1.1 INTRODUCTION: The University of Washington (University or UW) is soliciting Statements of Qualifications (SOQ) from qualified firms or joint ventures to provide design-build services for the design and construction of the Harborview Medical Center (HMC) Cart Washers & Sterilizers Project, which will provide, utility and finish upgrades for the upgraded Cart Washers and Sterilizer equipment in the existing Central Processing Unit (CPU). The area of work is comprised of three separate areas in the CPU totaling approximately 2,220 SF on the second floor and mezzanine of HMC’s Maleng Building. A map of the HMC Complex is provided as Attachment 1.

The work area is currently occupied by one (1) existing Cart Washer and four (4) existing Sterilizers that will be replaced with two (2) new Cart Washers and four (4) new Sterilizers. The project scope includes selective renovation of space in a multiphase delivery that will minimize the down time for the Cart Washing and Sterilizing equipment. The existing floor slab in the Cart Washer area may have to be removed and replaced with a floor slab at a lower level to allow for proper drainage at both Cart Washer locations. The new Cart Washers and Sterilizers will be provided by HMC and installed by a third party. No more than one (1) Cart Washer and one (1) Sterilizer can be down at the same time. The program elements have been defined and the preliminary programming plan has been completed by HMC in-house staff. At this time the University is only soliciting SOQ from Design/Builders (D/B), including the electrical designer and mechanical designer as part of the team. After the D/B is selected, the University will work with the D/B to select the rest of the team, including but not limited to, structural engineer, architect, and electrical and mechanical subcontractors during design.

The University’s target budget for design and construction for this project ranges from $3.55 to $3.85 million, exclusive of Washington State sales tax. The funding source of the project is HMC Patient Revenues.

The project is anticipated to be substantially complete by June 30, 2019.
In accordance with RCW 39.10.300, project delivery will be by a progressive design-build approach which eliminates the requirements for a design submittal and total project pricing to select the design-builder. The selection process emphasizes qualifications. The University will utilize a preliminary agreement to develop early design and negotiate a price for completing the project, and a second agreement to complete design, construction, commissioning, and any other aspects of scope necessary to complete the project.

Teams submitting a SOQ will be evaluated based on the criteria set forth in this Request for Qualifications (RFQ) by a committee with representation from the HMC and UW Capital Planning & Development (CPD). A maximum of three teams (the Finalists) will be short-listed. The Finalists will proceed to the second step of the selection process and receive a Request for Proposals (RFP). Finalists submitting a proposal will be evaluated based on the criteria set forth in the RFP (which are also included herein) by the same committee noted above. The highest scoring Finalist will be selected for contract negotiations.

1.2 BASIS FOR USE OF THE DESIGN-BUILD PROCESS: The University is utilizing the Design-Build alternative public works contracting procedure authorized under chapter 39.10 RCW. This project delivery method is appropriate for this project because the construction activities are highly specialized and a design-build approach is critical in developing the construction methodology. This project is located in a critical patient care facility that must remain in operation at all times in and around the construction scope area. This requires a collaborative approach to the design especially in regard to phasing the construction of the project.

Use of the Design-Build procedure also provides the opportunity for greater innovation or efficiencies between the designer and the builder. This project is located in three separate locations in the CPU in HMC’s Maleng Building. The design builder has a unique ability to assess the existing utilities, determine the most efficient way to maintain operations, and renovate the space in a planned fashion, which should mitigate unknown shutdown and project schedule delays due to unforeseen issues.

Finally, significant savings in project delivery time would be realized. The design builder can investigate and influence the design based on existing infrastructure and define the appropriate phases necessary to complete the work such that the typical delays caused by most unforeseen conditions are mitigated. The phasing design work will be completed so as to meet the University’s needs without causing rework due to poor planning.

1.3 PROJECT DESCRIPTION: As previously stated, the project work is located in three separate locations in the Maleng Building (see Attachment #2 “HMC 2nd Floor Maleng, Cart Washers and Sterilizers”). The success of the design-build team will lie largely in the team’s ability to investigate, understand, and work within the context of these systems.

