

**Request for Proposals
Lobby Plan Design and Reception Furniture**

INTRODUCTION

Through this Request for Proposals (together with all attachments hereto, this “RFP”), Rhode Island Housing seeks proposals from qualified firms to provide a new lobby plan design and reception furniture, including workspace, file and storage cabinetry for two reception staff members.

INSTRUCTIONS

A mandatory walk-through to view the lobby space will be held on **Tuesday, December 9, 2014 at 8:00 a.m.** Rhode Island Housing staff will be available to review the specifications and discuss the concept of the new floor plan. Interested parties are encouraged to field verify the space at this time to use in any design plan.

One original and two copies of your proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: Guy V. Pirolli, Real Estate Manager. Proposals should be concise and include all attachments and work samples. Proposals must be presented on business letterhead.

Proposals must be postmarked and received **no later than 5:00 p.m. on Thursday, December 18, 2014.** Proposals received after the due date shall be returned unopened.

A cover sheet with the following information must be displayed on the proposal package:

Name of Bidder
Address of Bidder
Due Date
RFP – Lobby Plan Design and Reception Furniture

Proposals may be withdrawn or amended by bidders at any time prior to the proposal submission date. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

The Scope of Work is set forth in Attachment A. Please also see Attachment D for contract terms and conditions.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

Provide a brief description of your firm, including at least the following information:

1. Name of the principal(s) of the firm
2. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal
3. Address of all offices of the firm
4. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Please include the following information:
 - a. Warranty information on all items quoted
 - b. A list of replacement parts with unit pricing, if applicable
 - c. Lead time for delivery after receipt of order
2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Please provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
6. Describe how your firm will handle actual and or potential conflicts of interest.

C. Design and Product Description

Provide a detailed description of your proposed lobby plan design and all reception furniture proposed to be incorporated into such design. It is recommended that you include narrative descriptions, drawings, photographs, and/or any other material that presents a comprehensive picture of your proposal for reception furniture and configuration.

D. Fee Structure

The cost of materials and services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for the Scope of Work using the pricing schedule form provided at Attachment B. Without limiting the foregoing, include all costs for design services, furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation, tax, and any other costs or fees that may be incurred in the performance of the Scope of Work.
2. Provide an itemized breakdown of billing rates, hourly costs, and reimbursable expenses for any services that may be requested in addition to the services previously described.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.

E. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

F. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Guy V. Pirolli, gpirolli@rhodeislandhousing.org** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **Thursday, December 18, 2014**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the scope of work.
- Cost
- Ability to perform within time constraints
- Integration of furniture type with lobby space and existing birch finishes, as described in the Scope of Work
- Capacity of design to enhance staff security
- Availability of all products; delivery and installation by March 13, 2015, or sooner
- Ability to meet specifications, terms and conditions set forth in the Scope of Work and the Contract Terms
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations by references
- Other pertinent information submitted

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted proposals for all or part of the lobby plan design work and reception furniture identified in the Scope of Work. Rhode Island Housing's objective is to award the proposal to one bidder. However Rhode Island Housing reserves the right to award this proposal to multiple bidders on an item-by-item or item group basis.

Please ensure that all requested information be included with your response. Failure to include information may result in the rejection of your proposal.

By this Request for Proposals, Rhode Island Housing has not committed to undertaking the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

Please direct all inquiries seeking clarification on the Scope of Work in writing by email to: Guy V. Pirolli at gpirolli@rhodeislandhousing.org. The deadline for written inquiries is December 16, 2014. Any responses to written inquiries that materially change or clarify the RFP will be distributed by addenda to all parties that have received a copy of the RFP.

Attachment A Scope of Work

LOBBY PLAN DESIGN AND RECEPTION FURNITURE SPECIFICATIONS

Rhode Island Housing seeks to purchase reception desk furniture for its main lobby, which will be installed in an area comprised of approximately 700 square feet. This area is the main entry point for all guests and customers visiting Rhode Island Housing. We are seeking a new lobby plan and furniture design to provide secure workspace for two reception employees. Our objectives are to replace the existing freestanding desks with a furniture system that affords reasonable customer access to staff while, at the same time, provides an enhanced level of security for those employees.

