A. INTRODUCTION

Background
San Francisco Medical Center Outpatient Improvement Programs (SFMCOIP) is requesting statements of qualifications and proposals from architects to provide a full range of architectural services – pre-design through construction administration phases. SFMCOIP has received a federal grant to either renovate and expand its existing corner lot facility located at 551 Minna Street with the immediate adjacent building at 555 Minna Street or consider demolishing these existing commercial buildings and build a new facility providing social services.

The construction budget is $2,650,000; the project timeline is two years, ending October 1, 2012. It is critical that the architect selected has experience in working with governmentally funded projects and can constructively work within a tight completion schedule. Additional requirements include: experience working with non-profits; experience with change-in-use renovation projects; knowledge of building code requirements for primary care clinics; experience working with the Department of Building Inspection, the Planning Department and the Mayor’s Office on Disability; and the selected architectural firm shall be certified with the Human Rights Commission as a Local Business Enterprise. The architect must be able to secure the construction permit by October 2011.

Questions regarding this RFQ should be directed to Charles Range, Executive Director. He can be reached as follows:

◊ Charles Range: tel. 415-436-0111; fax 415-436-0110; email cerange@pacbell.net

B. TIME AND PLACE OF SUBMISSION

Applicants must submit one original and five (5) copies of the proposal by 2:00 PM Friday, December 3, 2010. Proposals delivered by hand, overnight mail or received by U.S. mail prior to the deadline will be considered. All others (including those delivered by facsimile) will not be considered. Proposals received after 2:01 PM on December 3, 2010 will not be considered. All proposals must be delivered to the offices of San Francisco Medical Center Outpatient Improvement Programs, Inc as follows:

San Francisco Medical Center Outpatient Improvement Programs, Inc.
c/o South of Market Health Center
229 – 7th Street, San Francisco, CA 94103
Attn: Charles Range, Executive Director
Tel: (415) 436-0111; Fax (415) 436-0110
C. OVERVIEW OF SELECTION PROCESS AND SCHEDULE *

<table>
<thead>
<tr>
<th>RFQ available</th>
<th>Monday, November 22, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for all questions</td>
<td>4:00 pm on Monday, November 29, 2010</td>
</tr>
<tr>
<td>Qualifications due at SFMCOIP</td>
<td>By Friday, December 3, 2010 at 2:00 PM</td>
</tr>
<tr>
<td>Notification of Interviews, if any</td>
<td>By Wednesday, December 8, 2010</td>
</tr>
<tr>
<td>Tentative dates for interviews, if any</td>
<td>Friday, December 10, 2010</td>
</tr>
<tr>
<td>Negotiation with highest-ranking firm</td>
<td>December 13/14, 2010</td>
</tr>
</tbody>
</table>

* Selection schedule subject to change.

SFMCOIP provides medical services to its clients Monday through Saturday; however if interested applicants wish to visit the Site it will be open from 3:30 – 4:30 PM on Saturday, November 27, 2010. Questions or clarifications regarding this RFQ must be made via telephone to Charles Range or Marilyn Griffin at (415) 436-0111 between 8 am – 10 am or 1 pm – 3 pm on Monday, November 29, 2010. Questions received after the above date and time deadline will not be answered.

D. PROJECT SPONSOR/DEVELOPER

San Francisco Medical Center Outpatient Improvement Programs, Inc was established in 1973 as a private non-profit corporation to increase health care access for the poor and medically underserved. Today this organization provides comprehensive health care services to nearly 6,000 of San Francisco’s low-income inner city residents. SFMCOIP programs focus on medical, dental, podiatry, behavioral health and enabling services such as case management and social services. Services are organized around a medical-social case management model, with an emphasis on continuity of care, compassion, quality, and cultural sensitivity. All of its programs are designed to create better health care access and including helping persons receive services regardless of their ability to pay.

SFMCOIP has recently completed a joint development with Mercy Housing California, which includes a state-of-the-art medical facility, for its flagship program, the South of Market Health Center. This project represents the philosophy of SFMCOIP to create quality user friendly and efficient environments. SFMCOIP has a priority to support energy efficient and environmentally friendly office space that is safe and comfortable for its employees, visitors and clients seeking quality medical care.

