



**Meeting Date:** February 12, 2024

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director  
Ronald Alameida, Deputy Director and City Architect

**From:** Joe Chin, Public Works Program Manager

**Subject:** Furniture, Fixtures, & Equipment Management Services for 2016 Public Health and Safety Bond Program, Contract ID 1000005894 - Contract Modification

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**Director's Recommendation:** Approve Modification No. 2 to Furniture, Fixtures, & Equipment Management Services for 2016 Public Health and Safety Bond Program, Contract ID 1000005894 with Radixos, LLC to increase the contract duration by 762 calendar days for a new contract duration of 2,952 calendar days.

**Contract Background:** Public Works issued on July 25, 2017 a Request for Qualification (RFQ) seeking to select a Consultant Team that can provide consulting services related to furniture, fixtures, and equipment (FF&E) management for all projects included under the 2016 Public Health and Safety (PHS) Bond Program. Public Works formally awarded the contract to Radixos, LLC under Public Works Order No. 186906 on or around January 10, 2018 and issued the Notice-to-Proceed (NTP) on March 2, 2018.

The FF&E Consultant Team ("FF&E Team"), with its team of subconsultants, will provide specialty consulting services specifically related to the procurement, coordination, installation of new and existing FF&E, temporary staging/storage, and relocation and/or disposal of identified FF&E for various projects included under the PHS program components.

The PHS program bond components that would be utilizing this contract include the following:

- Zuckerberg San Francisco General Hospital (ZSFG), Building 5 (over 10 separate projects)
- Community Health Centers (Southeast, Castro Mission, Maxine Hall) (three separate projects)
- Homeless Service Sites (three separate projects)

The services include, but not limited, to the following: coordination and management of a multimillion dollar FF&E budget (including medical equipment) for hospital and health center construction projects; design coordination of the FF&E items with the design team to ensure that space and utility requirements are captured in design documents; coordination of the installation process (shipping, delivery, receiving, staging, and installing) of new FF&E items with Contractor; and reviewing and creating an inventory of existing FF&E to decide on reuse, disposal, and/or relocation options; coordination with project design team, client and end users to establish, review, clarify, and finalize FF&E selection; review of submittals; product tracking to ensure just in time

delivery of FF&E items to support construction schedules; product assembly and installation planning; punch list development; and participation in monthly project status meetings and/or reporting.

The FF&E services are especially critical for healthcare projects (i.e. hospitals and clinics) in order to ensure that the final space design layout is fully coordinated for both spatial and utility requirements for all medical equipment that are part of the clinical operational plan to meet all state licensing requirements upon completion of the project. For healthcare projects where the authority having jurisdiction is under the Department of Healthcare and Access Information (HCAI) (formerly known as the Office of Statewide Health Planning and Development (OSHDP)), one of the FF&E Team critical responsibility is to coordinate with the respective project Design Team to ensure that all end user specified medical equipment and installation (such as equipment and furniture anchorages) are in accordance with HCAI requirements are included in the final design documents to be submitted for plan approval.

**Reason for Modification:** The proposed modification would increase the contract duration by 762 calendar days. The increase in the contract duration will allow the FF&E Team to continue supporting the PHS bond projects that are currently in construction or about to start construction. The FF&E Team is the Design Team’s subject matter expert on the topic of FF&E items during design, and it is essential that the FF&E Team remains part of the Project Team to provide construction administration support during construction (reviewing submittals, field coordination, reviews and responds to request for information (RFIs) that affect the FF&E scope, etc.) and plays an even greater role during the transition phase of the project after the authority having jurisdiction has approved project for occupancy and DPH/clinical end users are proceeding with the licensing and operationalizing of the completed space/clinic to start seeing patients. Another important role of the FF&E Team is to provide coordination between the FF&E vendors and Contractor regarding the procurement and timely delivery of the FF&E items to the project site.

