Request for Qualifications for Design Services

UW Medicine and Harborview Medical Center
Behavioral Health Institute – Outpatient Facility
Project Number: 207039
Submittal Deadline: December 4, 2019 at 3:00 p.m.

The University of Washington Facilities, on behalf of King County, UW Medicine and Harborview Medical Center, is soliciting Statements of Qualifications (SOQ) from design firms to provide predesign services for new behavioral health outpatient facilities on the Harborview Medical Center campus. This selection is for predesign services only. Should an option be chosen, and the project move forward, the University is likely to deliver the facilities via Design-Build methodology. The selected firm for the predesign would be eligible to submit qualifications as part of a Design-Build team in the future.

Background:
Harborview Medical Center & UW Medicine have created a new Center of Excellence called the Behavioral Health Institute (BHI) –where innovation, research and clinical practice come together to improve mental health and addiction treatment. The BHI is a group of services and people dedicated to key issues in behavioral health. New outpatient behavioral health facilities on the Harborview Medical Center campus will allow the BHI to expand its mission to provide behavioral health care to the residents of King County and the state of Washington. Attachment 1 provides an overview of Harborview’s Behavioral Health Institute.

UW Medicine and Harborview Medical Center are also partnering with King County to develop long range capital plans for the Harborview Medical Center campus. These
planning efforts cover a wide range of issues, including addressing the behavioral health needs of King County residents.

Harborview Medical Center (HMC) is a 413-bed hospital, owned by King County, governed by a county board of trustees and managed by the University of Washington and is one of the major teaching hospitals for the University of Washington School of Medicine. HMC is mission driven and provides care to patients from all walks of life. HMC is the only designated Level 1 adult and pediatric trauma and burn center in the state of Washington and serves as the regional trauma and burn referral center for Alaska, Montana and Idaho. UW Medicine physicians and staff based at Harborview provide highly specialized services for emergency medicine, vascular surgery, orthopedics, neurosciences, ophthalmology, behavioral health, HIV/AIDS and complex critical care and rehabilitation.

Key Centers of Excellence

- Level 1 adult and pediatric trauma and burn care
- Emergency medicine and disaster management
- Eye and optometric institute
- HIV/AIDS
- Neurosciences
- Psychiatric and psychological services, including severe mental illness and substance abuse
- Rehabilitation Services
- Sports, spine and orthopedic care
- Vascular conditions

2018 Statistics

Licensed beds - 413
FTE’s - 4,501
Admissions – 16,716
Emergency Department visits – 57,516
Clinic visits – 262,132
History

Harborview began in 1877 as a six-bed King County Hospital in South Seattle. In 1931, the hospital moved to its present location overlooking Puget Sound and changed its name to Harborview Hospital. Since then, Harborview Medical Center has become a leading medical center and expanded its facilities through voter-approved bond projects and Harborview reserve funds. The Norm Maleng Building opened in 2008 and the Ninth and Jefferson Building opened in 2009.

Scope of Services:

The scope of services is to prepare an in depth predesign study for the project in accordance with the Washington State Office of Financial Management (OFM) Predesign Manual. A copy of the OFM Predesign manual can be found here: https://www.ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/predesign/2016predesignmanual.pdf. The goal of the predesign is not to conceptually design the project, but rather to provide programming, options analysis, design, and cost framework which the eventual design-build team can use effectively, as well as to provide a compelling case for the funding of the project. The State has approved the University to spend a maximum of $500,000 on the pre-design project.

The 2016 UW Bothell Phase 4 sample Predesign is provided in Attachment 2, as an example of the level of depth expected for this predesign. In addition to the OFM Predesign Manual, the selected firm will work closely with the UW to establish benchmarks for comparable facilities and target values for quality and cost for facility components. The goal is to develop design and cost information to allow the University to scale the project based upon available funding and support target value design efforts of a design build team. Services may also include cost consulting, environmental review support, development of a detailed program of requirements, and a demand justification.
study. An example of the benchmarking deliverable is included in section 5 Project Budget Analysis in Attachment 2.

The selected firm, or team, will work under the direction of the UW Facilities team and will work closely with additional UW Medicine and King County stakeholders. A Project Executive Committee will provide governance for the project. Attachment 3 outlines the Project Governance structure. The selected firm will also collaborate with Harborview Medical Center’s Facilities Management Division, Environmental Health and Safety, the Office of UW Technology, and other campus entities, as appropriate.

