

## **Request for Qualifications (RFQ) – Annual Notice**

University of Washington

February 20, 2020

Critical Patient Care and

Specialized Medical Research Facilities Roster – for Projects Advertised in

CY 2017 through 2020

### **General Contractors**

**The roster will be used to solicit contractors through December 31, 2020. Contractors currently on the Roster will remain on the Roster and do not need to respond to this RFQ.**

#### **Description**

The University of Washington (UW) is soliciting Statements of Qualifications (SOQ) from qualified general contractors for its Critical Patient Care and Specialized Medical Research Facilities – General Contractor Roster (Roster), pursuant to RCW 28B.20.744. This Roster may be used to solicit and award contracts for construction, building, renovation, remodeling, alteration, repair, or improvements for projects at the University of Washington Medical Center (UWMC), Harborview Medical Center (HMC) and facilities where specialized medical research is conducted. These projects will be located within existing, occupied portions of UWMC, HMC and other facilities. Possible examples of projects are: operating rooms, procedure rooms, nurse’s station upgrades; installation of owner-furnished medical equipment, e.g., CT Scans, scope washes, biplane, and MRIs; pharmacy laboratory upgrades; biosafety labs, autoclaves, and cage and equipment wash facilities. Construction work will occur adjacent to critical patient care and specialized medical research facilities and supporting spaces (“adjacent” means immediately adjacent to the work, or on the floor above or below).

Critical Patient Care and Specialized Medical Research Facilities Roster projects are defined by statute as those projects with an estimated construction cost of \$5,000,000 or less.

The UW shall establish two rosters as part of this solicitation. Group A roster work shall consist of projects containing life-critical elements, e.g. oncology suites, operating rooms, procedure rooms, and biosafety 3 laboratories (BSL 3). Group B roster work shall consist of all other critical patient care and specialized medical research facilities projects. **For purposes of this RFQ, the term “Roster” shall**

**mean both Group A Roster and Group B Roster.** Construction bids will be solicited from all contractors from the applicable Roster group.

The UW intends to utilize the Roster to facilitate efficient, cost effective delivery of capital projects for its medical centers and other facilities. In order to qualify as a responsible contractor for inclusion on the Roster, a contractor must meet both the selection criteria and the evaluation criteria (collectively, the Criteria), as described below.

**The Roster will expire on December 31, 2020.** There is no deadline for submittal of applications for this Roster. Any firm interested in membership on the Roster after December 31, 2020, must submit a SOQ for evaluation in response to a future RFQ that is anticipated to be issued before the end of calendar year 2020.

### **Business Equity Enterprises**

Please indicate if you identify as a small businesses, minority-owned businesses, women-owned businesses, and other historically marginalized businesses, herein referred to as Business Equity Enterprises (BEE). BEE include any entity licensed to do business in the State of Washington, including a corporation, partnership, sole proprietorship, or other legal entity that meets any of the following:

**Certified Business Enterprise (CBE):** Any business enterprise certified with the Washington State Office of Minority and Women’s Business Enterprises.

**Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBTE):** More than 50% owned and controlled by at least one person who is a member of the LGBT community.

**Minority Business Enterprise (MBE):** More than 50% owned and controlled by at least one person who is a member of one or more of the following minority groups:

Asian Pacific American

Black American

Hispanic American

Native American

Subcontinent Asian American

**Minority Women’s Business Enterprise (MWBE):** More than 50% owned and controlled by at least one woman who is a member of one or more of the above minority groups.

**Small Business Enterprise (SBE):** A business entity that:

Can attest that it is owned and operated independently from all other businesses and; Conforms to the U.S. Small Business Administration Size Standards of the North American Industry Classification System (NAICS) Codes in which it is to be engaged at the UW; or is certified with the OMWBE.

**Veteran’s Business Enterprise (VBE):** Certified with the Washington State Department of Veteran’s Affairs (DVA).

**Women’s Business Enterprise (WBE):** More than 50% owned and controlled by one or more women.

## **Selection Criteria**

### **1. Contractor’s professional personnel capabilities (30 points)**

Include resumes of all staff anticipated to be assigned to projects advertised to this Roster. Key personnel shall include project managers, superintendents, safety officers, as well as any principal(s) of the firm. Resume information should include a brief summary of applicable employment, education, and work experience; length of time with the firm, and information including but not limited to, experience in management of critical patient care and specialized medical research facilities projects involving infection control, and schedule phasing and coordination of the projects. Points will be awarded based on the relevant qualifications of the proposed staff.