The primary goals of the project are:
A. to renovate the existing area and replace the existing one (1) Cart Washer with two (2) new Cart Washers and replace the existing four (4) Sterilizers with four (4) new Sterilizers. Existing floor slab above grade in the Cart Wash area may need to be removed and replaced to ensure proper drainage. Existing utilities need to be upgraded for the new equipment,
B. to upgrade the existing space with new flooring, ceilings, wall surfaces, lighting, and architectural
modifications,

C. to design and define the construction phasing and shutdown of infrastructure building systems in a way that keeps HMC functional and operational, and

D. to pursue an overall ‘best value’ approach for designing and constructing the project.

The design-builder will be responsible for developing a design and construction phasing plan, which will be implemented such that HMC maintains uninterrupted operation of the functions whose spaces are being renovated as well as adjacent functions. The design builder will develop the architectural, structural, MEP and communications design and the construction phasing approach in collaboration with the University, taking into consideration operational continuity, utility design, and utility shutdown impacts. To accomplish the construction of the project, the CPU operational unit which is located in a space to be renovated will be working in a reduced area which will require minimal interruptions. The architectural work that will be completed by the design-builder will be minor architectural design, selection of finishes, and coordination of architectural design with structural, MEP, communications and other specialties involved.

The term ‘best value’, as used in the context of this RFQ, means an approach that emphasizes investigation of existing conditions and determination of the most cost-effective and efficient phasing of the construction of the project. The developed phasing will maintain required operations and avoid unforeseen conditions and construction delays which result in high-cost renovation elements which do not enhance the University’s ability to meet the health care needs of patients.

Project characteristics include, and are not limited to:

- Design, investigation, and construction within an operating Hospital Central Processing Unit.
- Preliminary programming has been completed by HMC in-house staff. The project preliminary programming is provided as Attachment 2. Architectural design will be required as part of the work to be completed. Architectural finishes will be required. The architect will be selected in collaboration with the University after the D/B contract has been awarded.
- The structural design will be part of this project. The structural engineer will be selected in collaboration with the University after the D/B contract has been awarded.
- The MEP, and communication systems will be designed as part of this project.
- Close collaboration is required with the University to establish phased construction plans that maintain uninterrupted operations while minimizing disruption or alteration of completed phases. The Design-Builder will delineate options and resulting cost implications.
- Goal of zero delays due to poorly coordinated shutdowns.
- Cost-effective approach to providing building systems of standard medical facility quality.

The University intends to work with the successful proposer to develop fair and effective contractual incentives.

1.4 NON-MANDATORY PRE-SUBMISSION MEETING: There is a non-mandatory pre-submission meeting scheduled for 3:00pm-4:00pm on September 12, 2017. The meeting will be held in Conference Room FAC 16, in the Harborview Medical Center Facilities Trailer located at 319 Terry Avenue, Seattle WA 98104.
1.5 QUALIFICATIONS REQUIRED: Firms shall primarily focus their responses to this RFQ by highlighting their ability to provide design and construction of MEP, and communications systems. Teams desiring to submit their SOQs for this project must demonstrate experience and qualifications as a Design-Builder with appropriate experience in building renovation, operational building construction phase planning and utility shutdowns, code analysis, and medical facility building system design. Firms must also demonstrate their ability to meet the selection criteria outlined elsewhere in this RFQ.

1.6 SOLICITATION PROCESS SCHEDULE: The anticipated schedule for the solicitation process is indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Issue Request for Qualifications:</td>
<td>September 5, 2017</td>
</tr>
<tr>
<td>2</td>
<td>Non-Mandatory Pre-Submission Meeting at 3:00 pm:</td>
<td>September 12, 2017</td>
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<tr>
<td>3</td>
<td>Statements of Qualifications due at 3:00 pm:</td>
<td>September 20, 2017</td>
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<tr>
<td>4</td>
<td>Finalists Selected:</td>
<td>September 27, 2017</td>
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<tr>
<td>5</td>
<td>Issue Request for Proposals:</td>
<td>October 3, 2017</td>
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<td>6</td>
<td>Interviews with Finalists (one 2-hour mtg. for each team):</td>
<td>October 18 &amp; 19, 2017</td>
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<td>7</td>
<td>Last Request for Information due from Finalists:</td>
<td>October 25, 2017</td>
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<tr>
<td>8</td>
<td>Last Addendum Issued:</td>
<td>October 27, 2017</td>
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<td>9</td>
<td>Proposals Due at 3:00 pm:</td>
<td>November 14, 2017</td>
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<td>10</td>
<td>Scoring of Proposals:</td>
<td>November 15-21, 2017</td>
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<tr>
<td>11</td>
<td>Public announcement of scores:</td>
<td>November 22, 2017</td>
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<td>12</td>
<td>UW Initiates Negotiations with Highest Scoring Proposer:</td>
<td>November 27, 2017</td>
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<tr>
<td>13</td>
<td>Contract Award:</td>
<td>January 2, 2018</td>
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<tr>
<td>14</td>
<td>Notice to Proceed:</td>
<td>January 9, 2018</td>
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</table>