E. DIVERSIFIED EMPLOYMENT OPPORTUNITY

SFMCOIP as an organization is committed to equal employment opportunities. SFMCOIP has provided medical and other supportive services to the residents of the South of Market area since 1973. At this time in our economy, we have seen extreme unemployment among the diverse population we service and the lack of opportunity to earn a decent income to support one’s self as well as any family needs is directly correlated to poor health outcomes. Therefore, we
SFMCOIP will merge the properties at 551 and 555 Minna Streets into a single lot. The project’s intent is to expand the current services provided at 551 Minna Street into 555 Minna Street; with improved disabled access, with a new elevator, supportive services counseling offices/work stations, conference rooms and restrooms. Depending upon the determinations of the Project Review Meeting, SFMCOIP will decide to either renovate with significant interior improvements as described or demolish the existing two buildings and construct a new multi-story building.

G. REQUESTED SERVICES

Through this RFQ process, SFMCOIP anticipates entering into a contract that will include full design and construction administration services for the development. Services to be provided include architectural, civil, structural, mechanical, electrical and plumbing. For the purposes of this RFQ the Architect shall not select or propose any of the consultants, Civil, Structural, Mechanical and Electrical. These consultants will be selected after the Architect is selected. Any proposed consultants other than the Architects will not be considered as part of this RFQ. The Terms and conditions for the architectural services will be per a slightly
modified AIA Document B181, “Standard Form of Agreement Between Owner and Architect”. If two or more firms are submitting their qualifications as a team, association or joint venture, all firms must submit the information requested below. All Architects, including a team, association, or joint venture (hereafter referred to as “team”) will be evaluated on the responses to the information requested below. Architects will also be evaluated on their ability to provide the full range of architectural services required for this project. If a team is proposed, the team will be evaluated on the ability of the firms to undertake the architectural services for this project. For example, a member of a team that will produce construction documents but not the design will be evaluated on its qualification and capacity to produce construction documents for this project. The Design Team will be responsible for providing construction administration services and preparing all documents required by the City Planning Department to obtain all required entitlements (including conditional use approval) and environmental clearances as well as all submissions required to obtain site and building permits from the Department of Building Inspection (DBI), the Mayor’s Office of Disability (MOD) and to meet all California State building requirements, including OSHPD 3 for a primary care clinic. In addition to all planning and building code related items, the architect is responsible for understanding all programmatic requirements of the specific funding sources of the Project which includes the Bureau of Primary Care and incorporating approved recommendations from these sources into the Design Documents.

1. **Project Schedule**
   The Architect will be expected to **produce Complete Construction Drawings with approved building permit by October 2011.** The construction of this project must be completed by October 2012.

2. **Construction Cost Budget**
   The initial estimated construction cost is approximately $2,650,000. The Architect will be required to design the building within this budget.

3. **Construction Management**
   SFMCOIP has hired Gonzalo Castro of Design Studios Gonzalo Castro as the construction management consultant who will review all Design Documents, develop and implement value engineering ideas, assist in coordinating permit and utility issues, and generally represent SFMCOIP in all design and construction matters. The presence of SFMCOIPs construction manager will not relieve the Design Team administration obligations under its contract.

4. **Bidding**
   SFMCOIP will enter into a negotiated bid with the general contractor. The Design Team is required to apply all bid documents, coordinate the bidding process, evaluate all bids and assist SFMCOIP in negotiating the terms of the construction contract with the selected general contractor. SFMCOIP have not started the selection process for the general contractor.

5. **Funding Sources**
   The project has received grant funding from the Department of Health and Human Services – Health Resources Services Administration which initially allows for expenditures for pre-
development activities and full construction upon meeting all regulatory requirements (i.e. Environmental, Building Codes, Planning Department, etc approvals).

H. REQUIRED SUBMITTALS

Firms interested in this Project should include in their proposals the following items and other information that addresses the selection criteria (please use this as a checklist):

- **Qualifications:** A Statement of Interest/Cover Letter that includes a list of your proposed staff for the Project and brief summary of your qualifications. Please attach individual staff resumes.

