



**REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR
MEDICAL EQUIPMENT PLANNING SERVICES**

WEDNESDAY, MARCH 27, 2024

**UC DAVIS HEALTH
FACILITIES DESIGN & CONSTRUCTION
4800 2ND AVENUE, SUITE 3010
SACRAMENTO, CA 95817
[HTTPS://HEALTH.UCDAVIS.EDU/FACILITIES/](https://health.ucdavis.edu/facilities/)**

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Attachments:

Consultant Statement of Qualifications Form
University of California Professional Services Agreement (Sample)

INTRODUCTION:

UC Davis Health provides the organizational framework that enables the University of California, Davis to fulfill teaching, research, patient care, and public service missions. The UC Davis Medical Center is one of five teaching hospitals operated by The Regents of the University of California. Located in Sacramento, this 619-bed, fully accredited hospital serves as the main clinical education site for the UCD School of Medicine. UC Davis Health also operates clinical, research, educational, and administrative facilities on and off-site in support of the main campus and providing services to the community in the Greater Sacramento area and other Northern California counties.

The Facilities Planning and Development Division (FP&D) supports the UC Davis Health mission by building new and improving existing facilities. We have well over 100 annual construction projects, many of which require the purchase of new medical equipment and the relocation of existing equipment.

The Medical Equipment Planning group supports Construction Project Managers at FP&D by working with clients to select equipment, coordinating those selections with architectural design firms, procuring equipment, and operationalizing the equipment.

UC Davis Health is seeking three (2) firms with relevant experience to provide Medical Equipment Planning support for the medical campus in Sacramento and off-site ambulatory clinics and administrative office buildings. The selected firms will be expected to sign a Professional Services Agreement with a duration of 36 months and a dollar threshold not to exceed \$5 million.

PROJECT DESCRIPTION:

The University is seeking two (2) qualified Medical Equipment Planning Consultant firms to support typical construction projects throughout the health system. These projects may include UC Davis Health buildings and departments for inpatient, outpatient, and administrative (primarily office) spaces supporting the health system on the Sacramento campus and off-site locations.

UC Davis Health uses Attainia PLAN IT as the software platform for the management of Medical Equipment related projects. The selected firms will be provided with user account access to the UC Davis Health Attainia PLANT IT and will be required to execute projects by utilizing the UC Davis Health Attainia PLAN IT only. All project data will need to reside in UC Davis Health Attainia PLAN IT, such as but not limited to equipment selections, budgets, and procurement data.

Qualified firms should have the ability to perform site visits to all UC Davis Health sites when necessary and have personnel within proximity, or within reasonable travel distance, to the Sacramento area.

PROJECT ORGANIZATION:

Each construction project has its own team of project managers, architectural designers, contractors, and user groups. The FP&D Medical Equipment Planning group is headed by a Medical Equipment Program Manager.

The selected firms will be expected to work closely with these groups under the overall direction of the Medical Equipment Program Manager

PROFESSIONAL SERVICES REQUESTED:

Projects are designated as Minor Capital Projects or Major Capital Projects. A Minor Capital Project does not exceed \$1M in total project scope costs. A Major Capital and Strategic Project exceeds \$1M in total project scope costs and can exceed \$10M up to \$75M+. We are seeking for a single firm to primarily focus on Minor Capital Projects. We are also seeking a separate firm to focus on Major Capital Projects.

The following is a list and brief description of several projects that are taking place within the UC Davis Health system and may require equipment support services:

#	Project Name	Description	Est. Project Budget
1	DT Central Pharmacy Remodel	Remodel of the Davis Tower Basement Pharmacy.	\$15M
2	SDSC 1147/1152 Electronic Readout	Remodel/upgrade of Same Day Surgery Center rooms.	\$1M<
3	Pathology Basement Biopsy Grossing Stations	Remodel/upgrade of Pathology section lab.	\$1M<
4	Cancer Center Infusion Pharmacy Upgrade	Remodel/upgrade of existing Cancer Center 3rd floor facility.	\$1M>
5	Cancer Center Progenitor Lab Expansion	Expansion of the existing Progenitor Lab.	\$9M
6	SESP ED Rapid Care PH 3/4/5	Convert portion of registration office to ED patient results waiting area.	\$4M
7	Pharm Renovate IDS Room (East 1 #1107)	Tenant improvement on existing shell space.	TBD
8	SESP 2P340 Pathology	Adding analyzer/instrumentation system for Pathology lab.	TBD
9	East 3 Phase 2 Reactivation	Renovation of the hospitals East Wing to reactivate beds in support of MedSurg.	\$3M

Additional projects will be initiated during this agreement, and the firm must demonstrate the ability to adapt to growing and shrinking project demands.

PROFESSIONAL SERVICES REQUESTED (Continued):

For each individual project provide equipment selection, budgeting, planning, coordination, procurement, logistics and activation consulting services.

