

# Consolidated Tribal Health Project, Inc.

## Request for Proposals:

### Dental Clinic

March 24, 2023

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#### 1) Overview:

Consolidated Tribal Health Project, Inc. is seeking bids for the development of a Master Plan for its Dental Clinical Space.

Consolidated Tribal Health Project, Inc. (CTHP) is a 501(c) (3) community health clinic incorporated in 1984 to serve the health needs of American Indians/Alaska Natives in Mendocino County. CTHP is governed by a consortium of eight Tribes: Cahto Tribe of Laytonville, Coyote Valley Tribe, Guidiville Rancheria, Hopland Band of Pomo Indians, Pinoleville Pomo Nation, Potter Valley Tribe, Redwood Valley Band of Pomo Indians, Sherwood Valley Band of Pomo Indians. Consolidated Tribal Health Project, Inc., serves American Indians/Alaska Natives and non-Native American patients throughout Mendocino County.

#### 2) Details and Descriptions:

**A. Project Location:** *Include the address and other related information about the location of the planned project.*

**Consolidated Tribal Health Project, Inc.**

**6991 North State Street**

**Redwood Valley, CA 95470**

**B. Background of the Project:** CTHP has identified the following renovation/expansion priorities:

- i. ***Dental Clinic Space (OSHDP3/ADA Compliance, Electronic Health Records Implementation):*** Seven of the eight existing dental operatories are not OSHDP/ADA compliant. Indian Health Service (IHS) reviewed the space and wrote up an initial assessment (*Attachment B*) which articulated **3** options for consideration: **a)** Renovate existing space; **b)** Expand existing space; and **c)** Construct a separate dental clinic building.

In General: The Board of Directors for CTHP has authorized a process to receive cost proposals to develop a Master Plan that encompasses project outlined above. The proposal should include the Scope of Specific Design Services incorporated into the proposal and costs for each of the following categories: **a)** Site and Facility Assessment, **b)** Master Space Program Development.

Additional Considerations: Ancillary costs, such as, temporary dental space during construction and the assessment of increased infrastructure (leech field expansion, expanded utilities, security system and cameras, and design costs) should be considered in the submission.

**C. Special Considerations:**

1. **Process:** This is a sealed bid process. Consequently proposals (*an original and 2 copies*) must be mailed or hand delivered to CTHP in a sealed envelope by the deadline.
2. **Proprietary:** Any and all reports, project and/or construction documents shall become the confidential and proprietary property of, and are not to be communicated, transferred, or given over to any individual, entity, or organization without the expressed written consent from CTHP or their appointed representative.
3. **Native American Priority:** All other criteria being equal, priority in selection will be given to Native American owned companies and companies with Native American employees.

**D. Key Dates:**

1. **RFP Release:** March 24, 2023
2. **Applicant On-site Review of Space:** April 1 – April 30 (*By appointment only*)  
Please contact:
3. **Submission Deadline:** June 1, 2023, 4 pm by mail or hand delivery  
addressed, Executive Director, CTHP
4. **Notification to Applicants:** No later than July 1, 2023
5. **Final Document to be submitted to CTHP:** No later than October 5, 2023

**E. Pricing:** As part of the bid/proposal, the applicant is to provide a comprehensive budget by category (**a.**, **b.**, and **c.** listed under the header, “General” above. Additionally, administrative costs need to be detailed (e.g., travel, printing, etc.) if not included in the **three (3)** categories cited above.

**F. Supervision:** Project will be supervised by the CTHP Executive Director and CTHP Facilities Supervisor

**3) Mandatory Bid Requirements**

- A. Experience/Qualifications:** Applicant to provide a short narrative (*1 page maximum*) of the applicant’s experience and qualifications to complete the project.
- B. Bonding/Insurance Levels:** Applicant must demonstrate adequate levels of general liability insurance, including bodily injury and property damage coverage. This project will also require: a bond totaling 100% of the Project Cost and Workers Compensation Insurance.
- C. Law:** Awardee must adhere to any and all tribal, federal, county or state laws applicable to the project
- D. Professional Licenses:** Applicant to include a copy of all current professional licenses in application.
- E. Project Timeline:** Applicant to include a summary timeline indicating the total time required from date of commencement of the work until completion of the project.