**Pre-Submission Meeting:** Those interested in responding to this Request for Qualifications (RFQ) are encouraged to attend the Pre-Submission Meeting at **10:30 AM to 11:30 AM on Friday November 15th, 2019** at the **Harborview Ninth and Jefferson Building (908 Jefferson, Seattle WA 98104) --- Conference Room 10NJ-1007**. A map of the Harborview campus and parking information can be found here: [https://uw.cloud-cme.com/assets/uw/images/Harborview%20Parking_2014.pdf](https://uw.cloud-cme.com/assets/uw/images/Harborview%20Parking_2014.pdf)

**Submittal Requirements and Evaluation Criteria:** The SOQ must include and will be evaluated based on the following criteria. The SOQ must include a Table of Contents (TOC) and be organized by discrete sections corresponding to the criteria and in the same order as listed below. The SOQ shall not exceed thirty (30) page sides, except that the TOC, cover letter, section tabs/dividers, and resumes are not included in this page limit. The font used for the SOQ, and resumes, must be no smaller than 10 pt. for text and 8 pt. for captions.

1) **Cover Letter:** (2 page sides maximum) A cover letter explaining your firm’s interest in this project, addressing, at a minimum, the following:
   A. High-level summary of your firm’s relevant qualifications, including a summary of relevant expertise, experience, and practice.
B. Acknowledge that you have reviewed any addenda issued to the RFQ, as posted at [https://facilities.uw.edu/projects/business-opportunities/solicitations](https://facilities.uw.edu/projects/business-opportunities/solicitations).

C. Response to, and acknowledgement of, the UW Terms and Conditions.

D. Identify the office location(s) that will manage and administer this project.

E. The name and contact information of the individual in your firm that the University should contact regarding questions about your SOQ and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, and zip code), telephone number, and e-mail address.

2) **Relevant Experience of the Firm:** Discuss your firm’s expertise and experience of the firm in the programming, cost modeling, and planning of efficient, cost-effective and highly functional medical facilities that are *sited on large academic medical center campuses with Level 1 Trauma Center designation*. Specific experience and expertise to include:

   A. Programming experience with diverse stakeholder groups.

   B. Experience in the design of outpatient behavioral health treatment facilities with a focus on psychiatric and crisis services, including severe mental illness and substance use disorder services.

   C. Experience working in an integrated team environment with the Owner and other members of the design team.

   D. Familiarity with design-build delivery and developing predesigns to prepare design-build projects for success.

   E. Experience in developing benchmarks for quality and cost by referencing similar projects.

   F. Experience with target value design.

   G. Experience in preparation of predesign documents in accordance with the requirements of the OFM Predesign Manual.
H. As part of the qualifications submitted, include a copy of the completed Federal Government GSA Standard Form 330, Part II. The form is available online at: http://www.gsa.gov/portal/forms/download/116486.

3) **Staff Experience and Availability:** Include a staffing plan, and/or organizational chart that outlines the staff members to be assigned to deliver the pre-design. Be sure to include a description of their roles, responsibilities, relevant qualifications and expertise. If staff are team members from sub-contracted partners be sure to include the other partner firm information as requested from yours. With each staff’s qualifications be sure to describe work done on projects delivered in a similar collaborative environment. Include a copy of the resume for each staff member and include a paragraph on each resume showing specific experience relevant to this project and a paragraph explaining why the individual was selected for this project. Include their percentage of time and the availability for this project for each of the key the submitted staff members.

*The University will consider each staff member listed critical to the work and therefore “key personnel.” The University reserves the right to review and approve any changes in staff and/or request staffing changes.*

4) **Ability to Establish Schedules and Budgets:** List your team’s experience and history of successful development and support of a comprehensive project schedule and budget for projects of similar scope and/or size. Provide examples of projects describing how Target Value Design (or a comparable cost management technique) was used to establish budgets and schedules which were later met by the team delivering the project. Be sure to list the name of the project, owner, your original schedule and budget and final; as well as the rational as to why the demonstration projects are considered similar.
5) **Programming/Concept Development/ Experience:** Discuss your team’s experience in the preparation of scalable program documents, including building and site programs, and concept development for projects of similar scope and size. Provide examples from past projects where the staff proposed to perform the work on this project developed and implemented creative solutions to challenging programming, concept development, and project goals. Be sure to include the rationale for why the demonstration projects are considered similar or relevant to inform the work of this project.

6) **Project Management Experience:** Following Criteria 2, outline the expertise of the team to work on this project in the following project management functions: supervision, coordination, collaboration, communication/consensus building, and quality assurance and control related to technical document development and project administration. Be sure to include the name of the lead team member for each of the functions and how the project team will work together to ensure the most efficient delivery.

