

Addendum #1 dated 4.25.2024 to Request for Statement of Qualifications for Evaluation Services

Addendum #1 includes:

1. Revision to submittal deadline. Page 1 of RFQ
2. Revisions to submittal deadline and subsequent review and interview dates. Page 10 of RFQ.

Changes are clouded in red.



## Request for Statements of Qualifications for Evaluation Services

### Public Hospital District #2

### Swedish Medical Center Edmonds

### Evaluation of Existing Facilities

Submittal Deadline: **May 22, 2024 at 3:00pm**

Addendum #1  
4.25.24

Verdant Health Commission, also known as Public Hospital District No.2, is soliciting Statements of Qualifications (SOQ) from design firms to provide existing systems evaluation services for Swedish Medical Center Edmonds (formerly Stevens Hospital). This RFQ is for a facilities assessment to include evaluation services only, i.e. no remediation design is expected. Further RFQs and RFPs may be issued for any remediation work but only once this assessment phase is completed. The selected firm will be eligible to submit on all future solicitations.

#### **Background and Objective:**

Public Hospital District No.2, Snohomish County (The District) was formed in 1962 and operated formerly as Stevens Hospital until 2010, when it entered into a thirty-year lease agreement (with two ten-year options to extend the lease) with Swedish Health Services. At that time The District was rebranded to Verdant Health Commission to better align with the new operating structure. Swedish operates and maintains all aspects of the Hospital, Verdant focuses its assets and efforts on health improvement activities in South Snohomish County.

Since 2010, Swedish has invested approximately \$150 million in hospital maintenance and major campus improvements funded by Swedish including but not limited to the following:

- Birth Center Remodel – 2011
- Addition of a Da Vinci Robot – 2011

- Network system upgrades - 2011
- Medical Oncology Building – 2013
- Linear Accelerator Equipment upgrade - 2014
- Ambulatory Care Center Parking Garage - 2014
- A total modernization of its central lobby and adjacent Emergency Department - 2015
- SF5 and SF6 HVAC replacement – 2015
- Cardiac Cath Lab Building Improvements – 2016
- Pharmacy Remodel – 2018
- Behavioral Health Unit Upgrades – 2020
- Main water service improvements - 2020

The objective of this study is to evaluate the defined campus site area and building assets to determine current condition, remaining future life and potential future improvements needed through the date of the culmination of the Swedish Health Services lease in August 2040 and beyond, through December of 2050. Master Facility plans and/or schedules for improvements may be addressed in subsequent RFQs and will not be part of the scope in this study.

### **2023 Statistics**

- License Beds – 217
- FTEs – 1,154
- Admissions – 8,666
- ED Visits – 49,552

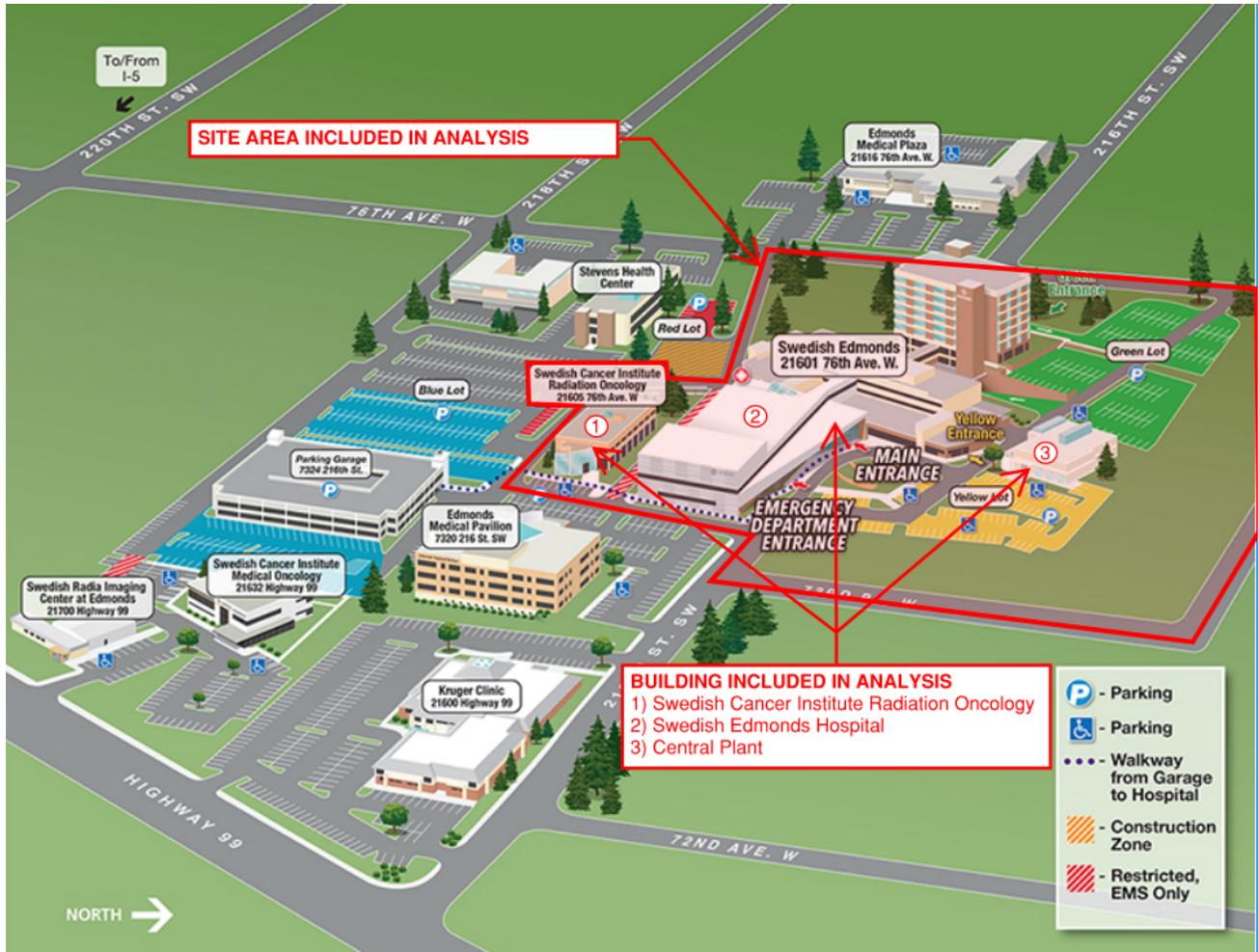
Campus includes full scope of medical and surgical services including Level IV Trauma emergency medicine, diagnostic, treatment, and support services.

