

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

San Rafael City Schools (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive and professional furniture design services and solutions to the District for new furniture for new construction, expansion, modernization, and/or renovation projects (“Project”, “Projects”, or “Project(s)”) relating to the District’s facilities development of its public schools under the Measure “B” Bond Programs (“Programs”) for the San Rafael High School New Commons, Library, Kitchen + Madrone Building and the Terra Linda High School New Commons, Kitchen, Library, Music and Drama Classrooms.

At this time, the District is requesting proposals for design and project management from respondents interested in being considered for the Projects noted above under this Program. Based upon the information presented in the Proposals, the District’s Selection Committee will choose the most highly qualified firm that can provide the greatest overall benefit to the District.

This Request for Proposals (“RFP”), which includes instructions for its completion, is available for review and may be downloaded from the District’s website at [srcsbondprogram.org](http://srcsbondprogram.org) (use the “**Doing Business with Us**” link).

According to the specifications contained in this RFP, respondents to this RFP shall submit the Proposal electronically to Dan Zaich ([dzaich@srcs.org](mailto:dzaich@srcs.org)) and cc Amy Garber ([amy@visionsmgmt.com](mailto:amy@visionsmgmt.com)), and Phyllis Silverstein ([phyllis.silverstein@vpcsonline.com](mailto:phyllis.silverstein@vpcsonline.com)).

**ALL RESPONSES ARE DUE ON OR BY 12:00:00 PM ON TUESDAY, MAY 26, 2020.** Proposals received after this date and time will not be accepted and will be returned unopened.

Questions regarding this RFP may be directed to both **Dan Zaich** [dzaich@srcs.org](mailto:dzaich@srcs.org) and **Amy Garber** [amy@visionsmgmt.com](mailto:amy@visionsmgmt.com) and must be submitted in writing on or by **5:00:00 PM on Monday, May 18, 2020.**

Answers will be emailed and posted on the District website on Wednesday, May 20, 2020.

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### Exhibit A: Drawings



## **A. Project Description**

### **SAN RAFAEL HIGH SCHOOL:**

San Rafael High School located at 150 3rd St, San Rafael, CA is constructing a new two-story Administration and Learning Commons Building that will be providing new offices, a Career Center, Learning Commons space, Kitchen and Cafeteria. Occupancy will be in December of 2020.

### **MADRONE HIGH SCHOOL:**

Madrone High School, the District's Continuation High School, located at 185 Mission Ave, San Rafael, CA will occupy a portion of the newly constructed building for San Rafael High School. Madrone will consist of Classrooms, Administrative Space, a Career Center and Patio. Occupancy will be in December of 2020.

### **TERRA LINDA HIGH SCHOOL:**

Terra Linda High School located at 320 Nova Albion Way, San Rafael, CA is constructing a new two-story building consisting of a Theater, Music Room, Library and Collaboration Rooms, Student Common Space and Kitchen. Occupancy will be in December of 2020.

## **B. Scope of Services**

Although the full scope of work shall be negotiated in the Professional Services Agreement, the design services team will be expected to be capable of fulfilling, at a minimum, the following:

### **1. GENERAL**

- a. Furniture design services for all spaces as outlined below.
- b. Coordinate the purchasing and installation of all products required to furnish the spaces within the new buildings.
- c. Coordinate the selection of furniture that can be purchased off of approved purchasing contract agreements, such as CMAS or other piggyback contract.
- d. Provide project administration, supervision and ongoing support services needed for initial purchase and any future orders or upgrades.
- e. Maintain current project schedules to track all processes involved in design, manufacturing and installation of furniture.
- f. Coordinate with the contractor, their subcontractors, FF&E consultant, San Rafael City Schools (SRCS) service providers as required.
- g. Maintain complete documentation of purchase orders, purchased inventory and current installation plans for use when future orders or upgrades are undertaken.
- h. Field verification of all spaces impacted by furniture.
- i. Provide samples of requested furniture.

