REQUEST FOR QUALIFICATIONS

for

SPOKANE BIOMEDICAL AND HEALTH SCIENCES
BUILDING PHASE II
Pre-Design/Programming Services

October 18, 2019

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: November 14, 2019, 3:00 pm
Introduction

Washington State University (WSU), Facilities Services is advertising to retain a professional planning and programming firm to provide services for an approximately 85,000 gross square foot multi-story building for the Health Sciences campus in Spokane, WA.

It is an exciting time for all of us here on our Health Sciences campus as our academic and research programs in medicine, nursing, pharmacy and pharmaceutical sciences, nutrition and exercise physiology, speech and hearing sciences, and education continue to expand. WSU colleges of Medicine, Nursing, and Pharmacy and Pharmaceutical Sciences headquartered on the campus serve high-demand fields and will share the new building.

This solicitation is seeking Statements of Qualification (SOQ) from a qualified consultant experienced in the design, development and implementation of state of the art health sciences research and learning environments to provide Pre-design/Programming services. The consultant, and their sub-consultants, shall be knowledgeable in learning studios, wet laboratory space, vivarium space, medical simulation suites, clinical suites, audio visual integration, futuristic and flipped classrooms, team learning environments, and designing for higher education institutions that have educational offerings in numerous locations including on-premise and regional locations.

Selection of a firm for pre-design/programming consulting services will preclude said firms, and sub-consultants, from participation with any Design-Build Team. At the University’s option, the programming consultant team may be retained to serve as an owner’s representative through the design and construction of the project.

The project will be completed in two phases. The first phase will include development of the Washington State Office of Financial Management (OFM) Pre-design package in accordance with their guidelines. The second phase will be completing the pre-design phase for selection for the Design-Build Team.

To be considered, all Statements of Qualifications (SOQ) should be submitted via email in PDF format electronic file to:

    Eric M. Smith, P.E.
    Department of Facilities Services, Capital
    contracts@wsu.edu
    Phone 509-358-7629

During preparation of the qualification’s submittal, all communications with WSU regarding the submittal request shall be made with Eric Smith, P.E., 509-358-7629, eric.smith2@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm’s SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

All questions shall be received by email and shall be received no later than five calendar days prior to the submittal deadline to be included in an addendum.
A. Selection Schedule

1. Submittal deadline: November 14, 2019 at 3:00 P.M.
2. Evaluate qualifications submittals: by November 26, 2019
3. Notify finalists: by November 27, 2019
4. Interview finalists (if necessary): December 10/11 2019
5. Final Selection Notification: by December 13, 2019
6. Consultant Agreement Finalized: December 2019
7. Notice to Proceed: by December 2019
8. OFM Pre-design Complete: June 15, 2020
9. Basis of Design Complete: June 2021

B. Background

The U.S. healthcare system is vulnerable because we are not educating a sufficient number of doctors and nurses to meet the growing demand, especially in rural areas. WSU Health in Spokane needs additional educational and research space to fulfill its Land Grant University mission to conduct scientific research and provide higher education access to WA residents including candidates in medicine, nursing, pharmacy and other allied health professionals. The campus, designated as the University’s Health Sciences campus in 2010 by the WSU Board of Regents, requires additional facilities to enact this vitally important mission. The three colleges (Medicine, Nursing, and Pharmacy and Pharmaceutical Sciences) headquartered on the Spokane campus serve high-demand fields and would share a new Health Sciences Building.

The proposed Biomedical and Health Sciences Building Phase II (HSB II) has been a priority in WSU Spokane’s master planning since the 2009 Spokane Riverpoint Campus Academic and Master Plan Overview was developed and follows completion of construction of the Pharmaceutical and Biomedical Sciences (PBS) building in 2013. The PBS building was the initial phase in achieving WSU Spokane’s vision for robust research, simulation and interdisciplinary health sciences education.

The PBS building was constructed before the launch of The Elson S. Floyd College of Medicine (ESFCOM). While it is primarily occupied by the College of Pharmacy and Pharmaceutical Sciences, PBS provides a critical, state of the art anatomy lab for medical students at WSU and the UW/Gonzaga program. The building’s lab, which uses human cadavers, along with an animal vivarium and three, large, open floors of wet labs, contribute significantly to the College of Medicine’s ability to attract the highest level of students and faculty and meet the goals of the WSU strategic plan for health sciences research and education expansion.

