

San Rafael City Schools
310 Nova Albion Way
San Rafael, CA 94903

ADDENDUM NO. 1

TO

**REQUEST FOR PROPOSALS FOR FURNITURE DESIGN SERVICES
FOR SAN RAFAEL HIGH SCHOOL, MADRONE HIGH SCHOOL, AND TERRA LINDA HIGH SCHOOL
RFP #20-03**

Addendum Date: May, 15, 2020

THIS ADDENDUM PROVIDES FOR:

CLARIFICATIONS AND RESPONSES TO QUESTIONS FROM PROPOSERS RECEIVED.

The San Rafael City Schools has received the following questions. Responses are provided below.

1. Please include a response to the following questions as part of your submittal.

How will your firm now approach Student Common Space from a design and furniture perspective when factoring in best practices and protocols in response to Covid-19?

2. *DRAWINGS: As per the link provided, There are no drawings for Madrone or Terra Linda? The only drawings found were for San Rafael.

Answer: See link

<https://www.dropbox.com/sh/wnnirfesovgzpj7/AAD63gDnaZhw9TGm9Ho6FsEpa?dl=0>

3. Do you require only sample renderings for San Rafael High School and not the other two schools?

Answer: Please only provide a rendering for the San Rafael High School Student Commons space.

4. *PRICING: Are you looking for specific product pricing or will that requirement come in the next phase?

Answer: Please only provide pricing for Design and Project Management services at this time.

5. *TRAINING 5.3: Can you clarify the specific training that you are looking for? (Example product training? Product maintenance? Etc....)

Answer: It is expected that the assigned Project Manager will train the District and/or manage the training process for how to maintain the furnishings, utilize any mechanisms for sit/stands desks, chairs, etc..

6. *ON SITE PROJECT MANAGER: Is there any specific certifications for the on-site PM? Some jobs require certain specific certifications, others do not. Can you please elaborate as to what specific certifications you require, if any.

Answer: The assigned Project Manager should be able to track and communicate shipping, receiving, delivery and installation dates, and it is expected that the Project Manager is onsite to manage the daily crew of installers, manage the punchlist and communicate schedule updates. This person is our key point of contact and will be working very closely with the District and Furniture Consultant. The assigned Project Manager will also prepare all installation drawings and post for the installation crew to work off of.

7. Do you have a percentage breakdown of Reward Criteria?

Answer: Scoring will be based on the following points: 100 Points

Approach to Design/Furniture in response to Covid-19 protocols: 5 points

References: 30 points

Pricing: 35 points

Design Sample: 30 points

8. Does the design scope include proposing the selection of furniture or are the furniture selections provided by the FF&E Consultant?

Answer: The furniture will be specified as a joint effort with the FF&E Consultant and it will be procured by the awarded vendor of this RFP.

9. Are you able to let us know who the FF&E consultant is?

Answer: Visions Management

[End of Addendum]