

June 15, 2023

Erik Oden
Executive Director Facilities, Maintenance, and Operations
Santa Rosa City Schools

Santa Rosa City Schools Furniture Standards

Proposal for Design Services

TLCD Proposal No. P20230044

Dear Erik,

Thank you for the opportunity to present this proposal for services for the Santa Rosa City Schools Furniture Standards. We are excited to be able to partner with the district through the process of discovery and consensus-building in establishing furniture standards to meet the needs of 21st century learning environments, as well as support and administrative spaces throughout Santa Rosa City Schools.

As discussed in our meeting on Wednesday, June 7th 2023, we recommend beginning the process aligning with a Furniture Dealer through a Request for Qualifications process. Alignment with a dealer partner early in the process will provide the District with the best overall value for services under TLCD Architecture's contract.

A. Project Description

Establish Furniture Standards for implementation across the district inclusive of Transitional Kindergarten, Kindergarten, Elementary, Middle and High School classroom, specialty and support spaces for students, staff, and administrators. Standards established will address the many modes of learning, support flexibility and provide a framework for purchasing. The standards will address a kit-of-parts to furnish spaces at different volumes of purchasing for years to come.

B. Scope of Services

We recommend that the scope of services be broken down into two segments. The first segment (outlined in the scope of services below) will be to bring a qualified Furniture Dealer into the design team through an RFQ process, inclusive of a shortlist and Furniture Fair and Presentation

in lieu of Interviews. Under TLCD’s contract, the Furniture Dealer will help in the facilitation and development of the District furniture standards. TLCD will coordinate with the District regarding the desired space types and breadth of standards scope as well as pilot opportunities, locations and strategy for broad engagement. Once the Furniture Dealer is selected, TLCD will coordinate tours of recommended manufacturers and recently completed 21st century learning environments in the Bay Area aligned with the experience presented by the Dealer in the RFQ.

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The second segment (to be covered in an Amendment to the contract) will include development and design for the specific pilot classroom opportunities across the District, working with contracts and purchasing for order placement with an installation over 2023 Winter Break. Evaluation of the pilot and planning for inclusion of the positive takeaways into the standards. Documentation and communication of process and decision making toward the completion of an established District standard for space types and learning modalities that can be incorporated as varying purchase volumes in the future.

Our proposed Scope of Services for segment one includes:

RFQ and Short List

1. Draft language for inclusion into the Request for Qualifications to be issued formally by the District.
2. Develop scoring criteria for evaluation of RFQ responses.
3. Up to two (2) meetings with the District. This includes but is not limited to Facilities, Contracts, Legal or established ‘Furniture Committee’ teams.
 - a. Draft language and scoring criteria review meeting
 - b. Review of responsive dealer submissions
4. Prepare agendas and meeting notes to summarize discussion and action items for the team.
5. Coordination of schedule.
6. Response to Furniture Dealer questions during RFQ process to be issued formally by the District.
7. Review RFQ responses from Furniture Dealers and score if requested by the District.
8. Collect and synthesize scoring from District stakeholders for shortlist recommendation to the District if requested by the District. Shortlist award to be communicated formally by District.

Furniture Fair and Presentation Coordination

- 9. Coordination of Furniture Fair and Presentation details and restrictions for shortlisted Dealers.
- 10. One (1) onsite Furniture Fair planning and coordination meeting with District to review approach and determine required space.
- 11. Develop scoring criteria for evaluation of Furniture Fair / Presentation.
- 12. Up to two (2) days onsite for coordination of Furniture Fair event preparation, installation, presentations to stakeholders and Dealer/Manufacturer clean up and break down.
- 13. Collect and synthesize scoring and make recommendations to District.

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Planning for District Standards

- 14. One (1) meeting to review procurement requirements/methods desired by the District.
- 15. One (1) meeting to review pilot opportunities and determination of 'how many' pilots will be included in scope as well as strategy for engagement. Review District-provided associated budget.
- 16. Prepare agendas and meeting notes to summarize discussion and action items for the team.
- 17. Coordination of schedule.
- 18. Scope of services draft for coordination with Furniture Dealer partner and contract amendment development.
- 19. Coordinate manufacturer tours and local school District tours with Furniture Dealer partner, schedule and logistics planning.
- 20. Two (2) days for tours of manufacturer showrooms and school installations.

C. Assumptions and Exclusions

The following list of services are excluded, by may be provided for Additional Services.

- 1. Issuance or public posting of RFQ on behalf of the District.
- 2. Provision of space for Furniture Fair presentations.
- 3. Legal review or recommendations for inclusion or exclusion of language in RFQ.
- 4. Cost Estimating.
- 5. All services not explicitly noted in this proposal.

D. Schedule

The proposed project schedule is subject to adjustment based on approval of the agreement, written authorization to proceed and availability of stakeholders.

- 6/28/2023 Board approval
- 7/7/2023 Draft language to District for issuance of RFQ
- 7/14/2023 District issues RFQ
- 7/20/2023 Final day for questions
- 7/21/2023 Responses issued
- 7/28/2023 RFQ deadline
- 8/2/2023 Shortlist announced
- 8/14/2023 Furniture Fair in lieu of interviews
- 8/16/2023 First day of instruction
- 8/18/2023 Furniture Dealer award
- End of August Furniture Tour dates

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E. Compensation

For services under the agreement, we propose an hourly not to exceed contract with an estimated total fee of \$65,000.

Any additional services that may be required during the project must be requested by the Architect and approved in writing by the District before they are performed.

Reimbursable expenses will be billed at 1.1 times cost. Total estimated reimbursable expenses are \$2,500. This does not include expenses for tour dates described in the proposal such as transportation, meals, etc.

F. Hourly Billing Rates

See attached Exhibit A for Architect’s standard billing rates.

Thank you for the opportunity and we sincerely look forward to working with you on this exciting endeavor.

Sincerely,



Stacey Walker, NCIDQ, IIDA, LEED AP (*she/her*)
 Principal, TLCD Architecture

SCHEDULE OF HOURLY RATES

2023

Project Administration	\$130
Designer	\$155
Senior Designer	\$165
Project Captain	\$175
Interior Designer	\$175
Senior Project Captain	\$185
Project Architect	\$195
Senior Interior Designer	\$195
Senior Project Architect	\$220
Project Manager	\$220
Principal	\$245

These rates are effective for the calendar year 2023 and are subject to change one time annually.