### **Scope of Services:**

The following services outline the level of campus and building evaluation with results being assembled in a comprehensive facility conditions assessment report. This report shall include rough order of magnitude (ROM) cost estimates in today's dollars for repairs/improvements identified through the evaluation with an emphasis on maintaining existing building systems as opposed to expansion or other strategic changes that may be useful. As a Washington Public Hospital District, Verdant will follow all public disclosure laws and regulations and as such the final work product (the assessment report) shall become a publicly available when the report is

finalized and submitted to the District. The scope of this project is to assess the condition of the facilities and identify potential issues and maintenance items. The scope does not include designing or proposing solutions to a particular problem beyond a brief overview of potential solutions such that the ROM costs for remediation can be reasonably established.

This study will include the following campus boundaries and the following buildings:



Buildings included in the assessment analysis are:

- 1) Swedish Cancer Institute Radiation Oncology – 21605 76th Ave W
- 2) Swedish Edmonds Hospital – 21601 76<sup>th</sup> Ave W
- 3) Central Plant

List of anticipated design consultants to include but are not limited to:

- Envelope Consultant
- Civil Engineer
- Structural Engineer

- Mechanical Engineer
- Electrical Engineer
- Cost Estimator

The following areas are considered OUT OF SCOPE and will not be assessed in this effort:

- Hazardous Material Assessment – already evaluated in prior campus studies
- Toxic dump site under Swedish Radia Imaging – already evaluated in prior campus studies
- Conditions of existing medical equipment
- Review of interior medical space code compliance (FGI, WAC, NFPA, ADA/ANSI)
- Interior fire sprinkler coverage
- Campus parking
- Elevators

The anticipated level of investigation per discipline includes the following:

#### **Envelope Evaluation**

Conduct a nondestructive exterior envelop enclosure evaluation of existing campus buildings. Provide an estimated life expectancy of building materials and identify any areas of risk for further evaluation. This service to be provided by an envelope consultant.

#### **Site/Parking/Access Review**

Conduct visual survey of the hospital campus including parking lots, sidewalks, ramps and point of building egress and access. This survey is to identify any areas of potential lack of ADA/ANSI compliance and to determine if these areas of the campus need improvement as related to drainage or deferred maintenance. Visual survey is to be performed by a licensed civil engineer.

#### **Structural Evaluation**

Provide an updated Tier 1 structural checklist – evaluate and analyze the expected performance of Verdant Health Campus (formerly Steven’s Hospital) during an earthquake, and to provide general recommendations to strengthen the building as required. The structural evaluation should build upon the report prepared by Lund Everton LLC in 2010 attached in Exhibit C.

Structural evaluation is to be based on a review of the available construction documents and cursory visual observations.

