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Daniel S. Little, AICP, Executive Director

SHASTA REGIONAL TRANSPORTATION AGENCY REQUEST FOR QUOTES FURNITURE

Introduction

The Shasta Regional Transportation Agency (SRTA) seeks vendors to provide furniture for multiple spaces, including a large conference room and staff offices.

Background

SRTA owns the building located at 1255 East Street, Redding, California and currently occupies Suite 202. SRTA is remodeling the second floor of the building (suites 201 and 202) in two phases from April 4, 2016, through August 12, 2016. As part of the remodel, SRTA will have one new office and a new larger conference room. Both spaces need to be outfitted with appropriate furniture. Therefore, SRTA seeks a professional vendor to provide a quote for furniture that meets the specifications desired by SRTA.

This will be a fixed-fee contract for all services and materials.

Coordination with Other Consultants

The selected vendor(s) will be expected to coordinate, if necessary, with SRTA's Information Technology, phone consultants and/or audio/video consultants to incorporate any data/phone/internet cabling or connection specifications.

Plans and Specifications

To assist vendors in their quote and recommended furniture, including dimensions, architectural plans, are available electronically at:

<http://www.ciplist.com/plan/?Shasta%20Regional%20Transportation%20Agency/agency/27/plan/1275>.

The new conference room (room #401) is approximately 20'x33' in size and has a maximum occupancy of 45 persons; however, it is estimated that the typical occupancy will be around 30 persons once tables, chairs and other furniture are provided. The plans include locations for four floor boxes in order to run power, phone, video and other cabling needs to conference room tables.

Existing Furniture

SRTA's current office furniture features an all wood construction made of cherry wood. Enhancements to the furniture included a natural stain with a poly-acrylic finish. It is desired that all new furniture matches the existing pieces as closely as possible to maintain cohesiveness. See Appendix A for pictures of existing furniture.

Specifications

SRTA has identified a minimum set of furniture specifications based on needs for both office and conference rooms. This should assist vendors in preparing quotes. SRTA acknowledges that vendors may desire to visit SRTA's facilities to verify that specifications indicated will work within identified spaces. A floorplan and enlarged plan of SRTA's conference room are provided in Appendix B for vendor's reference.

Office furniture:

- One (1) "L" shaped office desk with end credenzas, privacy panel, and technology grommet:
 - Dimensions (approximate): 78" wide x 78" x 32"
 - Credenzas should be lockable and have file cabinets and drawers
- Office Bookcases – SRTA needs a minimum of one bookshelf, but may desire up to three bookshelves. Please provide a "per unit" cost and indicate if there is a savings if more than one bookshelf is purchased.
 - Dimensions: 36" wide x 84" tall x 15" deep
 - Include adjustable shelving with a total of six shelves, including the bottom shelf.
- One (1) file cabinet
 - Dimensions: 36" wide x 30" tall x 22" deep
 - Include two full-length drawers that lock

Conference room tables:

SRTA desires enough tables to allow different setup configurations, such as a small conference meeting, large meeting or training session. As such, a number of smaller, rectangular tables are desired. The tables should allow two or three individuals to sit comfortably next to each other along one long edge of the table.

- **Primary Features** - The following amenities are desired:
 - Approximate dimensions desired:
 - Width: 30"
 - Length: 60"
 - ADA compliant tables - A minimum of one table must be ADA compliant. Tables must have a minimum of 27" clear. They can be fixed or height-adjustable. Please refer to ADA guidelines to ensure compliance.
 - Easily movable - bottom of table legs should include glides or casters (wheels)
 - Provide privacy/modesty panels on the front
 - Power grommets for standard power and USB power outlets
 - Wire management
 - Ability to attach or install microphones

- **Optional features** – There may be certain optional features that SRTA desires to consider. These options may replace or be added to the list of primary features above. Vendors are encouraged to provide separate cost quotes for these items. SRTA reserves the right to choose one or more options, or none of the options listed. SRTA requests that vendors indicate if any of the following are available, and if so, to provide a separate cost quote as part of their submittal:
 - Height-adjustable tables
 - Folder/nesting tables
 - Height-adjustable and folding/nesting tables
 - 30"x48" tables
 - 30"x72" tables
 - 30"x96" tables

SRTA expects that furniture should be ready for delivery and installation within two weeks or less from when the construction of the remodel is finished. The estimated completion for the project is August 12, 2016.

