



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

November 18th, 2018 1:30pm

COUNTY OF SAN MATEO



Agenda

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>



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CONTACT US

PROJECT DEVELOPMENT

UNIT

1402 Maple Street

Cordilleras Mental Health Facility



Scott Gurley, Project Manager... [View »](#)

Lathrop House Relocation



Catherine Chan, Project Manager... [View »](#)

County Office Building #3



Catherine Chan, Project Manager... [View »](#)

Pescadero Fire Station Project



Laurence Maller, Project Manager... [View »](#)

Government Center Parking Structure



Catherine Chan, Project Manager... [View »](#)

South San Francisco Health Campus



Laurence Maller, Project Manager... [View »](#)

Health System Campus



Paul Hundal, Projects Manager... [View »](#)

La Honda Firehouse 57 Remodel & Waterline Extension



Laurence Maller, Project Manager... [View »](#)

COUNTY OF SAN MATEO



PDU Projects



COUNTY OF SAN MATEO



Map data ©2018 Google

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

STANDARD FURNITURE TYPES

ENCLOSURE C

UNIT COST*

① WORKSTATION - MID GRADE FINISHES See page 1 of Enclosure B: Furniture Typology Document	\$ <input type="text"/>
② WORKSTATION - HIGH GRADE FINISHES See page 1 of Enclosure B: Furniture Typology Document	\$ <input type="text"/>
③ TASK CHAIR See page 1, note 6 of Enclosure B: Furniture Typology Document	\$ <input type="text"/>
④ CONFERENCE TABLE – LAMINATE See page 10 of Enclosure B: Furniture Typology Document	\$ <input type="text"/>
⑤ CONFERENCE TABLE – SOLID WOOD See page 13 of Enclosure B: Furniture Typology Document	\$ <input type="text"/>



Furniture Typology Document 4

Unit Cost to be provided in the Fee Matrix



Section 1 Individual Space Types Section 2 Group Space Types Section 3 Ancillary Space Types **Section 4 Support Space Types**

1 ENCLOSURE B

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. (6) Approx. 36"Wx48"H upholstered panels
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

7. Exterior of one workstation (lock-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:

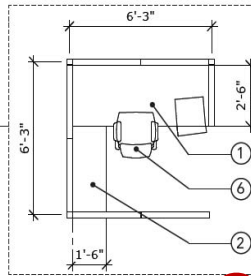
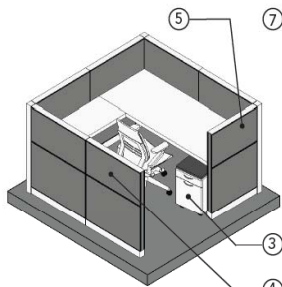
- High pressure laminate work surface with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard casters/wheels

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



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.



Section 1 Individual Space Types Section 2 Group Space Types Section 3 Ancillary Space Types **Section 4 Support Space Types**

10 ENCLOSURE B

Medium Conference Room Total Area: 8-10 Seats Approx. 300 Sq. Ft

Design Characteristics

Medium conference room with approximately 300 sq. ft. will consist of medium rectangular conference table with power/data integrated into table top and 8-10 height adjustable task chairs. Medium conference room aesthetic is to be open, sleek, and modern in design.

Features

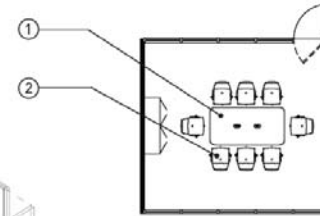
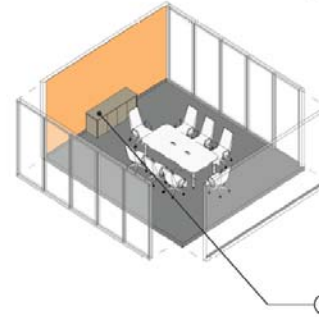
1. Medium rectangular conference table with integrated power/data table top access
2. 8-10 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

- Recessed in surface power/data, phone and USB connection
- AV and projection capability



Section 1 Individual Space Types Section 2 Group Space Types Section 3 Ancillary Space Types **Section 4 Support Space Types**

13 ENCLOSURE B

Executive Conference Room Total Area: 12-20 Seats Approx. 750 Sq. Ft

Design Characteristics

Executive conference room with approximately 750 sq. ft. will consist of large rectangular conference table with power/data integrated into table top and 12-20 height adjustable executive style task chairs. Executive conference room aesthetic is to be open, sleek, and modern in design.

