

**REQUEST FOR QUALIFICATIONS (RFQ)  
And  
Predetermination of Eligibility (POE)  
For**

**CRITICAL PATIENT CARE ROSTER**

*First submittal date: October 23<sup>rd</sup>, 2020*

**Description**

The University of Washington (UW) through UW Facilities (UWF) is soliciting Statements of Qualifications from experienced and responsible contractors for its Critical Patient Care Roster (“CPCR”), pursuant to RCW 28B.20.744. The CPCR is being established to ensure that contractors working inside highly-sensitive medical facilities are experienced with infection disease control, privacy and patient confidentiality, specialized equipment, medical treatment and testing protocols, along with high standards for safety, cleanliness, and aesthetic; with a proven track-record of customer service and satisfaction.

This CPCR may be used to solicit and award contracts for construction, building, renovation, remodeling, alteration, repair, or improvements at the University of Washington Medical Center (UWMC) and Harborview Medical Center (HMC) and similar facilities within the UW. Projects delivered through the CPCR are located within existing, in-use, and occupied areas of our medical facilities. Possible examples of projects are: nurse’s station remodels; installation of owner-furnished medical equipment, e.g., CT scans, scope washes, biplane, and MRIs; and pharmacy laboratory upgrades. Construction work will occur adjacent to critical patient care facilities and supporting spaces (“adjacent” means immediately adjacent to the work, or on the floor above or below).

CPCR projects are defined by statute as those projects with an estimated construction cost of \$5,000,000 or less.

The UW shall establish two roster groups as part of this solicitation. Group “A” roster work shall consist of projects containing life-critical elements, e.g. oncology suites, operating rooms, etc. Group “B” roster work shall consist of all other work inside critical care and lab areas. For purposes of this process, CPCR shall mean both Group “A” and Group “B”. Project specific construction bids will be solicited from all contractors from the applicable group depending on the area and scope of construction.

The UW intends to utilize the CPCR to facilitate efficient, cost-effective delivery of capital projects for its medical centers. In order to be eligible for inclusion on the CPCR, a contractor must meet both the selection criteria and the evaluation criteria (collectively, the “Criteria”), as described below.

This CPR, once established, will expire on December 31, 2023. Any firm interested in membership on the Roster after December 31, 2023, must submit a SOQ for evaluation in response to a future RFQ that is anticipated to be issued before the end of calendar year 2023.

### **CPCR Utilization**

During the last 3 years, the UW has bid 14 projects, totaling an estimated \$2M. There was 12 contractors on the Group "A" and 7 contractors on Group "B."

The UW generates a report to the Capital Project Advisory Review Board (CPARB) to track usage and demonstrate effective use of the CPR. Those that are interested can review the report [here](#).

### **Statements of Qualifications and Predetermination of Eligibility (SOQ)**

Contractors interested in being placed on the CPR shall prepare a written response demonstrating their eligibility, responsibility, and desire to be placed on the CPR. Each response shall document each of the minimum qualifications and address each of the eligibility criteria listed.

Responses shall be no longer than 20 page sides (10 pages). Resumes and safety documentation may be placed in an appendix which will not be included in the page limits. Responses do not need to use all pages allowed. The UW appreciates concise and brief responses.

### **Minimum Qualifications**

All respondents must meet the minimum responsibility criteria as required under RCW 39.04.350 for public works contracts. Also, provide a letter(s) confirming your ability to bond up to \$5M dollars and your insurance coverage limits. In an appendix, attach all relevant evidence of responsibility. These elements are considered pass/fail. Respondents that do not meet these minimum responsibility criteria will not be eligible for placement on the CPR. Additionally, these requirements will be checked at the time of each bid.

### **Responsibility Criteria**

#### **1. Contractor's Past Performance (30 points)**

Provide a list of at least three (3) similar projects completed within the last five (5) years, performed in a critical patient care facility that remained in operation during the construction period. The projects must have included the following elements:

- Coordination of construction activities with ongoing patient care operations taking place adjacent to the construction area; and
- 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.

- A. Management of key subcontractors is a critical skill. Please describe how this management was performed by your team for each project listed above.
- B. Include one sample infection control plan developed and implemented by contractor for one of the projects listed above.
- C. For each project listed above, provide a contact name and contact information. 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.