The successful respondent will be responsible for designing a new lobby plan and procuring, delivering and assembling reception furniture that meets the description provided below. Each of these components must be described in the proposal and included in the price. A basic schematic showing the dimensions of the lobby space is set forth at [Attachment C](#).

At a minimum, Rhode Island Housing requests reception furniture that meets the following description:

- Reception desk (as described herein, “Reception Desk”) that provides a continuous line of work/writing surface, package drop styled reception top (and a handicap accessible station area as part of the desktop design). Reception Desk shall be a minimum of at least 200 lineal inches in overall length, or as much as required to maximize the available area, with sufficient workspace and seating for two employees. Designs may incorporate diagonal positioning between the existing column and the easterly wall (see [Attachment C](#)). Rhode Island Housing seeks to enhance staff security by moving from existing freestanding desks to a new continuous counter or bank-style “teller-line” design that provides for separation between employees and guests/customers. All integral pieces must be of the same manufacturer and be of matching style/color.
- Reception desk cabinetry (as described herein, “Under-Desk Cabinetry”) sufficient for two employees that offers storage below the line of the Reception Desk, either moveable or built into the desk. At a minimum, each design must provide one (1) box/box/file pedestal and one (1) file/file pedestal for each of the two workstations. All Under-Desk Cabinetry must be of the same manufacturer and same style/color, and match the Reception Desk.
- Cabinetry to the rear of the desk space (as described herein, “Rear Cabinetry”) providing, at a minimum, the following storage units: one (1) four-drawer lateral file cabinet (36”); one (1) two-drawer lateral file cabinet (42”); and

one (1) two-door cabinet (approximately 36" high by 36" wide). All Rear Cabinetry must be of matching manufacturer or style, and match or complement the Reception Desk and Under-Desk Cabinetry. All cabinetry must be lockable. Metal cabinetry is acceptable, however wood is preferred.

- 2 task chairs shall be required for staff. Chairs should be adjustable and commensurate with the proposed work surface height of the reception desk.

The following requirements shall also apply:

- Furniture must be available and installed no later than **March 13, 2015**.
- The successful respondent will be responsible for: verifying all site dimensions, maintaining all minimum clearances required by code, overseeing product orders, deliveries, installations and punch-lists.
- Colors/Finishes: The Rhode Island Housing lobby contains natural birch flooring and wall trim. Any furniture system proposed for the lobby must include a wood finish that will closely match or complement existing conditions or be natural birch that can be finished to match the existing woodwork.

Attachment B
Pricing Schedule

Please provide pricing for all items submitted as part of your bid. An outline of required items (each as further described in the Scope of Work at Attachment A) is as follows. Please note, all integral pieces must be of the same manufacturer and be of matching style/color:

1. Reception Desk & Pieces: \$ _____

2. Under-Desk Cabinetry, if additional: \$ _____

3. Rear Cabinetry: 4 Drawer: \$ _____

 2 Drawer (ea): \$ _____

 2 Door Cabinet: \$ _____

Other: \$ _____

Other: \$ _____

4. Chairs (ea): \$ _____

Additional Services/Fees/Charges:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Attachment C
Floor Plan

(attached)

Attachment D Contract Terms

GENERAL TERMS:

By submitting a proposal, the respondent agrees and assures that information contained in his/her proposal is accurate to meet the needs of Rhode Island Housing as set forth in the Scope of Work; specifications are adequate; and that the respondent accepts the terms and conditions set forth herein. Any exceptions should be noted in the respondent's proposal. Unless otherwise specified, all proposals shall be valid for 90 days from the deadline for submissions.

If Rhode Island Housing and the successful respondent (the "Contractor") do not enter a separate contract, the agreement shall consist of the Request for Proposals and all attachments and amendments thereto (including without limitation these Contract Terms), the signed proposal submitted by the Contractor, and a purchase order or letter of agreement requiring the signatures of Rhode Island Housing and the Contractor, all of which shall be referred to collectively as the "Contract Documents."

In the event one or more clauses of the Contract Documents are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract Documents.

The Contract Documents may not be amended, modified, or supplemented except by mutual written agreement of the parties.

The Contract Documents and the rights and obligations of the parties thereunder shall be governed by and construed in accordance with the laws of the State of Rhode Island without reference to its conflicts of laws principles. The Contractor agrees that any litigation action or proceeding arising out of this Contract shall be instituted in a state court located in the State of Rhode Island.

