Act, for the purchase of tangible personal property.
- K. For the purpose of determining the place of Agreement and the law governing same, the agreement between MCAF and the Commissioning Agent will be entered into in the County of El Paso, State of Texas and shall be governed by the laws of the State of Texas.
- L. The selected consultant shall comply with the terms and conditions of the MCAF Agreement Between Owner and Master Planner, which includes the following minimum insurance requirements:

WORKERS COMPENSATION with statutory limits and EMPLOYERS LIABILITY with minimum limits of US\$1,000,000. Policy shall include waiver of subrogation in favor of Owner and its subsidiaries, officers, directors, trustees, employees, agents, and affiliated companies;

AUTOMOBILE LIABILITY with a minimum combined single limit of \$1,000,000 if licensed vehicles are used in connection with this agreement and at all times when such vehicles are operated on Owner's leased or owned premises. Owner and its subsidiaries, officers, directors, trustees, employees, agents, and affiliated companies shall be included as Additional Insureds;

COMMERCIAL GENERAL LIABILITY for bodily injury and property damage liability, including Premises/Operations, Products/Completed Operations, Contractual Liability, Independent Contractor's Liability, Broad Form Property Damage and Personal/Advertising Injury with limits not less than US \$5,000,000 per occurrence and US \$5,000,000 general aggregate. Owner and its subsidiaries, officers, directors, trustees, employees, agents, and affiliated companies shall be included as Additional Insureds and provided with a Waiver of Subrogation;

PROFESSIONAL / ERRORS AND OMISSIONS LIABILITY with minimum limits of \$1,000,000 for each claim with a minimum annual aggregate of \$1,000,000.

VII. SUBMITTAL REQUIREMENTS

Respondents to this RFP shall include the following material, in the order listed below.

- A. Cover Letter – Provide a general introduction, describe the philosophy of the firm and areas in which firm excels. Confirm which Principal or Officer or Regional Manager will be assigned the Project and provide monthly updates to the Program Manager.
- B. The capacity of the Offeror to make a complete presentation in a brief, concise manner that is consistent with the requested format will be favorably considered. Statements of Proposal shall be a MAXIMUM of thirty-one (31) printed (TOTAL) pages. Pages shall be numbered sequentially using Arabic numerals (1, 2, 3, etc.), printed on one side only and with a minimum font size of eleven (11) in Arial font. The selection committee shall remove and reject any pages exceeding thirty-one (31). The cover, cover letter, table of contents, financial statements, divider sheets, any exhibits, and signed RFP solicitation package as described in Tab 1 do not count as printed pages.
- C. Statements of Proposal shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings, comb bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS. Properly submitted Proposals will not be returned to Offeror.
- D. SPECIFIC REQUIREMENTS: The following components are to be considered as contents for a complete submittal. Owner shall evaluate and compare only Statements of Qualification that substantially conform to the terms and conditions of the RFP. MCAF reserves the right to reject any and all submissions and to waive any technicalities. Each bound copy must be in the following format, presented and submitted in TABS as noted below:

TAB 1 COVER LETTER & TABLE OF CONTENTS (Limit to 2 pages.)

TAB 2 RFP & ADDENDUM SIGNED (Limit to 2 pages.)

The return of the RFP cover sheet (Page 1) and addenda, if any, signed and filled out as required.

TAB 3 EXECUTIVE SUMMARY (Limit to 1 page.)

The Executive Summary shall provide a brief summary of the Statements of Qualification contents, emphasizing any unique aspects or strengths of the submission.

TAB 4 OTHER INFORMATION FROM OFFERER (Limit to 1 page.)

The Offeror may provide any additional information that they feel is necessary to communicate to the Owner regarding their firm or this project.

TAB 5 BUSINESS ORGANIZATION AND HISTORY OF THE FIRM (Limit to 3 pages.)

Provide a narrative on the history of the firm including years in business and the depth of resources to provide Master Planning Services, Utility Planning Services, and Traffic Impact Assessments. Explain the size of your firm, including office locations and the legal structure. If submitting as a team, provide this information for each party in the team, and include a description of how the parties will team for this project.

TAB 6 ORGANIZATIONAL STRUCTURE AND STAFF PLAN/KEY PERSONNEL (Limit to 10 pages.)

This section of the submission shall contain the following information and data:

- 5.1 If the Offeror is a corporation, provide the following information:
 - 5.1.1 Date of incorporation
 - 5.1.2 Place of incorporation and principal place of business
 - 5.1.3 Officers and Directors (include position, address and telephone number)
 - 5.1.4 Affiliates, partner corporations, and subsidiaries

- 5.2 If the Offeror is a general or limited partnership, provide the following information:
 - 5.2.1 General Partners (include address and telephone number)
 - 5.2.2 Limited Partners, if applicable (include address and telephone number)

- 5.3 If the Offeror is a joint venture, provide the following information:
 - 5.3.1 Date of formation
 - 5.3.2 Name and address of each venture partner
 - 5.3.3 Principals of each venture partner
 - 5.3.4 Venture partner holding the majority of interest in the joint venture and its percentage of interest.