In the fall of 2017, ESFCOM accepted 60 students into its charter class and welcomed another 60 in the fall of 2018. Given the ongoing, high demand for physicians, the College increased its class size by 33% to 80 students in the fall of 2019. At planned capacity the ESFCOM will have 200 students assigned to the Spokane campus in any given year with the remaining third- and fourth-year student cohorts distributed across other WSU campuses. The increase in medical student enrollment and planned expansion of the College research enterprise without additional space will require significant leased space and further dislocation of students, faculty and staff in a program where interprofessional education and research collaboration are particularly important.
Other growing programs within ESFCOM are Speech and Hearing Sciences and Nutrition and Exercise Physiology. The latter offered new degree programs in the fall of 2018 and expects to grow its BS program from 46 to 80 students, representing more than a 70% increase, and its MS program from 35 to 80 students--more than a 100% increase.

The College of Nursing will need access to additional educational space in order to expand its student numbers. The U.S. Department of Health and Human Services projects Washington will have one of the worst nurse shortages in the nation by 2025 when the need for nurses is expected to have increased ten-fold. This is in part due to the move of healthcare out into the community instead of hospitals. Community-based health care has a major impact on reducing health disparities and access to care, especially in rural areas in Washington.

The University is prepared programmatically to meet the growing demand, but additional space is needed to reach our goal of increasing the number of newly admitted Bachelor of Science (BSN) nursing students from 165 to 218, or by 32%, between the fall 2018 and 2023. Moreover, the federal Bureau of Labor Statistics projects a 28% increase in the number of nurse practitioner jobs nationally by 2028. Nurse practitioners are recognized as a key to meeting the nation’s and the state’s health care need for primary care and behavioral health care, especially in the many rural underserved Health Professional Shortage Areas in the state. Our Doctorate of Nursing Practice program (Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner) enrolled just 31 students in 2012, the program’s first year, verses 182 in 2019. The College is planning an increase from 182 to 240, or by 32%, between 2019 and 2024. A new building fills a critical Health Sciences campus-wide need for additional classroom and faculty/staff office space, interprofessional education activities, hybrid delivery of distance education, and high-fidelity human simulation. A particular need is for nursing simulation labs, as our current simulation spaces have over 9,000 student visits per semester, taxing the space. It is in those simulation labs where student nurses learn how to care for patients with complicated health care needs in a safe, supervised environment.

The College of Pharmacy and Pharmaceutical Sciences has seen dramatic growth in the last five years. The College moved its headquarters from WSU Pullman to the WSU Spokane Pharmaceutical and Biomedical Sciences (PBS) building in 2013 and brought with it 575 faculty, staff, and students. They were joined by students, staff and faculty from the medical education program (who were still part of the University of Washington’s WWAMI program at that time). Since then, the number of pharmacy students has grown from 375 to over 520 and grant funding for research has increased as the College’s rankings in the last five years have improved from 56th to 28th in National Institutes of Health (NIH) funding and 44th to 33rd in funding from all sources.

Recruitment of researchers from upper-tier universities and the eventual hiring of over 100 principal researchers, postdoctoral researchers and research graduate students in pharmacy has accelerated Spokane’s growth in biomedical research. As a result of the College of Pharmacy and Pharmaceutical Sciences growth, the College of Medicine has had to partially relocate some of its shared classrooms, research labs and office space from PBS to a variety of other buildings.

C. Programming Qualifications of Consultant

The consultant shall have an extensive background in programming facilities for nationally ranked university medical, nursing and pharmacy programs. Considerations will also be given
for design experience resulting in an intuitive user building experience, energy efficiency,
creative design resulting in higher than average percentages of space utilization, minimizing
construction costs for buildings with 100-year lifespans, and designs that reduce long term
costs for operation and maintenance. This project will be administered by WSU’s Department of
Facilities Services, Capital, in close association with WSU’s Health Sciences.

