

Mountain View Community

Carroll County's Nursing Home and
Rehabilitation Center

Howard Chandler, NHA
Administrator



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REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL CONSULTANT SERVICES TO CONDUCT ELDER SERVICES FEASIBILITY ANALYSIS FOR CARROLL COUNTY

The Carroll County Board of Commissioners (CCBOC) is requesting Statements of Qualifications from interested and qualified Elder Services Consultants to conduct a review of the Need for Affordable Assisted Living in Carroll County together with both a Market Assessment and a Financial Feasibility Analysis.

SCOPE OF WORK

Over the course of the past 6 Months the Carroll County Board of Commissioners and County Staff Members have met multiple times with Elder Services Providers, Elders and Community Leaders as well as having reviewed demographic data. This review clearly established the perceived need and clear interest in creating one or more Affordable Assisted Living options for Carroll County. The purpose of the Feasibility Analysis is to independently test all assumptions made and to make preliminary recommendations as to what actions (if any) should be considered by Carroll County.

PROPOSAL FORMAT

- 1. Experience of the Firm:** Please provide a description of your firm's prior experience and qualifications in evaluating Affordable Assisted Living housing options. Please also note the experience of the firm in matters of state (New Hampshire Department of Human Services) and local rules and regulations.
- 2. Project Team (Key Staff):** Please identify the proposed Project Manager or Lead Consultant along with other key project team members and their responsibilities. Please provide a brief resume for each person outlining their credentials and experience.
- 3. References:** Please provide the name and contact information for at least three (3) references familiar with the quality of work by your firm that is of similar nature to the scope of work identified about.
- 4. Project Understanding:** Please provide your general understanding what it is that the CCBOC is trying to achieve and identify any potential challenges or special circumstances that you feel are likely to be encountered.

5. Other Supporting Data: Please include any other information you feel to be relevant to the selection of your firm.

SELECTION OF THE CONSULTANT

From the Statements of Qualifications received, the CCBOC will decide at their sole discretion, which (if any) consultant firms to interview. All unsuccessful firms will be notified in writing no later than 10 days after the selection of the Consultant Firm.

The CCBOC reserves the right to reject and all submissions to the RFQ, request clarification, or waive informalities/technicalities, if it is deemed to be in the best interests of Carroll County. The CCBOC assumes no responsibility for any costs incurred in responding to this RFQ.

All submissions should be qualification based. No reference to rate, fees or other cost information should be included as part of the applicant's submission.

CONTRACT

The top ranked firm will be invited to negotiate a contract with the CCBOC. A detailed scope of work will be developed and agreed to by the selected consultant and the CCBOC. The detailed scope of work and associated fee will be incorporated as part of the contract.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Six (6) Copies of the Qualifications Statement shall be submitted no later than 3 p.m. on December 8, 2017 to:

**Kenneth Robichaud
Carroll County Administrator
95 Water Village Road
Ossipee, New Hampshire 03864**

All questions regarding this RFQ should be directed to:

**Howard Chandler
Mountain View Community Administrator
93 Water Village Road
Ossipee, New Hampshire 03864**

**603-539-7711
chandler@mtnviewnh.org**