7) **Integrated Design Experience:** Provide examples from the past 5 years of your team’s expertise and experience with integrated design practices. Identify each project experience, the staff member’s relevant experience in utilizing an integrated design approach, life cycle cost analysis/total cost of ownership, and other practices used to establish and meet design goals. Identify participating team members with appropriate experience. Please discuss 2 lessons learned that your team will apply to add value to this project.

8) **Business Equity:** (see definitions of these terms in the Business Equity paragraph on page 12)
9) A. Using 5 of the demonstration projects from previous criteria, list your team’s performance in providing opportunities and including Business Equity Enterprises in the initial programming and design of projects.

For each project, include the following:

- Name of the project
- Date of substantial completion
- Name of the owner and contact person with email and phone
- Final contract value
- Owner’s utilization goals for the project (if any)
- The overall percentage of the final contract value paid to BEE

B. With this project in mind, discuss opportunities to partner with diverse businesses. List specific scopes and potential partnerships that you will sub-contract to accomplish this work. Be sure to first list all sub-discipline and support scopes then talk about opportunities for each.

*The University is interested in how you performed on past projects of similar scope and size, regardless of delivery method or project owner. BEE includes businesses at any tier of project development and support, so include those businesses that involved scopes such as reprographics and other consumables if they are considered diverse.

10) **Permitting and Other Regulatory Knowledge:** Discuss your experience with the approval and permit processes of the City of Seattle or other city/county government agencies, other applicable regulatory agencies, and with the administrative review processes and requirements **relevant** to this project. This knowledge primarily is intended to inform schedule development, conceptual organization of the program, and target cost of building components rather than to develop a code analysis of a specific design solution. Be sure to list the permits you initially will include in the programming approach and suggestions for ensuring the schedule and expectations are realistically included.
11) **References:** Provide three (3) project owner references for work completed by the project manager and lead designer, on similar scale studies and/or projects within the past 5-years. References should be selected from examples prominent in your SOQ. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Selection Process section of this RFQ for information about how reference checks will be used in the evaluation process.

**Acceptance of University’s Standard Agreements:** The University intends to utilize its standard Agreement for Professional Services for pre-design work. These Agreements are available for review on the UW Facilities website at: https://facilities.uw.edu/projects/business-opportunities/contracts-forms. Select the ‘Agreement for Professional Services – Miscellaneous OA4’. Each firm must affirm in in their cover letter, that the terms and conditions of these agreements are acceptable. During the negotiation phase, a firm may discuss with the University any term or condition that the firm may take exception. A Firms’/team response to this section will be facilitated in negotiations with the most highly qualified team but will not be considered in the evaluation process. The University makes no commitment that it will modify any of the terms of these standard agreements based on the firm’s exceptions. Firms should not comment on the terms of Attachment A to the Agreements that include compensation provisions.

**Weighting of Evaluation Criteria:** The SOQ will be evaluated based on the following points for each evaluation criterion:

<table>
<thead>
<tr>
<th>SOQ Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
</tr>
</thead>
</table>

Last Revised: November 4, 2019
<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover Letter</td>
<td>No points (Pass/Fail)</td>
</tr>
<tr>
<td>2</td>
<td>Relevant Experience of the Firm</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Staff Experience and Availability</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Ability to Manage Schedule and Budget</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Programming and Concept Development Experience</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>Project Management Approach</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Integrated Design Experience</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>Business Equity</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>Permitting and Other Regulatory Knowledge</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>References</td>
<td>No Points (Pass/Fail)</td>
</tr>
</tbody>
</table>

**Total Points:** 100

**Submittal Deadline:** One (1) unbound original and one (1) USB thumb/flash drive(s) containing a copy in PDF format of the SOQ containing the above-listed information must be received at the University Facilities Building no later than the submittal deadline stated on the first page of this RFQ, or as modified by any subsequent addenda. Submittals sent by mail or courier shall be sent to the address below (use box number for U.S. Postal Service (USPS) delivery only). Faxed or e-mailed submittals will not be accepted. Firms are responsible for ensuring receipt of the SOQ at the University Facilities Building by the deadline stated above, and should take into account internal UW delivery times once USPS delivers a submittal to the box number indicated, and other delays that may occur when using a delivery service. Submittals received after the deadline will not be considered.

