

**CITY OF LAKEWOOD
REQUEST FOR PROPOSALS (RFP)**

1. INTRODUCTION

The City of Lakewood is seeking Request for Proposals (RFP) from qualified parties to review permit applications and perform commercial building inspections for the Western State Hospital (WSH) campus redevelopment project.

Any questions or clarification regarding this RFP shall be directed to:

Jeff Rimack
Community Development Department
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7739

2. BACKGROUND INFORMATION

The City of Lakewood is requesting Proposals from individuals or firms with substantial development project plan review and inspection experience to review permit applications and perform commercial building inspections for the Western State Hospital redevelopment permit application expected to be submitted in the middle of Q2 2024. The project will include construction of a new 590,000 SF, 350-bed Forensic Hospital in the southwest corner of the Western State Hospital (WSH) Campus including administrative offices and support services. Project Site area is approximately 13.1 acres.

Further project background can be found in Attachment A: "*Western State Hospital New 350-Bed Forensic Hospital*".

3. TIME SCHEDULE

Issuance of RFP: **April 23, 2024**
Deadline for Proposals: **May 7, 2024**
Contract Award Date: **May 20, 2024**

4. INSTRUCTIONS TO PROPOSERS

- A. All proposals must be received by the City Clerk by the deadline.
- B. All proposals must be submitted by email to City Clerk Briana Schumacher via email at: bschumacher@cityoflakewood.us, clearly marked in the subject line as: RFP-Contract Review Western State Hospital Submission.

- C. All proposals must be received **by 5:00 p.m. on May 7, 2024.**
- D. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's experience and capabilities to satisfy the requirements of the request. The City will not be responsible for any costs incurred by the proposer in preparing, submitting or presenting the RFP.
- E. The Community Development Director or designee will notify the proposer selected.
- F. All proposals must contain the following information:

- 1. Letter of Interest

A letter of interest shall be submitted that indicates the following:

- a. That portion (all or a subset) of the Scope of Project for which the proposer is submitting a proposal.
- b. Proposer's Background
 - i. General information about the proposer, including a description of the proposer's background, the names and number of years the proposer has been in business, and current or previous names, or additional assumed business names, and any other pertinent information.
- c. Proposer's Information
 - i. The name, address, phone number, fax number and e-mail address of the proposer submitting a proposal.
- d. Project Organization and Staffing
 - i. Provide an organization chart showing all proposed team members and describing their experience and responsibilities for this proposal. Include the professional qualifications including certifications of each member of the project team.
 - ii. Provide the names of the lead or primary and secondary contacts of the team.
 - iii. Identify any subcontractors and the portion of work that will be performed by a subcontractor, if any, including their professional qualifications including certifications.
- e. Description of Related Experience
 - i. Describe the proposer's experience with reviewing plans submitted for permit applications for the identified occupancies.
 - ii. Contact names, addresses and phone numbers for individuals responsible for completed work subject to this proposal.

- iii. Summary of the proposer's role/responsibility in completing reviews and exchanging information with code officials.
 - iv. Summary of the proposer's deliverables for each review.
 - v. Describe the proposer's familiarity with the City of Lakewood.
 - vi. Describe the proposer's ability to complete work on schedule.
 - vii. Describe the proposer's service delivery timelines.
 - viii. Identify any other relevant information pertinent to this RFP section.
 - ix. A minimum of three references indicating recent experience in commercial plan review.
- f. Description of Inspection Experience including
 - i. Onsite Commercial, mechanical, plumbing, and structural inspection services.
 - ii. Include projects with similar size and scope to this WSH.
 - g. Detailed fee or costing structure related to the reviews and inspection.
 - i. Fixed fee for review of the project through acceptance. Including the number of reviews included in fee.
 - ii. Fee schedule for:
 - a Additional reviews beyond the fixed review fee,
 - b Revisions,
 - c Deferred submittals,
 - d Shop drawings, and
 - e Participation in code reviews meetings,
 - f Life safety inspections,
 - g Structural inspections,
 - h Energy code inspections,
 - i Barrier free inspections,
 - j Mechanical and Plumbing inspections,
 - k Special inspection review.
 - iii. Estimated service times for:
 - a Review
 - b Inspection
 - c Special Inspection Review.
 - d RFI response
 - h. Project Approach - Describe the proposer's approach to this project.
 - i. Additional data or information, if desired.