Features

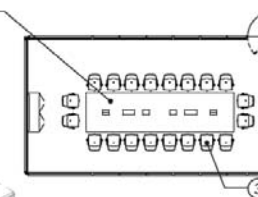
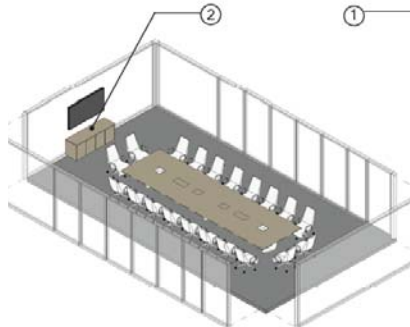
1. Large rectangular conference table with integrated power/data table top access
2. 12-20 Upholstered executive style task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Wood, solid surface or glass table top with laminate or metal base
- Laminate storage console/credenza
- Upholstered executive style task chair with plastic arms and 5-star metal base on hard casters/wheels

Power/Data

- Recessed in surface power/data, phone and USB connection
- AV and projection capability



Unit Cost in the Fee Matrix

- **All-inclusive Price shall**
 - 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
 - Explain your All-inclusive Pricing Strategy to apply on other products by providing price breakdown noted above
 - 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

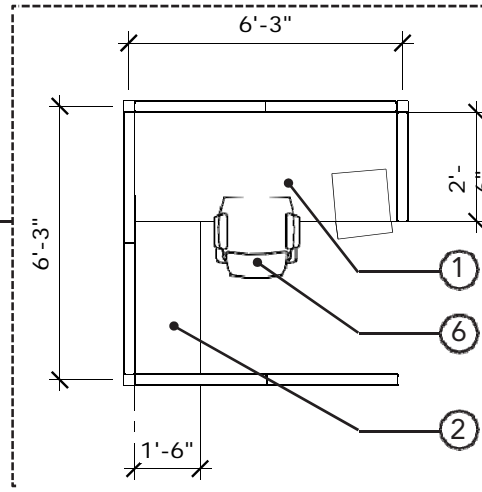
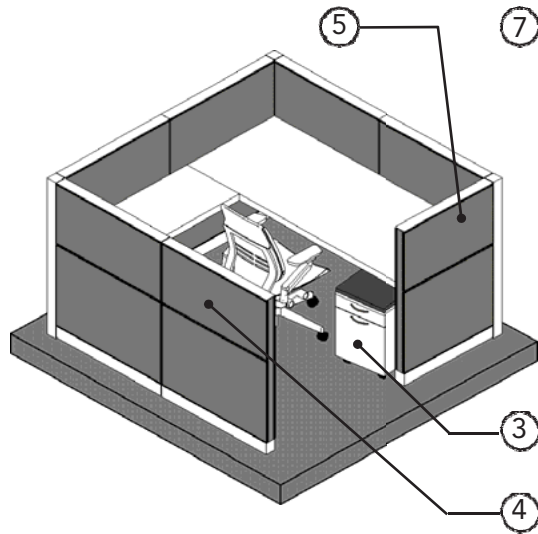
Workstation Mockup