1.7 SELECTION PROCESS: The selection of the design-build team for this project will follow these steps:

A. Request for Qualifications

The University, through an evaluation committee, will evaluate SOQs submitted in response to this RFQ. The evaluation will be based on weighted criteria identified later in this document. The SOQ shall be submitted in two separate envelopes. One envelope will contain the firm’s completed Project Financial Questionnaire and related documents. The other envelope will contain the response to the other RFQ requirements. Based on the SOQ evaluations, the University will identify a maximum of three Finalists to proceed to the next step in the selection process. Points from the SOQ evaluation will be considered only for the purpose of determining which firms will be named as Finalists and will not carry forward beyond the RFQ stage.

The length of the SOQ is limited as follows:

- The SOQs are limited to sixteen (16) 8”x11” sheets (including any attachments). The sixteen sheets may be printed on the front and back for a maximum of thirty-two (32) pages, and a font of no less than 10 point shall be used.
• Covers, Table of Contents, and Tabs or other section dividers are not included in the 16 sheet limit and must not contain significant content.
• 11x17 sheets (z-folded) may be substituted for 8x11 sheets for figures, tables and/or similar content requiring them, but they may only be printed on one side.
• The Financial Questionnaire (Attachment 3) and related documents submitted in response to Section 1.8 A.3 (Financial Capacity criterion) are not included in the 16 sheet limit.
• The Safety and Health Qualification Statement (Attachment 4) submitted in response to Section 1.8 A.6 (Safety criterion) is not included in the 16 sheet limit. However, other information submitted in response to this criterion is included in the 16 sheet limit.
• The resumes submitted in response to the criterion in Section 1.8 A.1 below are not included in the 16 sheet limit for the SOQ. Each resume is limited to one side of one (1) sheet (i.e. two resumes per sheet, one on the front side and one on the back side).

B. Request for Proposals (RFP)

Each Finalist will be invited to respond to the RFP and participate in an interview as described below. The submitted proposals will be evaluated based on weighted criteria identified later in this document. Proposals shall be submitted in a single, sealed package. The package shall contain the responses to all the RFP requirements, including the completed form associated with the Price Factor criterion (which shall be in a separate sealed envelope inside the sealed package), the proposed Business Equity Outreach Plan (Outreach Plan), the bonding letter, and the insurance letter.

The length of the proposal is limited as follows:
• The proposals are limited to twenty-four (24) 8”x11” sheets (including attachments). The twenty-four sheets may be printed on the front and back for a maximum of forty-eight (48) pages, and a font of no less than 10 point shall be used.
• Covers, Table of Contents, and Tabs or other section dividers do not count toward the 24 sheet limit and must not contain significant content.
• The Price Factor form, the proposed Outreach Plan, bonding letter, and insurance letter do not count toward the 24 sheet limit.
• 11x17 sheets (z-folded) may be substituted for 8x11 sheets for figures, tables and/or similar content requiring them, but they may only be printed on one side.

C. Interviews

After issuance of the RFP, the evaluation committee will schedule one interview with each Finalist to be held at the Finalist’s office. Each interview will be two hours in length. The project team proposed in the SOQ shall be in attendance. In addition to presenting their qualifications, experience and approach to the project, the project team will be expected to prepare and execute an interview agenda, address the criteria set forth in Section 1.8C below, and any additional questions provided in the notification letter to the Finalist. The interviews shall be scored by the Evaluation Committee prior to submission of the proposals. Inclusion of proposed project designs, renderings or models will not be allowed.

After submittal of the proposals, the members of the Evaluation Committee will score the proposals according to the criteria set forth in the RFP.
The Finalist with the highest-total combined points from the evaluation of its proposal and interview will be selected to enter into contract negotiations with the University. SOQ scores will not carry forward beyond the RFQ stage. If the University and the highest scoring Finalist cannot agree on terms, the University may enter into negotiations with the next highest scoring Finalist.

