

**Furniture, Fixtures & Equipment Specification Guide
for
Sonoma Clean Power Authority**

October 12, 2020

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Project Description

Sonoma Clean Power Authority (SCP) is a public agency with a mission to help solve the climate crisis while keeping energy affordable. In June of 2021 SCP will be moving to its newly renovated 14,800 sf headquarters. The building will include a showcase of zero-carbon technologies, including heat pumps, solar photovoltaic parking structure with batteries and electric vehicle charging, induction cooking, and advanced efficiency measures like integrated LED daylighting controls and possibly mixed-mode HVAC with operable windows.

The new interior design will be modern and timeless, bright and airy, reflective of SCP's mission and sustainability practices. Certifications for FF&E such as (but not limited to) BIFMA, Level, Declare and Green Guard are highly encouraged. However, highly durable and functional furniture and finishes are the goal, balanced with the desire to create a modern, warm and welcoming space for both employees and visitors.



Project Scope

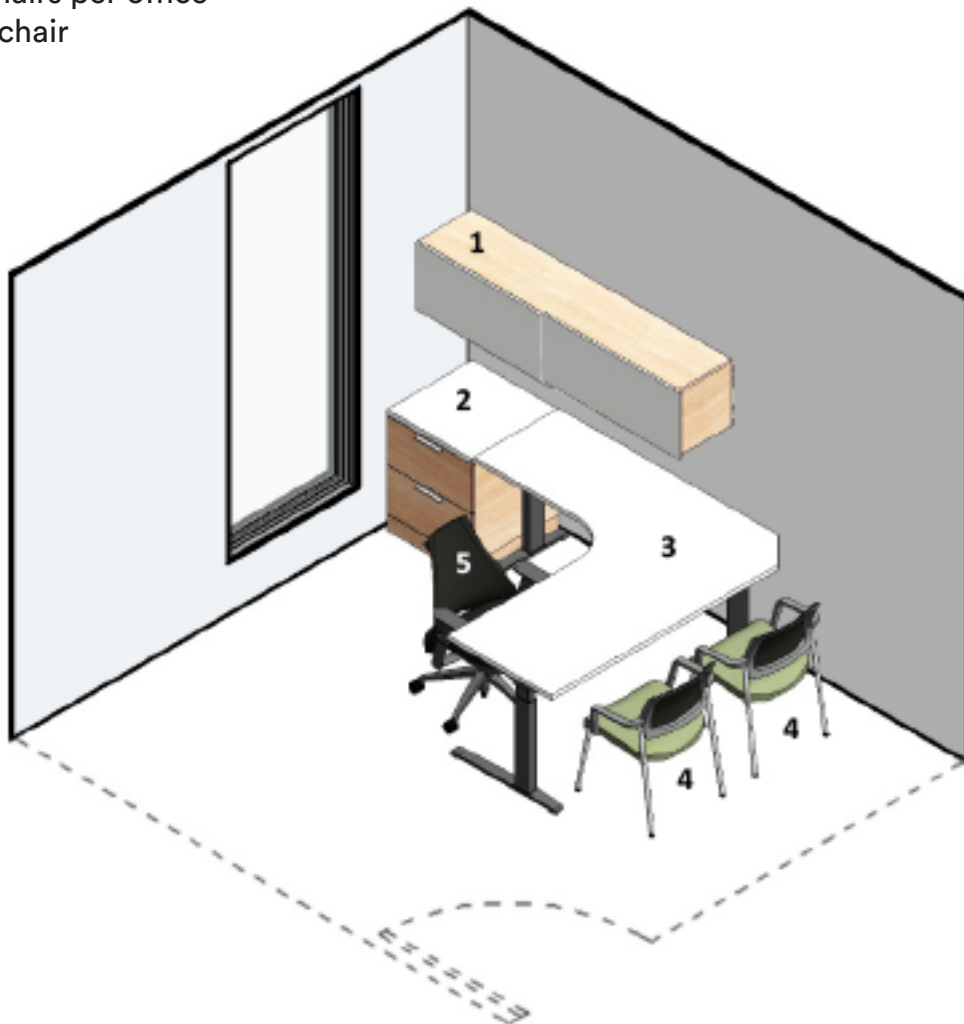
The scope of this RFP includes the procurement, purchase, delivery, and install of Furniture, Fixtures, and Equipment. There are six furniture types.