- **Experience:** Please see attached sample formats, Attachments F & G
  
  **Similar Projects Completed:** List the addresses of community facilities for all new construction projects of similar size and scope **completed** in the last five years with the names and telephone numbers of the owner, developer, general contractor, and lender/investor as well as the name and title of the architect(s) who had day-to-day responsibility for the project. If applicable, also include information of any diversified hiring goals (youth, women, minority, etc) achieved. Please see Attachment F “Experience: Completed Projects” for sample format.

  **Similar Projects in Progress:** List the addresses of community facilities for all new construction projects of similar size and scope **currently in progress** with the names and telephone numbers of the owner, developer, general contractor and lender/investor as well as the name and title of the architect(s) who had day-to-day responsibility for the project. If applicable, also include information of any diversified hiring goals achieved. Please see Attachment G “Experience: Similar Project” for sample format.

- **Organization and Capacity:** List **ALL current** projects being undertaken by the proposed firm or team, including current design phase, start and estimated completion dates, and approximate percentage of workload. Please see Attachment H “Organization & Capacity, Current Workload” for sample. Please address how the current projects will affect your current and future project capacity.

- **Fee Proposal:** All respondents must submit a proposal for architectural services including conceptual planning through construction administration. Fee proposals should be absolute values with a breakdown of the fees for each phase of architectural services. Firms should not limit their response to percentages of the construction cost. Please include information on how the fee will be divided between firms in a team. Include the hourly rates for additional services. Please note that the construction hard cost of $2,650,000 is an estimate and that the Architect fee should not increase if the construction hard cost increases unless the Architect’s scope has also increased. Fee proposals should be submitted in sealed envelopes. The fee should be broken down as follows:

  1. Programming Phase 5% of total fee
  2. Schematic Design 10%
  3. Design Development 15%
  4. Construction Documents 38%
5. Permit Application 3%
6. Bid and Negotiations 4%
7. Construction Administration 25%
8. Total Fee 100%

Schedule of Architectural and Services: In addition to the Fee Proposal, the short-listed firms must submit an estimated time schedule of architectural services for all the phases of the Project based on the schedule above.

Non-Discrimination in Contracts and Benefits: Attachment B must be submitted with your proposal.

Minimum Compensation Policy (MCP) Declaration: Attachment C must be submitted with your proposal.

Health Care Accountability Policy Declaration: Attachment D must be submitted with your proposal.

SFMCOIP reserves the right in its sole discretion to waive any and all proposal irregularities and to reject all responses and proposals. SFMCOIP reserves the right in its sole discretion to reject any responses that do not contain all information requested in this RFQ or are not received before the deadline.

I. EVALUATION OF PROPOSALS

A selection committee composed of SFMCOIP staff and other impartial professionals will evaluate proposals. The selection committee will evaluate the proposals based on the criteria outlined below.

CRITERIA

1. Qualifications and Experience. Professional background and caliber of key staff and personnel and demonstrated technical capability. Current and recently completed projects that substantiate the firm's aptitude for projects of similar size, scope, and requirements.

2. Organization and Capacity. Capacity of firm and proposed lead designers to fulfill Project requirements within current workload, including the Project schedule.

3. Fee Proposal. Competitive fee for Federally funded non-profit human service community organization.

4. Response to RFQ. Quality and completeness of response to the requirements of this RFQ.

5. Diversified Employment Opportunity. Demonstrated ability of Design Team to participate in the Diversified Employment Opportunity as identified in the RFQ.
SFMCOIP staff will use the above criteria to evaluate all proposals submitted by the deadline. Following this evaluation, SFMCOIP may choose to interview one or more firms (the “short list”). After the interviews, the selection committee will rank respondents on the short list. SFMCOIP will initiate negotiations with the highest-ranking firm to enter into a contract containing the terms outlined above. SFMCOIP reserves the right to cease negotiations with the selected respondent if, in SFMCOIPs sole discretion, no agreement can be reached to the satisfaction of both parties. SFMCOIP will then commence negotiations with the next highest-ranking respondent under the same conditions.

