Request for Qualifications for Furniture, Fixtures, and Equipment
Purpose of Request:

The purpose of this Request for Qualifications is to obtain qualifications, capabilities, and pricing structure from qualified firms interested in providing project planning, design development, delivery and installation of fixtures, furnishings and equipment (FF&E) to Weld County School District Re-4.

To receive question responses, addenda, and other pertinent submittal information, submitting Firms must register their interest (via email) with the Chief Operating Officer. All questions should be made in writing (email) and addressed to Weld County School District Re-4:

Weld County School District Re-4
Attention: Jason Seybert
1020 Main St
Windsor, CO 80550
970-686-8015
Jason.seybert@weldre4.org

Questions will be accepted until 10:00 a.m. May 18, 2020; question responses will be returned to Firms that have registered their interest by 5:00 p.m. May 25, 2020.

Three (3) hard copies (mailed) and one (1) electronic copy (in .pdf format) of responses to this RFQ are due no later than 1:00 p.m. on May 29, 2020 at the Weld RE-4 School District Office. It is the responsibility of the firm to ensure the proposals are received prior to the deadline. Proposals received after the above date and time will not be considered.

Project Description:

Weld County School District Re-4, Windsor, Colorado, invites your firm to submit a qualification statement for FF&E Services. The District is conducting a qualification based selection process to retain a firm for third party FF&E Services for the furnishing of modular classrooms and new office areas in the Maintenance and Operations building. Additional project information is as follows:

Modular Classrooms
- 8 classrooms within 3 modulars
- 1 set of kindergarten chairs at an existing
- Nutrition and Transportation Offices
  - 4 person cubicle
  - 3 person office
  - Director of Nutrition office
  - Additional Office
  - Conference Table and chairs for 10
Site Locations:

Grandview Elementary
1583 Grand Avenue
Windsor, CO 80550
(3 classrooms)

Mountain View Elementary
810 Third Street
Windsor, CO 80550
(2 classrooms)

RangeView Elementary
700 Ponderosa Drive
Severance, CO 80550
(30 Kinder Chairs)

Skyview Elementary
1000 Stone Mountain Drive
Windsor, CO 80550
(3 classrooms)

Maintenance and Operations Building
180 North 8th Street
Windsor, CO 80550
(all office furniture)

Project Schedule (Dates are Approximate):

FFE Submittals due 05/29/20
FFE Shortlist Selection Notifications 06/03/20
FFE Consultant Interviews 06/08/20
Formal Award of FFE Contract (at BOE Meeting) 06/15/20
FFE planning and design development starting 06/16/20
Office Installation 07/01/20
Classroom Installation 08/3-7/20

Scope of Services:

FFE services shall include as a minimum the following:

1. Scope of Work – Programming
   a. Needs analysis meeting.
   b. Review project parameters and goals.
   c. Determine classroom furniture needs and special requirements.
   d. Site verify field conditions/measurements (if applicable) Auto CAD drawing required.

2. Design Development – Furniture layout and product application
   a. Develop office workstation and classroom designs.
b. Create furniture plan.
c. Review with School District.
d. Revise as needed.
e. Finalize space plan of area.
f. Preliminary budget generated.
g. Review with School District.

   a. General product specifications.
   b. Review all final drawings and specifications with School District.
   c. Preparation of installation package.
   d. Plot drawings and print all specifications.
   e. Conduct pre-installation meeting.
   f. Ensure competitive bidding.
   g. Provide budget amounts – post bidding.
   h. Provide final budget amounts and review with the District.
   i. Review Warranty on products with the District.

4. Furniture Delivery and Installation
   a. Schedule delivery of products according to School District timeline.
   b. Provide all labor, material, equipment, and supervision to deliver, set up, and install products onsite as specified in accordance with contract documents.
   c. Provide all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day.
   d. Inspect all deliveries for shortages or damage and in conjunction with School District, create punch list. Retainage will not be released until punch list has been resolved to Owner’s satisfaction.
   e. Final walkthrough, inspection, and acceptance of project.
   f. The FF&E firm is to keep corridors and access points free and clear of debris and furniture.
   g. Ensure firm has supervision on site during all deliveries.

5. Submittals
   a. Develop CAD drawings and floor plans showing space allocation/furnishings as specified in Scope of Work Section 1.
   b. Submit brochure or actual samples for final product selection during the Design Development phase.
   c. Submit copies of Operation and Maintenance Manual. This manual should contain narrative on operation of any equipment, preventive maintenance including, cleaning, adjustment, and lubrication schedules (if required). The manual should also contain a copy of the manufacturer’s warranty and service agreement.
   d. Submit Materials Safety Data Sheets (MSDS), as applicable.
   e. Submit certification that, to the best of the manufacturers and contractors knowledge, no asbestos containing materials have been incorporated into this project.