Figure 1 – Proposed Project Timeline

Task	Deadline
Site visit (by appointment)	May 23 – June 3, 2016
Deliver quotes by 3:00 P.M.	June 10, 2016
SRTA completes review of quotes	June 13-17, 2016
Negotiation of contract	June 17-24, 2016
Consultant completes work	July 1 – August 31, 2016. Dependent on construction schedule.

Quote Format and Content

At a minimum, qualifying quotes must submit the following:

1. **Transmittal letter with statement of understanding of the scope of work**--signed by an individual who may contractually bind the business, including a description of the firm.
2. **Representative list of similar projects and samples.** Vendor should provide examples of no more than three similar projects completed within the last five years, including: project description, services provided, and client reference. Vendors should provide samples of products as part of their submittal through pictures, brochures or showroom.
3. **Work plan** to complete the project scope of work.
 - The work plan should indicate the amount of lead time necessary for ordering and delivery of equipment before work can commence, anticipated delivery time and time necessary for installation (if applicable).
4. **Cost quote worksheet**, including a not-to-exceed total cost to complete the project. The cost quote shall be fully inclusive of all services, materials, overhead, and direct expenses.

Consultants must submit one original quote, signed by an officer of the firm authorized to bind the firm contractually, and one (1) copy (total of 2) to:

Shasta Regional Transportation Agency
Attn: Sean Tiedgen, AICP, Senior Transportation Planner
1255 East Street, Suite 202
Redding, CA 96001

Submittals must be received before **3:00 PM on Friday, June 10, 2016.** No quotes will be accepted after this time.

The cost of preparing and submitting a quote and conducting a site visit are at the sole expense of the proposer. SRTA reserves the right to reject any or all quotes, and to waive any informality, technical defect, or clerical error in any quote at SRTA's discretion. Solicitation of quotes in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the SRTA executive director or board of directors.

Site Visits

SRTA is located at 1255 East Street, in Suite 202, which is located on the second floor. Persons or entities interested in conducting a site visit in preparation of their quote may do so May 23 through June 3, 2016, by appointment only. Please contact Sean Tiedgen at (530) 262-6185 or stiedgen@srta.ca.gov to schedule a site visit.