1. Equipment Selection, Budgeting and Validation

The Medical Equipment Consultant will become familiar with preferred and standardized equipment and work with clients to select equipment and establish project budgets. The nature of these projects means often the technologies change and equipment selections may change between project funding and project activation. Equipment selections must be continuously validated.

2. Design & Planning

Coordinate all equipment items and building infrastructure needs, integrating the medical equipment items and needs with the project design team. Develop and maintain a schedule and budget throughout all phases of the project, incorporating University purchasing standards and contracts timelines into planning. Include all steps of procurement, deployment, and installation. Identify for the project team (and in all design documentation) all different Groups of Equipment required for the project.

3. Procurement Coordination

Develop and maintain an up-to-date procurement schedule including all purchasing processes and documentation for each project. Prepare and assist with all procurement functions, working within the University's policies and vendor agreements. Track and analyze all vendor quotes, negotiate as-needed on behalf-of and in conjunction with the University, and recommend Vendor selection, including any invoicing and coordination of payments necessary. Prepare, organize, assist, and support all aspects of warehouse storage and installation services on behalf of the University. Oversee and manage receipt and storage of equipment, resolve discrepancies, and oversee return of damaged goods as needed.

4. Deployment and Equipment Installation

Maintain and continually update the medical equipment procurement schedule, procurement and delivery status, and budget. Coordinate equipment deliveries, receipt, and storage of items, including management of any third-party installers. Incorporate the relocation and reuse of existing equipment into the deployment and activation plans. This includes but is not limited to surveying, identifying, coordinating, planning and managing the decommissioning and reactivation of existing equipment. Work with UC Davis Health's functional support services and departments such as Plant Operations and Maintenance, Clinical Engineering department and other support services, as well as the project team, regarding installation, start-up, certification, tagging, commissioning, and testing of new and existing equipment.

5. Closeout

Coordinate and manage training, warranties, manuals, resolution of any open issues, closeout documentation and final payments for each individual project.

SCREENING CRITERIA:

1. **Medical Equipment Planning Services:** Proven expertise with equipment selection, budgeting, planning, coordination, procurement, and logistics consulting services. Demonstrated understanding of the requirements of the medical equipment consulting scope and process. Demonstrated ability to provide efficient and comprehensive management for all phases of this project, including all items listed in the Scope of Services, and especially the capability to work in partnership with the University staff, other consultants and contractors during both planning and implementation phases. Demonstrated track record of meeting schedule and budget requirements.

Points: 30

2. **Experience:** Previous experience that demonstrates success, specifically in supporting a program similar to ours, for multiple projects of similar scope, complexity and cost, and within the last 5 years. This experience must be demonstrated for the specific personnel proposed for assignment to this project. Demonstrated experience using Attainia PLAN IT as a platform for management of Medical Equipment

Points: 30

3. **Team Organization and Approach:** Clear and appropriate definition of roles. Program and project implementation approach tailored to the special needs of the program and each project. Demonstrate the ability to adapt to growing and shrinking project demands.

Points: 20

4. **Local Availability and Remote Capabilities:** Proximity of the firm’s office to the project site will be considered. In addition to proximity, which will impact success during implementation, we would like to firm to outline how they have successfully implemented remote work practices into their business when it is warranted and feasible.

Points: 20

SELECTION PROCESS AND SCHEDULE:

The selection of firms will be accomplished by the following process: after Statements of Qualification are received, a Screening Committee will review, conduct reference checks, and recommend a short list of firms for interviews. A Selection Committee will conduct the interviews. The target dates are listed below:

1 st Ad for services:	March 27, 2024
Statements due:	2:00 p.m., April 19, 2024
Screening completed:	May 3, 2024
Interviews completed:	May 24, 2024
Recommendation approval:	May 28, 2024

Questions about this RFQ should be directed via email to Nicole Quintero at nicquintero@ucdavis.edu

SUBMITTAL REQUIREMENTS:

- A. Statements of qualifications shall be as brief and concise as possible, responding directly to the screening criteria (Page 6). Submittal should be specifically tailored to this project; boiler plate or generic pages are not desired. Please indicate lead in-house person on cover letter.
- B. Resumes of proposed staff demonstrating the firm's ability to fulfill the requirements of the Proposal.
- C. Samples of your work product relevant to the work described in this RFQ.
- D. Indicate your firm's agreement with the terms of the attached PSA.
- E. Attach a completed Consultant Statement of Qualifications form, available for download at the following link: <https://health.ucdavis.edu/facilities/work-with-us/consultants/rfq>
- F. All material should be in 8 ½" x 11" format.
- G. ONE (1) pdf of your firm's statement of qualifications must be received no later than 2 p.m. Friday, April 19, 2024, via upload link provided by Nicole Quintero, Contracts Administrator. Applicants should request an upload link to Nicole (nicquintero@ucdavis.edu) no later than Thursday, April 18, 2024.
- H. Questions about this RFQ should be directed via email only at nicquintero@ucdavis.edu