



REQUEST FOR PROPOSAL

#RFP-2017-18

PROJECT: INTERIOR SPACE PLANNING AND FURNITURE PROCUREMENT

The Authority is issuing this Request for Proposals for interior space planning and furniture procurement at their headquarters office at 33 Las Colinas Lane, San Jose, CA 95119.

**PROPOSALS DUE: FRIDAY, AUGUST 25,
2017 by 5PM PACIFIC DAYLIGHT TIME**

Request for Proposals

INTERIOR SPACE PLANNING AND FURNITURE PROCUREMENT

BACKGROUND & SCOPE OF WORK

PURPOSE OF REQUEST FOR PROPOSALS

The Santa Clara Valley Open Space Authority (“Authority”) is soliciting proposals from companies that provide space planning and design as well as furniture procurement for some areas of the Authority headquarters at 33 Las Colinas Lane, San Jose, CA 95119.

BACKGROUND

The Authority is an independent special district created on February 1, 1993, by an act of the Legislature and is governed by a seven-member elected board of directors. The Authority serves a large portion of Santa Clara County by protecting sensitive lands, preserving natural communities, and managing open space.

The Authority has preserved over 18,000 acres, which include three preserves with over 20 miles of trail. In June, 2017, the Authority moved into a new headquarters building after completing a tenant improvement project. A limited number of rooms and spaces need design and procurement for furniture as well as associated delivery and placement. The attached first and second floor plans shows illustrates the floor plans and labels the building spaces. The attached list references these sheets to call out the room numbers and areas that need furniture as part of this RFP.

OBJECTIVES

Utilizing the attached floor plans (Attachments 1 and 2), integrate new furniture from the attached list (Attachment 3) with the existing styles and systems that are currently shown on the plans:

- Work with Authority staff to finalize design and programming for remaining unfurnished spaces;
- Perform procurement as per specifications provided;
- Provide delivery and placement crew, as needed and ensure quality control on all pieces received

SCOPE OF WORK

The Authority is seeking a Contract Furniture Dealership to finalize design and programming in a limited number of spaces at the Authority headquarters and then update the list of furniture needs such that sufficient specifications for furniture procurement can take place. Following that, we are seeking the dealer to assume the procurement and receive and place all pieces requested as part of this RFP. The dealer will provide a project manager that will serve as the Authority’s point of contact during the project to provide budget, schedule and quality control oversight to ensure the highest level of service and top-quality products.

Project tasks include but are not limited to:

- Scope of Work detailing project tasks and deliverables for how you will manage the project to perform the steps required to meet the requirements of this RFP;
- Bi-weekly project schedule that outlines tasks defined in the scope of work as well as the procurement and delivery tasks.
- Use of Authority digital files with existing information and building layouts to add new furniture design and layouts. The consultant should have experience performing digital file management and manipulation in Computer-aided Design (“CAD”) files.
- Design and programming of draft and final design layouts to ensure that the requested furniture is the most suitable for the spaces, check dimensions and to confirm Authority programming of specialized areas.
- Cut sheets and material samples of selected furniture and finishes. Existing furniture is manufactured by Kimball Office. Furniture included in this RFP must match existing or equivalent.
- Draft and final furniture list for procurement, based on final design, complete with dimensions, styling, material and size specifications and costs.
- Furniture procurement order confirmation and onsite supervision during delivery and placement to ensure quality control.
- Assume project meetings, team conference call and site visits appropriate to complete the requested tasks.
- Project punchlist with follow-up and site walk-through following completion of all work.

