



RFP 2024-21 Office Redesign

Questions and Answers

August 20, 2024

Q. Will you offer an additional day for vendors to visit the office space to take additional measurements?

A. Our office will be available to vendors on August 27, 2024, from 10 a.m. to 12 p.m. and 1 p.m. to 3 p.m.

Q. Can we get a map of the office area showing where electricity is available?

A. We are not able to provide this information.

Q. What are we looking for storage for the Executive area?

A. Currently we have two drawer file cabinets, some areas have two bookshelves or a single file cabinet. We would like to maximize the storage space that we currently have. Different options should be presented (i.e. laterals or pedestals). Each item should be listed as its own line item for us to compare various options.

Q. Does the finish of the new furniture need to be an exact match of the existing furniture?

A. The new furniture does not need to be an exact match, but it should complement the existing furniture.

Q. EXECUTIVE/DIRECTOR AREA - Can executive area have shared electricity in their desks?

A. Executive area may share electricity between desks. Some work areas already share electricity.

Q. Finance – in the Finance work area, can the privacy panels be placed on the edges of the desk rather than having extended panels.

A. We are open to different options. Different options should be listed as individual line items.

Q. Finance - Can the additional privacy panels in the Finance area be removable?

A. We are open to different options. Different options should be listed as individual line items.

Q. What measurement requirements do you follow for hallways?

A. We follow ADA design standards of 36 inches with a 5-foot radius. For additional information refer to www.ada.gov.

August 15, 2024

Q. LABOR AND FREIGHT PRICING - We noted you have asked for freight and labor costs to be included but there is no specific space for them in the provided excel. Should we add them as separate lump sum costs by adding new rows in the pricing tab?

A. Applicants may add additional rows to include freight and labor costs per area.

Q. LABOR - We will price non-union straight time delivery and install, please let us know if we should price overtime or union.

A. Applicants should price labor in accordance with their company's established policies.

Q. PROJECT MANAGEMENT - Do you need us to include project management pricing?

A. The Children's Trust does not require project management. If project management pricing is included, please detail what services are involved.

Q. INSTALLATION - Could you please provide an estimated date for Installation?

A. Date of installation will be negotiated with the selected vendor. All furniture must be fully installed and functional by June 30, 2025.

Q. INSTALLATION - Will this project be phased?

A. This project will not be phased.

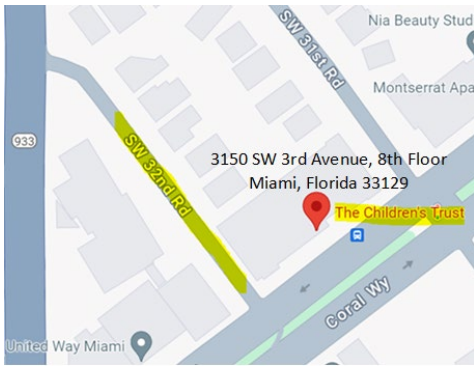
Q. EXISTING FURNITURE - Is there any existing furniture? If there is, do you need us to remove it? Please, provide scope and floor plans if we are to remove it.

A. Applicants will not be responsible for the removal of existing furniture.

Q. DELIVERY - Can the site receive 53' trailers? Is there a dock? Are there any clear height limitations for vehicles on the property?

A. Building has the following restrictions. It is highly recommended that applicants review these restrictions with personnel during the site visit on Tuesday August 20 at 1:00 pm.

- Parking garage clearance is 7'4"
- Building does not have a dock or cargo elevators.
- Access to The Children's Trust office is by using two elevators and stairwells from the 7th Floor of the parking garage to the 8th Floor.
 - Elevator measurements 6 feet 8 inches wide and 5 feet 5 inches deep with a weight capacity of 3,500 pounds
- 53' trailers can park on the street adjacent to the building. See highlighted street available for parking on the map below.



Q. EXECUTIVE/DIRECTOR AREA – Any standing desks in this area?

A. Applicants shall price both options standing desks and regular desks for all 15 desks in this area.

Q. EXECUTIVE/DIRECTORS AREA - What kind of storage? Examples: Pedestal BBF, Pedestal FF, lateral file, mobile pedestal, storage cabinet, wardrobe cabinet, open bookshelf, combination unit?