**2. Contractor's professional personnel capabilities (30 points)**

- A. Please provide a staffing plan/organizational chart. Chart should include titles, roles and responsibilities *typically assigned* for construction projects in critical patient care facilities.
- B. Discuss your rationale for staffing projects this way and how specifically this organizational structure provides the most effective outcomes and customer satisfaction in successful delivery. It may be helpful to correlate staff, roles and responsibilities to the demonstration projects in criteria 1.
- C. In an appendix, include *resumes of all staff anticipated to be assigned* to projects advertised to this Roster. At a minimum, Key Personnel shall include
  - a. project manager(s),
  - b. superintendent(s),
  - c. Project engineer(s),
  - d. safety officer(s),
  - e. as well as any principal(s) or senior level staff of the firm.

Be sure to include any staff that might be unique to delivering construction in critical patient facilities that might be your signature effective.

Staff capabilities and expertise information should be limited to two (2) pages and 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 facility projects involving infection control, and schedule phasing and coordination of the projects. Points may be awarded based on the relevant qualifications of the proposed staff. *UWF reserves the right to discuss staff assignments at the time of individual bids; contractors should be prepared to staff CPR projects carefully and in accordance to staff discussed in your response.*

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

- A. Describe how you monitor and ensure that the cost and project schedule are met during construction. What estimating /cost reporting and scheduling systems and management techniques do you use to maximize productivity and meet the client's schedule and budget constraints?
- B. Demonstrate effective scheduling techniques by providing one MS Project schedule (or similar software schedule) used on a projects listed from criteria 1. Projects that include complex

phasing or successful management of long lead items and/or owner provided equipment will receive more points.

**4. Contractor's ability to provide preconstruction services (10 points)**

CPCR projects are "low bid" with prescriptive plans and specifications; and often do not afford a robust preconstruction phase. However, all construction projects benefit for preconstruction planning.

Describe your experience, and approach, to providing effective preconstruction services for complex or critical medical facility projects. Discuss what types of tasks during a preconstruction phase are essential to the success of patient protection, operation coordination, minimizing disruptions and impacts to patient care operations.

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

Discuss your specific approach to delivering a construction project in a critical patient care facility and provide two (2) examples. Discuss essential tasks that are keys to ensuring projects stay on-schedule and on-budget, together with the highest levels of customer service and care. (e.g. project initiation (submittal schedule), execution (weekly review meetings, change order management, long lead tracking), contract administration, QA/QC, closeout (e.g. punch list approach, management of redline drawings), transition to operations.

**6. Safety (10 points)**

- A. Describe a strength in your corporate program around accident prevention that specifically impacts projects within critical patient care facilities. Discuss why you believe an explicit corporate culture of safety affords you low accident rates and high-levels of customer service.
- B. Describe your approach to managing safety on projects within critical patient care facilities. Please discuss how you approach and ensure the safety of subcontractors and material persons, UW patients, staff and students. What expectations do you have of your subcontractors, and how are those expectations communicated and managed? How do you plan and execute in a fashion that does not impact medical operations.
- C. **Safety History**  
Please complete the University of Washington's *Safety and Health Qualification Statement*. (See Attachment)

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

Submit letters of recommendation from two (2) owners/past clients providing confirmation of the contractor's record of performance, integrity, judgment and skills. It would be preferred to focus on clients that are not the UW Facilities, UW Medicine or Harborview. Work with our teams is known and may already be used in evaluating criteria.

**8. Workforce Development and Business Equity Inclusion (10 points)**

- A. Using the demonstration projects from Criteria 1, provide your diverse business inclusion performance on each. In addition to the project information provided in Criteria 1, include any owner, or agreed, diverse business inclusion goals, the final percentage of diverse business inclusion, the final dollar value paid to diverse businesses and the scopes of work performed by diverse businesses on those projects.

- B. Since projects delivered through the CPRC are “low-bid,” discuss your approach to bidding this type of work and the strategies your firm uses to include diverse businesses in all scopes of work at every tier. Talk through your business strategies that may include a diverse list of subcontractors, service providers, materialmen you frequently partner with. Discuss any program approaches to providing technical assistance, support, or other types of services to ensure that your diverse partners are successful in bidding and continuing to work with your firm. The UW is interested in your capacity building, mentoring, or training programs that provide any subcontractor growth opportunities to work in critical patient care areas.
- C. As you know, public works projects over \$1M are required to attain 15% of all labor hours on the project in apprentice labor. As newly required, UW Facilities will check your apprenticeship past performance with each job you bid. Please discuss your approach to workforce development not only in the space that it may be required, but in your corporate approach to developing skilled trades. Employees that not only meet journey level benchmarks but ensure the care and professional approach to working in vulnerable environments.
- D. Please acknowledge that with every bid submitted through the CPRC a *BEE Contribution Form* will be required and you will commit to genuinely applying the strategies listed when bidding CPRC projects.

