



Request for Proposal

RFP Date: 8/25/2023

Project: TOOF - Furniture Consultant Company

Project Address: 780 S Hwy 183, Austin, TX. 78741

Owner: The Other Ones Foundation

RFP Contact: liz@toofound.org

Submit Bids via email no later than: 9/25/2023

Submit Bids to: adel.maitland@toofound.org

Dear Bidder,

Your firm is invited to submit a Proposal for the below open-shop scope of work. The following proposal request will outline the project goals and detail the format you should submit your proposal. In order for your proposal to be considered, your proposal must meet our deadline due date.

If you are interested in bidding, please confirm via reply email. If you cannot provide a price, please let me know by return email.

Proposal due: 9/20/2023



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Company Overview

TOOF, a 501(c)(3) tax-exempt organization, is a nonprofit that provides extremely low-barrier employment, case management, emergency shelter and humanitarian aid to people experiencing homelessness in Austin, TX.

Jobsite Walk Pre-Bid

Bidder may attend the onsite Pre-Bid Walk, September 11th at 10am, at which the requirements of the Bidding Documents are reviewed, and a Project site visit is conducted. The Owner requires all Pre-Bid Conference attendees to arrive for the meeting on time and to sign an attendance list, which in turn is used to determine if Bidders meet this requirement. Email full names and titles of all persons attending to RFP Contact no later than 12:00 Noon Central 1 day prior to job-walk.

Contract Type

The Owner will engage with the Contractor under a Lump Sum arrangement using an industry standard Master Service Agreement (“MSA”) Between Owner and Contractor where Work is provided under multiple Work Orders, and/or Purchase Orders. The selected bidder to perform as the Contractor for this project shall initiate performance of the project upon receipt of a “Bid Award Letter” from the Owner while the Owner and Contractor finalize costs, schedules, and scopes in the purchase order. The term of this engagement will be for approximately twelve (12) months commencing on 10/1/2023 to 10/1/2024.

Owner Contacts:

Primary:

Liz Baker

Chief Programs Officer

liz.baker@toofound.org

Alternate:

Adel Maitland

Contract & Risk Manager

adel.maitland@toofound.org

Project Information

Furnish Esperanza's Community Center, Vocational Center, 2 modular buildings, and flexible use spaces (4 of varying sizes). Spaces will include approximately 23 offices, 5 conference rooms, 3 reception lounges, 4 training rooms and 1 lounge. Furnishings will include, but are not limited to, office desks, file cabinets and chairs, conference tables and chairs, lounge furnishings, rugs and wall decor. Must include an interior design service to make recommendations on pieces that fit the Emergency Shelter use case, balancing creating a trauma informed environment, versatility and durability of pieces.

Delivery and install schedules may vary, based on construction phasing, with an estimate of having all furnishings onsite within 9 months. The bidder must agree to having all furnishings installed by deadlines, with a minimum 45 days notice provided by the Owner.

Principles of Trauma Informed Environment which should be considered:

- Durable and easy to clean, while incorporating natural materials and colors to increase a sense of calm.
- Furniture needs to be considered for how it affects residents' sense of safety, perceived crowdedness, and relationship to staff (e.g., communicative or authoritative).
- ADA accessibility
- Promote the opportunity for choice while balancing program needs and the safety/comfort of the majority
- Facilities need to be aesthetically pleasing – not institutionally sparse – but visual complexity should be kept to a minimum
- Engage the individual actively in a dynamic, multi-sensory environment. Seating that increases socialization. Allowing residents to rearrange a chair or other small pieces of furniture enhances their sense of control and independence.

The project scope is defined by the project documents, but the Owner will have additional scopes of work that are not shown on the project documents during the Tender. The additional scopes of work will be carried as allowances on the bid forms and the Owner and Contractor shall review and agree each additional scope, schedule, cost and fee on a case-by-case basis after the Owner awards the project to the Contractor and include the additional scope through processing a Change Order to the Purchase Order. Contractor shall provide information requested by Owner, including copies of subcontractor bids, materials costs, labor estimates, etc. to substantiate and validate the scope of work and proposed cost for each Change Order.

Bid Instructions

General Bid Instruction

The purpose of this document is to provide bidding Contractors with instructions to prepare a complete Lump Sum Bid for the project scope.

The following instructions are provided to assist the bidders with scopes of work that may not be clear on the drawings or between trades. This document is in no way to be construed as a complete scope list. Each Contractor is responsible for providing a complete bid that includes all costs for execution of the work in a proper manner.