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

Any addenda issued for this RFQ will be published at the following website address: https://facilities.uw.edu/projects/business-opportunities/solicitations. Firms are responsible for checking the website for any addenda prior to submission of qualifications. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

**Selection Process:** The SOQs will be scored by an evaluation committee. This committee will be composed of members from UW Medicine, UW Facilities, and King County. The committee’s composition will be reviewed and approved by the Project Executive Committee. The committee will use each firm’s SOQ scores solely to determine a shortlist of the highest scoring firms. The scores from this evaluation will not carry through to the interview evaluation. Each shortlisted firm will be invited by letter to an interview and to submit prior to the interview a Business Equity Inclusions Plan. The letter will inform the firms as to the submittal date for the Inclusion Plan.

Your Inclusion Plan should include:

- A stated goal for BEE inclusion based on the anticipated cost. Defend the goal.
- List all scopes and subjects you will be self-performing and those scopes/subjects you will partner or hire to do.
- List of all scopes/subjects you see as opportunities for BEE and discuss how you will leverage this knowledge for opportunities on this project.
- List all the scopes/subjects that will be hired out and coverage

In addition to presenting their qualifications, experience, and approach to the project, the firms will be expected to respond to questions from the evaluation committee regarding
any elements of their presentation. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:

<table>
<thead>
<tr>
<th>Interview Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project: The firm’s understanding of, and approach to, the requirements of the project.</td>
<td>30</td>
</tr>
<tr>
<td>2 Personnel: Experience and knowledge relevant to the project.</td>
<td>20</td>
</tr>
<tr>
<td>3 Communication: Interpersonal communication between team members and the committee.</td>
<td>15</td>
</tr>
<tr>
<td>4 BEE Inclusion Plan</td>
<td>10</td>
</tr>
<tr>
<td>5 Presentation and Questions: Clarity of expression and thoroughness in the firm’s presentation, and in providing insightful answers to questions asked by the committee. Quality of questions asked by the firm.</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The committee will select the shortlisted firm with the highest interview score as the most qualified firm to enter into negotiations with the University. If the University and the most highly qualified firm cannot agree on terms that are fair and reasonable, the University may enter into negotiations with the next most highly qualified firm.

**Protest Procedure:**
In order to be considered, protests of the selection decision made pursuant to Section 3 of this RFP must be received by the University no later than four (4) business days from
the date of email notification to the Finalists of the selection decision as set forth in RCW 39.10.330(6). Protests must be in writing, and addressed to:

University of Washington
Facilities Operations
Attention: John Chapman
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Protests shall include the name, email address, and phone number of the protestor’s authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the Interim Associate Vice President shall review the protest, consider all available facts, and issue via email a final protest decision. The University may not advance to the next phase of selection and may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

**Selection Process Schedule:**

Issue Request for Qualifications (RFQ) ........................................ November 6, 2019
Second RFQ Advertisement .......................................................... November 11, 2019
Pre-submission Meeting at 10:30AM – 11:30AM ................................. November 15, 2019
Last day for Questions due at 3:00PM ............................................. November 18, 2019
Final Addendum Posted ................................................................... November 19, 2019
Scoring of Qualifications due at 3:00 PM ......................................... December 4, 2019
Scoring of SOQ and Finalists Selection Notification ........................ December 11, 2019
Finalists Interviews with the Project Selection Committee ............... December 18-19, 2019
Notification of Selection Decision .................................................... December 20, 2019
Only a Design firm, and any direct sub-consultants to the firm for the pre-design work will be selected at this time. Information regarding design-build partners and contractors should not be included in the SOQ. The University expects to work with the selected firm to finalize the full team prior to consultant contract award.

The University reserves the right to conduct additional reference checks for the highest scoring firm(s) either after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about the firm’s past performance or their ability to successfully perform the work of the agreement(s) to be executed based on this RFQ, the University may, at its sole discretion, determine that the firm is not qualified to move forward in the selection process and/or to enter into negotiations with the University. In conducting reference checks, the University may include itself as a reference if the firm has performed work for the University, even if the firm did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm from other owners and designers even if they were not identified by the firm as references in the SOQs submitted.

**Business Equity:**
The University of Washington is committed to offering the greatest practicable opportunity to diverse businesses in our community; such as 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 (OMWBE), Northwest Mountain Minority Supplier Diversity Council (NWMMNSDC), or Women’s Business Enterprise Council (WBEC)

Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBT): 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.
Questions: All questions regarding this RFQ should be addressed to Tracey Andres, Account Manager, at 206-616-1139, or by email at tandres2@uw.edu.

Publication date(s) in the Seattle Daily Journal of Commerce: November 6 and November 11, 2019.