A. We are not familiar with examples provided. However, the current area has open bookshelves and 2 drawer vertical file cabinets. Office currently uses mobile pedestal storage in other areas. Storage should maximize limited space in the area. Storage should be secured and locked.

Q. EXECUTIVE/DIRECTORS AREA - Guest chairs - plastic or upholstered? With casters or without?

A. Chairs are excluded from this project.

Q. EXECUTIVE/DIRECTORS AREA - Will the doors need to be locking or non-locking.

A. Applicants shall price both options locking and non-locking.

Q. EXECUTIVE/DIRECTORS AREA - Any accessories? i.e., surface mount power module or USB, markerboard, monitor arms (dual or single)

A. Applicants shall include accessories priced as optional items, each with its own separate line item. Monitor arms are excluded from this project.

Q. EXECUTIVE/DIRECTORS AREA - What is the requested height of the panels?

A. Panel Height: 68 inches (5 feet 8 inches)

Q. ASSOCIATE DIRECTORS - What is the requested height of the panels?

A. Panel Height: 68 inches (5 feet 8 inches)

Q. ASSOCIATE DIRECTORS - Can guest seat be a mobile ottoman solution? Or standard chair? if chair, plastic or upholstered? with casters or without?

A. Chairs are excluded from this project.

Q. ASSOCIATE DIRECTORS - What kind of storage? Examples: Pedestal BBF, Pedestal FF, lateral file, mobile pedestal, storage cabinet, wardrobe cabinet, open bookshelf, combination unit?

A. We are not familiar with the examples provided. However, the current area has open bookshelves, 2 drawer vertical file cabinets. Office currently uses mobile pedestal storage in other areas. Storage should maximize limited space in the area. Storage should be secured and locked.

Q. ASSOCIATE DIRECTORS - Any accessories? i.e., surface mount power module or USB, markerboard, monitor arms (dual or single)

A. Applicants shall include accessories priced as optional items, each with its own separate line item. Monitor arms are excluded from this project.

Q. OPS - What kind of storage? Examples: Pedestal BBF, Pedestal FF, lateral file, mobile pedestal, storage cabinet, wardrobe cabinet, open bookshelf, combination unit?

A. We are not familiar with the examples provided. However, the current area has open bookshelves, 2 drawer vertical file cabinets. Office currently uses mobile pedestal storage in other areas. Storage should maximize limited space in the area. Storage should be secured and locked.

Q. OPS - Lshape to have curved corner like the rendering? OR 90 deg corner like the 2D?

A. Prefer curved corner to maximize surface work area.

Q. OPS - Station near restroom - maximize storage capacity with minimum/standard worksurface? not as large as the others?

A. Worksurface to match other areas similar in size.

Q. OPS - Any accessories? i.e., surface mount power module or USB, markerboard, monitor arms (dual or single)

A. Applicants shall include accessories priced as optional items, each with its own separate line item. Monitor arms are excluded from this project.

Q. FINANCE - 3 different styles are being presented here. Did you prefer the Lshapes, the long wishbone, or clusters of 4?

A. Only two styles are presented in Attachment B of the Office Redesign RFP the clusters of 4 design and wishbone design. The Lshapes option is a reference to separate the OPS area that is adjacent to the Finance area. Looking to provide privacy for the Finance section and to maximize storage capacity for files and paperwork. Wishbone design can offer additional storage integrated into the endcaps increasing the overall storage capacity. The Children's Trust is open to solutions that meet the needs of the Finance area.

Q. ALL AREAS - Task chairs will not be a part of the scope, correct?

A. Chairs are excluded from this project.

Q. GENERAL - Is the decision heavily price based? or prefer that we provide the best possible solution based on the budget provided?

A. The Children's Trust is looking to obtain the best possible solution at the best price point not to exceed the budget presented.

Q. SITE VISIT - What times are available for the Site Visit scheduled for August 20th?

A. Applicants are invited to visit the Children's Trust, 3150 SW 3rd Avenue, 8th Floor on August 20, 2024 at 1:00 p.m.