D. General Information

1. **Content of RFP:** The RFP will include additional project information including, but not limited to Division 01 Specification Sections.

2. **Basis of Design-Build Award:** The *Preliminary Agreement Between Owner and Design-Builder* and the potential follow-on lump sum contract to complete the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) (a) and the criteria identified in this document.

3. **Honorarium and Rights:** Instead of requiring significant design and estimating, the selection process relies on qualifications supplemented with descriptions of the approach to engineering and phasing design, interview time, and a price factor. Since the level of effort required of the proposers to respond to the selection criteria is moderate, no honorarium will be paid to the Finalists. Unsuccessful proposals will become the property of the University.

4. **Rejection of Proposals:** The University reserves the right to reject any and all proposals at any time for any reason. In the event the University does so, it shall provide its reasons for rejection in accordance with RCW 39.10.330(2).

5. **Appropriate Contact During Solicitation Process:** Proposers are cautioned that only the contact person listed at the end of this RFQ should be contacted regarding this project. Any contact by Proposers with any other individual(s), including, but not limited to individuals from any of the organizations represented on the evaluation committee, may result in the Proposer's elimination from this selection process.

6. **Evaluation Committee:** The evaluation committee for both the RFQ and RFP phases of the selection process will consist of representatives from HMC and UW CPD.

7. **References:** The University reserves the right to conduct reference checks for all firms (including, without limitation, firms on proposed teams) at any stage of the selection process. In the event that information obtained from the reference checks reveals concerns about a firm’s past performance or its ability to successfully perform the work to be executed based on this RFQ and subsequent RFP, the University may, at its sole discretion, determine that the firm is not qualified to perform the contract and deem the proposer not eligible for further consideration. The University also reserves the right to check references from projects and/or organizations not identified by the firm.
1.8 EVALUATION CRITERIA

A. RFQ Evaluation Criteria – 100 points: The SOQ submitted by teams must include information documenting how the proposed team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s SOQ must include a Table of Contents and be organized by discrete sections corresponding to the criteria and in the same order shown below. Submittals will not be returned.

<table>
<thead>
<tr>
<th>RFQ CRITERIA</th>
<th>EVALUATION</th>
<th>WEIGHTING (max. points)</th>
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</table>
| 1            | **Staff’s Technical Qualifications:** Describe your key team members’ individual specialized experience and technical competence in building renovations, designing MEP and communication systems in a critical patient care hospital, and other relevant experience. Include experience on projects that are similar in type, size, and scale to the scope of this project, as well as experience with design and construction work in similar operating hospital conditions. Specifically address design and construction experience in these areas:  
- Planning for and execution of multi-phased renovations.  
- Critical Patient Care Hospital that must remain operational 24 hours each day 7 days a week.  
- Planning and coordination for medical equipment installation.  
- Creative approaches to phasing renovations to keep the department and surrounding services operational during construction.  

Include a copy of the resume of each key individual proposed to provide this technical expertise to the project. Resumes are limited to 1 sheet per key individual and are not counted in the 16-sheet limit. Each resume must indicate each key individual’s specific roles and responsibilities for each past project listed, and include three professional references with phone and email contact information. Please alert each professional reference that a UW CPD representative will be contacting them during the selection process.  

**Note that only the construction, and MEP design team members should be listed.** The University intends to consult with the selected Design-Builder to supplement their capabilities with other expertise as needed to perform the work of the project. | 25 |
| 2            | **Capability to Perform the Work:** Describe your team’s capabilities to manage and perform both the design and construction elements of the project. Describe the organizational structure of the firm proposing to act as the Design-Builder. Identify how the design and construction resources of your team will be integrated into a cohesive Design-Build organization, including a description of the management strategies, internal | 25 |
communication protocols, coordination tools, and planning efforts that you will employ to ensure an effective project. If you intend to use LEAN principles, please describe how they would create efficiencies in your performance. At a minimum, the following individual key members shall be identified: corporate executive, construction project manager, superintendent, safety officer, BIM execution design manager, mechanical design engineer, and electrical design engineer. List the title of the position, the name and qualifications of the key individuals to be assigned to the project, and the responsibilities of each key team member. Individuals may be proposed to serve in multiple roles.