When this FF&E contract was awarded to Radixos, LLC, Public Works was anticipating that the projects that were utilizing this contract and being delivered as part of 2016 PHS bond components would be completed by the end of 2023. As of today, the three health center projects (Maxine Hall Health Center, Southeast Health Center, and Castro Mission Health Center) under the Community Health Center component have been completed. On the ZSFG Building 5 component, Urgent Care Clinic, 6H Surge Space, and the Rehabilitation Department (Phases 1 and 2) Projects have been completed. There are currently no less than six projects (Seismic Upgrade, Dialysis Relocation, Public Health Laboratory, IT Infrastructure, Rehabilitation Department (Phase 3), and Clinical Laboratory Automated Track Replacement) that are in active construction and two projects (Psychiatric Emergency Services and Family Health Center) that will start construction by early 2024. The Project Team is currently anticipating that the Building 5 projects will be completed by early 2026. The project team managing the Homeless Service Site component projects opted not to utilize this FF&E Consultant Team.

**Contract Details:**

<b>Contract Title:</b>	Furniture, Fixtures, and Equipment Management Services for Projects under the 2016 Public Health Safety Bond Program

<b>Personal Services Contract No. (Required for Professional Services Only):</b>	<ul style="list-style-type: none"> <li>• PSC #43016 16/17 (Approved by Civil Service Commission on April 3, 2017)</li> <li>• PSC #43016 16/17, Mod 1 (Approved by DHR on August 24, 2022)</li> <li>• PSC #43016 16/17, Mod 2 (Approved by DHR on October 30, 2023)</li> </ul>
<b>Contract Original Award Amount:</b>	Not-to-Exceed \$3,000,000
<b>Contract Original Duration:</b>	2190 calendar days
<b>Contractor Name:</b>	Radixos, LLC

**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
Original Contract Amount:	\$3,000,000	2,190 days	3/2/2018 -2/28/2024
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$0	762 days	3/2/2018 -3/31/2026
<b>Total Contract Values:</b>	<b>\$3,000,000</b>	<b>2,952 days</b>	<b>3/2/2018 -3/31/2026</b>

**Previously Approved Modifications:**

<b>Modification</b>	<b>Amount</b>	<b>Extension (days)</b>	<b>Description</b>
#1	\$0	0 day	Update the “Appendix D - Billable Rates” due to the annual Consumer Price Index (“CPI”) 4.1% adjustments for the prime and subconsultants

<b>Contract Funding Sources:</b>	2016 Public Health and Safety Bond Program (2016 PHS)
<b>Compliance Information:</b>	12B Equal Benefits Ordinance Compliant 12X Prohibiting City Travel and Contracting in States that Allow Discrimination 14B Local Business Enterprise and Non-Discrimination Ordinance
<b>Related Commission Actions:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: Commission Resolution

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, On January 10, 2018, San Francisco Public Works awarded Contract ID 1000005894 Furniture, Fixtures, & Equipment Management Services for 2016 Public Health and Safety Bond Program to Radixos, LLC; and

WHEREAS, The original contract amount was for a not-to-exceed amount of \$3,000,000, and the original contract duration was 2,190 calendar days; and

WHEREAS, An increase of 762 calendar days to the contract duration is being requested for this contract; and

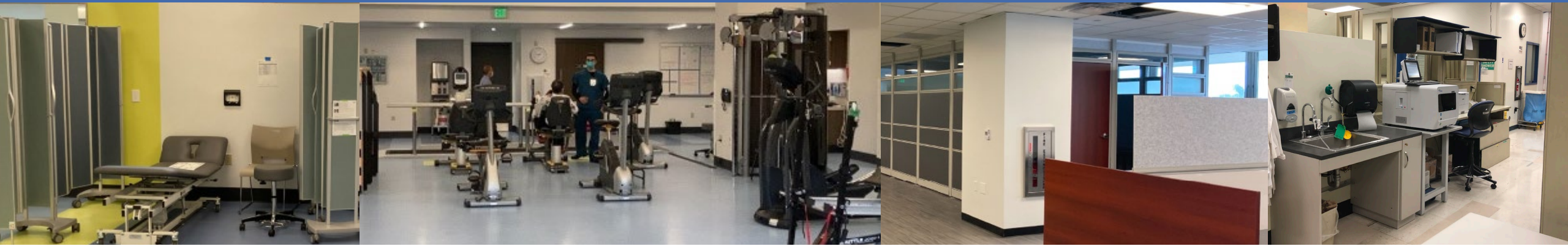
WHEREAS, This 762 calendar days increase to the contract duration will still be within the approved Personal Services Contract (PSC) 43016 16/17, Modification 2 duration; now, therefore, be it

RESOLVED, That this Commission hereby approves Modification No. 2, an increase of 762 calendar days to the contract duration with a revised total contract duration of 2,952 calendar days, with Radixos, LLC.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of \_\_\_\_\_.*

\_\_\_\_\_  
Commission Affairs Manager  
Public Works Commission





February 12, 2024

# Furniture, Fixtures, & Equipment (FF&E) Management Services for 2016 Public Health and Safety Program

Joe Chin

Public Works Program Manager



# Furniture, Fixtures, & Equipment (FF&E) Management Services for 2016 Public Health and Safety Program Increase to Contract Duration

Recommend Commission:

**Approve Modification #2 to increase the contract duration by 762 calendar days  
for a new contract duration of 2,952 calendar days**

Amount:

**\$0**

Increase Contract Duration By:  
**762 consecutive calendar days**

Consultant:

**Radixos, LLC**

Reason:

**Allows the FF&E consultant to continue to provide services related to  
furniture, fixtures and equipment management for all projects included  
under the 2016 Public Health and Safety Bond Program**

# FF&E Management Services for 2016 Public Health and Safety Program

## Location

### FF&E contract supports projects at the following locations:

**Castro Mission Health Center**  
3850 17th St.  
District 8

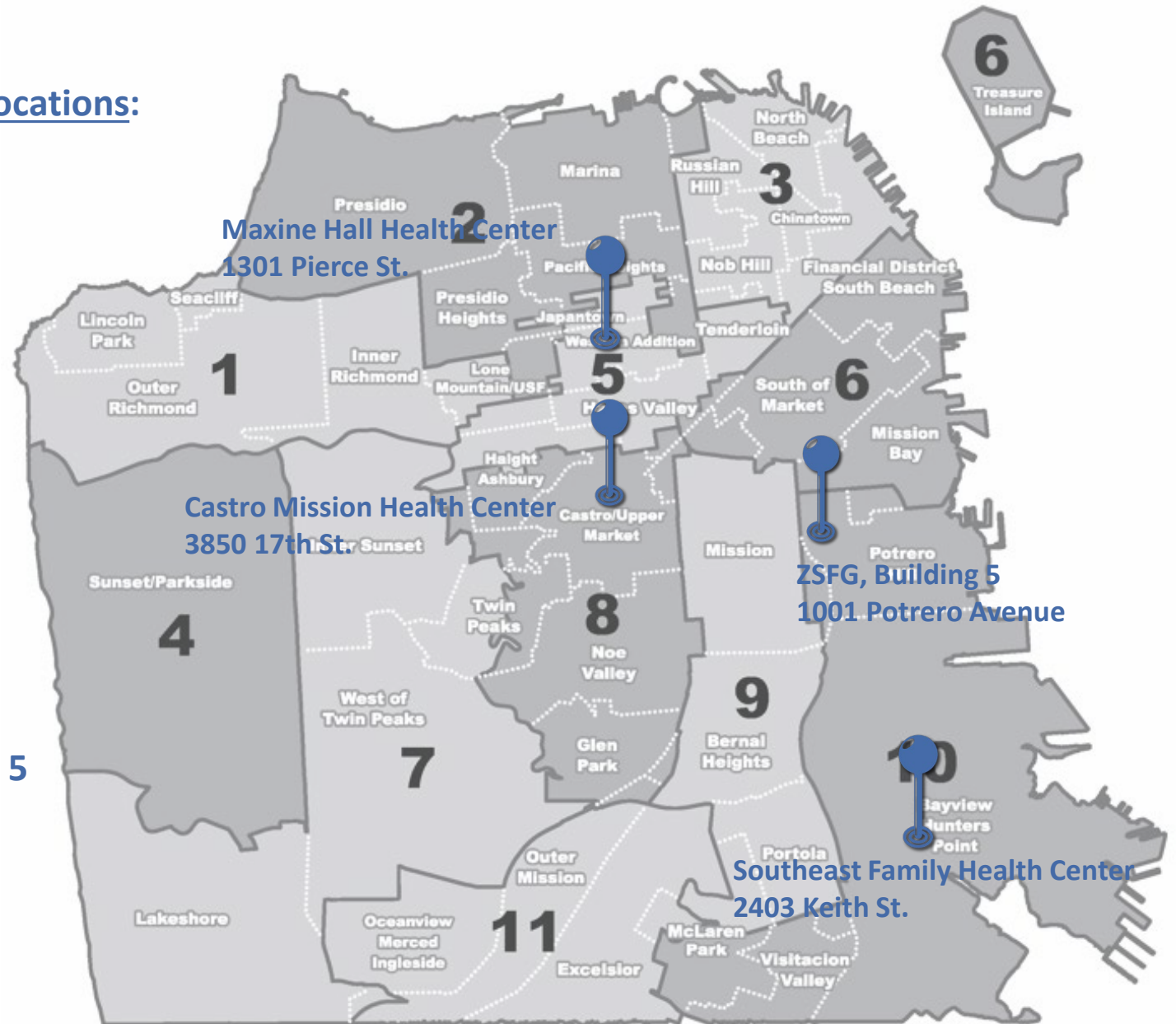
**Maxine Hall Health Center**  
1301 Pierce St.  
District 5

**Southeast Family Health Center**  
2403 Keith St.  
District 10

**Zuckerberg San Francisco General (ZSFG), Building 5**  
1001 Potrero Ave.  
District 10

### More info:

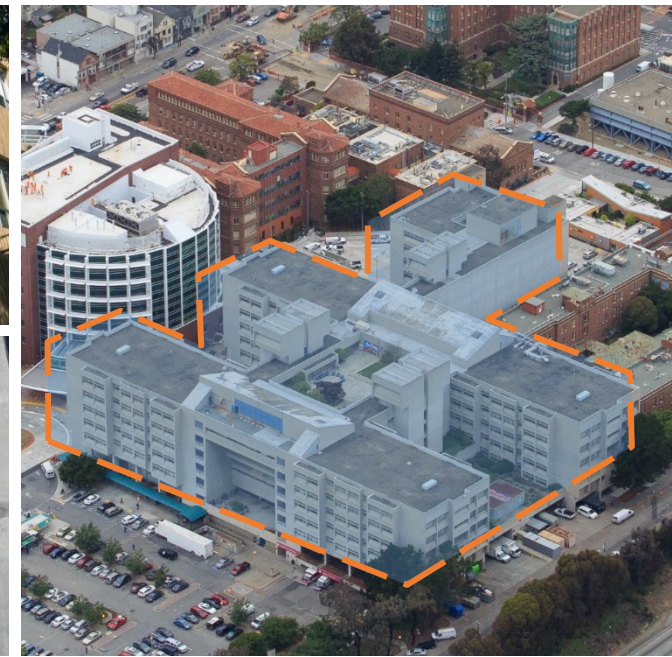
- [sfpublicworks.org/publichealthbond](http://sfpublicworks.org/publichealthbond)





# Contract Overview

**Client:** San Francisco Department of Public Health  
**Program:** 2016 Public Health and Safety Bond  
**Other Funding:** Not Applicable  
**Contract Type:** Professional Service Contract  
**Consultant:** Radixos, LLC



Images of Maxine Hall HC, Castro Mission HC, & ZSFG Building 5

## Consultant Scope:

- Provide specialty consulting services specifically related to the procurement, coordination, and installation of new and existing FF&E, temporary staging/storage, and relocation and/or disposal of identified FF&E for various projects included under the 2016 PHS program bond components (Community Health Center and ZSFG Building 5)
- **Design Phase** - coordination of the FF&E items to ensure that space and utility requirements and all medical equipment that are part of the clinical operational plan are captured in the design documents to meet all state licensing requirements; reviewing and creating an inventory of existing FF&E to decide on reuse, disposal and/or relocation options; and coordination that the specified medical equipment and installation (such as equipment and furniture anchorages) are in compliance with all state requirements
- **Construction Phase** - review FF&E product submittals and product tracking to ensure timely coordination of the installation process (shipping, delivery, receiving, staging and installing) of new FF&E items with contractor; coordination with design team to ensure that any design changes are consistent with FF&E plan
- **Transition/Occupancy Phase** – oversee the installation of owner-furnished and owner/vendor-installed FF&E items

# Community Health Center – Completed Projects



Castro Mission Health Center Exam Room Medical Equipment – Before and After



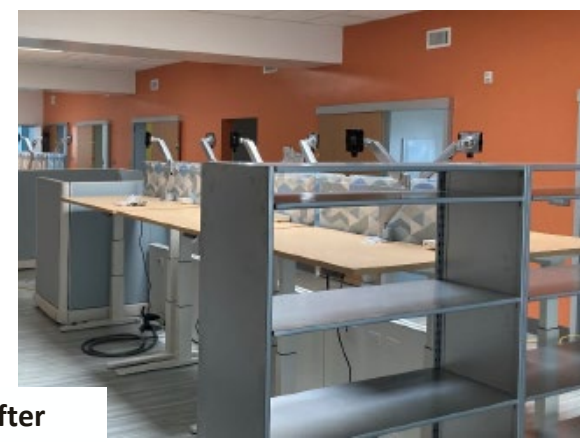
Maxine Hall Health Center Office Furniture – Before and After



Before



After



Southeast Family Health Center Furniture and Office Equipment – Before and After



# ZSFG Building 5 – Completed Projects



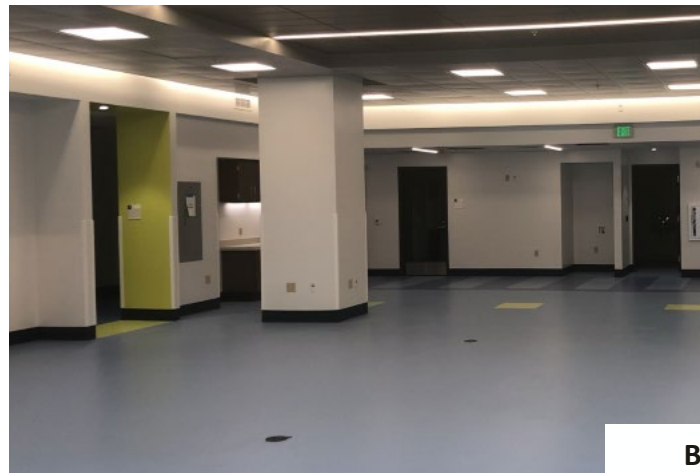
Before



After



6H Surge Space Office Equipment/Modular Furniture - Before and After



Before



After



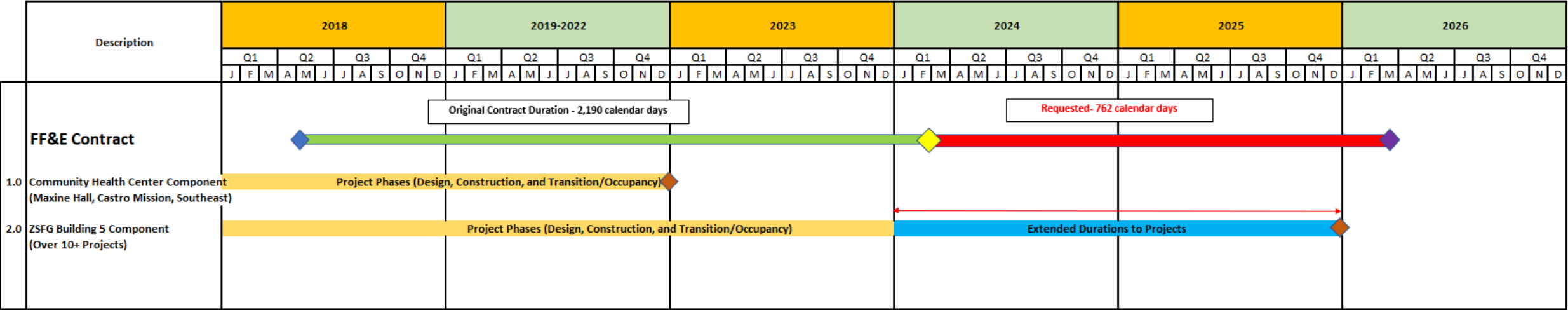
Rehabilitation Department Medical and Physical Therapy Equipment/Modular Furniture - Before and After

# Summary of Professional Service Contract Amount / Duration

Description	Amount	Calendar Days
Original Contract:	\$3,000,000	2,190 (2/28/2024)
Previous Approved Modifications to Date (Mod #1):	\$0.00	0
Current Proposed Modification:	\$0.00	762
<b>Revised Contract:</b>	<b>\$3,000,000</b>	<b>2,952</b> <b>(3/31/2026)</b>

# Contract Duration Summary

## FF&E Contract Duration



**Legend**

- ◆ Notice to Proceed (NTP) Milestone
- ◆ Original Contract End Date Milestone
- ◆ Contract End Date Milestone
- ◆ All Projects within Component Completion Milestone



# Reasons for Increasing Contract Duration



Castro Mission Health Center – New Workstations for Staff

- Increased contract duration will allow the FF&E consultant to continue to provide furniture, fixtures and equipment (FF&E) management services for all projects within the 2016 PHS, ZSFG Building 5 bond component until project completion
- Targeting to complete all ZSFG Building 5 bond component projects by December 2025

# Furniture, Fixtures, & Equipment (FF&E) Management Services for 2016 Public Health and Safety Program Increase to Contract Duration

Recommend Commission:

**Approve Modification #2 to increase the contract duration by 762 calendar days  
for a new contract duration of 2,952 calendar days**

Amount:

**\$0**

Increase Contract Duration By:  
**762 consecutive calendar days**

Consultant:

**Radixos, LLC**

Reason:

**Allows the FF&E consultant to continue to provide services related to  
furniture, fixtures and equipment management for all projects included  
under the 2016 Public Health and Safety Bond Program**



# QUESTIONS

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 43016 - 16/17)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Furniture, Fixtures and Equipment (FF&E) Management Services

Funding Source: 2016 Public Health & Safety Bond

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 03/01/17 - 03/31/23 (6 years 4 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/01/23-02/28/24 (47 weeks 5 days)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 02/29/24-03/31/26 (2 years 4 weeks)

PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 9 years 4 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

San Francisco Public Works (Public Works) is seeking qualified consultants to provide Furniture, Fixtures and Equipment (FF&E) Professional Management Services for an array of projects under the 2016 Public Health and Safety Bond Program (2016 PHS). The projects are divided into two subset groups – Public Health related projects and Public Safety related projects. The FF&E consultants will provide all necessary services required for a turnkey management solution which include, but not limited to, coordination of procurement process for the FF&E, coordination with Public Works project manager(s) and/or hospital/ clinic/ fire station/ homelessness department head(s) on the FF&E data, coordination of receipts and temporary staging of such items, coordination of departmental moves and equipment installation, and coordination of relocation/ disposal of existing equipment. The selected consultant will provide specialized expertise to assist Civil Service classifications (example: Purchasers, Project Managers, Engineers/Architects). Examples of FF&E to be purchased (for Public Health related projects): patient beds, specialty supply & instrument carts, blood analyzers, medical lights, and patient lift machines. Examples of FF&E to be purchased (for Public Safety related projects): shelter beds, supply carts, lockers, shelving, storage cabinets, and work stations.

B. Explain why this service is necessary and the consequence of denial:

2016 PHS Program will require assistance with FF&E for up to a few hundred FF&E items for certain projects, such as Ambulance Deployment Facility, Public Health Lab, Dialysis, Clinics, Homeless Services Sites, and etc. City Personnel with the specific expertise and experience to manage the large and complex quantities of FF&E are not available, especially in the context of the State's hospital jurisdiction, or associated with these specialized facilities. It is essential for the FF&E consultants to provide a complete turnkey management solution from coordinating procurements to on-site installations closely with Public Works project manager(s), various facility head(s) and contractor(s) for the facilities in order to deliver the projects in accordance with the established budgets, schedules, and City and State's construction compliances. Denial of this service could adversely impact the projects' schedules and budgets, and also City's readiness to have these essential facilities ready and operational in the event of a major earthquake.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 43016 - 16/17

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Public Health and Safety Program includes many projects that will be initiated and completed in excess of the five year duration. The FF&E Consultant must be available throughout that duration to support all active projects to ensure the success of them.

**2. Reason(s) for the Request**

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

The 2016 Public Health and Safety Bond program, requires specialty expertise to provide an FF&E turnkey management service for an array of specialized facilities aforementioned. Due to the aggressive schedule, and complexity & size of the program which only occurs periodically and targets specific projects, it would be more practical to utilize an outside consultant to focus on the deliverables, instead of adopting new civil service classifications to get trained and perform these tasks under an aggressive timeline.

B. Reason for the request for modification:

This modification request is for increasing the PSC Duration to account for the project delivery schedule extensions granted for the various capital projects the Furniture, Fixtures and Equipment (FF&E) Management Service Consultant is supporting. The FF&E Management Services are needed to support Public Works in the timely delivery of the projects included under the 2016 Public Health and Safety Bond Program ("2016 PHS") Projects, which require expertise that are not available within the City staff.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Required expertise includes but is not limited to coordinating the procurement process of FF&E for a combination of hospital, health center, ambulance deployment facility, fire station, and homeless shelter projects. Specialty FF&E will need to be purchased for each project site. The consultant shall coordinate the installation process (shipping, delivery, receiving, staging, and installing) and also the disposal/relocation of existing FF&E. The consultant shall reconcile cost estimates and must have experience with OSHPD (Office of State Health Planning and Development) procedures, communications, and construction approvals if handling the Public Health subset projects. The consultant shall also have experience with construction projects conducted around an operating facility (for both Public Health and Public Safety subset projects).

B. Which, if any, civil service class(es) normally perform(s) this work? 1950, Assistant Purchaser;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil Service classifications are applicable, but only to a limited extent. The purchase of FF&E of this complexity and specialized application is not regularly undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the full procurement and installation process for the program. It is critical to have the FF&E management services be closely coordinated with the Project/Contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids and etc.) will be handled by City Purchasers (1950 classification series) and not by the consultant. The consultant will provide specialized expertise to assist City Staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project-specific.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No, the contractor will not train City and County employees because the services are only needed to the duration of the projects. There will be no need to transition the works back to the City staff after the project is complete; therefore, there will be no training required from Contractor to City staff.



- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, the consultant is selected via RFQ authorized under this PSC

**7. Union Notification:** On 10/10/23, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43016 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/30/2023