1. Private Offices
2. Open Office Workstations
3. Conference Rooms
4. Ancillary
5. Reception Desk
6. General Storage

Private Offices

All private offices to include the following shown in the diagram below including kit-of-parts, connectors, etc. as required. Refer to the architecture furniture plans and schedule for atypical office layouts. Note, SCP intends to reuse task chairs from their existing space. New task chair specs and aesthetics to be equal to or better than the existing reused task chairs.

1. Wall mounted overhead storage with sliding, lockable doors
2. Lockable file storage cabinet with worksurface top
3. “L” shaped electrified sit-stand desk with modesty panel attached to underside
4. Two guest chairs per office
5. Typical task chair



Open Office Workstations

All open office workstations to include the following shown in the diagram below including kit-of-parts, connectors etc. as required. Refer to the architecture furniture plans and schedule for atypical workstation layouts. Note, SCP intends to reuse task chairs from their existing space. New task chair specs and aesthetics to be equal to or better than the existing reused task chairs.

1. Glass panel above main divider spine
2. 42" high laminate/veneer gallery panel
3. Standard fabric panel at main spine
4. Typical task chair

NOTE:

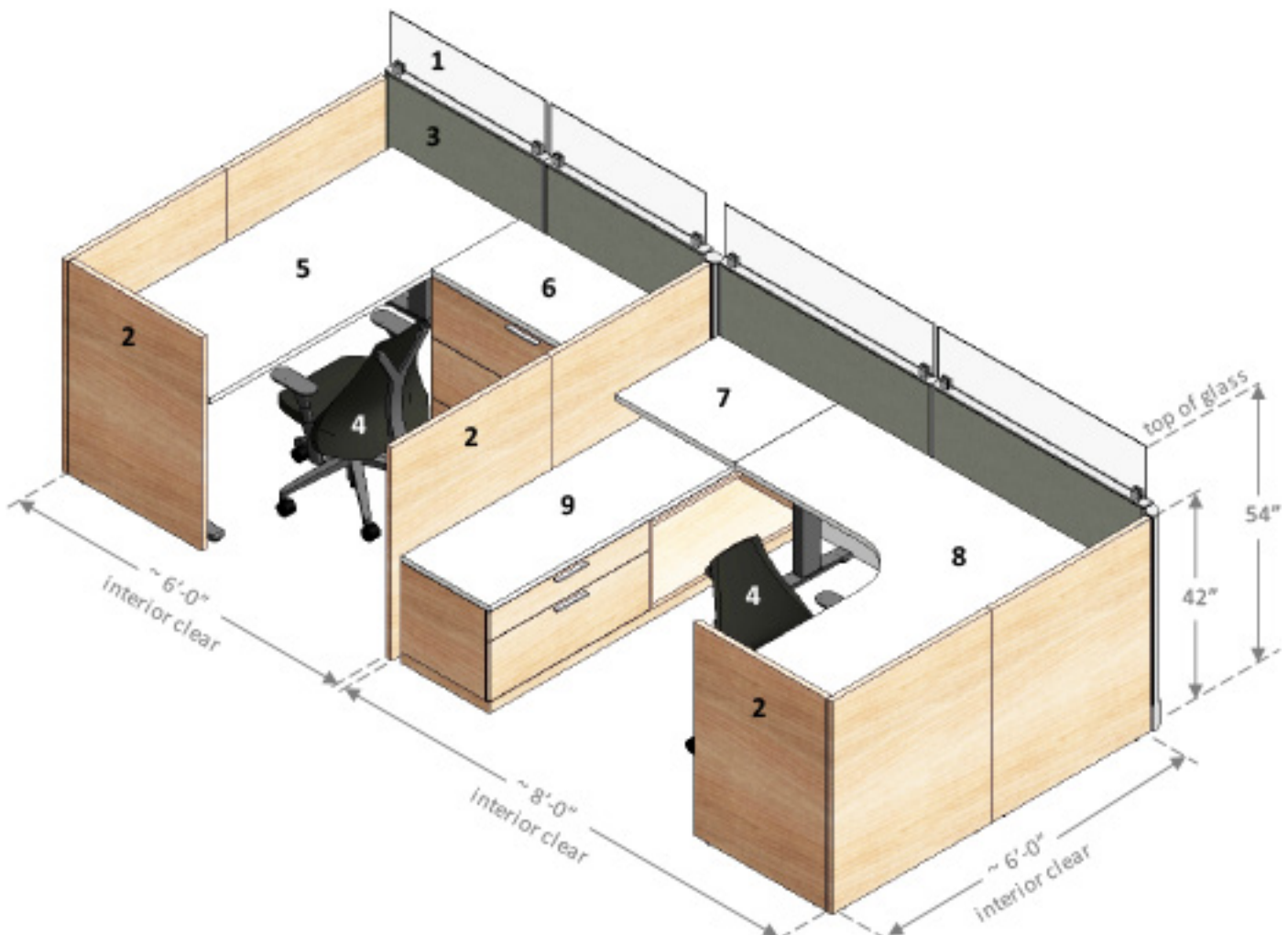
Provide options for workstation panel heights that address proper social distancing and shielding while maintaining visibility and sightlines.