**J. CONTRACT TERM AND CONDITIONS**

Terms and conditions for the required services will be substantially in the form of the AIA B141/1997. However, SFMCOIP reserves the right to use an alternate form of contract for services and to modify the contract as necessary. The following terms and conditions shall be incorporated into the contract:

- The Architect will work with SFMCOIP and the Construction Manager to define all the program requirements for the Project, parking, open space, setbacks, otherwise known as Programming Phase. This process may require participation in three (3) to four (4) meetings with SFMCOIP staff.

- The Architect is responsible for evaluating construction cost estimates and for incorporating value engineering recommendations (approved by SFMCOIP) into the Design Documents as part of the Architect’s Basic Services.

- Based upon the construction cost estimate(s), SFMCOIP will establish a not-to-exceed construction budget. It will be the responsibility of the Architect to design the Project within the established fixed limit of the construction cost.

- Generally, progress meetings between the Architect and SFMCOIP will occur at least weekly. The actual meeting schedule and frequency will depend upon the Project phase and be determined by SFMCOIP. The Architect will be responsible for participating in three (3) to four (4) community design meetings and SFMCOIP staff input meetings, and incorporating such input into the Design Documents. The Architect will be responsible for taking minutes at all these meetings and distributing minutes to SFMCOIP within three (3) working days. Progress meetings, community design meetings, staff input meetings and taking minutes shall be part of the Architect’s Basic Services. The Architect is responsible for assisting SFMCOIP in securing all required planning approvals and building permits. Any meetings, presentations, documents and their revisions, or other work that may be required for, or result from this approval process, are the Architect’s responsibility. These services will be considered part of the Architect’s Basic Services.

- The Architect is responsible for assisting SFMCOIP in securing all required governmental approvals related to design of the Project. Any meetings, presentations, documents and their revisions, or other work that may be required for, or result from this approval process, are the Architect’s responsibility.
The Architect is responsible for scheduling and meeting with the City’s Department of Building Inspection, and the Mayor’s Office of Disability as required by SFMCOIP.

The Architect shall be responsible for managing elevator system analysis and design.

During the construction administration phase, the Architect will be required to visit the construction site weekly at minimum. The Architect shall meet with representatives of SFMCOIP and Construction Manager and the general contractor, and prepare and transmit to SFMCOIP and Construction Manager all field reports, meeting minutes, and other significant correspondence produced through interaction with the contractor. The Architect will be responsible for taking minutes at all these meetings and distributing minutes to SFMCOIP within three (3) working days.

SFMCOIP may form new entities to own the development components of the Project. SFMCOIP may borrow from various lenders to finance the Project. If necessary, the Architect shall agree to assign to the new entities or lender(s) its interest in the Architect’s contract and agree to the continued use of the plans and specifications and continued performance by the Architect on behalf of the new partnership or lender(s).

Additional terms and conditions, if required by SFMCOIP, shall be incorporated prior to the execution of the Architect Contract, Insurance Requirements/Additional Terms and Conditions.

The site survey and geotechnical soil report will be provided by the Project Sponsor. The survey and geotechnical report are not available at this time.

The Design Team and all sub-consultants to the Design Team for this Project must adhere to the requirements detailed in Attachments C, D & E of this RFQ.

Non-Discrimination in Contracting

There shall be no discrimination against or segregation of any person, or group of persons, on account of race, color, religion, creed, national origin or ancestry, gender identity, sex, age, marital or domestic partner status, disability including HIV or AIDS status, or sexual orientation in the performance of any SFMCOIP agreement. As a federal grantee, SFMCOIP must insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, creed, national origin or ancestry, gender identity, sex, age, marital or domestic partner status, disability including HIV or AIDS status, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
K. LIST OF ATTACHMENTS and EXHIBITS

ATTACHMENT A  Questionnaire on Equal Employment Practices of Prospective Contractors

ATTACHMENT B  Instructions for Declaration Form – Nondiscrimination in Contracts and Benefits