D. Project Goals and Objectives

The preliminary Project Goals and Objectives are:

1. Develop a state of the art interprofessional education, healthcare and research
collaboratory that meets the needs of educating future clinicians and other allied
health professionals while increasing the capacity for health sciences research and
providing care to patients.
2. Develop virtual learning environments that allow practicing professionals in rural
communities the opportunity to attend training events and work with students and
professors to improve technical skills.
3. Develop space that encourages collaboration between students, professors,
engineers, physicists, veterinarians, mathematicians’ historians, librarians and
statisticians.
4. Develop a facility design that delivers:
   a. Active learning studios for both large and small groups (option to combine for a
      large event space). Studios must be equipped with technology that allows for
      collaboration between campuses in Pullman, Yakima, Richland, Everett and
      Vancouver.
   b. Simulation-based training suites.
   c. Clinical skills suites.
   d. Foundational science wet laboratories. (cell cultural and biological safety).
   e. Collaborative study spaces designed for both individual and group work.
   f. Clinical and translational research space.
   g. Vivaria (non-rodent mammals and fish).
5. Integrate multidisciplinary and multifunction low and high-fidelity simulation-based
   training spaces.
6. Integrate high bandwidth information and technology infrastructure that facilitates
distance learning and research collaboration.
7. Integrate telepresence technology and infrastructure that connects patients and
   health care providers in rural and underserved locations throughout the state to
   promote access to quality healthcare where they are.
8. Integrate Student and Faculty Services providing secure storage, lounge and
    collaborative work/study spaces.
9. Construct a cost-effective structure that can be efficiently operated and maintained.

E. Scope of Services

The preliminary Scope of Services is as follows:

1. Programming services shall be completed in accordance with the OFM Presdesign
   Manual.
2. Conduct multiple planning discussion sessions with Campus user groups and the Health Sciences Advisory Council to identify the specific programmatic and facility needs to be incorporated into the project.

3. Analyze existing university space utilization and develop plan for implementation of new space within the campus. Plan shall also address the effective reuse of existing space vacated by the new building.

4. Define options to augment existing space on campus and consolidate leased space off campus to centralize the Schools of Medicine, Nursing, and Pharmacy and Pharmaceutical Sciences on campus.

5. Analyze appropriate building sites, or existing spaces, for consideration and selection by the University. The initial planning location for the new structure is east of the Pharmaceutical and Biomedical Sciences Building in the grass field.

6. Creation of a preliminary program summary document for review and comment. Document shall analyze alternatives for development of the building, develop cost estimates and life cycle costs for the alternatives.

7. Evaluate existing utility infrastructure, parking, environmental and geotechnical impacts associated with the construction of the facility. Geotechnical evaluation and site characterization by WSU.

8. Generate test fit diagrams for relevant program space and proposed facility with integration into the campus architecture.

9. Prepare appropriate renderings of interior and exterior views for potential building fundraising efforts.

10. Conduct final planning sessions to discuss review comments and revise program conclusions.

11. Develop a conceptual level construction cost estimate.

12. Consolidate the information in a pre-design document. Document will be submitted to the Washington State OFM.

13. Develop the Request for Proposal (RFP) document for use in a progressive Design-Build procurement, including appropriate level of technical narratives by discipline (i.e. civil, structural, mechanical, electrical, etc.) enough for a progressive Design-Build basis of design.

Owner Options (Additional services outside anticipated project budget):

14. Provide continued Owner representation services during the RFQ/RFP process for the design/build selection.

Project meetings will occur in Spokane, WA or at the discretion of WSU, via video conference technologies such as Zoom.

F. Programming Qualifications Submittal

Interested firms shall have the following minimum qualifications in addition to the goals and objectives listed above:

- Licensed, or will be licensed, to do business in the State of Washington.
- Experience in developing programs for education facilities within a health sciences campus.
- Commitment that qualified personnel will be available for timely execution of contracted services.
Commitment that personnel will not be changed during the life of each project without prior consent and notice to WSU.

The following information should be provided in the RFQ submittal. Note that WSU is most interested in specific information regarding the proposed team members and their specific related experience. The importance of completing the submittal with concise, pertinent, and descriptive responses is emphasized. Demonstrate your ability to meet project commitments within the prescribed time criteria. Demonstrate experience with collaboration and communication associated with medical, nursing and pharmacy school environments.

Each Team’s SOQ shall be in PDF format, with the page size set to 8 1/2 X 11” and limited to twenty-four (24) single sided pages (when printed and excluding covers) with 11pt font. Information on pages beyond this limit will not be reviewed.

1. **Cover Letter:**
   
   A cover letter on letterhead stationery shall be a required part of the submittal. The letter shall clearly identify the prime applicant name(s). The letter may also include supplemental information the applicant would like to make known regarding interest in providing the required services.

2. **Basic Information:**
   
   Name, Address, Phone numbers, email addresses, Year Established, Type of Ownership (Individual Proprietor, Partnership, Corporation, etc.), Type of firm, MWBE status of applicant firm, Washington Revenue Registration Number, Branch Office Addresses, Previous name of firm.