### **2. Contractor’s past performance in similarly complex projects (30 points)**

Provide a list of at least two similar projects completed within the last three years, performed in a critical patient care facility or in a specialized medical research facility that remained in operation during the construction period. The projects must have included the following elements:

- a. Coordination of construction activities with ongoing patient care or specialized medical research operations taking place adjacent to the construction area; and
- b. Coordination with the owner’s equipment vendor responsible for providing and installing the equipment. The coordination activities must include at least one of the following: utility termination for equipment hook up, temporary utilities, and/or scheduling shutdowns.

Management of key subcontractors is a critical skill. Please demonstrate how this management was performed by contractor for each project listed above.

Include one sample infection control plan developed and implemented by contractor for one of the projects listed above.

For each project listed above, provide a contact name and telephone number. The contact should be familiar with contractor’s performance in completing the listed project. Note if any of the individuals named to contractor’s anticipated UW project team participated as members of the project team for the listed project.

**3. Contractor’s ability to meet time and budget requirements and successfully complete the project (10 points)**

Describe how contractor would monitor and ensure that UW’s construction budget and project schedule are met during construction. What estimating /cost reporting and scheduling systems and management techniques does contractor use to maximize productivity and meet the client’s schedule and budget constraints? Demonstrate effective scheduling techniques by providing one MS Project schedule or similar software schedule used on the projects listed above. Projects that include complex phasing or successful management of long lead items and/or owner provided equipment will receive more points.

Describe contractor’s anticipated workload for the next twelve months, and provide current work assignments and percent of time allocated for key personnel.

**4. Contractor’s ability to provide preconstruction services (5 points)**

Describe contractor’s experience in providing preconstruction services for complex or critical medical facility and specialized medical research facility projects.

**5. Contractor’s experience in project execution (15 points)**

Describe contractor’s planning and approach to delivering a construction project; i.e. project initiation (submittal schedule), execution (weekly review meetings, change order pricing, long lead tracking), contract administration and closeout (e.g., punchlist approach, management of redline drawings).

**6. Contractor’s approach to safety (15 points)**

Describe any strengths or weaknesses in contractor’s safety program that may be indicated in the information contained in contractor’s SOQ. If the RFQ safety performance indicators point to any weaknesses, what were the circumstances and what steps has contractor taken to improve future performance?

Demonstrate the contractor’s ability to manage safety on all Roster projects, including the safety of subcontractors, UW patients, research subjects, staff and students. How does contractor engage its subcontractors in project safety? What expectations does contractor have of its subcontractors, and how are those expectations communicated and subsequently met?

**7. Contractor’s safety history (10 points)**

Complete the University of Washington’s *Safety and Health Qualification Statement*, and submit same with contractor’s SOQ. An electronic copy of the *Statement* is available online at <http://cpd.uw.edu/business/boilerplate/gccm>; under “Solicitation Documents (RFP and RFFP)” click on “RFP – Attachment II: Safety & Health Qualifications Statement.”

**8. Contractor’s record of performance, integrity, judgment, and skills (5 points)**

Submit letters from two owners providing confirmation of the contractor’s record of performance, integrity, judgment and skills.

### **9. Contractor’s Past History of Using sbe/dbe/MBE/WBE/MWBE and Proposed Outreach Plan (15 points)**

Provide your firm’s past history of using sbe/dbe/MBE/WBE/MWBE and veteran-owned firms over the last five years on projects of \$5 million or less. For each project, include the following:

- Name of project;
- Date of substantial completion;
- Name of owner and contact person, including email and phone;
- Final contract value;
- Owner’s utilization goal (if any) for the project; and
- The overall percentage of final contract value paid to sbe/dbe/MBE/WBE/MWBE.

Submit a proposed Outreach Plan which outlines your firm’s proactive strategies, resource commitments, and specific steps you will take to include sbe/dbe/MBE/WBE/MWBE. Discuss the opportunities and challenges you have identified, and how you intend to capitalize upon those opportunities and mitigate those challenges to support the University’s commitment to the maximum practicable engagement of sbe/dbe/MBE/WBE/MWBE on its Roster projects.

