Pre-Proposal Conference
RFP for Furniture Standards Planning, Procurement, and Installation Services

November 18th, 2018   1:30pm
1. Introduction
   • PDU
   • Proposers
2. PDU Projects
3. Scope Overview
4. RFP Process and Submittal Requirements
5. Q&A
PDU Projects

See PDU website at https://cmo.smcgov.org/pdu

- **Cordilleras Mental Health Facility**
  - Scott Gurley, Project Manager

- **County Office Building #3**
  - Catherine Chan, Project Manager

- **Government Center Parking Structure**
  - Catherine Chan, Project Manager

- **Health System Campus**
  - Paul Hurdal, Projects Manager

- **Lathrop House Relocation**
  - Catherine Chan, Project Manager

- **Pescadero Fire Station Project**
  - Laurence Maller, Project Manager

- **South San Francisco Health Campus**
  - Laurence Maller, Project Manager

- **La Honda Firehouse 57 Remodel & Waterline Extension**
  - Laurence Maller, Project Manager
Scope Overview

1. Project Goals
   • **Streamline** Furniture Procurement process
   • **User-friendly** Selection/Purchase Platform
   • **Consistency** of Design and Quality
   • **Efficient** Reconfiguration and Maintenance

2. Scope of Services
   • Assist County with **planning and design**, furniture **selection**, **cost** alternates, **install and post-install** support
   • Furniture design **graphic library** (CAD + BIM)
   • Furniture **Standard Database** based on Furniture Typology Document Criteria
RFP Submittal Requirements

• 3-step RFP Process: Fee Proposal → Mockup → Interview
  1. Fee Proposal: Fee Matrix + Billing Rates
     • Unit cost pricing – what to price?
     • All inclusive pricing – what is included?
  2. Mockups – shortlist of minimum 3 Vendors
  3. Interview
     • Acceptance of T&C and Addenda
     • Clear, concise, organized presentation of requested info
     • Explain items not checked off on RFSOQ Evaluation Checklist
     • Team resumes include relevant project experience
     • Project Approach – design support, coordination, installation, LEED/ZNE, advance technology
### FEE MATRIX

<table>
<thead>
<tr>
<th>STANDARD FURNITURE TYPES</th>
<th>UNIT COST*</th>
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<tbody>
<tr>
<td>WORKSTATION - MID GRADE FINISHES</td>
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<tr>
<td>WORKSTATION - HIGH GRADE FINISHES</td>
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<tr>
<td>TASK CHAIR</td>
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<tr>
<td>CONFERENCE TABLE – LAMINATE</td>
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<tr>
<td>CONFERENCE TABLE – SOLID WOOD</td>
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</tbody>
</table>

1. See page 1 of Enclosure B: Furniture Typology Document
2. See page 1 of Enclosure B: Furniture Typology Document
3. See page 1, note 6 of Enclosure B: Furniture Typology Document
4. See page 10 of Enclosure B: Furniture Typology Document
5. See page 13 of Enclosure B: Furniture Typology Document
Furniture Typology Document

Unit Cost to be provided in the Fee Matrix

Workstation Type 1
Total Area: Approx. 6'-3" x 8'-3"

Design Characteristics:
- Approximate 6'-3" x 8'-3" standard workstation will include mounted adjustable height work surface with laminate or melamine paneling and height minimum that accommodates power and data access. Adjacent adjustable height task chair will also be included. Standard workstation aesthetics is to be open, sleek, and modern in design.

Features:
1. Approx. 12"x24"x30" mounted adjustable height work surface
2. Approx. 42"x24"x30" fixed height work surface
3. Approx. 12"x24"x30" laminate mobile storage pedestal
4. 4x40"x30"x30" shell/safety panels
5. Work surface can be extended with wrap-around desk task chair off adjustable height task chair

Finishes - Mid-Grade:
- Laminate work surfaces with plastic base
- Tiled fabric panel with paper frame
- Penciled metal storage pedestal
- 4 sets of plastic base on hard coat wheels

Finishes - High-End:
- Laminate work surfaces with metal base
- Tiled fabric panels with paper frame
- Powder-coated metal frames
- Adjustable height task chair with plastic arms and 5-star plastic base on hard coat wheels

Accessories:
- Monitor arm; dual arm with capacity for 24" or 36" monitor
- Power/data
- Power footrest at base
- Portable power and USB docking unit
- 2 sockets total per station; 2x12V ports per station
- Integrated cord management

Design Characteristics:
- Executive conference room with approximately 750 sq. ft. will consist of single rectangular conference table with power/data integrated into table top and 12 late-night adjustable task chairs. Executive conference room is to be open, sleek, and modern in design.