Sincerely,

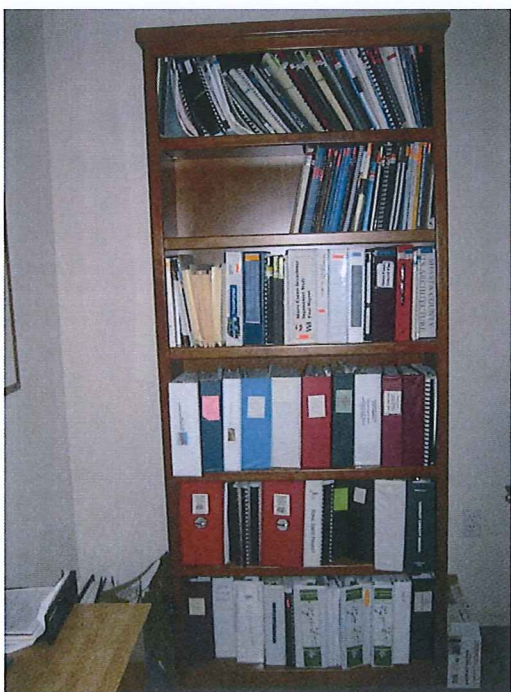


Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

DSL/SMT/JEP/jac

Appendices: Appendix A – Existing Furniture Pictures
 Appendix B – Floorplans

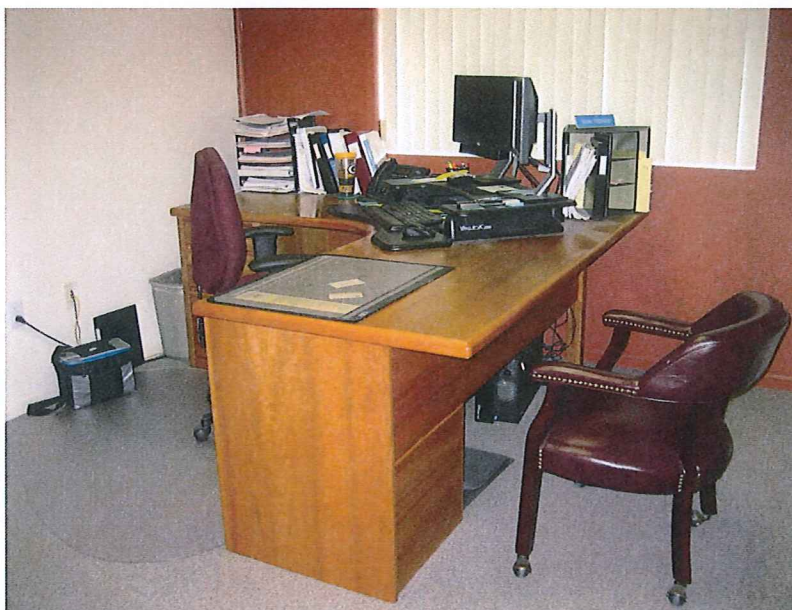
Appendix A – Existing Furniture Pictures



Existing bookshelf w/ adjustable shelving



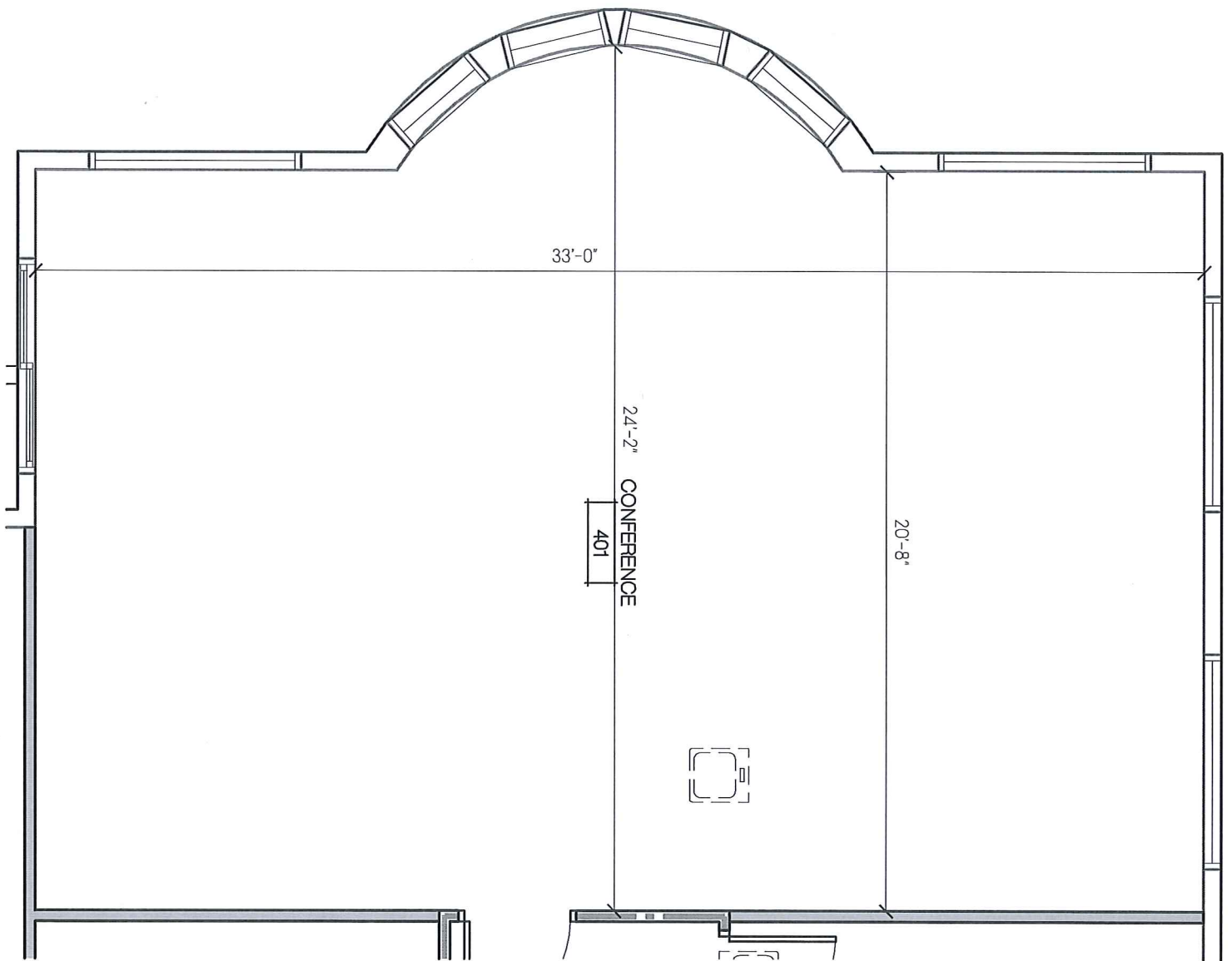
Existing 'L'-shaped desk credenza (lockable)