ATTACHMENT C  Minimum Compensation Policy (MCP) Declaration

ATTACHMENT D  Health Care Accountability Policy (HCAP) Declaration

ATTACHMENT E  Standard Insurance Requirements

ATTACHMENT F  Experience – Part 1 Completed Projects

ATTACHMENT G  Experience – Part 2 Current Projects

ATTACHMENT H  Organization & Capacity

ATTACHMENT I  Proposed Team (The Architect shall submit information regarding the proposed Architect’s staff for this project. In the case of a joint venture it should clearly indicate each Team’s Members responsibility and who the contact person will be.)

ATTACHMENT J  Required Architectural Submittals
Questionnaire on Equal Employment Practices of Prospective Contractors

Workforce Breakdown Form

Each firm shall fill out the Breakdown of the Number of Persons in its Work Force for the office submitting the proposal to perform the services for the San Francisco Medical Center Outpatient Improvement Programs, Inc.

1. Describe the outreach efforts undertaken by your firm to hire underrepresented persons and women as professionals, i.e., those with a college degree in business or public administration, economics, real estate, finance, law, design, planning, programming, engineering, architecture, landscape architecture, physical and life sciences, etc., as well as those persons without a college degree, who through experience function as professional contractors.

2. Describe the outreach efforts that your firm takes in hiring technicians – those persons below the consulting level who perform mechanical drawing or function as engineering aids, lab technicians or paralegals.

3. Describe the outreach efforts that your firm takes in hiring accounting, purchasing, clerical and other support staff.
4. Indicate how many persons have been hired during the last two years and in what positions.

5. Describe your efforts during the past two years which have served to ensure that your professional staff reflects the diversity of San Francisco’s work force.

6. Each firm will fill out the attached Workforce Breakdown Form. In addition, list any associations/joint ventures that you have used during the last two years. Include the ethnicity and gender of the owners of such firms. Use an additional sheet, if necessary.

7. Please provide any additional information that will help us understand your employment practices. Use a separate sheet if necessary.
# WORKFORCE BREAKDOWN FORM

**NAME OF FIRM:**

**SUBMITTED BY:**

**ADDRESS:**

**POSITION:**

**DATE:**

**TELEPHONE:**

## BREAKDOWN OF THE NUMBER OF PERSONS IN WORK FORCE

<table>
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<tr>
<th>TOTAL</th>
<th>MALE</th>
<th>FEMALE</th>
<th>MINORITIES</th>
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<th>Employee Positions</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Full-Time Positions</th>
</tr>
</thead>
</table>

Percent for all employees

% for Managers & Professionals
ATTACHMENT B

SAN FRANCISCO MEDICAL CENTER OUTPATIENT IMPROVEMENT PROGRAMS, INC

DECLARATION FORM

Nondiscrimination in Contracts and Benefits

1. Nondiscrimination – Protected Classes
   a. Is it your company/organization’s policy that you will not discriminate against your employees, applicants for employment, or members of the public for the following reasons:
      • race☐ Yes ☐ No
      • color☐ Yes ☐ No
      • creed☐ Yes ☐ No
      • religion☐ Yes ☐ No
      • ancestry☐ Yes ☐ No
      • national origin☐ Yes ☐ No
      • age☐ Yes ☐ No
      • sex☐ Yes ☐ No
      • sexual orientation☐ Yes ☐ No
      • gender identity☐ Yes ☐ No
      • marital status☐ Yes ☐ No
      • domestic partner status☐ Yes ☐ No
      • disability☐ Yes ☐ No
      • AIDS or HIV status☐ Yes ☐ No

   b. Do you agree to insert a similar nondiscrimination provision to any subcontract you enter into for the performance of a substantial portion of the contract that you have with SFMCOIP?
      ☐ Yes ☐ No

      If you answered “no” to any part of Question 1a or 1b, SFMCOIP cannot do business with you.