At 6x6 workstations:

5. Electrified sit-stand desk
6. Lockable file storage cabinet with worksurface top

At 6x8 workstations:

7. Additional worksurface attached to main spine
8. "L" shaped electrified sit-stand desk
9. Low file and open storage cabinet, lockable, seat pad optional



Conference Rooms

All conference room tables to be equipped with power and data accessible at the table top. Table legs to be pedestal or “T” leg style to maximize seating capacity and leg room. Table finishes to coordinate with the rest of the specified furniture. Note, SCP intends to reuse conference room chairs from their existing space. New conference room chair specs and aesthetics to be equal to or better than the existing reused conference room chairs.

Ancillary

Lounge seating, chairs, and sofas should be comfortable, durable, and timeless. Sofas should be firm and high enough for people to stand up easily. Refer to the architecture furniture plan and schedule for the types of furniture pieces. See below for ancillary furniture look & feel. (Note: all finishes should be contract grade.)

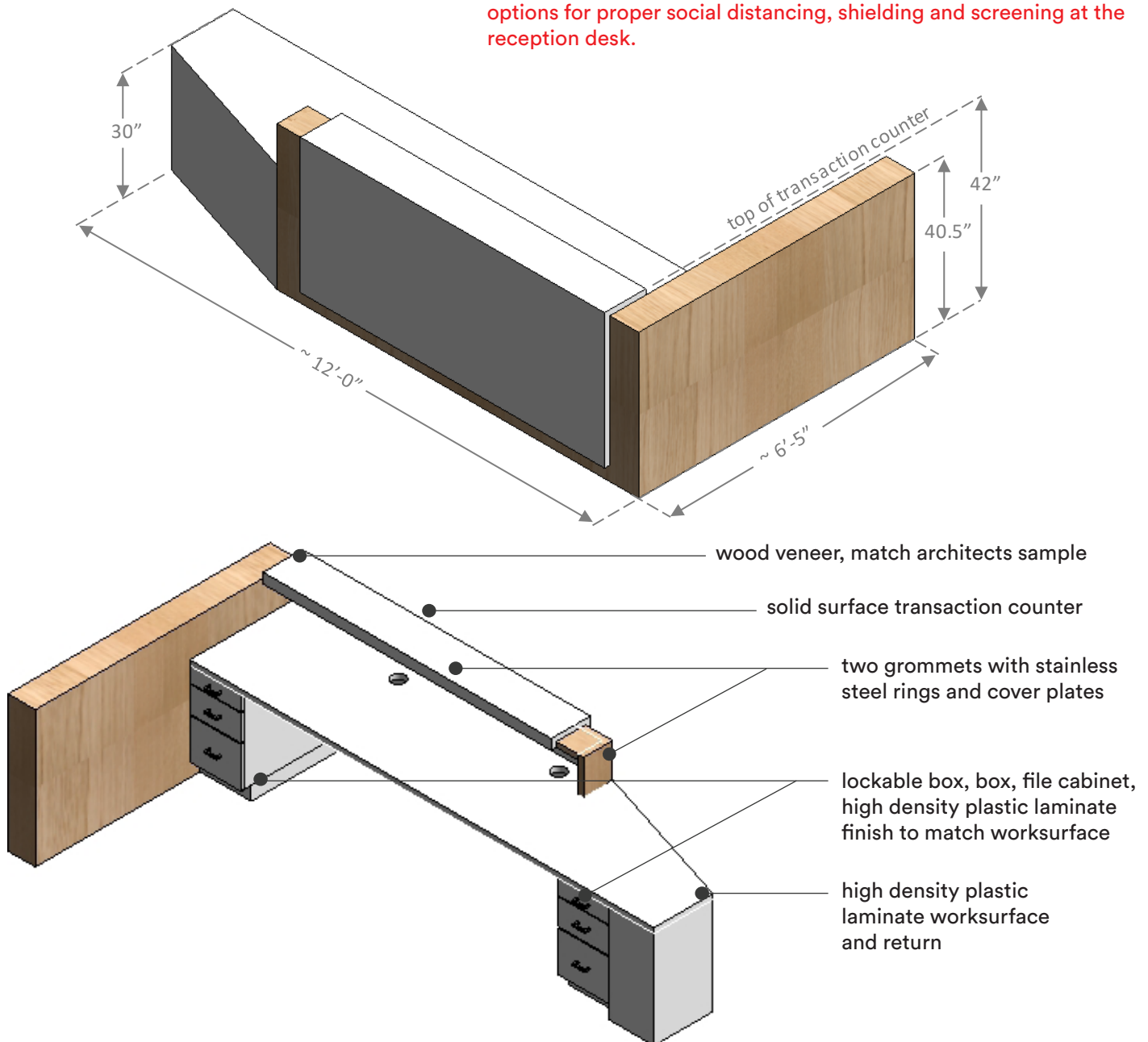


Reception Desk

Furniture dealer to propose a fabricator and coordinate design, construction and installation for the custom reception desk and provide shop drawings to the architect for review. See below diagrams for desk requirements and design intent. Refer to the architecture furniture plans and schedule for additional information.

NOTE:

When local jurisdiction allows the receptionists may receive visitors from the public along with employees of SCP. Provide options for proper social distancing, shielding and screening at the reception desk.



General Storage

All storage/files to be laminate, not metal, to cut down on sound transmission including those in private offices and open office workstations. Coordinate finishes with the rest of the specified furniture. Provide worksurface tops where applicable.

Scope of Work

Specifications

- All furnishings specified to be contract grade, mid-range or better, with standard warranties.
- Selected furniture lead times not to exceed 10 weeks to ensure meeting project deadlines.
- Recycled and sustainable materials are preferred and meeting BIFMA furniture sustainability standards and Level certifications are highly encouraged.
- Provide a full set of furniture specifications which represent preferred design intent.
- Provide a specification table including the items, product names, manufacturers, locations, quantities, materials/finishes and any applicable certifications.

Drawings

