



# R.E.A.C.H. Infrastructure Grant Administration and Construction Management Contract RFP Submission Requirements

October 2025—**AMENDED November 2025**

## Overview

The Baton Rouge Health District (BRHD) is searching for an agency or vendor to perform the post approval project/grant administration services and construction management services for a newly awarded federal construction project through the Economic Development Administration. R.E.A.C.H. (Regional Economic Acceleration through Coordinated Health Infrastructure) Gateway Infrastructure Enhancement Project is a \$3.4 million federal construction grant aimed at infrastructure upgrades in the Health District such as improved signage, intersection enhancements, and monument gateways.

This RFP will be posted on BRHD's website ([www.brhealthdistrict.com](http://www.brhealthdistrict.com)) from **October 1, 2025** through **November 21, 2025** when responses to the RFP are due. The vendor selected for the work will be notified by close of business on **December 19, 2025**, or earlier.

## Who We Are

The Baton Rouge Health District is a collaborative network of top healthcare organizations dedicated to making Baton Rouge a leading destination for health services. This nonprofit alliance includes healthcare providers, government agencies, educational institutions, and research centers, working together to enhance healthcare quality and stimulate economic growth in the region. Our mission is to be a place-based collaborative that delivers health and economic development benefits to our members, Baton Rouge and beyond. We envision the Health District as a high-performing destination for healthcare at the heart of a healthy and vibrant community. The federal and local investment in R.E.A.C.H. is the first major implementation of the infrastructure master plan that will enhance the identity of the physical footprint of the District while improving economic vitality in the area. Learn more about BRHD at [brhealthdistrict.com](http://brhealthdistrict.com).

## What We Need

R.E.A.C.H. is the first step in implementing the infrastructure master plan. This project includes wayfinding, signage, and minor construction through landscaping and intersection enhancements, as a means to create a cohesive brand as the Health District increasing visibility awareness. The

period of performance from EDA ends November 2028 with construction activities beginning tentatively early 2026.

We need a firm or a company with experience in federal construction grants and compliance to manage the project/grant administration services for the initiative. The firm or company must be competitively procured and selected in accordance with the procurement standards set forth in 2 CFR Part 200, and according to the EDA publication “Summary of Construction Standards.”

The type of firm we need is:

- Familiar with federal compliance, standards, and limitations
- Knowledgeable in Economic Development Administration requirements and practices
- Competent in federal procurement practices including services like design, engineering, construction bids, permitting, and contracting.
- Experienced in federal reporting, project management, and construction management of various projects.
- Collaborative in nature. Firm will be managing relationships with the City of Baton Rouge as well as Health District members impacted by the proximity of the gateways: Pennington Biomedical Research Center, Our Lady of the Lake, Mary Bird Perkins, Ochsner Health, Baton Rouge General, Woman’s Hospital and Louisiana Blue.

## Project Specifics

The Regional Economic Acceleration through Coordinated Health Infrastructure (REACH) project includes (1) Defined Gateway Infrastructure (2) Green Enhancements for Intersections and (3) Improved wayfinding to ensure all communities can reach their healthcare destination and access treatments.

More specifically, the work elements include design and construction of defined gateway infrastructure at the Health District boundaries, intersection enhancements along surface roads, and improved wayfinding signage throughout the health district. Installation of gateway signage at three primary entries leading from IH-10 as well as intersection improvements at the remaining gateways, which include landscaping, irrigation, and lighting, pedestrian crosswalks, sidewalks, landscape islands, and associated utilities appurtenances.

## Scope of Work

There are two potential scopes of work for this RFP. The firm may choose to submit applications for just one or both services requested by BRHD. BRHD reserves the right to award a contract for just one or both scopes of work. Below are specifics for each part of the scope as defined by the EDA.

### *Project/Grant Administration Contract:*

The project/grant administration scope includes the initial launch of R.E.A.C.H. and continuous procurement and reporting requirements as needed. Firm will be asked to complete the following deliverables:

- Project Management: A/E Procurement as needed, legal services, development of administrative plan for EDA review, etc. Liaison with EDA, BRHD and Health District

members to ensure smooth implementation and kickoff of the initiative. Allocate a dedicated coordinator to perform duties on-site with BRHD.

- Financial Management: work with BRHD to set up compliant expense tracking process and procedure, ensure compliance with all UG Standards and Conditions.
- Project Reporting and Closeout: assist BRHD with proper reporting and information needed throughout the project including closeout. Reports are required not less frequently than quarterly to EDA covering the general progress of the job and describing any problems or factors contributing to delay.

#### *Architect/Engineer (A/E) Contract:*

The A/E scope includes the planning, design, and construction phases of the proposed project. Preliminary engineering reports, designs and locations are available for review. Submissions for A/E should include completion of specific milestones such as preliminary design, final design, construction management including construction bid packages, and additional services as discussed with BRHD. Proposals should state a specific timetable for:

- Completing preliminary plans and associated cost estimates.
- Completing final plans, specifications, and cost estimates;
- Securing required state and/or local approvals; and
- Completing proposed contract documents that are sufficient for soliciting bids.

A/E scope should include surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. A/E must also supervise any required subsurface explorations such as borings and soil tests to determine amounts of rock excavation or foundation conditions as required. A/E should be prepared to attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award including review proof of bidder's qualifications. Additional details available upon request.

**Please note if a firm is awarded an administrative and A/E contract this award may prevent them from bidding on the construction packages or additional stages of the work due to prior knowledge as determined by EDA standards and compliance.**

## Budget

Total budget available is dependent upon services rendered through 2028 (including administrative fees). Due to the funds being allocated via the Economic Development Administration, the funds must adhere to certain Uniformed Guidance compliance and uses. Additional information available upon request.