Provide an organization chart showing the staffing proposal for the key team members (as specified above) to be assigned to the project.

The organization chart may indicate roles for other specialty engineers and subcontractors/subconsultants in a generic manner, i.e. ‘acoustical engineer’ or ‘commissioning agent’ if that information is important in conveying how the proposer intends to manage and deliver the project.

| 3 | Financial Capacity: The University, in its sole discretion, will determine whether the firm which is to be the contracting entity has the financial capacity to deliver the project and may reject those SOQs which it judges to fail that criterion. Submit one (1) unbound copy of the University of Washington Project Financial Questionnaire, and additional Financial Statements (if required), in a sealed envelope marked as follows: “Confidential Financial Material in Response to RFQ Criterion 3”. If the contracting entity is a joint venture, a Financial Questionnaire and related materials shall be submitted for each member of the joint venture. This financial information will not be copied or distributed except as needed in the financial review process and will not be provided for other firms to review. The information will be forwarded to the University’s financial consultant, reviewed and returned to the firm within two weeks after completion of the evaluation process. If the information is found to be deficient, the firm will be given 48 hours to bring its information into conformity with these requirements. The University reserves the right to reject any Statement of Qualifications which, in its sole discretion, the University deems is non-responsive to this section. A copy of the Project Financial Questionnaire is included in this RFQ as Attachment 3. | Pass/Fail |
| 4 | Relevant Past Performance: Describe your team’s similar project experience in planning, designing, and executing building renovations and interior improvements, particularly those with a phased construction aspect. Focus on the design-builder, and MEP designers. Description of project experience pertaining to work done under the team’s direction by engineer(s) may be included to convey your team’s qualifications where a similar approach may be pursued on this project. Provide information about firms and then by | 15 |
individual (as shown in item i.), below. Generally describe your team’s experience in completing design-build projects, including an explanation of the projects and roles in which various members have worked together. Also, provide a list of three D-B completed projects, noting whether they are true design-build projects or negotiated projects that utilized a similar delivery method and describe their similarities to the proposed project. For each project provide:

- a description of the project,
- issues addressed during design,
- Lean practices utilized during design and construction
- unforeseen issues or changed planning addressed during construction
- management methodology for utility shutdown
- the duration of construction,
- the final cost, and
- an Owner’s Reference with telephone number and email address, who is familiar with your proposed team’s performance in completing the project.

i) Identify which individuals named in the proposed project team participated as members of the project team for the listed projects and the roles they held. If a team member’s listed experience is with a firm other than that proposed, so state.

If the firm proposing to act as the design-builder has not completed three design-build projects, list three projects which were successfully completed and which provide the team with the necessary experience and skills to successfully complete this project.

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<th>5</th>
<th>Maximizing Value on a phased project in an operational critical patient care facility setting:</th>
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<tr>
<td>6</td>
<td>Safety: Describe the safety and accident prevention record of the design-builder member of your team. If the design-builder member is a joint venture, submit the requirements of this section for each member firm of the joint venture. Summarize the firm’s Accident Prevention Program and describe the firm’s philosophy and approach to accident prevention Complete the University of Washington’s Safety and Health Qualification Statement, and submit it with your Statement of Qualifications. A copy of</td>
<td>10</td>
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the Safety and Health Qualification Statement is included as Attachment 4. If the firm is a joint venture, a Safety and Health Qualification Statement shall be submitted for each member of the joint venture.

7 Business Equity: Provide a summary of your team’s performance in the utilization of sbe/dbe/MBE/WBE/MWBE (see definitions of these terms in Section 1.11 Business Equity) over the last five years in the state of Washington on projects of similar size and scope, whether via the design-build delivery approach or not. Firms that do not have state of Washington experiences may provide relevant experiences from other states.

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 goals (if any) for the project;
- The overall percentage of final contract value paid to sbe/dbe/MBE/WBE/MWBE;

Maximum RFQ Points ➔

B. RFP Evaluation Criteria – 100 points: The proposals submitted by the Finalists after evaluation of the SOQ and the Interview must include information documenting how the team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s proposal must include a Table of Contents and be organized by discrete sections corresponding to the criteria and in the same order as below. Submittals will not be returned.