- 5.4 If the Offeror is not a corporation, general or limited partnership, or joint venture, please identify the type of business entity and provide any pertinent information.

- 5.5 Provide the total number of employees (divided into full and part-time) and if a sole proprietor, so state this.

- 5.6 Organizational Chart
 - 5.6.1 The Offeror shall submit a detailed organizational chart identifying the individuals that the Offeror proposes to perform the services required under the Agreement. Any firms or individuals that are proposed to be subcontracted to the Offeror shall be clearly noted as such.
 - 5.6.2 The organizational chart shall be accompanied by a narrative summary indicating the duties, the functional responsibilities, and the designated authority of each individual on the chart.

5.6.3 For each key personnel identified by the Offeror, the Offeror shall provide a Personnel Profile per Exhibit A.

5.7 Identify any of the required services that you intend to subcontract, if any.

5.8 State each person's long-term availability and commitment to the project and state any obligations that your firm has during the time period of the project that may impact your ability to provide the services necessary to meet the project schedule.

TAB 7 MANAGEMENT APPROACH AND UNDERSTANDING OF THE SCOPE OF WORK (Limit to 4 pages.)

6.1 The Offeror shall provide a detailed narrative of the management approach that will be used for the Project. The Offeror should identify any unique experience, qualifications, techniques, and approaches that will best achieve the Project's objectives.

6.2 The Offeror shall describe their understanding of the scope of work, and the work and process required to achieve the study goals and required deliverables.

TAB 8 EXPERIENCE ON SIMILAR PROJECTS (Limit to 3 pages.)

This section of the Statements of Qualification addresses the firm's related experience:

7.1 Experience in Medical Campus Planning, including utility and traffic planning: Describe the Offeror's experience in the last five (5) years in any master planning projects involving facilities of significant scope, similar to the MCA Campus.

7.1.1 Identify project name, location, description, size, and final cost.

7.1.2 Designate Owner and any other key project team members

7.1.3 List Contractor, Architect, Program Manager and consultants

7.1.4 Highlight key personnel who worked on the project who are being proposed for MCA Campus project and their role on the listed Project.

7.1.5 Describe any significant operating problems in the project over the first 3 years of operation. Explain how these problems were resolved.

TAB 9 REFERENCES (Limit to 1 page.)

8.1 Provide the name, address and telephone number of three (3) project Owners to act as references for the Offeror with whom Offeror has worked with within the last five (5) years, preferably on the projects listed in TAB 7. Identify the project(s), location(s), and services performed, unless a project already described in TAB 7.

8.4 Please indicate that the Offeror provides consent to Owner to contact the Offeror's references, for purposes of evaluating the Offeror for the Project. Any

information obtained from the Offeror's references will not be disclosed to the Offeror.

TAB 10 MOST RECENT AUDITED FINANCIAL STATEMENTS (Not included in page count.)

The Offeror shall provide reviewed or audited financial statements for the past three (3) fiscal years. An independent, licensed, certified public accountant or certified public accounting firm shall have reviewed or audited the statements.

TAB 11 FEE PROPOSAL (Limit to 2 pages.)

The Offeror shall provide a fee proposal in the format provided in Exhibit B, "Fee Proposal Form."

By submitting a Proposal, the Offeror acknowledges that they have investigated and satisfied themselves as to the conditions affecting the work. Failure by the Offeror to acquaint himself with the available site information will not relieve him from being held responsible for including all necessary costs of successfully performing the work. The Owner shall not be responsible for any interpretations made by the Offeror of the information made available during the proposal process.

TAB 11 PROPRIETARY INFORMATION (Limit to 1 page.)

Offeror may be exempt from public disclosure by the Texas Attorney General. Offeror must provide written notice of what information is considered proprietary before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific works, figures, or paragraphs that constitute trade secret or proprietary information.

TAB 12 COMPLIANCE OF INSURANCE, CONTRACT AGREEMENT, ARBITRATION/LITIGATION, and CONFLICT OF INTEREST (Limit to 1 page.)

12.1 Confirm if your firm will accept the MP Services Agreement (Exhibit C) without exception or submit the exact changes that that the Offeror would require.

12.2 Confirm that your firm will comply with the minimum insurance requirements as described in Section V TERMS AND CONDITIONS.

12.2.1 Identify what additional expenses you would incur to obtain the required insurance coverage.

12.3 Describe any arbitration proceedings or litigation in the last five (5) years initiated by or against the Offeror related to any planning project by providing the following:

12.3.1 Project name, location and description

12.3.2 Date

12.3.3 Owner and any other key project team members (include address and telephone number)

12.3.4 Services performed

12.3.5 Nature of dispute and outcome

12.4 Disclose any financial or legal conflicts of interest, whether existing or potential, which may affect Offeror's performance of services required under the Agreement if Offeror is selected as Master Planner, including, but not limited to, any business services currently being provided for institutions that may be in direct competition with MCA- TP. MCAF is not aware of any campus in the El Paso area that is, or will be, in competition with the MCA Campus; that said however, MCAF wants to ensure that propriety information developed as part of this project is not shared with potential competitors and it is the Offeror's responsibility to notify MCAF of any possible conflict of interest.