MINIMUM APPLICANT REQUIREMENTS

Applicants that do not meet the following minimum requirements shall be deemed non-qualified and their proposal will not be considered:

1. Be certified with California Department of Industrial Relations.

SUBMISSION, REVIEW & SPECIAL CONDITIONS

REGISTRATION OF INTENT TO SUBMIT RESPONSE

It is recommended that each consultant who plans to submit a proposal to register this intent with the Authority. This registration will allow the Authority to notify all consultants of any changes, questions, concerns and any other matters related to this request for information and proposals. To register, email the following registration information to proposals@openspaceauthority.org with the Subject Line of “RFP-2017-18”:

1. Name of Business/Company
2. Address of Business/Company

3. Name of Contact at Business/Company
4. Telephone number of Contact at Business/Company
5. Email Address of Contact at Business/Company

Failure to register may result in not being informed of changes, questions and concerns related to this request for information and proposals.

PREPARATION OF RESPONSES

All responses to the questions in the REQUIRED INFORMATION section must be answered fully and must be able to be substantiated by the consultant. Each response shall be signed by an individual who has authority to obligate the consultant.

1. KEY DATES*

**A mandatory site walk-through will take place
Thursday, August 17, 2017
2-3pm.**

Event	Date
RFP Issuance	August 4, 2017
Deadline to submit questions	August 18, 2017 at 5:00 p.m.
Final addenda released	August 22, 2017
Deadline to submit proposal	August 25, 2017 at 5:00 p.m.
Potential Interview Date	August 31, 2017
Award Bid	September 28, 2017

* Dates subject to change

2. SUBMISSION OF RESPONSES

Submit two (2) hardcopies and one (1) electronic copy (flash drive preferred) of the proposal. No facsimiles or emailed copies will be accepted. Proposals shall be delivered in a sealed manner and clearly marked on the outside envelope: "Response for Santa Clara Valley Open Space Authority RFP 2017-18" and addressed as noted below.

Responses must be received in the office of the Authority no later than **5:00 P.M. Pacific Daylight Time, Friday, August 25, 2017**. Late responses will not be considered.

Mailing Address:

Santa Clara Valley Open Space Authority
Donna Plunkett, Planning Manager
ATTN: RFP-2017-18
33 Las Colinas Lane
San Jose, CA 95119

- A. E-mail and facsimile responses will not be considered. Consultants shall have sole responsibility for delivery of responses on time and to the proper location.
- B. Note: Any deviation from the requirements listed above may result in the response being considered non-responsive, thus eliminating a consultant from further consideration.

The Authority cautions consultants to assure actual delivery of mailed or hand-delivered responses directly to the address noted above by the established deadline. A response received by the Authority after the established deadline will not be considered.

3. REVIEW PROCESS

The Authority's Board of Directors will award the contract to the lowest responsible bidder submitting a responsive bid based on the information contained in the bid. The lowest monetary bid shall be based on the total bid amount. A responsive bid is one that conforms to the material terms of this RFP.

The Authority's Board of Directors may reject any proposal if:

- A. The applicant fails to respond to the RFP Required Information, or otherwise comply with the format and submission required set forth in this RFP, or
- B. The applicant misstates or conceals any material fact in the response.

The Authority may reject all nonconforming, non-responsive or conditional proposals, and may waive any minor informalities or irregularities in any proposal and at the Authority's sole discretion. The Authority's Board of Directors may reject all proposals.

4. ADDENDA

The Authority will post any addenda on the Authority's website and notify properly registered consultants of such postings. Consultants shall be responsible for ensuring that all addenda are included in their responses.

5. REJECTION OF RESPONSES

The Authority may reject any proposal if:

- 1. The consultant fails to register an intent to submit response, or if
- 2. The consultant fails to respond to the RFP Required Information, or otherwise comply with the format and submission required set forth in this RFP, or
- 3. The consultant misstates or conceals any material fact in the response.

The Authority may reject all nonconforming, non-responsive or conditional proposals, and may waive any minor informalities or irregularities in any proposal and at the Authority's sole discretion.

6. CONSULTANT QUESTIONS

Any questions about this RFP shall be submitted in writing to proposals@openspaceauthority.org on or before August 18, 2017 at 5:00 P.M. PDT. The Authority will post written responses to questions and deliver same to registered consultants no later than August 22, 2017. Responses may be posted incrementally as received.

