

SECTION 1: SUMMARY

The South Portland Public School Department (SPSD) wishes to procure the services of a qualified and experienced furniture vendor to assist the Middle School Building Committee with developing a furniture package to furnish the new middle school.

Interested vendors should submit six (6) printed copies of the completed Statement of Qualifications, a digital copy on a flash drive in .PDF format, and a digital .PDF copy emailed to:

Michael Johanning
WBRC Inc.
30 Danforth Street, Suite #306
Portland, Maine, 04101

This material is to be received in a sealed envelope no later than 4:00 p.m. on Wednesday, May 11, 2022. The envelope should be marked clearly on the outside "Request for Qualifications for South Portland Middle School Furniture, Fixtures and Equipment."

Questions regarding the project and/or the RFQ process should be directed via email to Jenifer Richard at jenifer.richard@wbrcinc.com, no phone calls please. Questions/responses will be sent to all participants. All questions are to be received no later than Friday, May 6, 2022.

Brief Project Description:

The South Portland School Department will consolidate the Mahoney and Memorial Middle Schools into a brand-new middle school building. The new middle school is currently under construction on the Memorial School site on Wescott Road. The project completion is scheduled for summer 2023. The new three-story, 176,460 SF, building will house approximately 900 students in grades five through eight. The General Contractor is Harvey Construction. This project is primarily funded by the Maine Department of Education.

The Middle School Building Committee seeks assistance from a furniture vendor partner to lead all efforts, with support from the Architectural design team, related to furniture design, selection, procurement and the installation. Select furniture vendors are being asked to submit a Statement of Qualifications for this effort to be reviewed by the Middle School Building Committee. The committee will review the qualification packages submitted to select a furniture vendor to partner with. PSD is eligible to utilize many standard buying contracts, including Massachusetts Higher Education Consortium contract pricing (MHEC). The successful furniture vendor shall utilize the most advantageous buying contract and discounting structure available. For any items that are not able to be sourced through existing buying contracts, the furniture vendor will create documents required to bid auxiliary items.

Scope of Services Desired:

The Middle School Building Committee seeks assistance from a furniture vendor partner to lead the following services below:

- Develop a detailed schedule for all aspects of the furniture process, from initial FF&E kick off meetings through furniture installation. The schedule is to be reviewed with the Owner and Contractor.
- Survey end users, which may include administrators, educators, and students, through meetings, surveys and/or workshops to determine furniture solutions that support the educational goals and administrative needs of the school community.
- Identify general furniture typologies and develop furniture plans determined through end user discussions

- Review a variety of specific furniture product options to be considered as specific solutions to meet goals set by the general furniture typologies.
- Provide options for technology integration with furnishings, as appropriate.
- Provide and coordinate opportunities for the school community to review furniture products in-person through furniture fairs, demonstrations or tours of local installations. Such in-person experiences are to be equitable for both the Mahoney and Memorial school communities.
- Review furniture finish material options to develop finish palettes that will coordinate with the building finishes.
- Create a final furniture package for SPSD to review and approve. Ideally, this would include a visual review of each space through a rendered 3D view including a furniture plan and thumbnail finishes identified, available in digital .PDF format.
- Create a final furniture quote, that is within budget, for SPSD to review and approve.
- Coordinate with the Maine Department of Education (DOE) standard documents and procedures for purchases utilizing the Moveable Equipment budget for capital projects. This includes creating a spreadsheet of all items intended to be purchased under this line item for DOE review.
- Coordinate with the General Contractor and the Owner for all schedule, delivery and installation coordination.
- The vendor shall deliver inside the facility, uncrate, set up and set in place the items of furniture, furnishings and/or equipment. Each item must be tagged to the location (Building Room Name and Number) that they are to be delivered to. The vendor will be responsible for providing and removing any temporary protection as required to protect the existing materials and finishes from damage caused by its work. The vendor will be responsible for removing all waste generated by the furniture installation from the site, including all crates and packaging.
- Punchlist review and completion of all punchlist items.
- The vendor shall provide the owner with maintenance documents, including warranty information, cleaning guide/recommendations for all furnishings, finishes and upholstery as well as contact information for future service calls in both electronic and hardcopy bound manuals.
- The vendor shall provide training and product demonstrations for task chairs and operable furniture, such as flip top nesting tables, and as requested by the Owner.
- Provide training, demonstration and ergonomic reviews.
- All warranty periods are to start at Substantial Completion or final install, whichever comes last.

