



**REQUEST FOR PROPOSAL
ELEMENTARY ENVIRONMENTS PHASE IV
Buena Vista Elementary and Parkmead Elementary
MEASURE J BOND PROGRAM**

EMAIL PROPOSALS TO

**rfernandez@walnutcreeksd.org and
cmccarley@walnutcreeksd.org**

**PROPOSAL DUE DATE AND TIME
*February 15, 2024 - 2:00 P.M. PST***

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

Flexible Furniture for Specialized Learning Spaces

The Walnut Creek School District is soliciting Request for Proposals from responsible vendors to supply furniture for a variety of elementary learning spaces. 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 determined by February 29, 2024.

Milestones	Date
RFP Issue Date	Jan 16, 2024
RFP Document Posting (WCSD Website, Greystone West Website)	Jan 16, 2024
RFP Advertisement Run Date	Jan 16, 2024
RFP Due Date and Time (2:00 P.M.)	Feb 15, 2024
Start Date (Anticipated)	July 22, 2024

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, Facilities 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 is scheduled to be determined by February 29, 2024.



Background and Overview

The Walnut Creek School District, founded in 1871, located in the San Francisco Bay Area, educates over 3,500 Preschool through Grade 8 students every year. As of the school year 2023-24, 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 IV of WCSD Elementary Environments seeks to create environments for specialized spaces which align to the design of district classrooms, which are versatile, mobile and infuse wellness while providing for student agency through student voice and choice. We recognize that all design factors need to be taken into account, considering the physical environment as a key factor in this design process.

We strive to design environments that provide our students with opportunities for communication, collaboration, creativity and critical thinking while empowering them as agents and owners of their own 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 varied functional uses. For more information on WCSD Elementary Environments Goals and targeted function, [click here](#). For examples of transformed learning environments in place in WCSD, [click here](#). For examples of WCSD Administrative Office Space and student cafes, [click here](#).

The purpose of this Request for Proposal (RFP) is to select a qualified vendor on a competitive basis to furnish and install furniture to support the implementation of modernized environments. This phase of Elementary Environments implementation will serve **administrative offices, libraries, tiered supports, and student cafes** among other spaces at Buena Vista Elementary School and Parkmead Elementary School. These two schools will receive selected furniture during the summer of 2024.

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, 2024 and ending June 1, 2025 and may be extended for a period or periods of up to two (2) additional years by mutual agreement.

Core Requirements

1. 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 Elementary Environments Phase IV Core Requirements & Cost Matrix](#), Vendor must list the unit price of each product associated with the classroom models presented in requirement 1. 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 estimated to occur between **July 22-August 1st, 2024**.

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 specialty space models.

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.