

**ISLAND HOSPITAL**  
**REQUEST FOR QUALIFICATIONS**

**Health and Wellness Center**

**NOTICE**

The Skagit County Public Hospital District No. 2 (DBA Island Hospital) is requesting qualifications from qualified individuals and firms for the design, cost estimating and construction administration for a tenant improvement in an existing 4,250 square foot building.

Design is required to be completed by October 22, 2021

**SUBMISSION OF RESPONSES**

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All submittals shall be sealed and delivered to:  
Island Hospital – Attention Director of Facilities  
2411 24<sup>th</sup> St  
Anacortes, WA 98221
2. Submit six (6) copies of the response by 2:00 pm, June 22.
3. The envelope must be clearly marked “HEALTH AND WELLNESS CENTER”.
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions.
5. Mandatory attendance to a Pre-Submittal Conference at 2:00 pm on June 15 at the site (2403 Commercial Ave, Anacortes, WA).
6. Island Hospital reserves the right to reject any and all responses, and has the right, at its sole discretions, to accept the submittal it considers most favorable to the Hospitals interest and the right to waive minor irregularities in procedures.

June 1, 2021

David Scherer, Director of Facilities

**ISLAND HOSPITAL**  
**HEALTH AND WELLNES CENTER**  
**INSTRUCTIONS TO SUBMITTERS**

**I. INTRODUCTION AND BACKGROUND**

The Skagit County Public Hospital District No. 2 (DBA Island Hospital) is soliciting Requests for Qualifications (RFQ) from qualified individuals and firms for services that will design, cost estimate and provide construction administration services for a tenant improvement of hospital leased property at 2403 Commercial Ave, Anacortes, WA (formally the NAPA building).

**II. SCOPE OF SERVICE**

**A. Services – General**

The conceptual design is for tenant improvements to a 4250 square foot building that measure approximately 40 feet by 100 feet and includes a demonstration kitchen, flexible meeting space, recording studio, conference room, open work space and restroom facilities on the ground floor and break room, staff restroom, offices and conference room on the second floor mezzanine.

**B. Project Goals**

- Design a facility that minimizes cost of ownership by designing for low initial cost, low energy consumption and low maintenance costs.
- Create a facility that maximizes flexibility for teaching and meeting space for hospital staff and community members.
- Comply with all state and local code requirements
- Provide a bid ready plan and specification set that includes:
  - Site plan and location/vicinity map
  - Utility plan

- Building elevations and cross sections
- Structural plans as required for tenant improvements
- Building interior: code study, all floor plans, indicating room names and square footages; ADA accessibility requirements; building services indicating mechanical, electrical, IT and other service areas
- Plumbing plans and details
- Mechanical: HVAC system plans and details
- Fire protection: fire suppression plans and details if required by the City of Anacortes
- Fire Alarm; panel and device locations
- Electrical: power and lighting plans and details and one-line diagram
- Telecommunications: locations of closets and cable trays as required
- Landscape plan
- Anything else required by Authority Having Jurisdiction

### **III. RESPONSE REQUIREMENTS**

Following the mandatory pre-submittal conference WebEx at 2:00 pm on June 10, each response should include the following:

#### **A. Cover Letter**

All responses must include a cover letter to the attention of David Scherer, Director of Facilities, signed by a person legally authorized to bind the applicant to its response. The letter shall include a brief overview of your approach to the project.

#### **B. Experience**

Demonstrate specialized experience and technical competence of responder and their team in a similar project scope. Identify recent experience and expertise with similar type of project including:

1. Design and construction management of tenant improvements for use of public and or healthcare types of projects.
2. Experience with a project of similar size, use and complexity.
3. Experience with various city, county, police and fire permitting agencies
4. A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The design team must be licensed in WA State.

**C. Project Team**

Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the Hospital. Please provide resumes of all key personnel who will conduct any work on this Project.

Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this response.

**D. References**

A professional profile of the A/E team members including a list of at least three references from public entities the A/E team has provided similar services to. Include the scope of work, budget, timeline and change order report.

**E. Project Schedule**

A project timeline shall be provided to the Hospital 10 days following award. Schematic design with cost estimate to be completed by August 2, 2021; Design development completed by September 6, 2021; Permit drawings completed by October 22, 2021.

**IV. EVALUATION PROCESS**

**A. Project Approach – 40%**

Evaluations will be performed to determine responders understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, and potential for completing the work as specified in the Scope of Services. Award will be made to the responder whose conformance to the RFQ is considered most advantageous to the Hospital, considering the Evaluation Criteria in this section.

**B. Personnel Proposals, Project Organization and Experience – 10%**

Responses will be evaluated considering the responder's technical experience, and the availability of personnel who are proposed to work on the project that include their resumes.

**C. Relevant Past and Present Performance Criteria – 30%**

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

**D. Capacity to Perform Work – 15%**

The responder's capacity to perform work in the prescribed time frame considering the responders team current and planned workload. Describe the responders ability to provide the technical disciplines and services required to cover the work required by the project.

**E. Participation by Minority and Women-owned Firms and Veteran-Owned Firms – 5%**

Participation by minority and women owned firms and veteran owned firms is encouraged. Describe the responder's ownership relationship as relates to minority, women or veteran status.

## **V. GENERAL INFORMATION**

### **A. Selection Process**

Additional information, interview and or presentations may be required at the option of the Hospital. In no event shall the Hospital or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation I the submission of responses to this request or subsequent interviews of persons or companies.

### **B. Compliance with Rules**

Responders replying to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your response.

### **C. Response Withdrawal**

Any response may be withdrawn at any time before the 'Response Due' date and time by providing a written request for the withdrawal to the Director of Facilities. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a response will not preclude the responder from filing a new response as long as it's prior to the close date.

### **D. Appeals**

Responders who wish to appeal a disqualification of their response or the award of contract may submit the appeal in writing to the Director of Facilities office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise is not subject to appeal.

### **E. Ownership of Documents**

Any material submitted by a responder shall become the property of the Hospital. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**F. Public Record**

All Responders and information submitted by responders are not open for public inspection until after the Notice of Intent to award a contract is issued. Except for exempt materials, all Responders and information submitted by responders will be available for viewing after the evaluation process is complete and the Notice of Intent to award is sent to all participating parties

**G. Confidentiality of Information**

All information and data furnished to the responder by the Hospital and all other documents to which the responder's employees have access during the preparation and submittal shall be treated as confidential to the Hospital. Any oral or written disclosure to unauthorized individuals is prohibited.