2. Nondiscrimination – Equal Benefits (Question 2 does not apply to subcontracts or subcontractors)
   a. Do you provide, or offer access to, any benefits to employees with spouses or to spouses of employees?
      ☐ Yes ☐ No

   b. Do you provide, or offer access to, any benefits to employees with domestic partners (Partners) or to domestic partners of employees?
      ☐ Yes ☐ No

      If you answered “no” to both Questions 2a and 2b, skip 2c and 2d, and sign, date and return this form. If you answered “yes” to Question 2a or 2b, continue to 2c.

c. If “yes” please indicate which ones. This list is not intended to be exhaustive. Please list any other benefits you provide (even if the employer does not pay for them).
Yes, for Spouses | Yes, for Partners | No

- Medical (health, dental, vision) ☐ ☐ ☐
- Pension ☐ ☐ ☐
- Bereavement ☐ ☐ ☐
- Family Leave ☐ ☐ ☐
- Parental Leave ☐ ☐ ☐
- Employee assistance programs ☐ ☐ ☐
- Relocation and travel ☐ ☐ ☐
- Company discounts, facilities, events ☐ ☐ ☐
- Credit union ☐ ☐ ☐
- Child care ☐ ☐ ☐
- Other ____________________ ☐ ☐ ☐

d. If you answered “yes” to Question 2a or 2b, and in 2c indicated that you do not provide equal benefits, you may still comply with the Policy if you have taken all reasonable measures to end discrimination in benefits, have been unable to do so, and now provide employees with a cash equivalent.

   1. Have you taken all reasonable measures? ☐ Yes ☐ No

   2. Do you provide a cash equivalent? ☐ Yes ☐ No

3. Documentation for Nondiscrimination in Benefits (Questions 2c and 2d only)

   If you answered “yes” to any part of Question 2c or Question 2d, you must attach to this form those provisions of insurance policies, personnel policies, or other documents you have which verify your compliance with Question 2c or Question 2d. Please include the policy sections that list the benefits for which you indicated “yes” in Question 2c. If documentation does not exist, attach an explanation, e.g., some of your personnel policies are unwritten.

I declare (or certify) under penalty of perjury that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this ______ day of _____________, 20___, at ________________________, __________.

(City) (State)

Name of Company/Organization: __________________________________________________

Doing Business As (DBA): ________________________________________________________

Also Known As (AKA): ________________________________________________________

General Address:  ____________________________________________________________

(For General Correspondence) __________________________________________________

Remittance Address:  __________________________________________________________

(If different from above address) ________________________________________________
Name of Signatory: ________________________________ Title: __________________

(Please Print)

Signature: ___________________________________________________________

Phone Number: ______________________________

Federal Tax Identification Number: ______________________________

☐ Check here if your address has changed.
☐ Check here if your organization is a non-profit.
MINIMUM COMPENSATION POLICY (MCP) DECLARATION

What the Policy does. San Francisco Medical Center Outpatient Improvement Programs, Inc adopted the Minimum Compensation Policy (MCP), which became effective on September 25, 2001. The MCP requires contractors and subcontractors to provide the following to their employees covered by the MCP on SFMCOIP contracts and subcontracts for services: (1) for Commercial Business MCP the wage rate is $10.77. For Nonprofit MCP the wage rate is $9.00. (2) 12 days’ paid vacation per year (or cash equivalent); (3) 10 days off without pay per year.

The SFMCOIP may require contractors to submit reports on the number of employees affected by the MCP. In each contract, the contractor will agree to abide by the MCP and to provide its employees the minimum benefits the MCP requires, and to require its subcontractors subject to the MCP to do the same.

Declaration

This company will provide the minimum benefit levels specified in the MCP to our covered employees, and will ensure that our subcontractors also subject to the MCP do the same, until further notice.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

___________________________________   _______________________________  
Signature        Date

___________________________________  
Print Name

___________________________________   _______________________________  
Company Name        Phone
ATTACHMENT D

SAN FRANCISCO MEDICAL CENTER OUTPATIENT IMPROVEMENT PROGRAMS, INC

HEALTH CARE SECURITY ORDINANCE (HCSO) DECLARATION

Effective January 9, 2008, the Health Care Security Ordinance (HCSO) requires Covered Employers to spend a minimum amount of money each quarter on their Covered Employees’ health care.