#### 4) Attachments

- **Attachment A:** *Application Cover Sheet*
  
- **Attachment B:** *Indian Health Service Dental Assessment*
  
- **Attachment C:** *Other Planning Documents*
  - **C.1:** *Current Clinic Configuration*
  - **C.2:** *Rough Configuration of IHS Option A – Remodel of Dental Space*
  - **C.3:** *Potential Campus Layout with Expansion*

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# Consolidated Tribal Health Project, Inc.

## ATTACHMENT A: APPLICATION COVER SHEET

### MASTER PLAN

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**License #:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant Years in Operation:** \_\_\_\_\_

**Total Proposed Cost of Project:** \_\_\_\_\_

### Contact Information for Two (2) Professional References:

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted by:**

\_\_\_\_\_

**Signature/Date**

\_\_\_\_\_

**Name/Title**

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**ATTACHMENT B: INDIAN HEALTH SERVICE DENTAL ASSESSMENT**

At the request of the Consolidated Tribal Health Project (CTHP) Administration, the California Area Indian Health Service (IHS) staff conducted a preliminary assessment of the existing dental spaces. The preliminary assessment was focused on compliance with the Americans with Disabilities Act (ADA) and space requirements to accommodate the proposed implementation of an electronic health record (EHR) system and its associated equipment at each dental operatory. LCDR Tim Shelhammer and CDR Frank Chua conducted the assessment on November 13, 2018, Richard Matens and Dr. Mary Ann Gonzales.

**Assessment**

Currently, there are eight dental exam rooms with an average gross area of 101 square feet. The average clear space for each operatory is approximately 76 square feet available with space taken up by cabinetry, dental chair, and handwashing sink (assumed 25 square feet taken). The table below presents the summary of the dental exam room space calculations:

*Table 1 – Existing Space Calculations*

Description	Current Length (ft)	Current Width (ft)	Current Gross Area (SF)	Existing Dental Chair Approximate Footprint (sf)	Approximate Existing Cabinet Footprint (SF)	Approximate Existing clear space (sf)
Operatory #1	11.33	8.75	99.14	10	13	76.14
Operatory #2	11.33	8.67	98.23	10	13	75.23
Operatory #3	11.33	8.58	97.21	10	13	74.21
Operatory #4	11.33	8.83	100.04	10	13	77.04
Operatory #5	11.67	9.33	108.88	10	13	85.88
Operatory #6	11.67	8.67	101.18	10	13	78.18
Operatory #7	11.67	8.92	104.10	10	13	81.10
Operatory #8	11.67	8.58	100.13	10	13	77.13
		<b>Average</b>	<b>101.11</b>			<b>78.11</b>

Based on the space calculations presented above, only one dental exam room meets the 80 square feet minimum clear space requirements listed in the OSHPD3 compliance check list for dental exam and treatment areas. It is anticipated that the addition of an EHR system and its associated equipment within each operatory may further reduce the existing clear space available at each operatory. Furthermore, the clear space reduction may drive the space further out of compliance with the OSHPD3 and ADA requirements.

