

State of Louisiana
Department of Health and Hospitals

Issued: November 15, 2012

Request for Information (RFI) for Technical Advice and Review of Applications, Plans, and Invoices
For the HVAC Generator Grant Program

To All Interested Entities:

This Request for Information (RFI) is for Louisiana Department of Health and Hospitals (DHH) planning purposes only and should not be construed as a Request for Proposals (RFP). This is not a solicitation for offers. There will not be an RFP issued as a result of this RFI. Following a review of responses received, DHH may select, negotiate and enter into a contract or contracts with an entity or entities who can provide architects and engineers to conduct technical review and evaluation of applications participating in the HVAC Generator Grant Program; monitor installation and provide inspections; provide administrative services for the Program; and review invoices from participating health care or sheltering facilities.

In order to receive additional information/correspondence as information is updated, please provide the name and e-mail address information for a single individual to serve as point of contact for your organization and to whom responses to questions will be provided. Submit this information to Audrey Pugh at Audrey.Pugh@LA.Gov on the attached form.

Background

The devastating hurricanes of 2005 caused extensive flooding and damage to many of Louisiana's southernmost hospitals and nursing homes. Generators placed below flood levels were destroyed and efforts have been ongoing to replace and elevate them in accordance with minimum licensing standards.

As Louisiana continued to recover from the damage caused by Katrina and Rita, Gustav and Ike struck in 2008, followed by Isaac in 2012. During Gustav and Ike, 78 hospitals had full or partial evacuations requiring the relocation of more than 1,250 patients. Forty-two hospitals experienced power outages. There were 101 nursing homes that had full or partial evacuations resulting in the relocation of 8,887 residents. Twenty-four nursing homes also experienced power outages.

Gustav and Ike brought an unprecedented power outage to the central region of the State. Many areas were without power for a week, while others were without power for nearly a month after the storm made landfall. For our citizens in hospitals and nursing homes, generators can be the difference between life and death.

The extremely valuable lesson learned during the events of 2008 is that emergency preparedness reaches further than securing the exterior walls, raising the foundation, or even securing staff and volunteers to take care of patients. It includes, once all of these factors are satisfied, providing climate regulation and equipment to sustain a temperature that can maintain frail and infirm patients safety for the duration of any power outage.

The need for air condition (HVAC) generators has been widely recognized as a genuine health care sustaining need for hospitals and nursing homes in Louisiana. Funds committed to this program by the Federal Emergency Management Administration (FEMA) could save lives and help Louisiana's facilities continue to improve their capacity to weather even the most treacherous natural disasters.

Distribution of Funds to Medical Facilities:

1. Nursing Homes and Hospitals: While all licensed hospitals and nursing homes are required to have generator capability to obtain a license and to be accredited by the joint Commission and other organizations, these generator capability requirements do not extend to the HVAC systems in these facilities. A lesson learned from the hurricanes of 2008 and 2012 was that hospitals and nursing homes would have emergency HVAC capabilities during an extended power outage which may help to avoid a partial or complete evacuation of their patient/resident populations. Matching funds were made available to hospitals and nursing homes in a reimbursement-based program to improve generator capabilities to power HVAC.

A condition of participation in the Grant Program requires the submission of project scope and cost prior to award. Professional architect and engineering services will be required for the professional review of submitted projects' scope and cost and also the review of invoices to ensure accuracy and appropriateness of facility expenditures. All hospitals and nursing homes, regardless of ownership status (private, public, for profit, etc.), licensed by the Louisiana Department of Health and Hospitals, Health Standards Section are eligible to participate. However, facilities-within-facilities (FWF) are not eligible to participate.

2. Critical State Programs:

- A. Generators are also provided for various shelter locations across the State.
- B. The maximum funding which may be allocated by FEMA for this grant program is \$32 Million. The Department has developed an allocation model which it will apply to determine the funding available for each facility. The model for this program was adapted for that currently used in the HHS Preparedness program.

Purpose of the RFI

The Louisiana Department of Health and Hospitals is in the process of continuing a statewide emergency HVAC power generator program to assist Louisiana licensed hospitals, nursing homes, and various state operations in engaging in this very important, cost-effective hazard mitigation activity. The purpose of the HVAC Generator Grant program is to improve electrical power generating capabilities prior to and

immediately following a disaster and equip facilities with emergency power capability to power HVAC, operating suites, and other critical functions currently unavailable with existing generator capabilities. The purpose of the RFI is to obtain the services of a contractor or contractors to provide services of Architects and Engineers to provide technical consultative and administrative services to DHH in the implementation of the program.

DHH is seeking one or more contractors to provide one or a combination of specific areas of the activities listed in the RFI.