Health Care Security Ordinance defines:

- **Covered Employers:** All persons performing work for compensation during a given week must be counted, regardless of whether the persons work in San Francisco. An employer with 100 or more employees is a Large Employer, and those with 20 to 99 employers are Medium-size Employer. Self-employed individuals, independent contractors, employers with 19 or fewer total employees (including any employees located outside of San Francisco), and nonprofits with 49 or fewer total employees total are not covered by the HCSO.

- **Covered Employees:** An employee who regularly works eight or more hours per week in San Francisco is covered by the HCSO.

- **Health Care Expenditure:** Any amount paid by a Covered Employer to its Covered Employees or to a third party on behalf of its Covered Employees for the purpose of providing health care services for Covered Employees or reimbursing the cost of such services for its Covered Employees. Amounts paid by employees shall not count towards the Covered Employee’s minimum Health Care Expenditure.


The intent of this declaration is to assure that any Architect working within San Francisco has met requirements of the Health Care Security Ordinance.

If you cannot make this assurance, please do not return this form.

**Declaration**

This company will provide minimum health care benefits as specified in the Health Care Security Ordinance to our covered employees, and will ensure that our subcontractors also subject to the HCSO do the same, until further notice. This company will give such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

_________________________  __________________________
Signature               Date

_________________________
Print Name

_________________________  __________________________
Company Name               Phone
STANDARD INSURANCE REQUIREMENTS

The Architect shall provide professional liability insurance with limits not less than $1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with this development, and any deductible not to exceed $50,000 each claim.
Experience – Part 1
Completed Projects

Please provide the following information for similar projects completed in the last 5 years. Please list in the order completed, beginning with the most recent. Use as many copies of the form as needed.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td>No. Offices</td>
</tr>
<tr>
<td>Type of Services</td>
<td>Total S.F.</td>
</tr>
<tr>
<td>Final Construction Cost</td>
<td>Start Date:</td>
</tr>
<tr>
<td>Owner Contact/Title</td>
<td>Tel.</td>
</tr>
<tr>
<td>Developer Contact/Title</td>
<td>Tel.</td>
</tr>
<tr>
<td>Contractor Contact/Title</td>
<td>Tel.</td>
</tr>
<tr>
<td>Lender Contact/Title</td>
<td>Tel.</td>
</tr>
</tbody>
</table>

Firm Role
(Include a brief description of your firm’s role and firm’s staff role, scope of services and other relevant information.)
Experience – Part 2
Current Projects

Please provide the following information for similar projects currently in progress. You may use the form provided here or create your own format to include the required information.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Address:</th>
</tr>
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<tbody>
<tr>
<td>Project Description</td>
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<td>Tel.</td>
</tr>
<tr>
<td>Lender Contact/Title</td>
<td>Tel.</td>
</tr>
</tbody>
</table>

Firm Role
(Include a brief description of your firm’s role and firm’s staff role, scope of services and other relevant information.)
### Organization & Capacity

#### Current Workload

Please provide the following information for ALL projects now in progress (attach as many pages as needed)

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REQUIRED ARCHITECTURAL SUBMITTALS

The Design Team shall submit Construction Documents to SFMCOIP which shall include, but not be limited to, the following:

A. Basic Concept Drawings

The following submissions are required:

1. Project plan showing adjacent buildings as well as the proposed development (at a scale to be determined).
2. Project sections showing all proposed buildings, amenities, adjacent streets and adjacent buildings (with height relationships), and planned open spaces.
3. Building plans, elevations, and sections of all proposed buildings sufficient to describe the development of the proposal.
4. Roof plans showing all enclosed mechanical equipments.
5. Written Statement of Program showing size and use of the facilities proposed, structural system and principal building materials.
6. Sketches or perspective renderings shall be submitted to illustrate the character of the proposed development.
10. Identify relevant planning and building code issues and state health care facility licensing codes (if any).