- **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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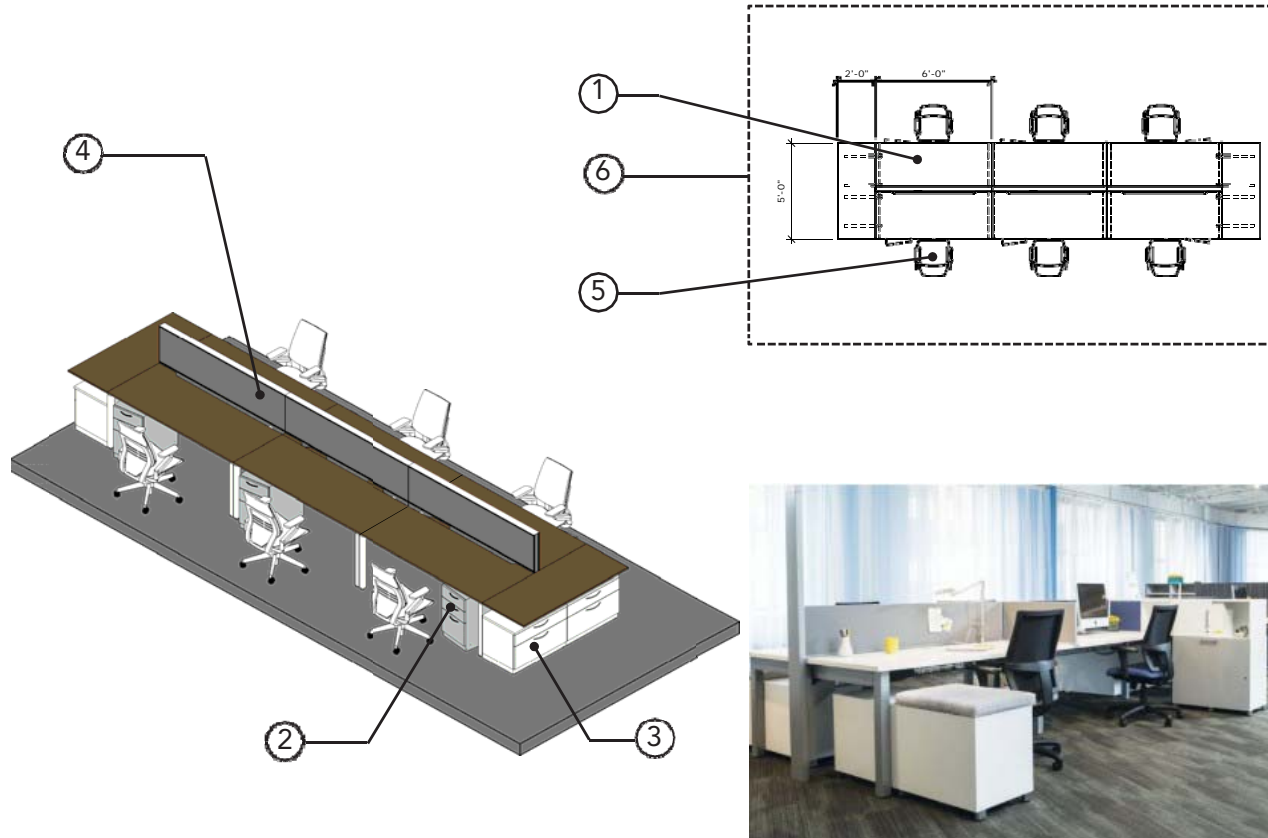
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RFP Submittal Requirements - Mockups

2. Benching Workstation – 6 Pack



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Benching Workstation - 6 Pack Total Area: Approx. 22'-0" x 5'-0" Design Characteristics

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

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RFP Schedule

Events	Dates*
Project Development Unit issues RFP to shortlisted Respondents	11/6/18
RFP Questions via email due at 5:00pm	11/14/18
Mandatory Pre-proposal Conference at 1:30pm	11/19/18
Responses to Questions Posted to PDU website	11/21/18
Scope of services and fee proposals due: 2:30pm	12/5/18
Shortlist for Mockup & Interview posted on PDU website	12/7/18
Mockup setup / Completion	1/11/19
Interviews with shortlisted respondents	1/14/19
Selection committee provides final selection	1/15/19
Board of Supervisors approves contract	1/29/19



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



Questions?

COUNTY OF SAN MATEO



Thank you!

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

Project Contact:

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Project Website: <http://www.smcpdu.org>

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