Scope of Work

The Louisiana Department of Health and hospitals requires assistance by architects and Engineers with expertise in generators, their cost, installation and operation to conduct technical review of the applications submitted by medical institutions participating in the program described below. Review of billing statements is also required to ensure that the reimbursement of funds is in keeping with the scope of the program, and with the plan submitted by the facility and approved by DHH. Such specialized services are needed to properly review applicant facilities' plans or other submissions and to monitor installation and post-installation inspections to ensure accuracy and appropriateness of facility expenditures.

The scope of work includes the following:

1. To provide technical review of submitted documents using scalable and sortable criteria.
2. To evaluate the viability of the project to ensure it meets the scope of the Program.
3. To collect and/or request additional information from the facility if the preliminary documents lack sufficient data to determine project clarity and viability.
4. To organize and maintain filing system for submitted documents, to organize and maintain an electronic, sortable, accessible, web-based system of submitted proposals.
5. To develop a sortable electronic database to catalog the following variables: participating entities, amount allocated to each entity, project start dates, contract effective dates, project completion status, amounts invoiced by and amounts paid to participating entities.
6. To work/coordinate closely with the Department of health and Hospitals Project Manager and provide weekly updates on project milestones, potential challenges, and timetables.
7. To submit monthly reporting to certify that the invoices, fiscal reports and performance report are in accordance with grant guidance.
8. To develop the quarterly report of approved facilities that are eligible for reimbursement under the terms of the Grant Program. This report will be submitted for approval to the DHH Project Manager.

DHH Responsibility

Grant Administration: The Louisiana department of Health and Hospitals (DHH) will serve as grant administrator for the Generator Grant program. In this capacity, DHH has assigned a Project Manager and appropriate supporting staff to oversee this grant at the highest level. Such duties will include grant and contractor oversight, monitoring and all clerical responsibilities associated with the grant, for the duration of the grant, as well as ensuring compliance with all reporting and auditing requirements.

Overall Project Performance: DHH shall monitor contractor performance so as to ensure that the overall project performance and outcome is met. To this end, DHH will conduct the following:

1. Collaboration and Coordination: to coordinate with agencies (i.e. GOHSEP, contractors, DHH, program offices, and/or other stakeholders as applicable. The status, potential challenges, timetables, project milestones, and fiscal report of the overall project.
2. Communication: to regularly communicate (ie. Project management and grant reports, status reports and/or regularly scheduled meetings) with grantees and contractor for troubleshooting, input, transparency, and demonstration of stewardship of funds.
3. Resource Management: to identify and resource the gaps necessary to ensure project performance (i.e. Technical support, administrative support, etc) as needed.
4. Fiscal Accountability: to distribute funds (cut checks, send out to the facility by certified mail - or electronic fund transfer and report to the Project Manager when the checks have cleared the bank account).

Before issuing a check, the following procedures must be met:

- A. Facilities shall submit the invoice, the required supporting documentation, fiscal report and performance report electronically using web-based system.
- B. DHH will receive technical assistance from the Contractor (9s) to ensure that the invoices, fiscal report and performance report are in accordance with grant guidance. DHH will receive and review the Contractor's technical assistance which includes the Quarterly Report of Facilities that can be reimbursed which has been submitted for approval to the DHH Project Manager.
- C. The Project Manager will request fiscal authority to provide facility reimbursement.

Responding to this RFI:

Respondents to this RFI should submit information for each of the following areas:

1. Qualifications and Availability of Personnel
2. Hourly Rates for each type of professional (Architect/Engineer)
3. Understanding of the project Scope / Work Plan
4. Possible Conflicts of Interest

Responses should be submitted via mail or e-mail to:

Audrey Pugh
Louisiana Department of Health and Hospitals
628 North 4th Street
4th Floor
Baton Rouge, LA 70802
Audrey.Pugh@la.gov

The deadline for responding to this RFI is December 14, 2012 by 4:30 p.m. CDT

Questions and Answers

Questions may be submitted at any time but should be submitted no later than November 30, 2012 by 4:30p.m. CDT via email to: Audrey.Pugh@la.gov

Answers will be provided via e-mail to all entities which have submitted Point of Contact Information no later than December 7, 2012, by 4:30p.m. CDT.

State of Louisiana
Department of Health and hospitals

ISSUED: November 15, 2012

POINT OF CONTACT INFORMATION
Request for information (RFI) for
Technical Advice and Review of Applications,
Plans and Invoices
For the HVAC Generator Grant Program

Return via E-mail to: Audrey.Pugh@la.gov

May be faxed to: (225) 324-8224

Firm: _____

Individual designated as contact for the purposes of this RFI:

Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email address (DHH will use e-mail addresses to contact the named individual for all correspondence concerning this RFI): _____

Signature _____ Date: _____