<table>
<thead>
<tr>
<th>RFP CRITERIA</th>
<th>EVALUATION</th>
<th>WEIGHTING (max. points)</th>
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<tr>
<td>1</td>
<td>Essential characteristics of, and general approach to managing, this design-build project: Describe the team’s understanding of, and insights into, this ‘two-contract’ project delivery method. Describe method-specific risks and opportunities and how best to manage them. Describe what method-specific team characteristics and behaviors are essential and why. Describe how your team is organized in regard to major tasks, roles and responsibilities and how the structure helps minimize gaps and assures clarity. Describe approach to collaboration among team members and with University staff.</td>
<td>15</td>
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<tr>
<td>2</td>
<td>Approach to Developing MEP and Communications utilities design and construction phasing: Describe how your team proposes to work with the University to develop the utility infrastructure design to define and execute multiple phases over the course of the construction. Describe how your</td>
<td>20</td>
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team will work with the University to define the schedule of the project and how shutdowns and potential unforeseen conditions will be managed. Explain how your approach will lead to an efficient, high-value outcome for this project, and, if you intend to use LEAN principles please describe how they will be utilized to create efficiencies. Indicate how the Design-Build proposes to manage development of options up to a point when the University and the design-builder agree that the project scope and schedule is defined well enough to allow execution of the second agreement. Describe how the Design-Build will facilitate University input, what tools and methods will be used to drive and track the iterative process, how conceptual estimating will be done and how major variables will be evaluated. What role will any specialty subcontractors (other than those identified in this proposal) play during this effort, if any. Which individuals will be responsible for the major aspects of this work? The University recognizes that the responses to this criterion do not necessarily represent the approach and steps eventually to be employed, but rather that they provide evidence of an approach to planning, design, and construction issues to be considered (with representatives of the University) during development of the design.

### 3 Approach to Execution of the Phasing plan:

Describe the team’s approach to execution of the construction phasing plan for renovation, and indicate how your team leverages the possibilities of the design-build approach to compress schedules, expedite permitting and the start of construction, and avoid incurring high-cost/low value schedule delays due to unforeseen conditions or ill-planned utility shutdown requests. Discuss your team’s approach to interim life safety plans, infection control requirements and working in an operating hospital environment.

**Past Performance on Similar Projects:** Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) that were described in your SOQ.

**Expertise/Ability of Professional Personnel:** Given that the approach described in your response to this criterion will require adaptation and development through a collaborative design effort, indicate which individuals identified in your SOQ will lead and/or significantly contribute to the ongoing development of the MEP and communication system design as well as construction phasing plan. You may reference your SOQ and/or provide a summary of their qualifications including relevant experience.

### 4 Ability to Meet Time and Budget Requirements: Describe the major schedule risks and critical path issues and your approach to managing them.
Also describe your approach to estimating, and include major cost-estimating events on your schedule, if appropriate. Describe the major variables affecting price and how you will manage to stay within the overall budget framework. Describe the relationships between major schedule risks and major budget risks, if any, and how that relationship will be measured and managed.

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<th>5</th>
<th>Acceptance of Contract, Bonding and Insurance:</th>
<th>No Points</th>
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<td>The proposal shall respond to the following criteria:</td>
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<td></td>
<td>(a) Compliance with proposed contracts and general conditions (see section 1.9, below). Each Proposer must affirm that the terms and conditions of these documents are acceptable, or if the Proposer takes exception to the documents the Proposer must specifically describe the reasons for the exceptions and provide alternative language for consideration by the University. The University makes no commitment that it will modify any of the terms of the contract or general conditions.</td>
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<td>(b) Ability to provide performance and payment bonds for the project for at least the amount of the target budget of $3.85 million. The Proposer must submit a letter from its bonding company (surety) or its bonding agent indicating that the Proposer has the requisite bonding capacity in order to provide the required bonds.</td>
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<td>(c) Insurability: Statement from the Proposer’s insurance carrier indicating that the insurance requirements of the contract can be met by the Proposer.</td>
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<td>Failure to respond to item (a) and/or provide the letters required by items (b) and (c) may result in elimination of the Proposal from further consideration in the selection process.</td>
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<th>Workload Factor:</th>
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<td>Based on the impact of recent, current, and projected workloads of the team, describe the team’s ability to perform the work of this project. Briefly describe the responsibilities of each team member and the extent of involvement of the individuals assigned during each phase of the Project for design completion, phasing plan/scheduling, permitting, and construction phase expressed as a percentage (100% = full time). The qualifications of these individuals will be evidenced by the resumes and other information in your SOQ.</td>
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<th>Location:</th>
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<td>Location of the firm’s offices and plan to address any impact of location on the firm’s ability to perform the work of this Project.</td>
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<th>Price Factor:</th>
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<td></td>
<td>Provide the home office overhead and profit of the firm (or joint venture) that would be the contracting entity as a percentage of all direct costs to be invoiced during the second contract period, i.e. during the term of the lump sum contract. A price factor proposal form will be issued</td>
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with the RFP.