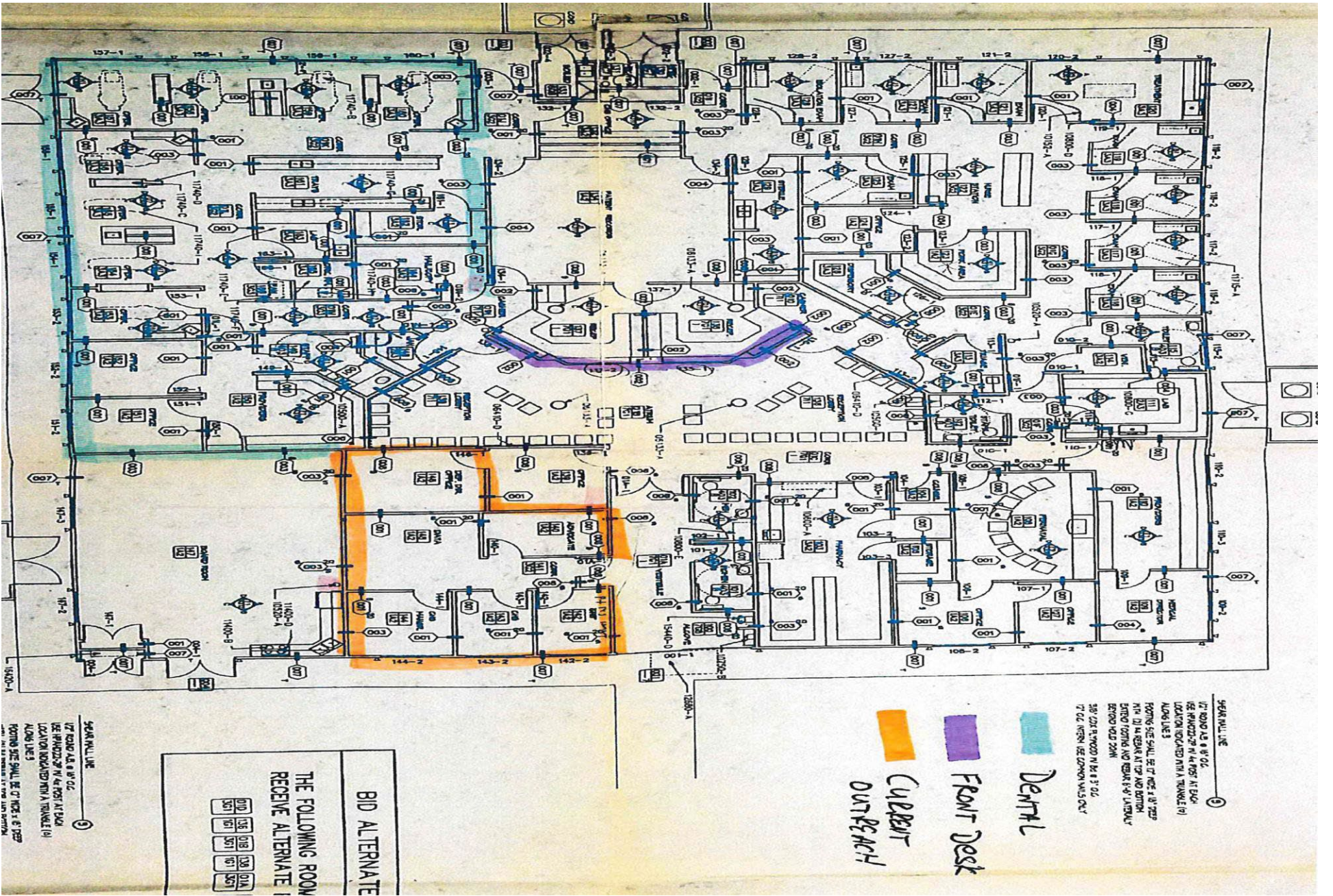
## **Recommendations**

CTHP must incorporate an EHR system and be in compliance with OSPHD3 and ADA clear floor space requirements for dental exam rooms.