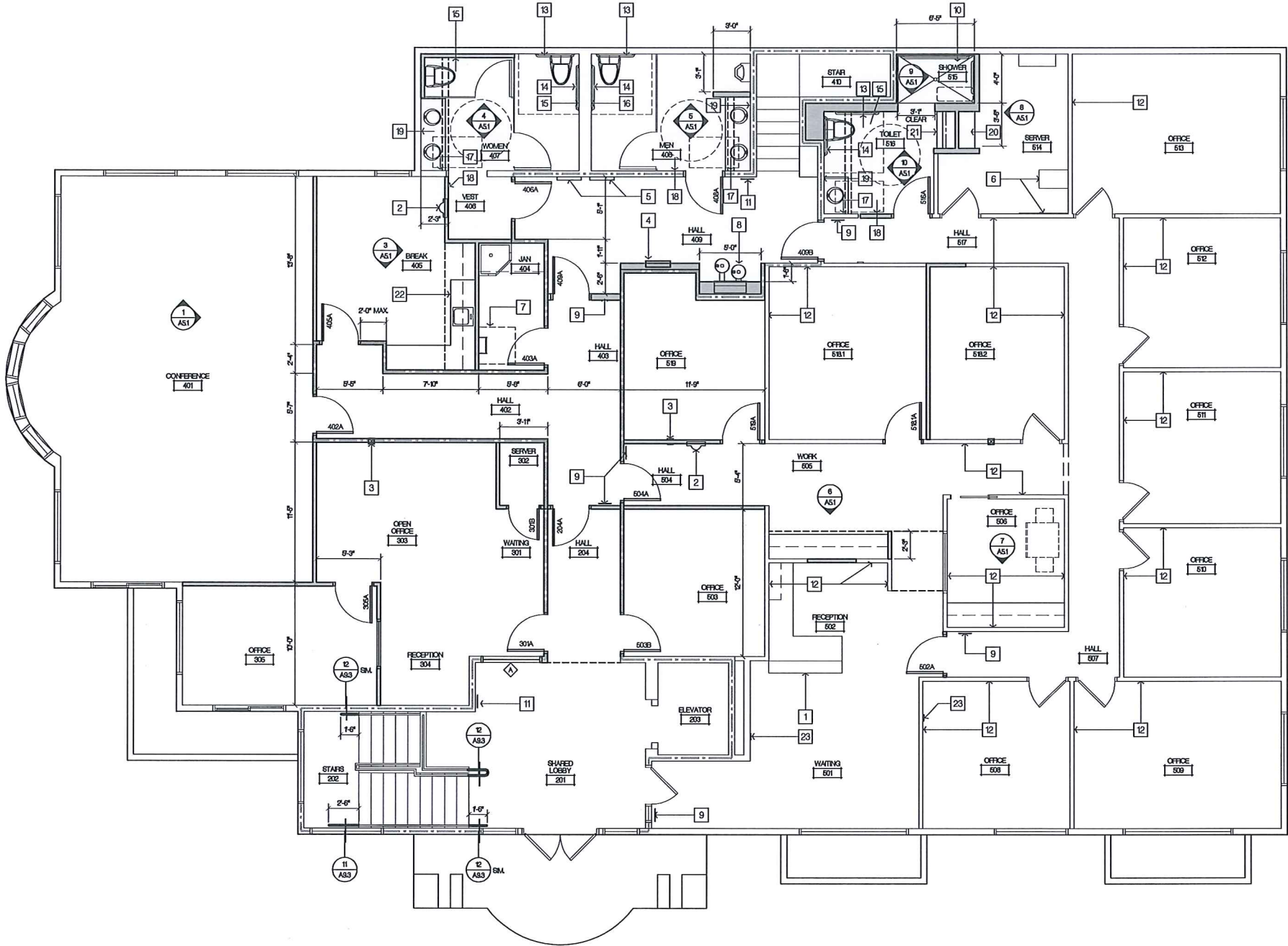
Existing 'L'-shaped office desk w/ credenzas and modesty panel