The evaluation of this criterion will be based on the difference between the percentage proposed and the lowest conforming percentage received by the University. Scores will be based on how far above the lowest value any proposed value is. This difference will be expressed as a percentage according to the following formula and the result will be evaluated using the table below.

\[
\text{Percent above low value} = \left(\frac{\text{Proposed Value} - \text{Lowest Value}}{\text{Lowest Value}}\right) \times 100
\]

Example: Let 4% = the lowest value, and let 5% = the proposed value. Then the percent above lowest value is:

\[
\left(\frac{5 - 4}{4}\right) \times 100 = 25\%; \quad \text{then, according to the table below, 2 points would be assigned}
\]

Points will be awarded for this criterion as follows:

- Low conforming value: 5 points
- Values within 10% of low conforming value: 4 points
- Values within 20% of low conforming value: 3 points
- Values within 40% of low conforming value: 2 points
- Values within 60% of low conforming value: 1 point
- Others: 0 points

---

9 Business Equity Outreach Plan: Submit an Outreach Plan outlining the proactive strategies, resource commitments, and specific steps you will take to effectively reach out to 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 optimal participation of sbe/dbe/MBE/WBE/MWBE on this project.

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C. Interview Evaluation Criteria – (60 Points): In evaluating the results of the interview, the evaluation committee will use the following criteria and weighting of points. The following criteria shall be addressed by the team in the interview:

<table>
<thead>
<tr>
<th>INTERVIEW CRITERIA</th>
<th>EVALUATION</th>
<th>WEIGHTING (max. points)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Maximum RFP Points ➔ 100
Collaboration and teamwork: Demonstrate the team’s experience working together, as follows:

- a) The team’s preparation and execution of the interview agenda.
- b) Demonstrate how the team would work successfully together with the University.
- c) Demonstrate how the team would make necessary changes during the project to improve the overall project performance.

Approach to developing the project: Demonstrate how your team’s composition and ability to collaborate will facilitate working with the University to define the scope and schedule of the project.

Demonstrate the importance of each team member in your approach to coordinating the design, scheduling, identifying shutdowns, and investigating existing conditions with the goal of eliminating the delays associated with unforeseen conditions.

Demonstrate as a team what tools and methods will be used to drive and track the iterative process, how conceptual estimating will be done and how major variables will be evaluated.

<table>
<thead>
<tr>
<th>1</th>
<th>Collaboration and teamwork: Demonstrate the team’s experience working together, as follows:</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) The team’s preparation and execution of the interview agenda.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Demonstrate how the team would work successfully together with the University.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Demonstrate how the team would make necessary changes during the project to improve the overall project performance.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approach to developing the project: Demonstrate how your team’s composition and ability to collaborate will facilitate working with the University to define the scope and schedule of the project.</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Demonstrate the importance of each team member in your approach to coordinating the design, scheduling, identifying shutdowns, and investigating existing conditions with the goal of eliminating the delays associated with unforeseen conditions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrate as a team what tools and methods will be used to drive and track the iterative process, how conceptual estimating will be done and how major variables will be evaluated.</td>
<td></td>
</tr>
</tbody>
</table>

1.9 CONTRACTING PROCESS: A draft of the preliminary agreement to be used for this project is included as Attachment 5. The form of compensation for work under the Preliminary Agreement will be by time and materials, with details to be negotiated. A draft of the follow-on contract is included as Attachment 6 and the General Conditions are included as Attachment 7. The form of compensation for work under the follow-on contract will be lump sum. If, at any time during the term of the preliminary agreement, the University and the Design-Builder are unable to agree on a price to complete the project, the University, at its sole discretion, may terminate the agreement and not proceed to execute the follow-on lump sum contract with the Design-Builder.