### **Evaluation Criteria**

As part of determining whether a contractor is a responsible contractor for inclusion on the Roster, the UW may conduct reference checks to validate information submitted by the contractor in the contractor’s SOQ. The UW may use itself as a reference if the contractor has performed work for the UW, even if the contractor did not list the UW as a reference. In the event that information obtained from reference checks reveals that the contractor does not meet the Criteria, or indicates concerns about the contractor’s performance (which may include, but not be limited to quality of construction, contractor’s management of subcontractors, timeliness of required submittals, and safety record on any project), the UW may decline to include the contractor on the Roster.

### **Approval & Review Process**

**Evaluation Committee:** The UW shall establish a committee that includes one representative from the minority-owned business community and one representative from the women-owned business community to evaluate all contractors who submit SOQ. Placement on the Roster shall be on the basis of qualifications.

**Scoring:** Contractors receiving a score of 90 points or more shall be placed on the Group B Roster. Contractors receiving a score of 105 points or more shall be placed on both the Group A and Group B Rosters.

### **Comments, Appeals & SOQ Resubmissions**

**RFQ Comments:** Comments regarding the RFQ Criteria published shall be received within 15 days of the publication of the advertisement for this RFQ. The UW will consider the comments and

respond in writing. Comments should be sent to Shelly Marriott at (206) 221-4222 or by email at [smarriot@uw.edu](mailto:smarriot@uw.edu).

**Appeals:** The UW reserves the right to not include on the Roster any contractor that, in its sole judgment, does not meet the Criteria noted above. The UW shall provide to the contractor, in writing, either a) which Roster group the contractor has been assigned to, or b) if the contractor is not included on the Roster, the reasons for not including the contractor. The contractor may appeal the UW's determination within three (3) business days of receipt of the UW's decision. The UW will review any additional information or explanations provided by the contractor. The UW shall then issue a determination to the contractor with its final decision on whether the contractor met the Criteria for inclusion on the Roster or the contractor has been placed in the appropriate Roster group.

**SOQ Resubmissions:** A contractor may resubmit a SOQ for Roster placement no earlier than one (1) year after the date the evaluation committee determined it did not meet the Criteria for Roster inclusion or the date of an appeal decision denying Roster placement, whichever is later.

A contractor on the Group B Roster may submit a SOQ for placement on the Group A Roster no earlier than one (1) year after the date of its placement on the Group B Roster. If the evaluation committee determines the contractor does not meet the Criteria for inclusion on the Group A Roster, the contractor may resubmit a SOQ for Roster placement no earlier than one (1) year after the date of the evaluation committee's determination or the date of an appeal decision denying Roster placement, whichever is later.

## **General Information**

**Form of Contract:** The form of contract to be used shall be the State of Washington Public Works Construction Contract.

**Submittal Deadline:** Contractors may submit their SOQ at any time, subject to the resubmission provision in this RFQ, prior to expiration of the Roster. Qualified contractors shall be added to the Roster upon the UW's review and approval.

**Background Checks:** The UW may conduct background checks on all employees of the contractor and all subcontractors proposed to perform work prior to award of any contract.

**Questions:** Questions about the Roster should be directed to Shelly Marriott at (206) 221-4222 or by email at [smarriot@uw.edu](mailto:smarriot@uw.edu).

## **Submittal Instructions**

Contractor must reply to the Criteria set forth above in a comprehensive, clear and concise manner. All responses must be labeled with the title of this RFQ, organized in the same order as the Criteria are listed in this RFQ, and be clearly separated with tabs. **Brevity is preferred.**

Contractor shall submit one (1) unbound original (8 ½ x 11 format) and one (1) CD/DVD in PDF format of its SOQ by **U.S. mail or via courier** to the following address:

RFQ – 2017 - 2020 Critical Patient Care and Specialized Medical Research Facilities Roster  
University of Washington  
February 20, 2020

University of Washington  
Project Delivery Group  
Attention: Shelly Marriott  
University Facilities Building  
Box 352205  
Seattle, WA 98195-2205