Appendix B - Floorplans

Appendix B - Conference Room (enlarged)



Appendix B - 2nd floor plan



SECOND FLOOR PLAN

SCALE 1/4" = 1'-0"

FLOOR PLAN SHEET NOTES

ALL ITEMS ARE NEW, UNLESS NOTED AS EX OR EXISTING

- 1 RECEPTION DESK TO REMAIN
- 2 RECESSED FFE EXTINGUISHER CABINET, SEE 9/A81
- 3 COLUMN TO REMAIN
- 4 SUB PANEL
- 5 SUB PANELS TO REMAIN
- 6 SERVER RACK AND PHONE BOARD
- 7 ROOF HATCH & LADDER, SEE 16A/B/A81
- 8 DRINKING FOUNTAIN, SEE 9/A83
- 9 EXIT ROUTE TACTILE SIGNAGE, SEE 17/A81
- 10 ADA ACCESSIBLE SHOWER, SEE 16A/B/A83
- 11 STAIRWELL SIGN PER 18/A83
- 12 EXTEND WALL TO UNDERSIDE OF ROOF SHEATHING, SEE DETAIL 15/A82
- 13 30" GRAB BAR
- 14 48" GRAB BAR
- 15 RECESSED TOILET SEAT COVER, SANITARY NAPKIN DISPOSAL, & TOILET TISSUE DISPENSER, SEE A51
- 16 RECESSED TOILET SEAT COVER & TOILET TISSUE DISPENSER, SEE A51
- 17 SURFACE MOUNTED SOAP DISPENSER, SEE A51
- 18 RECESSED PAPER TOWEL DISPENSER & TRASH RECEPTACLE, SEE A51
- 19 FRAMELESS MIRROR, SEE A51
- 20 ADJUSTABLE SHELVES, SEE A51
- 21 SHELF AND POLE, SEE A51
- 22 DISHWASHER

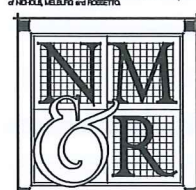
WALL LEGEND

REFER TO DRAWING G12 FOR CONSTRUCTION ASSEMBLIES

- EXISTING WALL
- EXISTING WALL - 1 HOUR RATED
- NEW 3-5/8" METAL STUD INTERIOR WALL: NON RATED WITH UNPROTECTED OPENINGS EXTEND TO UNDER SIDE OF FLOOR OR ROOF SHEATHING ABOVE, UNQ.
- NEW 6" METAL STUD INTERIOR WALL: NON RATED WITH UNPROTECTED OPENINGS EXTEND TO UNDER SIDE OF FLOOR OR ROOF SHEATHING ABOVE, UNQ.
- NEW 3-5/8" METAL STUD INTERIOR WALL: 1 HOUR RATED W/ 5/8" TYPE 'X' GYP. BD. EA. SIDE & BATT INSULATION

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CONSULTANTS

LICENSE STAMPS



PROJECT NAME

TENANT
IMPROVEMENTS

FOR

SHASTA REGIONAL
TRANSPORTATION
AGENCY

1285 EAST STREET
REDDING, CA 96001

SHEET TITLE

SECOND FLOOR PLAN

DRAWING STATUS
DRAWINGS
FOR
CONSTRUCTION

REVISIONS

Rev.	Description	Date
1	REVIEW #1	10/16/15
2	FINISH SELECTIONS	03/24/16

Drawn By	KIP
Date Issued	5/3/2015
Scale	1/4" = 1'-0"
Project No.	15-6402.00

SHEET No.

A2.2