2. Statement of Qualifications

- a. Individuals completing structural or engineering review under this proposal shall be a licensed professional engineer in Washington State according to the specific discipline of review. Others

completing plan review shall possess a current certification issued by the International Code Council for the work accomplished.

5. SCOPE OF WORK

- A. At the request of the City, conduct commercial plans review of building permit applications associated with the project
- B. Provide written plan review corrections and redlines for the City of Lakewood and WSH.
- C. Provide onsite commercial, mechanical, plumbing, and structural inspections.
- D. Respond to Requests for Information (RFI) and Field Alteration Requests (FAR) involving structural, mechanical, plumbing, or life safety concerns once permits are issued.
- E. Attend weekly onsite developer meetings as the City representative to answer questions regarding process, plan interpretation, or inspection questions that may arise.
- F. Review and respond to any special inspection reports identifying a deficiency requiring corrective action.
- G. Work with the Chief Building Official (CBO) and Fire Marshal (FM) on any alternative means and methods proposed during construction that do not align with the approved plan set.
- H. Provide weekly update reports to the City of Lakewood Community and Economic Development (CED) department regarding status of review or construction.
- I. The list above is summary in nature and further third-party review comments can be found in Attachment B: "Chief Building Official's Third Party Review Requirements".

6. SPECIFIC REQUIREMENTS

- A. The awarded Contractor/Firm shall be responsible for maintaining, at its sole cost and expense, comprehensive general liability insurance, including automobile and property damage, insuring the City of Lakewood, against loss or liability for damages for personal injury, death, or property damage arising out of or in connection with the performance by the Contractor of its obligation hereunder, with minimum liability limits of \$1,000,000.00 combined single limit for personal injury, death or property damage in any one occurrence. Professional liability insurance

shall also be maintained with a minimum liability limit of \$1,000,000.00. The awarded Contractor/Firm shall furnish evidence, satisfactory to the City, of all such policies.

- B. The awarded Contractor/Firm shall maintain a current City of Lakewood business license.
- C. The awarded Contractor/Firm and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42.

7. SELECTION CRITERIA

Proposals shall be ranked based upon the following criteria:

- 1. Price;
- 2. Experience, References, Performance;
- 3. Quality of Risk Assessment and Clearance reports provided;
- 4. Response time.

8. TERMS AND CONDITIONS

- 1. The City reserves the right to reject any and all proposals, and to determine and waive minor regularities in any proposal.
- 2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- 3. The City reserves the right to determine the most qualified contractor based on the City's evaluation of the above selection criteria and any factors relevant thereto.
- 4. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- 5. The City reserves the right to award contracts for all or some of the tasks in the Scope of Work to one or more contractor/firm(s).
- 6. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- 7. The contract resulting from acceptance of a RFP by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or

contract that does not conform to the specifications contained in this RFP, and which is not approved by the City of Lakewood Legal Department.

9. COMPENSATION

1. Present detailed information as required in section 4.F.1.g of this RFP.
2. Payment by the City for the services will only be made after the services have been performed; an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed. Payment will be made in accordance with the City's accounts payable payment cycles.

Western State Hospital New 350-Bed Forensic Hospital

Project Narrative

Western State Hospital (WSH) is a psychiatric hospital campus comprised of 43 separate buildings located in the City of Lakewood. Its existing facilities are no longer suited to accommodate the delivery of core mental health services. As a result, the State of Washington has implemented a new policy which recognizes needs of “forensic commitment” mental health patients are different than those of “civil commitment” patients; civil committed citizens will be treated in community-based settings and forensic patients will be cared for at the modernized Lakewood WSH campus under a revised treatment model.

Twelve (12) existing buildings and their infrastructure will be demolished and replaced with approximately 590,000 SF of new development, consisting of 2 new buildings: a 4- story hybrid concrete and steel structure hospital (HOS) and a 3- story heavy timber structure administration building (ADM).

The project seeks LEED silver certification as a baseline; reduced carbon footprint and other strategies are also pursued. Reduced energy consumption, photovoltaic panels, enhanced daylighting, biophilia, and natural ventilation are implemented where possible. The building envelopes of both buildings are designed to support Net Zero Energy.

Exterior enclosure assemblies comply with 2018 WSEC; finish materials include metal panel systems, concrete, brick, glass, aluminum, and wood-look composites. Exterior wall cladding is installed as a “rain screen.” Roof assemblies include single-ply systems and vegetated, occupied roofs.

