



**REQUEST FOR PROPOSAL
WALNUT CREEK INTERMEDIATE SCHOOL ENVIRONMENTS PHASE I
MEASURE D BOND PROGRAM**

EMAIL PROPOSALS TO

rfernandez@walnutcreeksd.org
cmccarley@walnutcreeksd.org

**PROPOSAL DUE DATE AND TIME
April 13, 2020 - 2:00 P.M. PST**

**Measure D Bond Program
Request for Proposal
Walnut Creek School District**

Classroom Flexible Furniture for Personalized Learning

The Walnut Creek School District is soliciting Request for Proposals from responsible vendors to supply classroom furniture. The District hereby invites all interested vendors to submit a bid to furnish all labor, requested materials, and any other related items required for performance under the RFP. Bidder responses that do not comply with the format, forms and other criteria indicated, may be ruled non-responsive.

The District reserves the right to reject any and all bids. The District may award multiple vendors on the merit of best value for equipment and/or services. The award resolution will be submitted for approval to WCSD Board of Education at the public Board meeting on Monday, March 16, 2020.

Milestones	Date
RFP Issue Date	March 16, 2020
RFP Document Posting (WCSD Website, Greystone West Website)	March 16, 2020
RFP Advertisement Run Date	March 18, 2020
RFP Due Date and Time (2:00 P.M.)	April 13, 2020
Board of Education Approval (Anticipated)	April 20, 2020
Start Date (Anticipated)	June 1st, 2020

Inquiries and Contacts

All inquiries/questions and communications in reference to this RFP are to be directed to:

rfernandez@walnutcreeksd.org
cmccarley@walnutcreeksd.org

- **Competitive proposals for the specified material and/or service must be received by the Walnut Creek School District, Purchasing Department, on or before the due date and time specified herein.**
- **As a requirement of this solicitation, Bidders are required to respond according to the instructions contained in the RFP. Bidders will respond utilizing the format, forms and other criteria indicated in the RFP.**
- **Bidder responses that do not comply with the format, forms and other criteria indicated, will be rejected. The District reserves the right to refuse all proposals.**
- **Proposals received after the due date and time will be rejected.**
- **To preserve the integrity of this RFP, the Bidder is requested not to contact any individual, within the District, except those designated on the RFP, prior to the publication of the District's intent to award. Please note that inappropriate contacts by a prospective bidder may subject the bidder to disqualification from the contract award process.**

- **The District reserves the right to refuse any and all bids, and to waive any irregularities or informalities in any bid or in the bidding.**
- **The District reserves the right to amend this RFP as necessary.**
- **The District reserves the right to negotiate all terms, conditions, scope of work, and costs before award of contract.**
- **All materials submitted to the District in response to this RFP shall remain the property of the District.**
- **The District shall not be responsible for the costs of preparing any proposal in response to the RFP.**
- **The District may award multiple vendors on the merit of the best value for equipment and/or services. The intent of the award of the proposal will be posted on the District's website. The award resolution will be submitted for approval to the WCSD Board of Education at the public Board meeting on Monday, April 13, 2020.**



Background and Overview

The Walnut Creek School District, founded in 1871, located in the San Francisco Bay Area, educates over 3,600 TK thru 8 students every year. As of the school year 2019-20, WCSD has six elementary, one K-8 school; and one middle school. The District employs 500 people. WCSD's mission is to inspire a community of learners empowered to positively engage with the world through discovery, innovation, creativity, leadership and character. Personalized learning provides student-centered learning opportunities that are scaffolded, student-paced, adaptive, engaging, and flexible so that all students meet rigorous academic standards and effectively communicate, create, and think critically as global citizens in preparation for college and career. Through personalized learning, students have agency, choice, and voice in their learning pathway.

Project Purpose and Expectations

Phase I of WCSD Walnut Creek Intermediate School Environments seeks to create learning environments for technology-enabled personalized learning environments that transform student learning across WCI. We recognize that all design factors need to be taken into account, considering the physical environment as a key factor in this design process. The traditional classroom layout with single student desks of one height and configuration has instructional implications of teacher driven content with students as consumers of knowledge and information. In a traditional classroom setting, there are also minimal opportunities for student movement and choice.

