

Request for Proposal

Issued To:

Issued By:

Date:

Project:

Proposal Deadline:

1. PROJECT OVERVIEW

1. GENERAL INFORMATION

Name of organization:

Name of contact individual:

Address:

Phone: Fax:

E-mail: Web site:

2. CONTEXT AND BACKGROUND

Nature of the organization:

Reasons for this project:

3. PROJECT OBJECTIVES AND INFORMATION

Project overview:

Project objectives:

Project location including street address:

Project start date:

Desired completion date:

Project size: (approximate square footage):

Number of staff to be accomodated:

4. SPECIFIC NEEDS

a. Type of project:

- Renovation Expansion Relocation New Construction

b. Specialized spaces/areas required:

Specialized Spaces/Areas
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<input type="text"/>
<input type="text"/>
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c. Other relevant information:

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d. Services needed in addition to Schedule of Interior Design Services that follows:

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Project management services

- are not required
- are required as outlined in the schedule of Project Management Services attached

5. BUDGET AND OTHER REQUIREMENTS

Estimated Project Budget:

What is covered in above:

Construction budget or estimated construction budget range:

Specific project insurance requirements:

6. INFORMATION AVAILABLE TO THE INTERIOR DESIGNER

Drawings/Documents	Hard Copy	Digital
<input type="text"/>	<input type="radio"/>	<input type="radio"/>
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7. PROPOSAL EVALUATION CRITERIA

Criteria	Weighting %
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8. PROPOSAL PROCESS

Number of copies and format of the proposal:

Final date, time and location for submissions:

References required:

Selection interviews:

Other details of selection process:

9. OTHER RELEVANT INFORMATION

2. SCOPE OF SERVICES - INTERIOR DESIGN

Interior Design Services	Base Services	Optional Services
A. PROJECT START-UP		
1. Attend initial project meeting to understand: Roles and responsibilities of consultant team members Reporting structures Project meeting schedule	<input type="radio"/>	
2. Review current facilities: obtain existing electronic plans from client, tour site and review basic building services and systems	<input type="radio"/>	
3. Review proposed facilities: obtain electronic base building plans from landlord (if applicable), tour site and review basic building services and systems	<input type="radio"/>	
4. Evaluate feasibility of alternative sites/facilities		<input type="radio"/>
5. Verify accuracy of base building plans through site verification/measurement	<input type="radio"/>	
6. Produce an as-built drawing of proposed facility conditions if not available		<input type="radio"/>
7. Manage application process for LEED certification throughout the project		<input type="radio"/>
Deliverable: Verified Base Building Plan	<input type="radio"/>	
B. NEEDS ANALYSIS AND PROGRAMMING		
1. Conduct kick-off discussion with project team to understand: Project goals, objectives and requirements Proposed project budget Proposed project schedule	<input type="radio"/>	
2. Gather information and conduct interviews to understand client needs/requirements: Current and projected staffing requirements Departmental functions, relationships and adjacencies Facility requirements, such as workplace, common areas, amenities, and special area facilities Special equipment requirements Existing office and furniture standards and individual workspace allocation policies	<input type="radio"/>	
3. Develop new workplace space standards for offices and workstations		<input type="radio"/>
4. Develop and determine area requirements	<input type="radio"/>	
5. Prepare a program of space needs for client approval	<input type="radio"/>	
Deliverable: Approved Program of Space Needs	<input type="radio"/>	

Interior Design Services	Base Services	Optional Services
C. SCHEMATIC DESIGN		
1. Coordinate with mechanical, electrical and communications consultants to determine location/adjacency requirements	<input type="radio"/>	
2. Coordinate with other specialists if required		<input type="radio"/>
3. Prepare stacking plan (if multi-floor site)	<input type="radio"/>	
4. Prepare blocking plan identifying group sizes, locations and adjacencies	<input type="radio"/>	
5. Conduct code compliance review of schematic plan to ensure compliance with authorities having jurisdiction	<input type="radio"/> *	
6. Prepare cost estimate scenarios to evaluate alternative schematic design approaches		<input type="radio"/>
7. Develop phasing strategies related to moves		<input type="radio"/>
8. Prepare one schematic design for client approval	<input type="radio"/>	
9. Prepare a cost estimate for client approval	<input type="radio"/>	
Deliverables: A Schematic Design and a Cost Estimate	<input type="radio"/>	
D. DESIGN DEVELOPMENT		
1. Prepare detailed space plan(s) to reflect approved program and schematic plan. Plans to indicate all built elements and generic furniture/equipment.	<input type="radio"/>	
2. Develop conceptual design through sketches, elevations and details	<input type="radio"/>	
3. Suggest materials and generic furniture elements to communicate design concept	<input type="radio"/>	
4. Prepare preliminary partition plans, reflected ceiling plans and power/communications plans	<input type="radio"/>	
5. Conduct code compliance review of design development to ensure compliance with authorities having jurisdiction	<input type="radio"/> *	
6. Coordinate with project/engineering consultants and client to finalize requirements	<input type="radio"/>	
7. Liaise with the Project Manager to confirm that design concept elements conform to approved budget	<input type="radio"/>	
8. Models		<input type="radio"/>
9. Renderings		<input type="radio"/>
10. CAD modelling		<input type="radio"/>
11. Presentation boards		<input type="radio"/>
12. Communications/branding/graphics applications		<input type="radio"/>
13. Customized solutions (e.g. custom carpet or light fixtures). Please describe: <input data-bbox="162 1848 852 1890" type="text"/>		<input type="radio"/>
14. Prepare one design development package for client approval	<input type="radio"/>	
Deliverable: Design Development Package	<input type="radio"/>	