B. Schematic Drawings

Documents submitted at this state in the design review will relate to schematic design level of detail for the Project. The purpose of this submittal is to expand and develop the Basic Concept Design, incorporating changes resulting from resolution of SFMCOIPs design concerns and comments. The Schematic Design submission for this Project should generally be consistent with the Basic Concept Design approval. A Schematic Design submittal will include the following:

i. Project Plan showing buildings, landscaped areas, parking areas, loading areas, roads and sidewalks. All land uses shall be designated. Streets and points of vehicular and pedestrian access shall be shown.
ii. Project sections showing all buildings and streets.
iii. All building sections.
iv. Roof plans.
v. Isometric or perspective drawings sufficient to illustrate overall architectural character of the building and its relationship to the pedestrian level.
vi. Site Plan and Project Sections.
vii. Building plans, elevations and sections at 1/8" = 1' scale to describe the development proposal, the general architectural character, and materials proposed to fully explain the concept.

viii. A detailed written Statement of Program to indicate the size and use of the facilities proposed, structural system and principal building materials.

ix. Model of an appropriate scale indicating the exterior building design.

x. Exterior materials and colors sample board.

xi. Signage floor plans indicating locations and types of all the proposed interior and exterior signs, including but not limited to, room numbers, directional signs, evacuation signs, building name and address, required parking signs, and otherwise any other building signs as required by the Project Sponsors to notify the residents and/or the public of areas that may have limited access.

xii. Outline specifications.

xiii. The Architect will prepare a letter and the necessary drawings and or exhibits so SFMCOIP can schedule a Project Review Meeting with the San Francisco Planning Department to review any issues regarding the Planning Code. After the meeting the Architect will incorporate the SF Planning Department answers and will send the letter to be initialed by the Planning Department staff that attended the meeting. Assume at least (3) meetings with the Planning Department.

xiv. The Architect shall assist SFMCOIP, and the Construction Manager with any exhibits that are required by DPW for the lot merge.

C. Design Development Documents

Site Plan and/or related Plans indicating all uses, pedestrian and vehicular circulation, site improvements, utilities and building connections to existing and proposed utilities, existing contours based on existing survey and proposed finish grades, site drainage and all existing structures around the site.

1. Detailed building floor plans, elevations and sections at an appropriate scale (1/8" = 1' minimum).

2. Drawings showing civil, structural, mechanical, plumbing and electrical systems.

3. Roof Plan showing roof drainage and location of and screen design for all rooftop equipment.

4. Signage floor plans indicating locations and types of all the proposed interior and exterior signs, including but not limited to, room number, directional signs, evacuation signs, building name and address, required parking and no parking signs and otherwise other building signs as required by the Project Sponsors to notify the residents and/or the public of areas that may have limited access.

5. Outline specifications for materials and methods of construction.

6. Materials and colors samples as they may vary from those submitted for Schematic Design approval.

7. Preliminary cost estimate.
8. The Architect will prepare a letter so SFMCOIP and the Construction Manager can apply for a Pre-Application Meeting with a representative from the Department of Building Inspection (DBI) and the San Francisco Fire Department (SFFD). This letter will include questions regarding the Building Code or interpretations of the Building Code. After the meeting the Architect will incorporate the provided answers and submit the letter to be initialed by the DBI and SFFD staff that attended the meeting. Assume at least (3) meetings with DBI and SFFD.

9. The Architect and the Architect consultant’s will assist SFMCOIP and the Construction Manager with the necessary information and back up as required for the application of all the utilities. It is possible that some of the utility companies require a meeting with the Architect and the consultants, assume at least (4) meetings with the utility companies.

D. Final Construction Documents
Submittals at this stage in the design review process will reflect a level of detail consistent with constructions documents. The purpose of this submittal is to expand and develop the Design Development Documents, prepare construction documents and drawings and full specifications in sufficient detail to set forth the requirements of final cost estimating and construction of the Project and to provide for permitting.

The Final Construction Documents shall generally be consistent with the approved Design Development Documents. The Final Construction Documents shall comply with the requirements of the City and County of San Francisco and all applicable Federal, State and Local Building Codes and be ready for bidding.