#### **Mechanical Evaluation**

Evaluate existing Chiller and Boiler Plants at Verdant Health Campus (formerly Steven’s Hospital)

for expected end of life service and identification of any non-code compliant issues. Extensive document review of original construction drawings, evaluated against current capacities and efficiencies. Note that no invasive investigation of the mechanical systems is required under current scope of work.

**Electrical Evaluation**

Evaluate existing Normal and Emergency Power Distribution Systems at Verdant Health Campus (formerly Steven’s Hospital). Extensive document review of original construction drawings, evaluated against current capacities and efficiencies. Review of 30-day demand recordings (December in 2023) and available panel schedules.

Note that no invasive investigation of the electrical systems is required under the current scope of work.

**Cost Estimating Services**

Identified deficiencies/improvements shall be priced in today’s dollars in order to establish a ROM budget for future remedial work. Where necessary the ROM cost estimates should be based on a remediation approach, given that the final design of the remediation effort will not have been conducted.

**Pre-Submission Meeting:** Those interested in responding to this Request for Qualifications (RFQ) are encouraged to attend the virtual Pre-Submission Meeting at 9:30 AM to 10:30 AM on Month April 17<sup>th</sup>, 2024, *virtual meeting invite here*

**Submittal Requirements and Evaluation Criteria:** Statement of Qualifications (SOQ) responses will be evaluated based on the following criteria and should be organized with sections corresponding to these criteria in the same order as listed below. The SOQ must include a Table of Contents (TOC). The document should not exceed ten (10) double-sided pages (20 page “sides”), excluding the TOC, cover letter, section tabs/dividers, and resumes. 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:** 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 and staff/firm experience at Swedish Edmonds.
  - B. Acknowledge that you have reviewed any addenda issued to this RFQ
  - C. Identify the office location(s) that will manage and administer this project.

- D. The name and contact information of the individual in your firm that Verdant Health 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 site/building evaluation, ROM cost budgeting, and campus evaluation services.
- A. Experience working in an integrated team environment with the Owner and other members of the design team.
  - B. Experience in preparation of assessment documents for similar studies
- 3) Staff Experience and Availability: Provide a staffing plan and/or organizational chart detailing the staff members assigned to deliver the campus assessment. This should include their roles, responsibilities, relevant qualifications, and expertise. If any staff members are from sub-contracted partners, include information about the partner firm as requested. For each staff member, include their qualifications, previous experience in similar collaborative environments, and a paragraph explaining why they were selected for this project. Additionally, include their percentage of time dedicated to the project and their availability. Only one resume is required for each consultant.
- 4) Ability to Establish Schedules and Budgets: Illustrate your team's ability to develop and support a comprehensive project schedule for the campus assessment. Show examples of how deficiencies/improvements have been budgeted on prior projects.
- 5) Campus Assessment and System Evaluations Experience: Describe your team's experience in the formulation of scalable program documents, especially those including campus assessments and system evaluations for projects of similar size. Give examples of your team's creative solutions and innovative approach to complex healthcare campus evaluations, especially those relevant to this project's size and scope.
- 6) Project Management Experience: Provide an overview of the team's expertise in the following project management functions: supervision, coordination, collaboration, communication/consensus building, and quality assurance and control, specifically related to technical document development and project administration. Include the name of the lead team member for each function and describe how the project team will work together

to ensure efficient delivery.

- 7) Business Equity: (see definitions of these terms in the Business Equity paragraph on page 11) Using two of the demonstration projects from previous criteria, list your team's performance in providing opportunities and include Women and Minority Business Enterprises (WMBE) in the initial programming and assessment phase of projects.

For each project, include the following:

- Name of the project
- Anticipated goals for WMBE inclusion
- Actual achieved WMBE participation
- The overall percentage of the final contract value paid to WMBE

- 8) Permitting and Other Regulatory Knowledge: Discuss your experience with the approval and permit processes of the City of Edmonds or other city/county government agencies and other applicable regulatory agencies such as the state Department of Health, and with the administrative review processes and requirements **relevant** to this project. This knowledge primarily is intended to inform campus/building/systems evaluation criteria.

- 9) References: Provide two (2) healthcare related project owner references for your office, on similar scale studies and/or projects within the past 7 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 Snohomish County PDH #2 Standard Agreements**: Verdant Health intends to utilize the AIA B105 (2017) Standard Short Form of Agreement Between Owner and Architect for campus assessment work. This Agreement is available for review as Exhibit A to this RFQ. Each firm must affirm in their cover letter, that the terms and conditions of these agreements are acceptable. During the negotiation phase, a firm may discuss with Verdant Health any term or condition that the firm may take exception to. A Firms'/team response to this section will be facilitated in negotiations with the selected team but will not be considered in the evaluation process. Verdant Health makes no commitment that it will modify any of the terms of these standard agreements based on the firm's exceptions.