Neither party to the Contract Documents shall assign the Contract Documents without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of Rhode Island Housing.

DELIVERY NOTIFICATION

Contractor shall notify Rhode Island Housing no later than forty-eight (48) hours prior to delivery and installation of the reception furniture ordered pursuant to this RFP. Delivery notification shall be made to Guy V. Pirolli, Real Estate Manager, at 401-457-1290. Receiving hours are Monday – Friday, 7:00 AM – 5:00 PM, or by mutual agreement. Delivery and installation shall take place no later than March 13, 2015. Time is of the essence in the performance of the Contract Documents.

All shipping containers shall be properly and legibly marked or labeled on the outside with the description of the items and purchase order number. Contractor must include packing or delivery slips containing the following information:

- Rhode Island Housing - Reception Furniture
- Delivery Address: 44 Washington Street, Providence, RI 02903
- [Line item description]
- [Quantity ordered]
- [Quantity included in shipment]

TAX EXEMPTION

Rhode Island Housing is exempt from the payment of Federal Excise Taxes on articles not for resale and from the Federal Transportation Tax on all shipments. Rhode Island Housing is exempt from the payment of Rhode Island Sales and Use Taxes. Contractor and any subcontractor thereof shall adjust his or her quote accordingly, and shall not collect or attempt to collect such taxes from Rhode Island Housing. Rhode Island Housing will furnish exemption certificates upon request.

INDEMNIFICATION

Contractor releases, waives, discharges and covenants not to sue Rhode Island Housing or any representative, manager, operator, official, officer, director or employee thereof (collectively, the "Released Parties") for any injury, death, damage, loss or claim incurred by Contractor or any agent or representative of Contractor arising out of or in connection with the performance of the Contractor, or any agent, representative, or subcontractor thereof, under the Contract Documents.

The Contractor hereby indemnifies and holds the Released Parties harmless from any and all loss, damage, claims, causes of action, costs and expenses (including attorney's fees) arising from or related to the acts or omissions of the Contractor or any agent or representative of the Contractor in connection with the performance of the Contractor, or any agent, representative, or subcontractor thereof, under the Contract Documents.

CONTRACTOR'S LIABILITY INSURANCE

During the term of the Contract Documents, Contractor shall maintain the following insurance coverage:

- 1) Commercial General Liability -- \$1,000,000 per occurrence or more (bodily injury and property damage);
- 2) Automobile Liability (including hired & non-owned) -- \$1,000,000 per occurrence or more (bodily injury and property damage);
- 3) Workers Compensation (for all personnel in compliance with applicable state law).

Rhode Island Housing shall be named as an Additional Insured on the Commercial General Liability insurance as follows:

Rhode Island Housing and Mortgage Finance Corporation
44 Washington Street
Providence, Rhode Island 02903

Rhode Island Housing shall be added as an Additional Insured at no supplemental cost to Rhode Island Housing. Prior to the date of performance under the Contract Documents, Contractor shall provide Certificates of Insurance to Rhode Island Housing. Such certificates, in addition to proof of coverage, shall contain the standard accord statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

PERFORMANCE TERMS AND CONDITIONS

Items shall be delivered to Rhode Island Housing at 44 Washington Street, Providence, Rhode Island 02903 with prior notification as set forth above (see Delivery Notification above). Contractor will have complete responsibility for the items until delivered, assembled, and approved by Rhode Island Housing. All transportation and assembly arrangements will be the responsibility of the Contractor.

Contractor shall provide final site clean-up upon completion of installation. All crating and other debris **must** be removed from the premises and disposed off-site. The Contractor will be solely responsible for correcting damage to the premises resulting from the delivery and assembly process.

DEFAULT CONTINGENCY

In the case of default by the Contractor, under the terms of the Contract Documents, Rhode Island Housing may procure substantially similar items from other sources and Contractor will be responsible for any excess cost occurring as a result of Contractor's default.

STORAGE CHARGES

Contractor shall cover the cost of monthly storage if, for any reason, delivery is postponed beyond the target date of March 13, 2015.

PAYMENT

Payment will be made upon receipt of an accurate invoice for goods that have been delivered, installed and accepted. Contractor may submit an invoice for partial installation. All furnishings must be installed, inspected and punch listed by Rhode Island Housing, and punch list items repaired or corrected, before final payment.