#### *Specific Budget requirements:*

EDA requires the fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. The provided fee breakdown stipulates that compensation is made based on completion of specific milestones (Project Management, Financial Management, Project Closeout, preliminary design, final design, construction management, etc.). Compensation cannot be based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of compensation. Fees should cover all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as-built" drawings,

arrow diagram (CPM/PERT, for example) where applicable, and incidental costs. Basic fee should not exceed that prevailing for comparable services in the project areas.

BRHD may consider annual renewal options, renewable one (1) year at a time, based upon updated terms, conditions and pricing as well as grant funding prohibiting. Renewal is subject to approval by BRHD. BRHD reserves the right to resolicit at any time as is in its best interest and is not automatically bound to renew.

## RFP Schedule

- RFP Open: October 1, 2025
- Agency Questions Due: November 14, 2025
  - Questions should be emailed to Katie Pritchett, [katie.pritchett@brhealthdistrict.com](mailto:katie.pritchett@brhealthdistrict.com)
  - Virtual information sessions may be scheduled as time permits.
- Responses Provided: No later than November 18, 2025
- Proposals Due: Friday, November 21, 2025 by 5:00 pm CT
- Target Award Date: December 19, 2025

## RFP Submission

Each firm may choose to respond in a method most effective to communicate the required information for each submission. Submissions should include examples of past work related to this type of project. **Submissions must clarify if the firm is proposing Project/Grant Administrative services, Architect/Engineering services, or both.** The budget should reflect totals for each service line rather than one fee inclusive of all work **as feasible and applicable to scope.**

## Submission Requirements

The following sections are suggested to be included in the final submission:

- Cover page
  - Include Company Name, Address, Phone, Email, Website, EIN
- Executive Summary
  - May include proposed services, high level deliverables, budget, timeline.
- Scope of Work
  - Relevant to the requirements set forth above.
  - Approach and Methodology
- Proposed Pricing and Timeline
  - Provide an overview of project management to include approach and contents to project execution, master schedule and reporting.
  - ***\*Proposed budget adhering to EDA guidelines and requirements outlined in RFP with tentative timelines \*(not applicable for A/E Contract Services)***
- Project Team and Relevant Experience
  - Key personnel aligned with phases of the project highlighting relevant experience and/or expertise.
  - Previous Work Examples/References

## Format of Responses

Proposals should be submitted in PDF format. Please submit your proposal via email with “REACH RFP-‘*insert company name*’” in the subject line to Katie Pritchett via email at [katie.pritchett@brhealthdistrict.com](mailto:katie.pritchett@brhealthdistrict.com).

You may request additional information about R.E.A.C.H. and/or EDA terms and conditions prior to **November 14, 2025** by emailing Katie Pritchett, Operations Director with Baton Rouge Health District at [katie.pritchett@brhealthdistrict.com](mailto:katie.pritchett@brhealthdistrict.com). All submitted questions and answers will be added to the website for review of all interested vendors.

Your submission must include a signature by a company representative with the authority to make a binding offer on the terms outlined in your submission. Where information must be provided in narrative form, your response should be as clear and concise as possible.

## Selection

All proposals will be weighted equally per the included rubric (see appendices). BRHD anticipates awarding the contract by **December 19, 2025** pending board and committee approval.

BRHD is committed to working with SBEs, MBEs, and WBEs, and encourages proposals from SBEs, MBEs, and WBEs. BRHD is an equal opportunity employer committed to diversity and inclusion.

# RFP Scoring Rubric

The following rubric will be utilized to evaluate all submissions to the Baton Rouge Health District-- R.E.A.C.H. Infrastructure Grant Administration Contract and/or Construction Management RFP. All decisions will be based on committee scoring according to sections listed below. BRHD will select the vendor most advantageous to the program, including total scores, qualifications, fair and reasonable compensation and other factors. Scores will not be made public and are not available for review.

RFP Rubric Legend for Scoring:

1=Non-Compliant      2=Minimal Compliance      3=Mostly Compliant      4=Fully Compliant

|                                                              |                    |                        |
|--------------------------------------------------------------|--------------------|------------------------|
| <b>Section 1: Adherence to RFP Instructions -20% overall</b> | <b>Score Given</b> | <b>Basis for Score</b> |
| Timeliness                                                   |                    |                        |
| Completeness                                                 |                    |                        |
| Overall Quality and Level of Professionalism                 |                    |                        |
| Overall Response                                             |                    |                        |
| <b>Section 2: Project Understanding-30% overall</b>          | <b>Score Given</b> | <b>Basis for Score</b> |
| Overall comprehension of project objectives                  |                    |                        |
| Understanding of EDA                                         |                    |                        |
| Understanding of project requirements                        |                    |                        |
| <b>Section 3: Implementation-20% overall</b>                 | <b>Score Given</b> | <b>Basis for Score</b> |
| Timing of Deliverables                                       |                    |                        |
| Key Personnel for Success                                    |                    |                        |
| Comprehensive of all needs for service type                  |                    |                        |
| Quarterly Reporting Included                                 |                    |                        |
| Communication Feedback Loop                                  |                    |                        |
| <b>* Section 4: Fee Summary-30% overall</b>                  | <b>Score Given</b> | <b>Basis for Score</b> |
| <b>* Not applicable to A/E Contract Services Proposal</b>    |                    |                        |
| Adheres to EDA Requirements                                  |                    |                        |
| Appropriate for each line item and scope                     |                    |                        |
| Outlined by year of performance period                       |                    |                        |
| Fair and Reasonable given market conditions                  |                    |                        |