### **1. Construct New Building**

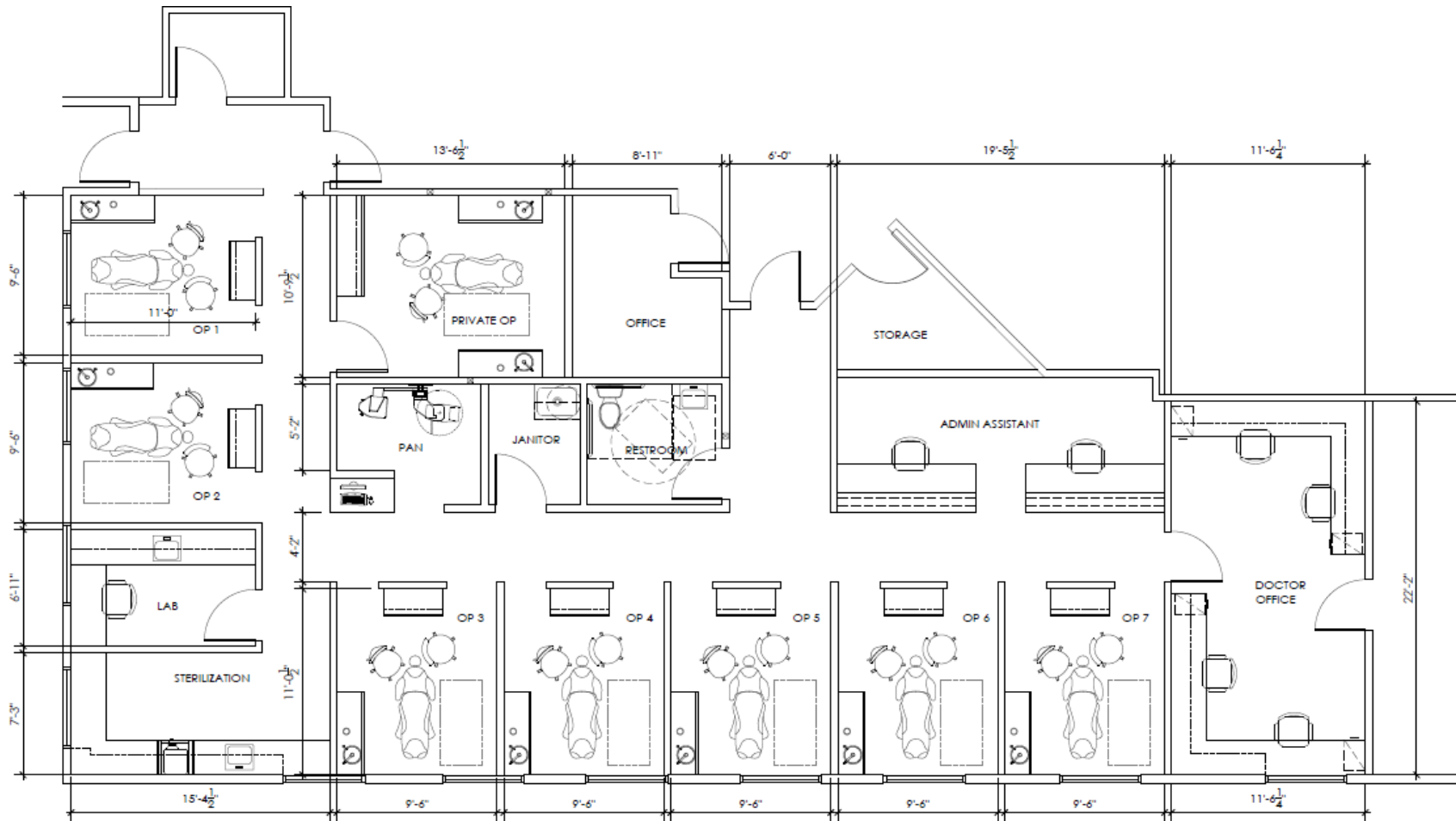
- a.** Construct, configure, and equip a new dental building, approximately 5,000 square feet, to meet the health program's needs and requirement.
- b.** The new building should be designed and constructed to meet OSHPD3, ADA, and local requirements.
- c.** Solar option to be included.



