

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR QUALIFICATIONS**

**FURNITURE, FIXTURES, AND EQUIPMENT (FF&E) MANAGER SERVICES FOR THE
SAN FRANCISCO GENERAL HOSPITAL REBUILD PROGRAM**

The City and County of San Francisco (City), Department of Public Works (DPW) announces a Request for Qualifications (RFQ) seeking qualified consultants for the formation of a Furniture, Fixtures, and Equipment Manager Team to provide professional Furniture, Fixtures, and Equipment (FF&E) management services for the San Francisco General Hospital (SFGH) Rebuild Program.

If necessary, DPW will issue qualifications due date changes by addendum and will post current date for receiving proposals on the Bids and Contracts page at the City's website address:

<http://mission.sfgov.org/OCABidPublication/>.

The "FF&E Manager" to be hired via this contract will provide all necessary services required for a turnkey management solution for the following: procurement process for FF&E for the SFGH Rebuild Program; coordination of receipts and temporary staging/storage of such items; and coordination of installation new FF&E equipment and relocation/disposal of existing equipment.

FF&E to be procured include, but are not limited to, the following areas: surgery, ancillary, emergency services, trauma center, women and infants, neonatal intensive care unit, pediatrics, perioperative, intensive care unit, neonatal intensive care unit, acute care for the elderly, acute dialysis, and hospital support. The total FF&E value is estimated at \$130,000,000 and includes approximately \$44 million in leased equipment and \$86 million in owned equipment, with approximately 15,000 items.

Consultants shall submit eight (8) bound copies and one (1) unbound copy of their proposals as specified in the RFQ package, as well as four (4) electronic copies on CD-ROM, by **4:00 PM on March 15, 2010**. See RFQ for additional submittal requirements. LATE SUBMITTALS WILL NOT BE CONSIDERED.

The RFQ package can be obtained at:
San Francisco General Hospital
c/o DPW Project Management
1001 Potrero Avenue
Building 40, 3rd Floor (Mailbox 173)
San Francisco, CA 94110-3518
Attention: Ms. Christine Tang, DPW Project Manager

on non-holiday weekdays between 9:30 a.m. and 5:00 p.m. The RFQ package in electronic format (.pdf) can be obtained at no charge by sending an email request to christine.tang@sfdpw.org. The email request must include: Contact Person, Contact's Title/Position, Company Name, Street Address, City, State, Zip Code, Phone, and Fax.

An RFQ Pre-Proposal Conference will be held on **February 16, 2010 at 1:00 PM** at SFGH, DPW Project Management Conference Room, 1001 Potrero Avenue, Building 40, 3rd Floor (this building can be accessed from the corner of 23rd Street and Utah Street). A representative of the Human Rights Commission (HRC) will participate in this meeting to answer questions regarding HRC requirements.

Rating bonuses will be applied per San Francisco Administrative Code Chapter 14B. Certified Local Business Enterprise (LBE) firms are encouraged to submit proposals. The subconsulting goal is 5% LBE. Proposers are requested to engage in good faith efforts to include local certified Local Business Enterprise (LBE) firms.

In accordance with San Francisco Administrative Code Chapter 6, no proposal is accepted and no contract in excess of \$114,000 is awarded by the City and County of San Francisco until such

time as (a) the Mayor or the Mayor's designee approves the contract for award and (b) the Director of Public Works then issues an order of award. Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds.