San Mateo Medical Center Campus
CM At Risk Prebid Conference
November 28, 2017
Mandatory Pre-Qualification Conference for CM at-Risk Services for the San Mateo Medical Center Campus Upgrade Project

To all firms providing qualifications,

The Mandatory Pre-Qualification Conference will be held on November 28, 2017 at the San Mateo Medical Center located at 222 W 39th Ave, San Mateo, CA. Please refer to the 2nd page of this document for the meeting location. The conference will and start promptly at 10:00am. Please allow 2 hours for the Conference and site tour.

Due to limited parking available on the campus, we encourage that teams limit the number of individual cars brought to the Hospital for the conference.

See below for tentative agenda and thank you all for your continued involvement in the pursuit of the project.

**Agenda**

1. General introductions/Sign-In 5 min.
2. Project Team Introduction Sam Lin 5 min.
3. Project Background & Vision Peter Shih 5 min.
4. Project Scope Taylor Design 10 min.
5. Questions Paul Hundal 15 min.
6. Site Walk thru Paul Hundal 20 min.

END OF DOCUMENT
Existing Site Plan
Planning Solutions

The following plan shows the proposed campus improvements once the Health Services Building and the 1954 Building are removed.

Option #3 - Site Plan
Project Phasing

The master plan project will be divided into (4) distinct phases of work.

**Step 1:** Nursing Wing - Ground Floor Renovation / NPC-4 Work & Central Plant - Partial First Floor Renovation

**Step 2:** Demolish 1954 Building

**Step 3:** Construct New Administration Building

**Step 4:** Demolish Health Services Building & New Sitework
Step 1:

Nursing Wing - Ground Floor Renovation & NPC-4 Work
Central Plant - Partial First Floor Renovation

Renovate the ground floor of the Nursing Wing (BLD-00857) and perform NPC-4 work at this level. Renovate part of the first floor of the Central Plant (BLD-00856). All required essential services from the original hospital "1954 Building" (BLD-00854) will be permanently moved into these renovated spaces. All non-essential services from the 1954 Building will be temporarily relocated.

TEMPORARILY RELOCATED SERVICES:

- Administration
- Facilities Engineering

OFFSITE SERVICES:

- Morgue (will be contracted off site temporarily)
- Medical Records
  - Back Office
  - Remote Electronic Server (Document Management System, hosted by Cerner Corporation)

PERMANENTLY RELOCATED SERVICES:

ESSENTIAL SERVICES
- Dietary Kitchen
- Servery & Cafe (50 Seats)
- Staff Lockers
- Emergency Storage (96-Hour Supply)
- PBX Operators

OTHER SERVICES
- Security

ESSENTIAL SERVICES
- Materials Management
- Central Supply
- Linen
- Loading Dock

PERMANENTLY RELOCATED SERVICES:

ESSENTIAL SERVICES
- Materials Management
- Central Supply
- Linen
- Loading Dock

11/21/2017
Step 2: Demolish the 1954 Building

Add fire wall at perimeter of existing North Addition (BLD-00859). Demolish the original hospital "1954 Building" (BLD-00854) once all tenants have been relocated.
Step 3: Construction of New Admin Building

A new 70,000 SF non-OSHPD Administration Building will be constructed where the 1954 Building was formerly located. Temporary occupants in the Health Services Building will be permanently relocated to this new building.

PERMANENTLY RELOCATED SERVICES:

**ESSENTIAL SERVICES**
- Morgue

**OTHER SERVICES**
- Medical Records (Public Counter Function)
- Administration
- Facilities Engineering
- Secondary Cafe

PERMANENTLY RELOCATED SERVICES:

**ESSENTIAL SERVICES**
- Dietary Kitchen
- Servery & Cafe (50 Seats)
- Staff Lockers
- Emergency Storage (96-Hour Supply)
- PBX Operators

**OTHER SERVICES**
- Security

**ESSENTIAL SERVICES**
- Materials Management
- Central Supply
- Linen
- Loading Dock
Step 4: Demolition of Health Services Building & New Site Work

Health Services Building will be demolished once all tenants have been relocated. New site work will add accessible parking and drop-off zone in its former location.

PERMANENTLY RELOCATED SERVICES:

ESSENTIAL SERVICES
- Morgue

OTHER SERVICES
- Medical Records (Public Counter Function)
- Administration
- Facilities Engineering
- Secondary Cafe

ESSENTIAL SERVICES
- Dietary Kitchen
- Servery & Cafe (50 Seats)
- Staff Lockers
- Emergency Storage (96-Hour Supply)
- PBX Operators

OTHER SERVICES
- Security

ESSENTIAL SERVICES
- Materials Management
- Central Supply
- Linen
- Loading Dock

ESSENTIAL SERVICES
- Dietary Kitchen
- Servery & Cafe (50 Seats)
- Staff Lockers
- Emergency Storage (96-Hour Supply)
- PBX Operators

OTHER SERVICES
- Security

ESSENTIAL SERVICES
- Materials Management
- Central Supply
- Linen
- Loading Dock
Project Completion:

Upon completion of all steps, the "front door" of the hospital will be shifted to 37th Avenue.

PERMANENTLY RELOCATED SERVICES:
ESSENTIAL SERVICES
- Morgue

OTHER SERVICES
- Medical Records (Public Counter Function)
- Administration
- Facilities Engineering
- Secondary Cafe

ESSENTIAL SERVICES
- Dietary Kitchen
- Servery & Cafe (50 seats)
- Staff Lockers
- Emergency Storage (96-Hour Supply)
- PBX Operators

OTHER SERVICES
- Security

PERMANENTLY RELOCATED SERVICES:
ESSENTIAL SERVICES
- Materials Management
- Central Supply
- Linen
- Loading Dock

- Security

- Materials Management
- Central Supply
- Linen
- Loading Dock
ARTICLE 8 – ANTICIPATED SCHEDULE OF EVENTS FOR THE RFSOQ PROCESS

County reserves the right to modify this schedule at any time at its sole discretion.

Project Development Unit Issues RF SOQ 11/08/17

Pre-Qualification Conference (Mandatory) 11/28/17

Questions via email due: 5:00 pm 12/04/17

Responses to Questions Posted to Webpage 12/08/17

Qualification submittals due: 2:30 pm 12/18/17

Review of all RF SOQ submittals 12/19/17- 01/04/18

Selection Committee produces short-listed Proposers 01/05/18

Notice of prequalified Proposers posted 01/08/18

Request for Proposals sent to prequalified Proposers 01/08/18

Pre-Proposal Conference (Mandatory) 01/22/2018

Scope of services and fee proposal due: 2:30 pm 02/05/18

Interviews of short-listed Proposers 02/20/18

Selection Committee provides final selection 02/21/18

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STATEMENT OF QUALIFICATION QUESTIONNAIRE ATTACHMENT A-1 FOLLOWS ON NEXT PAGE
Questions?
Thank you