1.10 FORM OF SUBMITTAL AND DEADLINE: One (1) original in an easily removable binder (no spiral or comb bindings), six (6) hard copies in easily removable binders (no spiral or comb bindings), and one (1) electronic copy (PDF) of the SOQ on its own flash drive must be received at the University Facilities Building on the Seattle campus no later than the date and time specified at the beginning of this RFQ. 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. Contractors 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. Delivery directly to the University Facilities Building is encouraged. Submittals received after the deadline will not be considered.
1.11  BUSINESS EQUITY: The University is committed to providing the maximum practicable opportunity for participation in contracting by sbe, dbe, MBE, WBE, and MWBE on public works projects. Participation may be either on a direct basis or as a subcontractor or supplier. The University has determined that 10% combined sbe/dbe/MBE/WBE/MWBE participation is practicable and attainable for this project; however, no minimum level of sbe/dbe/MBE/WBE/MWBE participation shall be required as a condition for receiving an award. Prior to the execution of the preliminary agreement between owner and design-builder for this project, the University and the selected firm shall agree on an aspirational goal of combined sbe/dbe/MBE/WBE/MWBE participation in the preliminary and design services set forth in that agreement. If the follow-on lump sum contract to complete this project is executed, the University and the selected firm shall agree on an aspirational goal of combined sbe/dbe/MBE/WBE/MWBE participation in the design and construction services set forth in that contract.

The definitions which follow apply throughout this RFQ.

1. “Small business entity” or “sbe” means an in-state business, including a sole proprietorship, corporation or other legal entity, that:
   a. certifies, under penalty of perjury that it is owned and operated independently from all other businesses and has either:
      i. Fifty or fewer employees; or
      ii. A gross revenue of less than seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years; or
   b. is certified with the Office of Minority and Women's Business Enterprises (OMWBE).
2. “Disadvantaged business enterprise” or “dbe” means any business entity certified with the OMWBE.
3. “Minority business enterprise” or “MBE” means any business entity that is more than 50% owned and controlled by at least one minority person.
4. “Women's business enterprise” or “WBE” means any business entity that is more than 50% owned and controlled by at least one non-minority woman.
5. “Minority women's business enterprise” or “MWBE” means any business entity that is more than 50% owned and controlled by at least minority woman The term “minority” includes a persons of Asian, Black, Hispanic and Native American racial or ethnic heritage.

In the RFP stage, Finalists will be required to submit their proposed Outreach Plan for inclusion of sbe/dbe/MBE/WBE/MWBE. Each Finalist’s Outreach Plan shall:
• Outline the proactive strategies, resource commitments, and specific steps that will be implemented to effectively reach out to sbe/dbe/MBE/WBE/MWBE.
• Discuss the opportunities and challenges identified in implementing the proposed Plan to support the University’s commitment to the equitable participation of sbe/dbe/MBE/WBE/MWBE on this project.

Prior to the execution of the preliminary agreement, the Design-Builder will finalize the Outreach Plan and submit it to the Owner for review and approval.

1.12 APPRENTICESHIP UTILIZATION REQUIREMENTS: Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Builder shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

1.13 PROTEST PROCEDURE:
In order to be considered, protests of the selection decisions made pursuant to Section 1.7 must be received by the Owner no later than four (4) business days from the date of email notification to the proposers/Finalists, as appropriate, of the selection decision as set forth in RCW 39.10.330(3) and (6). Protests must be in writing, and addressed to:

University of Washington
Capital Planning & Development
Attention: Contracts Office
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 Contracts Manager shall review the protest, consider all available facts, and issue via email a final protest decision. The Owner 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.

1.14 ATTACHMENTS: Please note the following additional information that is part of this RFQ:

Attachment 1 - HMC Complex Overall Map
Attachment 2 - HMC 2nd Floor Maleng, Cart Washers and Sterilizers
Attachment 3 - University of Washington Project Financial Questionnaire
Attachment 4 - University of Washington Safety and Health Qualification Statement

Attachment 5 - Preliminary Agreement Between Owner and Design-Builder

Attachment 6 - Lump Sum Contract

Attachment 7 - General Conditions

**COMMUNICATIONS:** All communications regarding this RFQ should be addressed to Bill Weston, Project Manager, University of Washington Capital Projects Office, 206-744-2481, bweston2@uw.edu