VIII. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA: Statements of Qualification generally will be evaluated using the following criteria, which are listed in no particular order of importance:

- Business Organization and History of the Firm (15 Points)
- Organizational Structure & Staff Plan/Key Personnel (15 Points)
- Management Plan & Understanding of the Scope of Work (15 Points)
- Experience on Similar Projects (40 Points)
- References (5 Points)
- Fee Proposal (10 Points)

B. SELECTION CRITERIA: MCAF shall make the selection and award on the basis of demonstrated competence and qualifications to perform the services. MCAF shall first select the most highly qualified Offeror that can deliver the project most efficiently and then negotiate a contract with that Offeror a fair and reasonable price within the parameters of the Proposal. If a satisfactory contract cannot be negotiated with the most qualified Offeror, then MCAF shall end negotiations with that Offeror and select the next most highly qualified Offeror and negotiate a contract with that Offeror a fair and reasonable price within the parameters of the Proposal. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this RFP and the Offeror's submission as negotiated.

D. AWARD CRITERIA: A selection will be made based upon the technical evaluation in accordance with the MCA Procurement Policy. MCAF may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should MCAF determine in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that

Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this RFP and the Offeror's proposal, as negotiated.

- E. RIGHT TO WAIVE FORMALITIES AND ACCEPT OR REJECT PROPOSALS: The Owner reserves the right to waive any or all formalities of this RFP process. Minor irregularities in proposals that are immaterial or inconsequential in nature may be waived by the Owner whenever it is deemed, in the Owner's sole judgment, that such irregularities do not affect the process or the outcome.
- F. The Owner is under no obligation to select any Offeror and reserves the right to accept or reject any or all proposals based solely on the Owner's determination as to the suitability of the proposals received, and the best interests of the Owner.
- G. MCAF will consider the Fee Structure proposed by the Offeror during the decision of award; the compensation to be received under any final contract with the successful Offeror will be subject to negotiations within the parameters of their original proposal.

IX. QUESTIONS AND RFP SUBMISSION

- A. Questions concerning this RFP shall in writing in the format identified in Exhibit D and directed VIA EMAIL with the subject line "RFP for MP Questions" to:

Nahum S. Apodaca, MCA Manager of Campus Planning and EHS
nahum@MCAmericas.org

X. COMMUNICATIONS

- A. From the issuance of this RFP until contract award, communications concerning this solicitation, its evaluation and negotiations are formal. All correspondence, whether oral or written, must be communicated directly to the individual shown above. Firms may be permitted to speak directly with other MCA or MCAF personnel to obtain or receive clarification on technical issues, but must have permission from the individual shown above prior to making such contact. At any time during the RFP process firms are not permitted to ask questions about other vendor's proposals, equipment, or services or to seek information from MCA or MCAF personnel on the RFP evaluation results. If a vendor is approached by MCA or MCAF personnel with information or questions concerning the RFP, the vendor shall immediately contact the individual shown in part VIII.A. above for direction. Failure to abide by this formal communication requirement may cause MCAF to disqualify your firm's proposal from further consideration.

- B. Respondents shall submit five (5) spiral bound copies of their proposal in a sealed envelope / package, no later than 3:00 PM (Mountain Time) September 8, 2017 to:

Emma W. Schwartz
President, MCA Foundation
5130 Gateway East, Suite 110
El Paso, Texas 79905

with the words “Proposal for MCA Campus Plan Update” clearly marked on the outside of the sealed envelope/package. One copy must have original signatures and the rest of the copies can have photocopied signatures. An authorized representative of the Offeror must sign proposals. One (1) electronic version of the RFP on CD must accompany the submittal, and it is very important that the CD copy be exactly the same as the original hard copy. Responses must be mailed, express mailed or hand-delivered. No faxed or emailed copies of responses will be accepted. All materials must be submitted by the deadline.

XI. PERTINENT DATES

Key Project Planning schedule milestones, subject to change at the Owner’s sole discretion are:

Release of RFP	August 9, 2017
Closing Date for Inquiries	August 21, 2017 3:00 PM Mountain Time
Responses to Inquiries Provided to all Offerors	August 23, 2017
Proposals Due	September 8, 2017 3:00 PM Mountain Time
Notification of Award	September 15, 2017

XII. ACRONYM GLOSSARY

- MCA – Medical Center of the Americas
- MCAF – MCA Foundation
- MCAH – MCA Holdings, Inc.
- MP – Master Plan
- TTUHSC – Texas Tech University Health Sciences Center
- TxDOT – Texas Department of Transportation
- RFP – Request for Proposals
- UMC – University Medical Center of El Paso
- UTEP – University of Texas at El Paso

XIII. EXHIBITS

- Exhibit A Personnel Profile Form
- Exhibit B Fee Proposal Form
- Exhibit C Sample Agreement
- Exhibit D Vendor Question Form

***** End of Request for Proposal Document *****