Interior Design Services	Base Services	Optional Services
E1. FURNITURE/EQUIPMENT		
1. Review existing furniture items to be considered for re-use. Recommend use of existing or new items as appropriate.		<input type="radio"/>
2. Develop inventories of existing equipment identified for relocation (including size, model and connectivity requirements)		<input type="radio"/>
3. Ensure engineering consultants receive detailed equipment requirements from client (e.g. printers, copiers). Locate equipment on plan.	<input type="radio"/>	
4. Research furniture options for client consideration		<input type="radio"/>
5. Propose new furniture items. Prepare preliminary budget for new furniture items for approval.	<input type="radio"/>	
6. Prepare generic furniture plans based on approved standards		<input type="radio"/>
7. Review detailed furniture plans for compliance to design intent and compliance with current authorities having jurisdiction	<input type="radio"/> *	
8. Integrate special equipment in furniture plans	<input type="radio"/>	
E2. FURNITURE STANDARDS		
1. Develop generic furniture standard footprints into detailed specifications for pricing		<input type="radio"/>
2. Coordinate site tours with bidders for furniture supply		<input type="radio"/>
3. Coordinate request for responses to bidders (identifying detailed specifications, finishes and quantities anticipated for initial purchase, and for ongoing buying agreements)		<input type="radio"/>
4. Provide analysis and recommendations regarding submissions		<input type="radio"/>
5. Revise generic standards to reflect successful bidder's specifications		<input type="radio"/>
6. Revise generic furniture plans to reflect sizing of successful manufacturers		<input type="radio"/>
7. Provide dimensions to installation supplier for provision of installation drawings		<input type="radio"/>
8. Provide plan of staff numbers/names for location plans		<input type="radio"/>
E3. CUSTOM FURNITURE DESIGN		
1. Design custom furniture solutions		<input type="radio"/>
2. Prepare custom furniture budget		<input type="radio"/>
3. Tender custom furniture solutions		<input type="radio"/>
4. Make recommendations regarding submissions		<input type="radio"/>
5. Reserve exclusive client rights with manufacturers		<input type="radio"/>

Interior Design Services	Base Services	Optional Services
E4. FURNITURE PROCUREMENT		
1. Prepare furniture specifications outlining performance criteria for tender		<input type="radio"/>
2. Coordinate tenders with manufacturerers/dealers on behalf of client		<input type="radio"/>
3. Evaluate submissions and make recommendations		<input type="radio"/>
4. Coordinate final detailed specifications with successful bidder(s)		<input type="radio"/>
5. Review final quotation on behalf of client		<input type="radio"/>
6. Coordinate furniture delivery and installation, providing supervision where required		<input type="radio"/>
7. Review completed installation and identify deficiencies		<input type="radio"/>
8. Conduct final inspection		<input type="radio"/>
F. CONTRACT DOCUMENTATION		
1. Coordinate with consultants to provide mechanical, structural, electrical and communications information relating to engineering requirements	<input type="radio"/>	
2. Prepare contract document package including: Key plan or site plan Demolition plan (if applicable) Partition plan Reflected ceiling plan Power/communications/electrical plan Construction details (sections, elevations, finishes and specifications) Floor finishes plan or schedule Wall finishes plan or schedule Door and hardware schedules Furniture plan General notes and specifications	<input type="radio"/>	
3. Review interior design contract documents for compliance with current authorities having jurisdiction	<input type="radio"/> *	
4. Prepare contract document package for client approval	<input type="radio"/>	
5. Prepare building permit application forms with BCIN number	<input type="radio"/> *	
Deliverables: Contract Document Package and Completed Building Permit Application Forms with BCIN number	<input type="radio"/>	
G. CONSTRUCTION TENDER		
1. Issue contract document package for tender	<input type="radio"/>	
2. Provide clarification of issued contract documents to bidders in the form of addenda	<input type="radio"/>	

Interior Design Services	Base Services	Optional Services
3. Participate in the bid review process, providing recommendation for award of contract(s) to general contractor or trades	<input type="radio"/>	
4. Update contract documents if needed to reflect contractual changes resulting from tender process	<input type="radio"/>	
Deliverable: Final Contract Document Package	<input type="radio"/>	
H. CONSTRUCTION CONTRACT ADMINISTRATION		
1. Conduct mandatory inspections as required by authorities having jurisdiction	<input type="radio"/> *	
2. Attend one weekly site meeting and inspection for construction period as defined in project schedule	<input type="radio"/>	
3. Conduct additional site inspections as requested by the client		<input type="radio"/>
4. Prepare contract administration documents (e.g. change orders, notices) to reflect the intent of approved contract documents and changes to same	<input type="radio"/>	
5. Review submittals (samples and shop drawings) for compliance to contract documents	<input type="radio"/>	
6. Review monthly draws and forward to Project Manager for Certificates of Payment	<input type="radio"/>	
7. Upon receipt of Certificate of Substantial Performance, prepare a list of deficiencies related to interior design	<input type="radio"/>	
Deliverables: Mandatory Inspections and List of Interior Design Deficiencies	<input type="radio"/>	
I. PROJECT COMPLETION		
1. Conduct final site inspection no later than three weeks after initial date of substantial completion	<input type="radio"/> *	
2. Provide client with a complete record set of interior design as-built drawings in electronic PDF format	<input type="radio"/>	
Deliverable: Interior Design As-Built Drawings in PDF format	<input type="radio"/>	
* <i>This is a mandatory service</i>		