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## **2. DURING THE DESIGN PHASE**

1. Perform the work at all times with a sufficient staff to carry out the obligations in an efficient and timely manner, and in accordance with the agreed upon Project Schedule.
2. Meet with SRCS, and SRCS's representatives weekly to review plans, specifications and all other tasks required to develop furniture orders.
3. Ongoing development of detailed project budgets and product pricing that track with the development of the furniture specifications.
4. Prepare furniture plans for all floors based on backgrounds provided.
5. Prepare 2D and 3D drawings for all spaces to be furnished.
6. Provide drafts of all pending Purchase Orders to SRCS purchasing department for review and approval.
7. Test-fit and verify critical dimensions of walls, power/data outlets and other related items.

## **3. DURING THE MANUFACTURING PHASE**

1. Track and coordinate all furniture orders and provide weekly schedule update.
2. Coordinate all submittals and other required approvals with the FF&E consultant for the project.
3. Attend meetings with FF&E consultants on an on-call basis.

## **4. DURING THE INSTALLATION PHASE**

1. Provide an on-site project manager during the installation to supervise installation activities including any subcontracted work.
2. Perform as needed punch lists and provide a schedule for the completion of the punch list items to the satisfaction of SRCS.
3. Be responsible for all materials and equipment prior to installation, and until acceptance is given in writing by SRCS. The Team shall assume responsibility for any loss or expense associated with storing materials and equipment prior to the date of acceptance.
4. Provide floor protections as necessary for delivery and be responsible for removing all debris associated with the furniture delivery and set up.
5. Coordinate with any SRCS directly hired vendors (i.e. data, cabling, etc.).
6. Prepare and update installation schedules or sequences as changes require.
7. Coordinate all product deliveries with SRCS FF&E consultant.

## **5. DURING THE POST-INSTALLATION PHASE**

1. Lead a furniture punch-list review with SRCS and SRCS representatives and resolve all items within two weeks or as soon as practical for long-lead replacement items.
2. Provide as-built drawings and provide them in both electronic and hard -copy formats.

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3. Provide orientation + training for staff assigned to maintain new furniture.
4. Provide a post-occupancy review within one (1) month of installation finish to address any outstanding issues.
5. Provide (1) soft copy and (2) hard copy specification books of all product ordered, per project. Tabs to be created for each specification that show a photo, manufacturer, description, unit cost, discounting, warranty information, quantity ordered, and location installed.

## **6. ONGOING SUPPORT**

1. Team will be expected to provide services and product when future orders or upgrades are undertaken.
2. Extension of discounting schedule, mark up, service costs and open line agreements will be requested for a period of no less than 18 months from completion of initial project install.

### **Proposal Form**

With your proposal please submit the following:

#### **1. References:**

Provide (2) References for High School Student Commons Spaces and (1) Reference for a High School Library space. References need to be located within Northern California.

References should include at the minimum the following:

- Name of School
- Contact Name, Position, Email, and Phone
- Installation Date (Month/Year)
- Cost of furniture for Student Commons space/Library
- List of Manufacturers Used
- Photographs or 3-D Rendering – maximum of 5
- Contract purchasing agreements used

#### **2. Pricing**

- Please specify design services price. Also, specify in the proposal the procurement method (e.g. CMAS agreement or Piggyback agreement) that will be used for all future furniture purchases by the District.

#### **3. Design Sample**

- Please provide a 2-D and 3-D Rendering of the San Rafael High School Student Commons space. We are looking for creative and budget conscious solutions.

**C. Evaluation Criteria**

The basis for selection will include, but will not be limited to:

1. References of similar scope
2. General understanding of student common space demonstrated through the creative approach to the design
3. Fee proposal for the services requested

**RFP SCHEDULE SUMMARY:**

The District reserves the right to change the dates on the schedule without prior notice.

<b>DATE</b>	<b>ACTION ITEM</b>
May 11, 2020	Release and advertisement of RFP #20-03.
Monday, May 18, 2020 at 5:00:00 PM	Last day to receive written questions from Respondents.
May 20, 2020	Last day for District to issue addenda to answer questions/clarifications.
<b>Tuesday, May 26, 2020 at 12:00:00 PM</b>	<b>Deadline for submissions in response to RFP #20-03.</b>
Week of June 8 <sup>th</sup> , 2020	Notification of selected firm.

## Exhibit A

1. A link to the Drawings may be found via the link below:

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