



Facilities Planning and  
Development Division

**REQUEST FOR  
STATEMENTS OF QUALIFICATIONS  
  
FOR  
  
TRANSITION & ACTIVATION PLANNING  
Folsom Medical Office Building**

**January 8, 2024**

**UC DAVIS HEALTH  
FACILITIES PLANNING AND DEVELOPMENT DIVISION  
4800 2<sup>ND</sup> AVENUE, SUITE 3010  
SACRAMENTO, CA 95817  
[HTTPS://HEALTH.UCDAVIS.EDU/FACILITIES/](https://health.ucdavis.edu/facilities/)**

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**BACKGROUND:** The Folsom Medical Office building consolidates existing outpatient clinic operations from three leased spaces into one building for increased operational efficiency and enhanced patient experience as well as expands outpatient care and access into the community. The schedule aligned with this project is the following:

- Construction completion May 29, 2025
- First patient day September 1, 2025

**PROJECT DESCRIPTION:** The Folsom Medical Office Building will be a state-of-the-art medical office building that includes: (1) 115 patient examination rooms; (2) a buildout of ancillary service to include Diagnostic Imaging, Radiology, Ophthalmology, and General Support Services for the entire building; (3) construction of specialty clinics and infusion services with a compounding pharmacy; and (4) site development of approximately 52 parking spaces, landscape, hardscape, utilities and pathways around the building. The project constructs an approximately 114,000-gross-square-foot, three-story building to house examination rooms, procedure rooms, and support services space.

### **PROFESSIONAL & SCOPE OF SERVICES REQUESTED INCLUDE:**

Qualified firms shall demonstrate ability to collaboratively work with University project managers and leadership to facilitate building transition and activation planning discussions with end users, maintaining building activation timelines, activities and budgets.

Qualified firms shall have the ability to perform site visits to UC Davis Health sites regularly and have personnel within geographical proximity, or a reasonable travel distance, to the Sacramento area. Selected firm shall have the ability to be located physically on the UCD Facility site, full time or as needed. The selected firm is expected to sign a Professional Services Agreement with the University for the duration of the project.

The effort may include the following transition planning and activation services; size, complexity and approximate quantity shown below as appropriate:

#### **1) Project Initiation**

- a. Interview with stakeholders to validate goals and expectations.
- b. Assessment outcome: Develop and track recommendations, potential risks, and next steps

#### **2) Transition planning:**

- a. Create and manage activation and transition schedule/critical path
- b. Create and facilitate activation and transition committee and coordination of meetings, this includes status reports to summarize progress
- c. Create and manage departmental project plans
- d. Finalize and support workflows
- e. Finalize dress rehearsal scenarios
- f. Finalize supplies, furniture, equipment needed
- g. Complete policies and procedures
- h. Complete scopes of services
- i. Complete staffing and budget
- j. Finalize training backfill

#### **3) Building readiness**

- a. Create schedule and assist in fit up of building
- b. Conduct technical dress rehearsals

#### **4) Operational readiness**

- a. Create, manage, and deliver the overall training plan
- b. Test the building, workflow and equipment with dress rehearsals
- c. Deliver/assist super user training
- d. Deliver/assist in department specific orientation
- e. Deliver/assist in new facility orientation

#### **5) Licensing Planning**

- a. Create schedule and assist in obtaining specific department licensing including CDPH
- b. Complete mock licensing

**6) Move Planning**

- a. Create and manage move plan, including scheduling, and purge and packing activities for departments.
- b. Complete mock move
- c. Execute successful patient and department moves

**7) Post Move Support**

- a. Provide ongoing project support with command centers
- b. Provide ongoing training and orientation support
- c. Provide decommissioning plan and support if applicable

**SCREENING CRITERIA:**

1. **Transition Planning Services:** Proven expertise with development, control, organizational advising, schedule, and budget management for clinical and administrative relocation projects of similar size and complexity. Ability to provide efficient and comprehensive management for all phases of this project, especially the capability to work in partnership with UC Davis Health staff, other consultants and contractors during both planning and implementation of the transition plan. Demonstrated track record of meeting schedule and budget requirements.

**Points: 40**

2. **Team Staffing & Organization:** Clear definition of roles. Availability of staff and others to respond to the requirements of this assignment. Experience listed for personnel must be related to similar projects used to show the firm's experience and knowledge. Skills to be able to mediate issues and work broadly across the UC Davis Health organization from direct stakeholders to high-level decision makers.

**Points: 30**

3. **Resource Availability:** Experience with workload balancing and flexibility to provide staff and resources necessary to provide defined services, at the required project site in a timely manner.

**Points: 30**

**SELECTION PROCESS AND SCHEDULE:**

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

1 <sup>st</sup> Ad for services:	January 8, 2024
RFQ Statements due:	January 26, 2024
Selected Firm Interviews:	Week of February 12, 2024
Final Committee Selection:	February 16, 2024

**SUBMITTAL REQUIREMENTS:**

Firm shall limit submittal to a maximum of six (6) double-sided 8 ½" x 11" letter sized sheets. Non-adherence to submittal requirements may disqualify the submission.

- A. Provide data on three (3) recent projects, each completed within the last 7 years, with a detailed project description demonstrating the firm's and your sub-consultants or joint venture partner's experience with transition planning for projects of similar size and complexity.
- B. Provide data/graphics demonstrating experience or knowledge for the three areas listed in the screening criteria above.

- C. List proposed staff demonstrating the firm's ability to fulfill the requirements of the Proposal. Show their years of experience, and years in lab/medical specific.
- D. Samples of your work product for both transition and relevant to the work described in this RFQ.
- E. Indicate your firm's agreement with the terms of the attached PSA.
- F. 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>
- G. ONE (1) pdf copy of your firm's statement of qualifications must be received no later than **2 p.m. Friday, January 26, 2024**, via upload link provided by Leila Couceiro, Contracts Manager. Applicants should request an upload link to Leila ([lccouceiro@ucdavis.edu](mailto:lccouceiro@ucdavis.edu)) no later than Thursday January 25, 2024.
- H. Questions about this RFQ should be directed via email only to Leila Couceiro at [lccouceiro@ucdavis.edu](mailto:lccouceiro@ucdavis.edu).