Applicable Codes & Standards

City of Lakewood

Lakewood Municipal Code Chapter 12.11 Storm Water Management

WSDOT Standard Specifications w/ 2021 City of Lakewood Engineering Standards Manual Modifications

2021 Washington State Building Code – Amended 2018 International Building Code (IBC)

ICC A117.1-2017 Accessible and Usable Buildings and Facilities (Chapter 11 IBC)

2021 Washington State Energy Code (WSEC)

2021 International Mechanical Code (IMC)

2021 International Fire Code (IFC)

2021 Uniform Plumbing Code (UPC)

Attachment A

IESNA RP-29 Recommended Practice for Healthcare Lighting Model Lighting Ordinance (MLO) for Exterior Lighting

Centers for Medicare and Medicaid (WAC 246-335-728)

2012 NFPA 101 Life Safety Code

2012 NFPA 99 Health Care Facilities Code

2010 NFPA 110 Emergency Generator

ASHRAE – American Society for Healthcare Standard 170-2013

2018 FGI Guidelines for Design and Construction of Hospitals

2.5 Specific Requirements for Psychiatric Hospitals

2021 ANSI/ASHRAE/ASHE Standard 170, Ventilation of Health Care

Facilities 2019 ANSI/ASHRAE Standard 62.1, Ventilation for Acceptable

Indoor Air Quality

2019 ANSI/ASHRAE/IES Standard 90.1, Energy Standard for Buildings Except Low-Rise Residential Buildings

2017 ASHRAE Handbook - Fundamentals, ASHRAE Handbook - Fundamentals (IP)

2017 ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy

2021 International Energy Conservation Code (IECC)

2020 NEC – NFPA 70 - current edition of the National Electrical Code IESNA Lighting Handbook 11th Edition - Standards for

Lighting

Chief Building Official’s Third Party Review Requirements

Scope of services

The City of Lakewood is seeking third party consultant to provide plan review and inspections services for the proposed a new 590,000 square foot forensic hospital.

Objectives of the plan review:

The third-party consultant will perform plan review of the construction documents for compliance with 2021 family of International Code Council (ICC) codes as adopted by the City of Lakewood municipal code title 15 Building and Construction, and the City of Lakewood code amendments listed in title 15.

The building plan review shall include the following areas for code compliance:

- Building Review:
 - Life safety,
 - structural,
 - ANSI accessibility,
 - Washington State Energy Code (envelope and lighting).
- Mechanical Review:
 - Mechanical HVAC,
 - Smoke control,
 - Cooking hoods,
 - Gas piping,
 - Washington State Energy Code.
- Plumbing Review:
 - Plumbing supply,
 - Waste and vent.
 - Grease interceptors and other interceptors as applicable.

Qualifications:

Review shall be conducted by experienced staff including building code, mechanical code, and plumbing code review by an ICC Certified Commercial Plans Examiner, and energy code review by an ICC Certified Commercial

Attachment B

Energy Plans Examiner, and a structural review by a Licensed Structural Engineer.

Number of reviews:

Third party consultant shall identify the number of reviews including first review that are included in the fixed review fee. The third party shall provide fees schedule for additional reviews beyond the fixed review fee, revisions, deferred submittals, shop drawings, and participation in code reviews meetings.

Objectives of the inspection services:

The third-party inspector will provide building inspections in accordance with:

- 2021 adopted ICC codes,
- Washington State Building Code (Chapter 51-50 WAC),
- Energy Code (Chapter 51-11C WAC),
- Mechanical Code (Chapter 51-52 WAC),
- 2021 Uniform Plumbing Code,
- WA state amendments (Chapter 51-56 WAC). Inspections records shall be maintained in accordance to the city procedures

The third-party inspector will perform inspections to verify that the construction is completed in accordance with the approved building plans. The inspector will be responsible for issuing corrections notices for work done that does not comply with the approved construction documents. The third-party building inspectors schedule for available days and the minimum number of hours on those days shall be determined during the proposals review process.

The third-party inspector will perform the following inspections:

- Life safety inspections.
- Structural inspections.
- Energy code inspections.
- Barrier free inspections.
- Mechanical and Plumbing inspections.

Qualifications:

The third-party inspector shall be experienced in the field of commercial inspections, with emphasis on hospitals. The inspector shall hold an active Commercial Building Inspection-B2 certification issued by the International Code Council (ICC). Additional certifications will be desirable.