**Qualifications Section:**

In order to select the firm best qualified for the Weld County School District Re-4 FF&E project, we are asking that the prospective Firm respond to the following:
Quality of Submittal

Provide a complete and well organized response to this RFQ.

Approach to Project

Provide a detailed description of understanding of the project and identify your firm’s approach to the project. Include the following:

Planning/Programming/Design – Describe your firm’s process for working with the Owner through the various stages of design, product/material selection, procurement, and delivery/installation

Quality Assurance – Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items the District may add during a later phase of work, delivery and install process, punch process, and warranty tracking.

Storage Capability - Detail the physical warehouse space, including the City and State where products may be stored pending final delivery to the School Site.

Key Supplier Relationship - List the Key suppliers/manufacturers that your company represents for K-12 projects in Colorado. Describe how the relationship will benefit the District. How many manufacturers are available through each contract? Is a discount schedule available per manufacturer, and will the manufacturer contract allow for pricing based on volume?

Online Project Management - Describe your online management system, including online layouts, equipment list, delivery information, project calendars, and communication tools.

Vendors - Provide a list of the vendors your firm will be using for this project.

Bidding - Describe how your firm will ensure competitive bidding for the Work of this project.

Work Experience

Provide a list of K-12 projects (in the State of Colorado) that your company has successfully completed. Provide references (phone, address, and email) for the completed K-12 projects (in the State of Colorado).
Planning/Design Personnel

Provide a list of key personnel, skills and qualifications, technical competence, experience on similar projects, current workload and workload during the project. Specifically identify the person who will be the Project Manager and their office location.

Project Management/Delivery and Install Personnel

Provide a list of key personnel, skills and qualifications, technical competence, experience on similar projects, and workload during the delivery and install. Describe if delivery and install will be subcontracted and physical location of proposed team.

Insurance Certificate

The selected firm will be required to indemnify and hold Weld County School District Re-4 and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers’ compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the acts of the successful firm or its agents or employees.

Prior to the commencement of any work, Firm shall forward Certificates of Insurance to Weld County School District Re-4. The insurance required shall be procured and maintained by the Firm for the duration of the contract. The insurance shall be with a carrier licensed in the state of Colorado and shall have “A” or better Best rating.

Firm shall name Weld County School District Re-4 as additional insured on all insurance except workers’ compensation. The Firm shall furnish Weld County School District Re-4 with certificates of insurance prior to commencement of work.

Minimum insurance coverage shall include the following:

- **Workers’ Compensation Insurance (Statutory Provisions)**
  - $100,000 per accident
  - $100,000 disease each employee
  - $500,000 accident disease policy limit

- **Professional Liability Insurance**
  - $1,000,000 each occurrence

- **Commercial General Liability**
  - $2,000,000 general aggregate
  - $2,000,000 products – completed operations aggregate
  - $1,000,000 each occurrence
  - $1,000,000 personal injury

- **Automobile Liability Insurance**
  - $1,000,000 combined single limit per person/accident/property damage including any Owner, hired, and non-owned autos
Fee Section:

This form must be completed and submitted with the response to the Request for Qualifications.

FF&E includes all furnishings to completely furnish all parts of a the project included state classrooms and office space. This does not include books, or other technology costs. The approximate budget for FF&E is $150,000. This includes the FF&E consultant fee.

Provide costs/fees for the item below – refer to the Scope of Work Section. Express as a lump sum or percent fee, e.g. percent of the cost of the installed work.

Programming $ or %_____________

Design Development $ or %_____________

Contractual Documentation Implementation $ or %_____________

Markup on FF&E Products $ or %_____________

Delivery and Installation $ or %_____________

If the firm is planning to invoice separately for costs associated with programming, design, or overhead and profit; those costs shall be clearly outlined in your response to the Request for Qualifications.

The undersigned hereby affirms that:

• He/she is a duly authorized agent of the propose;

• He/she has read the RFQ terms and conditions, Form of Agreement and any technical specifications which were made available and fully understands and accepts those terms unless specific variations have been expressly listed and identified with the firm’s response to this RFQ.

• The proposal is being offered independently of any other responder.

SUBMITTING/RESPONDING FIRM: ____________________________

By: ____________________________  ____________________________

Manual Signature of Agent       Date

____________________________  ____________________________

Typed/Printed Name of Agent     Title of Agent

Note: Bid Proposals without the manual signature of an authorized agent of the proposing firm shall be considered non-responsive and ineligible for award.