Bidder, by making a Bid, represents that:

1. Bidder has read, understood, and made the Bid in accordance with the provisions of this Request for Proposal (RFP) and all other Bid Documents.
2. This RFP and all final Bid Documents shall be incorporated into the contract of the awarded bidder. Bidder confirms acceptance of all requirements in this document.
3. Bidder has visited the Project site and is familiar with the conditions under which the Work is to be performed and the local conditions as related to the requirements of the Bid Documents.
4. At the time of submission of the Bid, Bidder and all Subcontractors, regardless of tier, have the appropriate current and active licenses, certifications, etc. as required to perform the Work in the Bid Documents.
5. Bidder has the expertise and financial capacity to perform and complete all obligations under the Bidding Documents.
6. The person executing the Bid Form is duly authorized and empowered to execute the bid forms on behalf of Bidder.
7. The Bidder agrees to submit their bid using the Bid Form provided with the Bid Documents and shall do so providing all pricing, quantities and breakouts indicated.
8. Bidder is aware of and, if awarded the Contract, will comply with all applicable Federal Procurement Requirements in its performance of the Work.
9. Bidder will identify all scope gaps or items that do not seem complete in the Bid Documents and submit to the Owner as a Bid RFI.

Project Specific Bid Instructions

1. **INCLUDE in your bid a complete, detailed proposed Project Schedule.** This schedule is a requirement for the bid to be considered. Schedules should include mobilization and demobilization dates, major activities and durations that demonstrate to the Owner that the Contractor comprehends the overall project phasing.
2. Fill out Attachment #1 ensuring to carefully complete requirements in each tab to include providing specific furniture recommendations based on office dimensions and answering bid specific questions.
3. Contractor shall physically supervise ALL Work performed on site(s), to include self-performed and subcontracted work, investigations, material delivery, AHJ inspections, cleanup, maintenance of temporary facilities, etc.

4. Work is to be performed during normal hours (0730 – 1730, M-F) unless coordinated in advance with the Owner. Contractor may work overtime if needed to maintain the project schedule. Overtime to meet the project schedule shall be coordinated between the Owner and Contractor, Overtime or increases in crew sizes to meet the project schedule that have costs in excess of the Contractors Lump Sum price shall not be billed, charged to the Owner – the Contractor establishes working hours, crew sizes, span of control and efficiency to complete the project on time and maximize resources.
5. Contractor agrees to adhere to the TOOF Work Rules, while working on the premises.
6. Daily cleanup is a safety requirement. Therefore, include in your bid the cost to clean up the debris generated by all field operations, daily, no exceptions.
7. Provide all warranties specified, to include “Special Warranties” or other similar type warranties, that are to be provided by the manufacturer per the terms and durations in the specifications.
8. Contractor Change Order Requests shall show cost breakouts for labor, material, equipment rentals, subcontractor backup proposals and all markups..
9. Receive, unload, inspect, inventory, document, store, protect, double-handle if necessary, set and install Owner Furnished Contractor Installed Equipment/Furniture.
10. Contractor agrees that all non-confirming work for which they or their subcontractors are responsible will be remedied at no scheduled impact or cost to Owner.
11. Contractor agrees to ensure all changes are pre-approved in writing as expeditiously as possible. It is incumbent on the Contractor to solicit scope, schedule, and budget impacts for potential changes from subcontractors as soon as the potential change is recognized.



Bid Questions

Submit via email in ONE excel document at ONE time all bid questions directly to adel.maitland@toofound.org and/or liz@toofound.org. Faxes will NOT be accepted. Bid questions and answers will be consolidated and distributed to all bidders in an addendum, unless the response negates a competitive advantage from the question submitter.

Bid Documents

1. Request for Proposal (RFP)
2. Attachments - In addition to this RFP document, the following Attachments have been provided along with the RFP to assist Respondents in their RFP bid response.
 - a. Attachment #1: [Per office dimensions - furniture recommendations](#)
 - b. Attachment #2: [Facility floor plans/renderings](#)
3. Proposal Deliverables
 - a) [Completed Attachment #1](#)

Clarifications

1. Respondents are reminded that the information contained within this RFP, including other data appended or related to it, is the property of the Owner, is confidential and proprietary to the Owner, and may not be reproduced in whole or in part without the express written permission of the Owner. Respondent shall not disclose or release any such information for any use or purpose, other than as required to respond to this RFP, without the prior written approval of the Owner. If requested, all such information shall be destroyed or promptly returned to the Owner. Unless otherwise notified and agreed to in writing, all communications, whether electronic, verbal, written, or by any other means, between personnel or other representatives of the Respondent and the Owner's associates or other authorized Owner Agents/Representatives, shall also be considered confidential.
2. Proposals will be opened privately. All proposals shall be complete and final and must be guaranteed for 120 calendar days after the date established for the receipt of proposals.
3. By submitting proposals, Respondents represent that they are experienced and qualified firms, capable of performing the work required of them by the proposal documents. Respondents further indicate that they have carefully reviewed the information provided pertaining to the Projects in full and have considered all of the conditions surrounding and relative to the performance of their work. Respondents shall include all applicable State Sales and Use Tax as it pertains to their proposal.
4. The Owner reserves the right to accept or reject any submitted proposals and to revise the services required at its discretion.

Disclaimer: The Owner has issued this RFP to solicit proposals from potential furniture firms for a comprehensive evaluation of their proposals as outlined in the attachments. This is not an offer to contract for services. Only the execution of a written contract will obligate the Owner in accordance with the terms and conditions contained in such a contract. All cost associated with preparing the RFP response is borne by the respondent.