**EVALUATION CRITERIA**

| <b>Criteria</b>                                     | <b>Maximum Available Points</b> |
|---|---------------------------------|
| Minimum Qualifications (evidence of responsibility) | Pass/Fail                       |
| Past Performance                                    | 30                              |
| Staffing and Personnel                              | 30                              |
| Ability to meet time and budget                     | 10                              |
| Preconstruction Value                               | 10                              |
| Project Execution                                   | 15                              |
| Safety  | 10                              |
| Record of Performance and References                | 5                               |
| Workforce Development and Business Equity Inclusion | 10                              |
| <b>Total Points Available</b>                       | <b>120</b>                      |

**Approval & Review Process**

**Evaluation Committee:** The UW shall establish a committee to evaluate responses. Placement on the CPRC shall be on the basis of scores received.

In addition to the criteria listed, the UW may conduct reference checks to validate information submitted by the contractor in their submission. 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 the UW may determine the contractor ineligible for placement on the CPRC.

**Scoring and placement on the roster:** Contractors receiving a score of 90 points, or more, shall be considered eligible and placed on the Group B CPR. Contractors receiving a score of 105 points, or more, shall be considered highly-experienced and eligible and placed on the Group A.

### **Roster Management**

The UW will keep this request open continuously, those that would like to be submit a response are encouraged to at any time. In order to maintain an effective and efficient CPR, the UW will advertise once a year; review applications to the CPR; ensure that work bid through the CPR is appropriate and meet the intent of establishing the CPR; continuously have work to bid in both the A and B CPR, and provide a fair and competitive environment that protects the critical nature of the work in our care facilities.

The UW reserves the right to use the *Contractor Performance Program* to continuously evaluate CPR firm's responsibility and eligibility on the CPR. Should there be a performance or conduct issue the UW may rescore and review a contractor's eligibility for the CPR.

### **Appeals**

The UW reserves the right to not include any firm on the CPR that, in its sole judgment, has not adequately demonstrated their capabilities and responsibility for providing work within critical patient care areas. The UW shall provide to contractors, notification in writing, either a) which CPR group the contractor has been assigned to, or b) if the contractor is not included on the CPR and 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 forward the submission, the committee's determination, and the appeal to the *Executive Director of the Project Delivery Group* to evaluate any such appeal received and review any additional information or explanations provided by the contractor. The Executive Director shall then issue a determination to the contractor with its final decision on whether the contractor met all the responsibility criteria for inclusion on the CPR, or that the contractor has been placed in the appropriate CPR group. The determination by the Executive Director will exhaust and contractor's administrative remedies in this matter.

### **General Information**

**Form of Contract:** The form of contract to be used shall be the Washington State Facilities Specifications with UW specific modifications. A form of the contract can be found [here](#).

**Background Checks and Controlled Access:** 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. Also, most of the medical facilities have controlled access protocol; it is recommended that contractors become familiar with these protocols.

**Business Equity Enterprise (BEE) Inclusion:** The UW is committed to providing the maximum practicable opportunity for participation by diverse BEEs in all contracts. The UW counts all diverse firms, certified, registered or similar. The UW counts all diverse firms counted by other programs. The list of diverse firms includes, but is not limited to, minority business enterprises (mbe), women business enterprises (wbe), veteran business enterprise (vbe), lesbian-bisexual-gay-transvestite-queer-intersexual-aseexual-pansexual (LGBTQIAP) business enterprise, and small businesses enterprise (sbe). The UW encourages participation by these firms at any tier, service providers, or suppliers. Each project bid will have a *BEE Contribution Form* and *Self-Declaration Form*. Voluntary goals for each project under the CPCR will be established prior to Award. Upon request of the UW, Contractors will be required to provide a report of any outreach efforts undertaken to utilize BEEs in preparing bids.

**Questions:** Questions about the CPCR or the this application process should be directed to the RFQ Coordinator, Assistant Director of the Project Delivery Group **Beck Eatch by email at [beatch@uw.edu](mailto:beatch@uw.edu)**.

Electronic Submittal Instructions: Contractor's shall submit one electronic copy of their Statement of Eligibility and CPCR application to:

**Project Delivery Group  
pdgbids@uw.edu**

**-END OF REQUEST-**