August 16, 2013

RE: Master Plan Study for UIHC Central Sterilizing Service (UIHC Project #213-025)

To Whom It May Concern:

The University of Iowa Hospitals and Clinics is initiating the search process for Architectural and Engineering services for the Master Plan Study of the Central Sterilizing Service (CSS) located in the Lower Level of John Colloton Pavilion. The study scope is described as follows:

The master plan study will entail a detailed evaluation of the existing Central Sterilizing Service (CSS) space, infrastructure, workflows, etc., culminating in recommendations for renovation and expansion opportunities. The current CSS facilities, located in the Lower Level of the John Colloton Pavilion, were constructed as part of the development of the Main Operating Room Suite on Level 5 of the John Colloton Pavilion, which became operational in 1992. It is approximately 14,600 square feet in area and separated into two zones by a public corridor.

The CSS facilities are deemed to be no longer efficient in design or adequate in size to meet the current volume of instrument supply processing. Recent minor renovations have revealed that the infrastructure supporting the space (HVAC, electrical, piping, etc.) are inadequate as well. As surgical volumes continue to grow and planning for additional operating rooms is underway, it is essential that the current CSS facilities and workflows be studied to determine the functional needs and growth potential of the service. Growth of the existing CSS into adjacent space may be necessary, along with determination of the replacement of existing equipment and infrastructure to support future needs. During any renovation and expansion work, the CSS must remain functional. The master plan will also determine potentials for phasing the eventual work to allow for the CSS to support the UIHC during renovation.

Deliverables will include recommended size and layout for final CSS, workflow changes to increase efficiency, equipment and infrastructure upgrades, a phasing plan for work, a preliminary cost estimate (SD level), and preliminary project schedule.

Firms will be selected to interview on the basis of materials submitted for review by UIHC; see attachment for detailed submittal requirements. Submitting firms must show past successful experience with design and construction of CSS spaces in large, occupied Health Care Facilities. Due to the complexity of this project, only firms with experience with CSS departments within hospitals will be used for evaluation purposes. Experience on projects with CSS facilities in outpatient centers will not be considered as part of the evaluation process. Firms interested in providing professional services for the study should submit six (6) hard copies and one electronic copy of the attached Request for Qualifications Submittal to:
Proposals are limited to a maximum of 15 double-sided pages.

Proposals must be received by 3:00 p.m. CST, Friday, August 30, 2013 in the office of Capital Management. Please feel free to contact Jennifer Ratner at 319-356-1486 or via e-mail at jennifer-ratner@uiowa.edu for further clarification or additional information.

Thank You,

Jennifer K. H. Ratner
Assistant Director, Capital Management

Enclosure: Request for Qualifications Submittal
UNIVERSITY OF IOWA HOSPITALS AND CLINICS
REQUEST FOR QUALIFICATIONS SUBMITTAL

Project Title: Master Plan Study for UIHC Central Sterilizing Service
Project Number: 213-025

A. FIRM HISTORY AND BACKGROUND

1. Name of Firm.

2. Location of principal office and office designated to work with the University of Iowa Hospitals and Clinics.

3. Provide a performance record detailing your firm’s past experience with Central Sterilizing Services in existing hospitals. Include the following details:
   a. Project budget
   b. Estimated vs. actual bid and construction costs
   c. Change orders as a percentage of construction
   d. Schedule

B. PERSONNEL QUALIFICATIONS

1. Provide qualifications for the project team assigned to the University of Iowa Hospitals and Clinics for this work and describe their responsibility.

2. List the current workload and completion schedule for all projects assigned to the proposed project team.

C. STUDY PROCESS

1. Describe your firm’s Project Management approach to this study to ensure a successful outcome.

2. Describe your firm’s use of lean methodologies and how they will be used during the study.

D. PROJECTS

1. Provide a list of similar projects and studies completed by the proposed project team.

2. Provide examples of Central Sterilizing Service projects in existing hospitals (outpatient centers will not be accepted as relevant experience). Include project statistics (i.e. square footage, cost, etc.), floor plan, and date completed.

3. Provide examples of experience with lean process improvement integration in the design process.

E. OTHER INFORMATION

1. Include any other information you consider relevant to the evaluation of your firm’s qualifications.