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

	<b>SOQ Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1	Cover Letter	No points (Pass/Fail)
2	Relevant Experience of the Firm	20
3	Staff Experience and Availability	20
4	Ability to Establish Schedules and Budgets	10
5	Pre-design and Systems Evaluation Experience	25
5	Project Management Experience	10
6	Business Equity	10
7	Permitting and Other Regulatory Knowledge	5
8	References	No Points (Pass/Fail)
	<b>Total Points:</b>	100

**Submittal Deadline and Submittal Process:** The Submittal of Qualification (SOQ) must be no longer than ten (10) 8.5”x11” double sided pages and submitted as a PDF via email to the addresses listed below clearly titled “Verdant Health – SOQ Evaluation of Existing Facilities”.

**Lisa Edwards**  
**Superintendent**  
[lisa.edwards@verdanthealth.org](mailto:lisa.edwards@verdanthealth.org)

**AND**

**Riene Simpson**  
**Director of Finance**  
[riene.simpson@verdanthealth.org](mailto:riene.simpson@verdanthealth.org)

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to [www.bxwa.com](http://www.bxwa.com) and clicking on "Posted Projects", "Public Works", and "Verdant Health Commission". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders “Register” in order to receive automatic

e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project.

Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration. The content available through [bxwa.com](http://bxwa.com) is our property or the property of our licensors and is protected by copyright and other intellectual property laws. Access to project documents is intended for use by bidders (general contractors/prime bidders, subcontractors and suppliers), agency personnel and agency's consultants, as well as for personal, noncommercial, use by the public. You may display or print the content available for these uses only. "Harvesting" (downloading, copying, and transmitting) of any project information and/or project documents for purposes of reselling and/or redistributing information by any other party is not allowed by BXWA.

Any addenda issued for this RFQ will be published at the above-mentioned website [www.bxwa.com](http://www.bxwa.com). 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 Lisa Edwards, Riene Simpson, Verdant Commissioners and Verdant advisors. 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 to an interview and to submit prior to the interview a WMBE Inclusions Plan.

Your Inclusion Plan should include:

- A stated goal for WMBE inclusion based on the anticipated cost.
- List all scopes and subjects you will be self-performing and those scopes/subjects you will partner or hire to do.

In addition to presenting 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:

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

The committee will select the shortlisted firm with the highest interview score to enter into negotiations with Verdant Health.

**Selection Process Schedule:**

Issue Request for Qualifications (RFQ)	April 1, 2024
Pre-submission Meeting at 9:30AM – 10:30AM	April 17, 2024
Last day for Questions due at 3:00PM	April 25, 2024
Final Addendum Posted	May 1, 2024
Statement of Qualifications (SOQ) due at 3:00 PM	May 22, 2024
Scoring of Proposals	June 3, 2024
Finalist Selection Notification	June 7, 2024
Virtual Finalists Interviews with the Project Selection Committee	June 13-14, 2024
Verdant Health Commission board authorization to let contract	June 26, 2024
Notification of Intent to Award	June 26, 2024

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Verdant Health 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. If 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, Verdant Health 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 Verdant Health. In conducting reference checks, Verdant Health may include itself as a reference if the firm has performed work for Verdant Health, even if the firm did not identify Verdant Health as a reference. Likewise, Verdant Health 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.

**WMBE:**

Verdant Health 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 Women owned or Minority owned Business Enterprise (WMBE). WMBE includes 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 (NWMMSDC), or Women's Business Enterprise Council (WBEC)

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

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

Asian Pacific American

Black American Hispanic

American Native

American

Subcontinent Asian American

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

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

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

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

**Questions:** All questions regarding this RFQ should be addressed to Lisa Edwards, Superintendent, at 425-582-8577, or by email at [lisa.edwards@verdanthealth.org](mailto:lisa.edwards@verdanthealth.org)

**Attachments:**

Exhibit A – AIA B105 (2017) Standard Short Form of Agreement Between Owner and Architect

And Verdant Health Commission Confidentiality Paragraph

Exhibit B – Master Site & Facility Plan Supporting Documents (2007) – prepared by Callison

Exhibit C – Structural and Seismic Evaluation of Existing Building of Stevens Hospital (2010) – prepared by Lund & Everton LLC Structural Engineering

**Exhibit A**

Request for Statements of Qualifications for  
Evaluation Services

- AIA B105 (2017) Standard Short Form of Agreement Between Owner and Architect

**Exhibit B**

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- Master Site & Facility Plan Supporting Documents (2007) – prepared by Callison

**Exhibit C**

Request for Statements of Qualifications for  
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- Structural and Seismic Evaluation of Existing Building of Stevens Hospital (2010) – prepared by Lund & Everton LLC Structural Engineering