Name of Contact Person (if different from Agent): ____________________________
**Evaluation Criteria:**

Response to the RFQ/P will be based on the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Quality of Submittal</td>
<td>20 points</td>
</tr>
<tr>
<td>Approach to Project</td>
<td>30 points</td>
</tr>
<tr>
<td>Work Experience/References</td>
<td>25 points</td>
</tr>
<tr>
<td>Key Personnel Experience</td>
<td>20 points</td>
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<tr>
<td>Delivery and Install Fee</td>
<td>5 points</td>
</tr>
<tr>
<td>Insurance Certification Prerequisite</td>
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</tr>
<tr>
<td>Total</td>
<td>100 points</td>
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The three highest scoring Firms, based on the criteria above, will be shortlisted to interview with the District. Shortlisted Firms will be given drawings of the classrooms and are expected to furnish the facility. Interviews shall consist of a presentation as well as furnishing demos of student chairs/desks, (all demo furnishings must be within the proposed budget). Interviews will be scored based on the following criteria:

- Overall Presentation 30 points
- Space Planning and Design 25 points
- Furnishing Quality 25 points
- Innovation 20 points

100 points possible

**Award of Contract:**

The District reserves the right to request and conduct interviews, either by phone or in person.

Submission of a proposal indicates bidder’s acceptance of the evaluation method. The district reserves the right to reject any or all proposals for any reason, and to re-issue the RFQ.

The District intends to award a single contract to a full service FF&E firm.
**General Conditions:**

Proposals must include all information as asked for in this request. Failure to do so may result in rejection of the bid. The School District is exempt from City, County, State, and Federal Sales/Excise Taxes. Certification of tax exemption will be issued upon request.

The Owner reserves the right to reject any and all proposals or any part thereof, to waive or decline any formalities, informalities and any irregularities in any proposal received and to accept any portion of the proposal or all items if deemed in the best interest of the District. The selection or appointment of any firm under this Request for Qualifications is at the discretion of the Board of Education and is final without recourse. All firms submitting a proposal for consideration acknowledges the conditions stated herein.

Weld County School District Re-4 will not be liable for any costs incurred by bidders in the preparation of a proposal or for any work performed prior to the award of a contract.

The Owner will not accept any form of Agreement or General Conditions in which a Limitation of Liability states any figures less than the insurance limits noted within this RFQ. The standard Form of Agreement between Owner and Contractor/Consultant is attached to this RFQ for review.

Proposers (and its employees, representatives and subcontractors) agree to abide by and comply with all applicable Federal, State and Local codes, laws, rules, and regulations in the performance of this contract. The firm, in its performance of this contract, shall comply with all of Board regulations, rules, and policies.

The awarded firm shall also secure all necessary licenses, permits, and privileges required for the proper performance of the work, and shall perform all work in accordance with laws, ordinances, codes, etc.

Successful proposer shall comply with the Patriot Act (Office of Foreign Assets Control), and be able to provide documentation that all employees, suppliers, and subcontractors are not on the SDN list.

Prior to the commencement of any work, Firm shall forward Certificates of Insurance to Weld County School District Re-4. The insurance required shall be procured and maintained by the Firm for the duration of the contract.

The selected firm will be required to indemnify and hold Weld County School District Re-4 and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers’ compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the acts of the successful firm or its agents or employees.

The selected firm shall indemnify and hold the Weld County School District Re-4 and its agents and employees harmless from any and all claims, causes of action, suits and liabilities, including attorneys’ fees and costs arising out of or relating to disclosure of any information included in the successful firm’s proposal.

The awarded firm shall be held entirely responsible for any and all damage to adjacent property, accidents or injuries to employees and the public by reason of work included in these specifications or plans.
The firm shall not allow any laborer or employee to wear objectionable clothing or caps or use profanity in any manner while on school property. Use of illegal substances or tobacco on school property is strictly prohibited.

The construction site will be reasonably clean, clear, and free of construction debris. However, some construction trades will be completing various items throughout the building during furniture delivery and installation. The FF&E firm is likely to encounter the occasional extension cord, ladder, or person working in the general vicinity of FF&E installation. Pricing shall include costs to deal with these variables.

Inspection of the work or materials shall not relieve the firm of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at firm’s expense and unsuitable work or materials may be rejected.

Firm will be responsible for providing a clean and safe environment surrounding the work area at all times including, if necessary, fencing of equipment, storage, and work area. Firm shall furnish all required personal safety equipment.

Firm will be responsible for all trash removal and site cleanup and the buildings and property of Weld County School District Re-4 shall be left in an acceptable as found condition.

It will be the responsibility of the firm to make arrangements with the shipping firm, their driver, their union hall (if applicable) for timely delivery. Any and all freight damage is the responsibility of the successful firm. Weld County School District Re-4 is exempt from the responsibility of replacement and costs of freight damage.

Firm shall perform work in accordance with good trade practice and in a neat manner to the satisfaction of the School District.

Pursuant to C.R.S. 38-26-107, an advertisement for Notice of Contractors Final Settlement may be required. As a result, 10% retention will be withheld until the date of final settlement is reached.

Disclosure of Information: All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS24-72-201 et seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions for disclosure of information furnished by another party and, prior to submission, appropriately identify materials which are not subject to disclosure. In the event of a request by Weld RE-4 or others for disclosure of such information, Weld RE-4 shall advise the Applicant of such request in advance of disclosure to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished as requested.