- Provide furniture and electrical plans, label and cross reference to furniture specifications
- Provide 3d views of proposed system furniture
- Coordinate with and cross reference architects plans
- Provide shop drawings
- Provide as-builts
- Coordinate with SCP's master schedule

Finish Sample & Product Mock-up

- Provide finish samples for review and approval.
- Provide demo samples of the ancillary seating pieces

Site Visit & Field Verification

- Furniture dealer is responsible for field measuring all locations for new furniture, including required clearances and power locations to assure proper fit and code compliance.
- Furniture dealer is responsible for coordinating with the client and contractor for meetings and access to the site
- Punch walk

Relocation

- SCP intends to reuse some furniture pieces from their existing space. Furniture dealer to coordinate new furnitures with the existing to achieve a consistent look throughout.

Office Re-Entry Planning

- Coordinate office re-entry planning and phasing with owner as required. Planning to comply with local government and CDC guidelines.

RFP Deliverables

Pricing

Please provide a total estimated cost for the Scope of Work with a mix of mid-high range/grade options and selectively higher range options for the lobby.

Options Include:

- Price accessory options for both private and open office such as: dual monitor arm, keyboard tray and cable management and any additional one off ergonomic accessories SCP may request.
- Shielding and protective equipment at the reception desk.
- Workstation panels.

Schedule

Provide a project time line with deliverable dates such as:

- Design proposal: initial concept design with images of furniture pieces and/or precedents
- Showroom tour for evaluation of proposed systems furniture
- Final design deadline and intermediate deadline
- Shop drawing review
- Installation
- Punch walk
- Provide suggestion for number of meetings needed

Note:

- Target installation date April 2021
- Target project completion date June 2021

Project Team & Process

- Provide project team roles and responsibilities
- Provide main points of contacts
- Provide summary of proposed client engagement and furniture selection process

Examples

- Please provide examples of prior work and/or furniture pieces that represent SCP's aesthetic and sustainability goals.
- Provide 3D views of furniture configurations and options/accessories with approximate pricing called out on the slide -- *In a clear and user-friendly format*

Warranty

- Specify warranty and follow-up for systems furniture and ancillary pieces