7. PUBLIC RECORDS LAW

Pursuant to the California Public Records Act (California Government Code Section 6250 and following), public records are open to inspection at all times during the office hours of the Authority and every person has a right to inspect any public record or request copies of public records. All submitted responses are public records and are subject to public disclosure pursuant to the California Public Records Act.

8. ACCEPTANCE

Submission of any response indicates acceptance of the conditions contained in this Request for Proposals.

9. RESPONSE COSTS

Those submitting responses do so entirely at their own expense. The Authority will not be responsible for reimbursement to any individual or firm for any costs incurred in preparing or submitting responses, providing additional information when requested by the Authority, or for participating in any interviews or meetings.

10. NON-DISCRIMINATION

No person shall be excluded from participation in, denied any benefits or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.

RESPONSE FORMAT

1. RESPONSE FORMAT

To facilitate the analysis of responses to this Request for Proposals, consultants are required to prepare their response in accordance with the instructions outlined in this section. Each consultant is required to submit their response in a sealed package. A consultant whose response deviates from these instructions may be considered non-responsive and may be disqualified at the discretion of the Authority.

A response should be prepared as simply as possible and provide a straightforward, concise description of the consultant's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled.

Instructions relative to each part of the response to this Request for Proposals are defined in the remainder of this section.

2. REQUIRED INFORMATION

The consultant must include the following major sections:

- **EXECUTIVE SUMMARY**

This part of the response should be limited to a brief narrative highlighting how the consultant's expertise and experience qualifies for this RFP and specifically experience in performing corporate interior space planning and furniture procurement work.

- **PROPOSED RATE SCHEDULE/FEE PROPOSAL**

The consultant shall include hourly billing rates for all proposed work and staff that may work on tasks related to this RFP as well as other costs that may be required to perform said work. Consultant shall use the furniture list included as Attachment 3 to this RFP to provide a unit cost and total cost for the furniture items requested. Furniture costs can be provided with a range such that adjustments to materials, dimensions and quantities may be made by the Authority in the design process. A separate fee proposal outlining the time and materials costs with a not to exceed amount required to perform work under this RFP shall be included with the furniture costs (including delivery and placement) so that the total project cost can be evaluated in the consultant's fee proposal. Costs outside of furniture should be broken down by the scope of work tasks and deliverables.

- **FIRM QUALIFICATIONS**

Please provide an overview of firm experience and a summary narrative describing how your firm is qualified to perform tasks that may be requested under this RFP. Please reference specific examples of services provided and include a description of work products prepared as part of your performance.

- **RELEVANT EXPERIENCE**

The consultant must provide a description of experience, in corporate furniture procurement and related services and qualifications. The description of experience shall include work with local governments and special districts, if any. For all projects included please provide the client name and contact information, general scope of work, total fees and time/year that work was performed. Please do not include information on projects that are not similar in character to the scope of work described in this RFQ.

- **REFERENCES**

A list of at least two (2) clients (include names of contact persons, telephone numbers, brief description of the work performed) for whom the consultant has performed services similar to those required by this RFP.

- **STATEMENT OF AGREEMENT WITH TERMS OF CONTRACT**

The consultant must provide a statement that indicates agreement to the terms of the contract (Attachment 4) including an agreement to meet the insurance requirements.

3. ADDENDA

If revisions become necessary, the Authority will provide written addenda to all consultants who have registered as consultants for this Request for Proposals. All addenda issued by the Authority must be so noted on any responses that are submitted to the Authority.

ATTACHMENTS

The following attachments are part of the RFP:

- Attachment 1 – OSA Existing Furniture Plan First Floor
- Attachment 2 – OSA Existing Furniture Plan Second Floor
- Attachment 3 – List of Furniture by Location/Bid Sheet
- Attachment 4 – Authority Contract