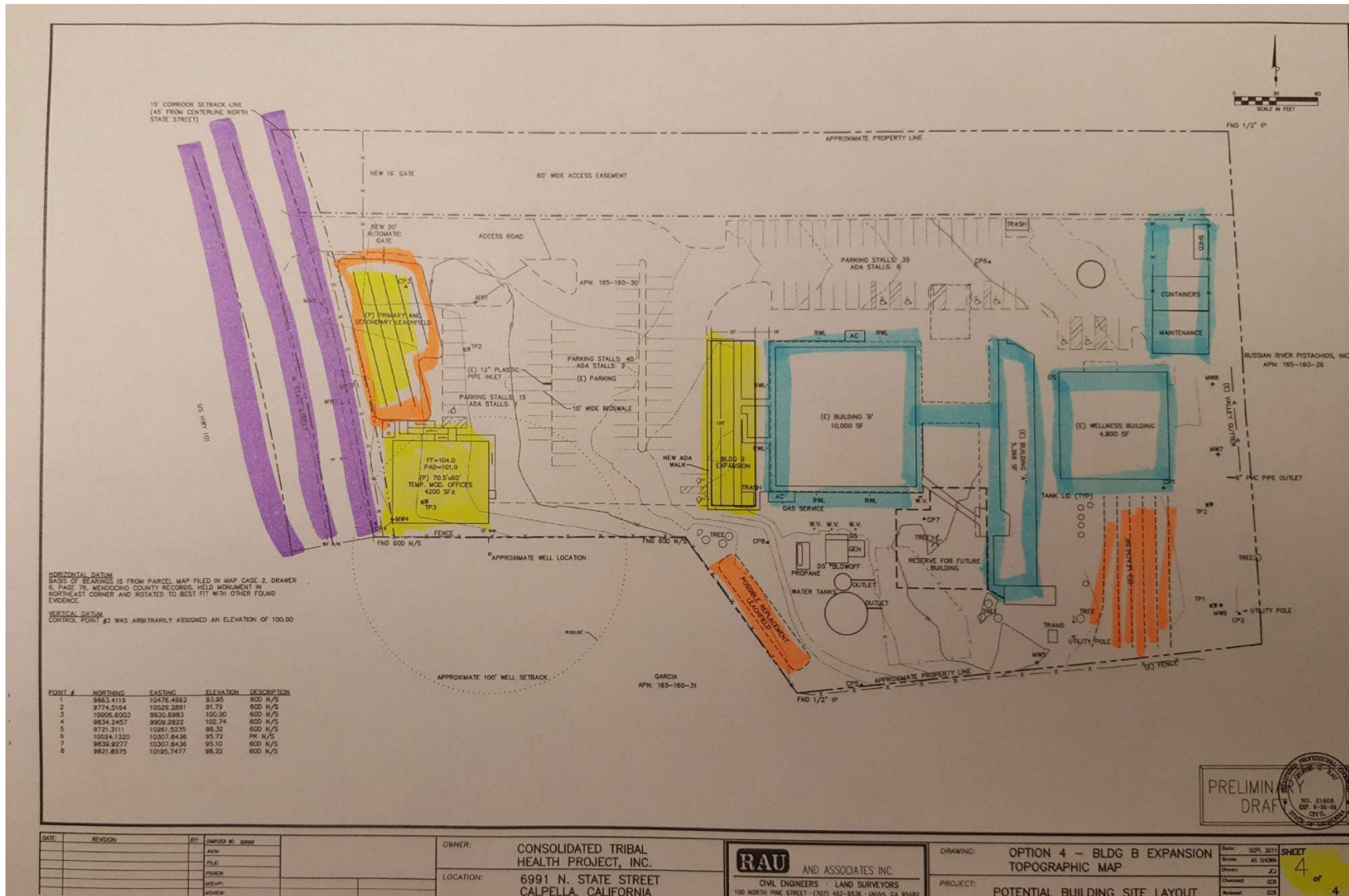


ATTACHMENT C.1: CURRENT CLINIC CONFIGURATION

ATTACHMENT C.2: ROUGH CONFIGURATION OF IHS OPTION A – REMODEL OF DENTAL SPACE



# ATTACHMENT C.3: POTENTIAL CAMPUS LAYOUT WITH EXPANSION



**Blue** = Existing Building; **Purple** = Required Setback from N. State Street; **Solid Yellow** = Potential Expansion Sites; **Orange** = Leech Field (Current is south of Wellness Center; 2 potential sites are southwest of clinic building and adjacent to N. State Street Setback).