



RIVER GARDEN SENIOR SERVICES
REQUEST FOR PROPOSALS
CAMPUS MASTER PLAN

River Garden Senior Services (River Garden) is requesting sealed statements of interest and qualifications from professional firms experienced in campus planning for senior living communities. The purpose of this Campus Master Plan project is to identify opportunities to further leverage the property for the benefit of resident, family and community programming.

With a strong local Board of Trustees and stable management team River Garden has a long and storied history as a high quality not-for-profit mission driven community agency and has been serving seniors since it was founded in 1946. Originally located in the Riverside area of Jacksonville, in 1989 the agency relocated its 180 bed Medicare/Medicaid certified nursing home to what is now a well-maintained and mature 40-acre senior's campus in the heart of the Jacksonville Jewish community.

In 1995 River Garden added *The Coves at River Garden, Inc.* a 58 unit independent living community of market rate garden apartment homes. In 1998 an additional 22 units were added for a total of 80 Coves units.

River Garden continues to evolve, planning for the future using the past as a guiding light, to provide resources needed to meet the changing needs of present and future generations. Anchored by the nursing home, River Garden's campus is now a hub of senior programs and services. These services include: short-stay rehabilitation, traditional long-term care, skilled Alzheimer's and memory care, adult day care, independent living patio apartments, geriatric assessment and case management, outpatient therapies, licensed home health care, the Albert Z. Fleet Geriatric Training Center, and the River Garden Foundation.

Most recently, River Garden's nursing facility was recognized with its 10th Florida Governor's Gold Seal for Excellence in Long Term Care Award. In 2022, the skilled nursing facility continued its accreditation from The Joint Commission, a seal of top quality. Additionally, River Garden is 5-Star rated by the Florida Agency for Health Care Administration (AHCA) and federal Centers for Medicare & Medicaid Services (CMS). US News & World Report and Newsweek have recognized River Garden as a top performing nursing home many times.

Sealed and complete hardcopy statements of interest and qualifications with original or electronic signature, and one (1) additional copy, plus one (1) complete electronic copy (PDF) must be received no later than May 10, 2023 at 5:00 P.M., local time, at the following location.

**River Garden Senior Services
11401 Old Saint Augustine Road
Jacksonville, Florida 32258
Attention: Mauri Mizrahi, CEO**

Any questions concerning the RFP should be addressed and submitted in writing **no later than April 24, 2023, at 5:00 PM., local time, to:**

**Mauri Mizrahi, CEO
River Garden Senior Services
11401 Old Saint Augustine Road
Jacksonville, Florida 32258
mmizrahi@rivergarden.org**

No contact shall be made to River Garden staff or Board member, except at the pre-proposal meeting to be held at 10:30 AM, April 20, 2023 in the Cohen Auditorium on the River Garden Campus, 11401 Old Saint Augustine Road, Jacksonville, Florida 32258.

River Garden reserves the right to accept or reject any or all submittals, to waive any submittal informalities and to re-advertise for submittals when deemed in the best interest of River Garden.

I. GENERAL INSTRUCTIONS

- A. Firms responding to the RFP must be available for interviews. These interviews will be held in person at River Garden.
- B. River Garden is not liable for any costs incurred by any interested party in responding to this RFP.

II. BACKGROUND AND PURPOSE

General information on River Garden and the campus shall be provided to the selected consultant with the following information:

- A. All relevant City of Jacksonville entitlements and regulatory documents pertaining to site.
- B. Inventory of parking lot utilization and traffic volumes
- C. Other relevant information

III. SCOPE OF SERVICES REQUIRED

- A. Conceptual 5-Year Master Plan
 - a. Draft and final site plan
 - b. Cost estimate
 - c. Phasing plan
- B. Deliverables
 - a. Final computer generated illustrative 5-Year Master Development Plan

IV. SUBMITTAL FORMAT

Submittals should include the following items along with other material to demonstrate consultant's expertise and capability in the format described below:

- A. **Introduction:** This section will contain a cover letter no longer than two (2) pages, signed by an authorized representative of the offering firm. The table of contents will follow the cover letter.
- B. **Description of Approach:** Up to two pages describing the Consultant's typical approach to projects similar to this one.
- C. **Proposed Schedule:** Include a proposed timeframe for the project.

- D. **Team Expertise:** The project team is comprised of the staff assigned to the specific project. The firm shall provide a letter of commitment for each of the key staff members to be assigned to the project.
- E. Give a brief résumé of key persons to be assigned to the project, including, but not limited to:
 - a. Name and title
 - b. Experience in master planning of Senior Living Facilities
 - c. Education
 - d. Active registration (if applicable)
 - e. Other experience and qualifications relevant to this project
- F. **Comparable Projects:** Summary of comparable projects in progress or completed, with the following information for each project:
 - a. Reference name with current contact information
 - b. Current status of project (completed or in progress)
- G. **Proposed Cost**

V. **EVALUATION OF SUBMITTAL**

Consultants responding to this RFP should demonstrate the following:

1. Qualifications of principals
2. Overall staff resources
3. Capability of proposed office
4. Experience of firm on projects of similar size and scope
5. Project Approach, Cost, and Schedule

VI. **INTERVIEW PROCESS**

Firms will be evaluated for selection based upon the written material submitted to River Garden in response to this RFP. An evaluation committee will review the submittals and may schedule oral presentations/interviews. Firms selected for oral presentations and/ or interviews will be required to have the proposed project manager present at and participate in the meeting.

VII. **RFP, SUBMITTAL AND EVALUATION SCHEDULE (all dates are subject to change)**

Release RFP	April 5, 2023
Pre-proposal Site Visit	April 20, 2023
Deadline for Questions	April 24, 2023
Deadline Date for Receipt of Submittals	May 10, 2023