Features:
1. Single rectangular conference table with integrated power/data integrated into table top max power/data 12 late-night adjustable task chairs. Office conference room is to be open, sleek, and modern in design.
2. Executive conference room with power/data integrated into table top max power/data 12 late-night adjustable task chairs. Office conference room is to be open, sleek, and modern in design.
3. Storage cabinets/consoles

Finishes:
- Wood, solid surface or glass table top with laminate or metal base
- Laminate storage cabinets/consoles
- Upholstered executive-style task chair with plastic arms and 5-star metal base on hard coat wheels

Power/Data:
- Recessed in-turfine power/data, phone and USB connection
- Air and projection capability
Unit Cost in the Fee Matrix

• **All-inclusive Price shall**
  o Include design/planning services, installation services (incl. routing of power and data), project management services and delivery services (incl. short-term temporary storage where needed), applicable taxes
  o Explain your All-inclusive Pricing Strategy to apply on other products by providing price breakdown noted above
  o Include Volume Discounts - aggregate workstation quantity across all projects approx. 500-1,000 per type, and other furniture types shown in Furniture Typology Document for all projects requiring products/services
Workstation Mockup

• 2 workstation styles:
  1. Typical Workstation Type 1
  2. Benching Workstation 6-pack

• To be set up at PDU trailer office or Credit Union Building in Government Center Redwood City

• Assembly duration 12/7/18 – 1/11/19

• Evaluation Criteria - Design, Functionality and Quality:
  • Design - aesthetics, fit, finish
  • Functionality - usage, assembly, disassembly
  • Quality - materials, usage, durability, flexibility
RFP Submittal Requirements - Mockups

1. WS1 – 6’-3” x 6’-3”

**Workstation Type 1**
**Total Area:** Approx. 6’-3”x6’-3”

**Design Characteristics**
Approximately 6’-3”x6’-3” standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface and approximately 48”H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

**Features**
1. Approx. 72”Wx30”D motorized adjustable height work surface
2. Approx. 42”Wx18”D fixed height return work surface
3. Approx. 12”Wx24”D lockable mobile storage pedestal
4. (6) Approx. 36”Wx48”H upholstered panels
5. (1) Approx. 30”Wx48”H upholstered panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Extents of one workstation/mock-up requirement

**Finishes - Mid-Grade:**
- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Finishes - High-End:**
- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

**Accessories**
- Monitor arm: double arm with capacity for 24” or 34” monitor

**Power/Data**
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

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**DISCLAIMER:**
Architectural elements shown are for reference only. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for reference only. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for reference only. Final finish selections and specific products will be determined by project teams and their individual project requirements.
RFP Submittal Requirements - Mockups

2. Benching Workstation – 6 Pack

Approximately 72"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes located at each workstation and shared lateral file storage with laminate tops located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

Features
1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx24"D lockable lateral file storage with laminate top or low storage bookcase
4. (3) Approx. 72"Wx48"H fabric panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan - 300 LB capacity
6. Extents of benching workstation/mock-up requirement

Finishes - Mid Grade:
- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:
- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

Accessories
- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management
# RFP Schedule

<table>
<thead>
<tr>
<th>Events</th>
<th>Dates*</th>
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<tbody>
<tr>
<td>Project Development Unit issues RFP to shortlisted Respondents</td>
<td>11/6/18</td>
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<tr>
<td>RFP Questions via email due at 5:00pm</td>
<td>11/14/18</td>
</tr>
<tr>
<td>Mandatory Pre-proposal Conference at 1:30pm</td>
<td>11/19/18</td>
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<tr>
<td>Responses to Questions Posted to PDU website</td>
<td>11/21/18</td>
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<tr>
<td>Scope of services and fee proposals due: 2:30pm</td>
<td>12/5/18</td>
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<tr>
<td>Shortlist for Mockup &amp; Interview posted on PDU website</td>
<td>12/7/18</td>
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<tr>
<td>Mockup setup / Completion</td>
<td>1/11/19</td>
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<tr>
<td>Interviews with shortlisted respondents</td>
<td>1/14/19</td>
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<tr>
<td>Selection committee provides final selection</td>
<td>1/15/19</td>
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<tr>
<td>Board of Supervisors approves contract</td>
<td>1/29/19</td>
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</tbody>
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*County reserves the right to modify this schedule at any time at its sole discretion.*
Questions?
Thank you!

Proposals due December 5th, 2018 at 2:30pm PST

Project Contact:
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Project Website: http://www.smcpdu.org
COUNTY OF SAN MATEO