SECTION II: REQUIRED SUBMISSION INFORMATION

The team's Statement of Qualifications shall respond to each specific selection criteria, with responses organized in discrete sections and in the same order as presented below.

- A. Letter of interest
- B. Design Experience: In one page, list the experience in the design of projects of comparable size and scope in the past five (5) years which demonstrates the firm's ability to manage the project through the entire furniture selection, procurement and installation experience. Please highlight publicly funded K-12 projects completed in the State of Maine.
 1. Include examples of projects where the firm has worked with school Building Committees through the entire furniture procurement process, utilizing purchasing agreements.

2. Include information regarding the firm's ability to manage schedule and the project budget.
3. Do not include projects unless personnel from the previous work will be assigned and dedicated to this project. In each example identify the proposed team members who were involved in the work.

C. Principal Team Members. Resumes and roles of each team member anticipated to be part of the project team.

D. Fee: Share how the furniture dealer is compensated, example: percent of overall furniture purchase dollar value. Describe a typical payment schedule and procedure for all aspects of the project. Share additional cost considerations such as freight, installation labor fees. No fees for this specific project should be submitted.

E. References. Names, telephone numbers and email addresses of references specific to the relevant projects as well as references for proposed project team members. Provide a minimum of three (3) references (name, address, telephone number, and email address) who are current or former clients for whom similar work has been performed within the last five (5) years and who can be contacted by the South Portland School Department with respect to the firm's reputation for work, responsibility, timeliness, durability of furniture products and service after the sale. For each project reference, include the name of the Superintendent and School Principal at the time of the project activity.

F. Installation.

1. Describe whether the installation team is comprised of employees of the furniture vendor firm or contracted externally. If sub-contracted, include how selections are made to hire the installation team. Include experience in the installation of projects of similar size and scope in the past five (5) years.
2. Share how your team anticipates delivery of furnishings and equipment to the site, for example would this include drop shipments directly to the project site?
3. Describe the process and potential costs if delays in the installation schedule are determined after the furniture orders have been placed, for example if the need for local warehouse storage is needed – what anticipated cost range might be accrued. No fees for this specific project should be submitted.

G. Other Related Information. As desired, provide any other information the firm or team considers relevant to the evaluation of the firm's or team's qualifications. Prospective designs or solutions for the projects will not be evaluated for selection purposes.

Terms and Conditions

1. This RFQ does not commit the South Portland School Department to award a contract, issue a purchase order or to pay any costs incurred in the preparation of a qualification in the response to the RFQ.
2. Responses will become part of South Portland School Department's official files without any obligation to South Portland School Department. All responses are considered public information and will be available for release to the public without written authorization from the submitting vendor.
3. Firms responding to this RFQ shall not offer any gratuities, favors or anything of a monetary value to any officer, agent, contractor or employee of South Portland School Department for the purpose of influencing consideration of a qualification.
4. Firms responding to this RFQ, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have full knowledge of the conditions, requirements, and specifications of this RFQ.

5. Firms responding to this request must promptly report to South Portland School Department any conditions, transactions, situation, or circumstances that would impede, impair, or delay the submission of requests, or the proper and timely performance of the work.
6. South Portland School Department reserves the right to cancel this RFQ or to reject any and all responses received prior to award notification.
7. South Portland School Department reserves the right to request clarification of any response after all responses have been received. The request can be made in the form of oral presentation, written documentation or meetings.
8. South Portland School Department reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
9. South Portland School Department reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.
10. Responses will be reviewed as soon as possible following the submission. A notification will be sent to all submitting vendors by the following week.