

# Meeting Minutes



Washington State  
Department of Social  
& Health Services

Date: August 24, 2021

Time: 2:00pm via Conference Call

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Attendees:

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Meeting Purpose: RFQ Informational Meeting for the Community Nursing Care Homes Predesign project.

1. The basic requirements of the RFQ were reviewed for those in attendance. Nothing was highlighted that is not written in the RFQ.
2. There is an independent committee made up of DSHS personnel who will be working in parallel to the selected consultant to help answer questions and determine the direction of the project. The current task of this committee is to determine the level of care that will be provided at these facilities. That level of care will directly impact the program of spaces that will be required.
3. There will be a (5) person committee reviewing the RFQ's and participating in the interviews. The committee is made up of (2) from OCP, (2) from DDA, and (1) private architect.
4. The schedule for this project is very compressed. The Legislature has been promised a status report by December 1, 2021. Due to this limited schedule, it is anticipated that the short-list will be determined by September 8<sup>th</sup>, and interviews the week of September 13<sup>th</sup> and that the consultant will be under contract by the end of September.
5. It is anticipated that the final report will include, at a minimum, a program of spaces and adjacencies, detailed cost estimates, timelines and schedules, and life-cycle analysis. DSHS will be aiding in the research of the geographic regions where these new facilities need to be sited, real estate research, and staff modeling.

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## Questions from Attendees:

- A. What type of procurement method might we use? Will a contractor be used to control the cost estimates?
  - Answer: Procurement methods will be reviewed as part of the predesign process. It will be up to the successful consultant to provide a team of experts to assist in the development of an accurate cost estimate.
  
- B. Should it be assumed that these are all new construction?
  - Answer: Not necessarily. Depending on the location, an existing facility might exist that could be retrofitted to work.
  
- C. Do you see site work needing to be accounted for in the cost estimates?
  - Answer: Yes. The size of the facility will directly affect the size of acreage that will be needed.
  
- D. Was there a preliminary need-assessment conducted?
  - Answer: No. There has been no preliminary assessments conducted. This will be part of the predesign process.
  
- E. Does working on the predesign preclude you from the selection for design later on?
  - Answer: No.
  
- F. Is there a desired ratio for location distribution?
  - Answer: No. The committee is open to following the results of the data.
  
- G. Will these facilities be built on state-owned or newly purchased property?
  - Answer: This will be determined during the predesign process.
  
- H. What level of nursing care facility licensing will these facilities be designed for?
  - Answer: The committee is currently determining the level of care these facilities will need to be licensed for.
  
- I. Is this project related to the increased need for mental health services or the reduction at Western State Hospital?
  - Answer: No.