3. **Programming Approach:**
   
   Describe your overall approach to programming in a way that maximizes and fosters a highly Interactive and collaborative team experience. Describe the tools, tactics and strategies that will be utilized in the approach. Explain how your programming approach will ensure that all voices are heard in the development and prioritization of project goals and objectives. Describe how your approach will align the project budget with the project priorities. Summarize the core concepts of your internal and external diversity and inclusion plans specific to this project. Identify any strategies, resource commitments, and steps you take to include OMWBE, WBE, MBE, SBE, and VBE within your firm, sub-consultants, suppliers, etc.

4. **Firm Experience:**
   
   Provide a brief history of the firm outlining the firms experience and qualifications to meet the requirements of the RFQ. Material need not be elaborate or extensive but should depict, in the manner chosen by the respondent: scope and quality of respondent’s work related to campuses and the type of services provided. WSU is most interested in the firm’s specific experience with programming, planning, and design of similar medical school and/or other
health science academic facilities as outlined in the Background Information above.

5. Proposed Personnel:

List your Principals and Key Personnel that will be assigned to support WSU with the services you will provide under this solicitation. Describe their availability, assignment, and involvement in each aspect of the services provided. Relevant work experience of person should be described including experience in managing project meetings and developing a consensus across multiple departments. Keep in mind that these are the same individuals who should be identified as having similar and related experience in the projects listed previously.

6. Estimating and Budget:

Describe your approach to providing conceptual level estimating. For each related project listed in the Firm Experience section, provide the original construction budget and final construction budget and compare to the conceptual project estimate developed during pre-design. Describe in detail the roles of the pre-design consultant as they relate to meeting the project budget.

7. References:

Provide complete contact information for references from at least three clients for which similar work has been performed.

G. Selection Process

Each member of the Selection Committee will review and score the submittals received. Overall ranking will be based upon average of scores given by the Selection Committee members.

RFQ's will be evaluated in accordance with the following weighted distribution:

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Cover Letter</td>
<td>Required</td>
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<tr>
<td>Basic Information</td>
<td>Required</td>
</tr>
<tr>
<td>Programming Approach</td>
<td>20 points</td>
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<tr>
<td>Firm Experience</td>
<td>30 points</td>
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<tr>
<td>Proposed Personnel</td>
<td>30 points</td>
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<tr>
<td>Estimating and Budget</td>
<td>20 points</td>
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<tr>
<td>References</td>
<td>Pass/Fail</td>
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<tr>
<td>Acceptance of University Agreement</td>
<td>No Score</td>
</tr>
<tr>
<td>SOQ Total Possible Score</td>
<td>100 points</td>
</tr>
<tr>
<td>Interview (if required)</td>
<td>50 points</td>
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<tr>
<td>Maximum Possible Score</td>
<td>150 points</td>
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Interviews may be conducted if the Selection Committee feels that interviews are needed. It is possible that up to three firms may be shortlisted for interviews. Notification of potential interviews will be per the schedule in Section A above.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm’s qualifications, to accept or reject any or all SOQ’s, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the SOQ’s, and to re-advertise for this work.

The candidate firms acknowledge and agree that in submitting a SOQ pursuant to this Request for Qualifications, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted SOQ’s shall remain the property of WSU and may be disclosed after award to selected firm(s).

H. Protest Procedures

Firms shall provide written notification to the Assistant Vice President, Facilities Services, Capital of any protest within four (4) business days from the date the proposer was notified of the selection decision. Any protest received more than four (4) business days from the date notification was made shall not be considered.

I. Form of Agreement

The consultant agreement to be utilized for this work is posted on the website at https://facilities.wsu.edu/consultants/. Each firm must affirm in their RFQ that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement, they must specifically describe the reasons for the exceptions. The University makes no commitment to any modifications based on the comments received. Each firm’s response to this section shall not be scored nor used as a condition of consideration.

J. Consultant Fees

Actual fees will be negotiated with WSU Facilities Services / Capital and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon state fee guidelines and rate maximums. (Lump Sum fee structures will not be considered.) If the respondent and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with the second ranked firm on the submitters list. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

K. Nondiscrimination

Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. MWBE business enterprises will
be afforded full opportunity to submit SOQ’s in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award.

L. Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

End of Request for Qualifications