As we strive to design learning environments that provide our students with opportunities for communication, collaboration, creativity and critical thinking while empowering them as agents and owners of our learning experience. Our goal is to design physical environments that support movement and innovative instructional models. Flexibility is key. In our perception, flexibility doesn't necessarily only refer to furniture that moves, but rather furniture that provides for a variety of postures and choices, including layering and ease of reconfiguration for classroom zones. For more information on WCSD Walnut Creek Intermediate School Environments Goals and targeted functions, [click here](#).

The purpose of this Request for Proposal (RFP) is to select a qualified vendor on a competitive basis to furnish and install flexible furniture to support the implementation of modernized learning environments. This phase of Walnut Creek Intermediate (WCI) Environments implementation will serve eight sixth grade classrooms across the WCI campus, as well as four science classrooms, three World Language classrooms, the school library and annex, a computer science classroom, Instructional Coaches office, and the staff lounge. Each of these classrooms will receive flexible furniture in the summer of 2020. Subsequent phases will include a rollout for other grade levels, content areas and spaces across the WCI.

In compliance with this RFP and related specifications, the Bidder shall provide the labor, equipment, installation, integration, and implementation required to deliver the specific equipment and services for the District as defined below.

The anticipated contract term will be for a one-year term beginning June 1, 2020 and ending June 1, 2021 and may be extended for a period or periods of up to two (2) additional years by mutual agreement.

Core Requirements

1. Classroom Models Proposal

Models may be presented as a video demo, PowerPoint presentation, sample floor plan or other visual representation. Models will be evaluated based on content and not on the medium/format they are presented in.

2. Cost Matrix

- a. [WCSD WCI Learning Environments Phase I Core Requirements and Cost Matrix](#) NOTE: Be sure to click on all tabs for complete requirements. Vendor must list the unit price of each product associated with the classroom models presented in requirement 2. In separate line items, the vendor must specify the installation and freight costs. The installation cost should include unpacking/unboxing, setting in place, assembly, installation, and removal of all packaging and debris. The freight cost should include all shipping & handling/freight, and inside delivery to location. Do not include sales tax in bid prices.

3. Customer References

- a. The vendor must provide at least three references that are of school districts that they have partnered with on projects of similar scope. The vendor shall include customer organization name, customer contact information (email and phone number), contact's role in the organization, and a brief description of the project.

Warehousing Requirements

1. Vendors will need to warehouse all items until final delivery. WCSD does not have storage facilities and cannot accept items prior to final delivery.

Delivery Requirements

1. Delivery shall be performed by the vendor
2. To ensure there is no conflict with the delivery of items, the vendor shall coordinate the delivery date, delivery location, and installation schedule of items with WCSD Department of Facilities designated representative(s)
3. Items will be directly delivered to predetermined school sites
4. Delivery is expected to occur between July 27th-August 7th.

Installation Requirements

1. Items shall be considered received when they have been completely unpacked, assembled and installed in the designated classrooms.
2. Vendor shall be responsible for the removal of all crating and packing materials from WCSD premises.

Miscellaneous Requirements

1. WCSD reserves the right to purchase individual items rather than complete class models as some classrooms already have flexible furniture.

Evaluation Criteria:

The evaluation of Proposals will be based upon review and analysis of the information provided as detailed above, any additional relevant information known to or discovered by the District, and scored as follows:

1. **Firm Personnel, Capacity, and Methodology** -Professional qualifications and specialized experience of the proposed staff including the quality of the firm's professional personnel to be assigned to the project and the quality of the firm's management support personnel to be available for technical consultation and/or assistance. Experience, competence, capability, and capacity of the proposed staff to complete projects of similar size, scope, and complexity on time and on budget.
2. **Relevant Experience and Past Performance** -Experience, competence, capability, and capacity of the proposed staff to complete projects of similar size, scope, and complexity on time and on budget Firms are required to provide information, contact information, and references for similar projects completed in the past five years.
3. **Pre project Services** - Experience and expertise in working with design professionals during design on value engineering, estimating, scheduling, and phasing.
4. **Warranty** Vendor proposal for scope and duration of warranty on proposed products.
5. **Project Approach** Methods and Scheduling. What is the approach to meeting the district project schedule in adherence to the RFP core requirements format, forms and criteria.