

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>Fong and Chan Architects Inc.</u> <u>1361 Bush St.</u>	Division/Section:	<u>SFHN/San Francisco General Hospital</u>
		Director, SFHN	<u>Roland Pickens</u> <i>RP</i>
Address	<u>San Francisco, CA 94109</u>	DPH Administrator:	<u>Kathy Jung, Director of Facilities and Support Services Planning and Facility Development</u>
		Program Manager:	<u>Benito Olguin</u> Phone <u>759-4630</u>
Contact	<u>Chiu Lin Tse-Chan, President</u>	Contract Analyst:	<u>Ron Rossi</u> Phone <u>554-2839</u>

Request for approval of a contract with Fong and Chan Architects for services in facilities compliance, programming, and feasibility assessments for San Francisco General Hospital buildings nos. 80/90 in the amount of \$446,765 for a two year term (24 months).

Profit Non-Profit LBE RFQ – Number: 26-2014 Date: 12/15/2014
 New Renewal Mod Sole Source – Approval Date: _____

Number of years DPH has been doing business with this organization: 5+

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u> (new)	<u>Proposed Transaction</u> 4/1/2016 – 3/31/2018	<u>Annualized</u> <u>Difference</u>
Funding Sources:			
General Funds (Capital Budget)		\$398,940	-\$0-
TOTAL DPH REVENUES		\$398,940	-\$0-
12% Contingency Amount		\$47,825	-\$0-
CONTRACT TOTAL		\$446,765	-\$0-
ANNUAL AMOUNT OF CONTRACT (estimate)		\$223,382	-\$0-
Agency Funds		-\$0-	-\$0-
Contract FTE		N/A	N/A

<u>PROPOSED:</u> Mode(s) of Service & Unit of Service Definition	<u>No. of Clients</u>		<u>Number</u> <u>of</u> <u>Units</u> (hours)	<u>Unit</u> <u>Cost</u>
	<u>N/A</u> <u>N/A</u>	<u>Duplicated</u> <u>Unduplicated</u>		
Re-use Alternatives Planning Report for buildings nos. 80/90				
Meetings with SFGH/DPH (1 UOS = 1 hour)				
Principals and Architects			310	\$140.00 - \$320.00
Development of Re-use Alternatives Planning Report				
Principals and Architects			840	\$120.00 - \$320.00
Modification of Existing Master Plan Documents				
Meetings with SFGH/DPH				
Principals and Architects			96	\$140.00 - \$320.00
Master Plan Document Update				
Principals and Architects			300	\$140.00 - \$320.00
Additional Studies				
Meetings with SFGH/DPH				
Principals and Architects			56	\$140.00 - \$320.00
Development and Documentation of Additional Studies				
Principals and Architects			300	\$140.00 - \$320.00

Explanation of Service Change and Variances:

This is a new contract.

Monitoring Report/Program Review & follow-up:

The contract will be monitored in accordance with all applicable Departmental procedures.

Nondiscrimination and Cultural Competency:

If required, the Contractor will participate in the cultural competency requirements for the upcoming year.

Other Significant Issues:

The contractor will complete a Re-use Alternative Planning Report for Building Nos. 80/90. This report will address several issue areas, including code issues, seismic retrofit, environmental impact, structural study, and cost estimates. The contractor will also assist in coordinating and modifying existing Master Plan documents that address planned re-use and expansion of buildings within the San Francisco General Hospital campus.

Fong & Chan Architects is an award winning international design firm, established in 1982. The firm renders complete services encompassing the fields of architecture, master planning, programming, interior design and other related disciplines. The firm's portfolio of work is widely diversified in scope and building type with a strong emphasis in healthcare facilities. Over 95% of our projects are completed for institutional and public clients.

Fong and Chan Architects were pre-qualified under RFQ 26-2014 in December of 2014. The RFQ which established a 2 year pre-qualified list of consultants that can be accessed by the Department for a variety of projects.

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director:**Board of Directors:**

Chiu Lin Tse-Chan, President/Treasurer

David G. Fong, Vice President/Secretary

Owner of 10% or more:

Chiu Lin Tse-Chan (51%)

David G. Fong (49%)

Executive Director:

Chiu Lin Tse-Chan

There are 2 members of the board, and no vacancies. Board member serve a two year term, with no limits on the number of terms served.

Recommendations:

The Department recommends approval of this contract.