



Request for Proposals Design Services for Kitchen Remodel and Second Floor Layout

I. About the Agency

StopWaste helps Alameda County's businesses, residents and schools waste less, recycle more and use water, energy and other resources efficiently. We're a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Our work helps people make better decisions everyday about the products they buy, the resources they use, and the stuff they throw away.

II. Project Overview & Description

Ten years ago, StopWaste renovated and moved into a two-story building in downtown Oakland. In keeping with our environmental mission, we incorporated green building and sustainable landscaping practices into the design and construction of our facility. It was the first renovation project to achieve a LEED v. 2.2 Platinum certification in the nation. [Read our case study.](#) In 2015 we also received LEED Platinum certification for Existing Buildings Operation and Maintenance. We are now planning a second floor redesign to make more efficient use of our existing space while also promoting the health and wellness of staff.

- Project location: 1537 Webster, Oakland CA.
- 14,000 square feet, two-story building.

This project is a redesign of the building's second floor, where 90% of our staff are housed. StopWaste consists of approximately 50 staff members, and we expect our staffing level to remain stable or decline in the coming years.

StopWaste strives to meet the highest possible sustainability and wellness standards in its facility design and operations. Due to the limited budget and scope of this project, we are not seeking WELL Building Standard certification for Interiors. However, we seek design recommendations that may position us to do so in the future.

Project Objectives

A. Second Floor Redesign

1. Expand the second floor kitchen

The current kitchen is grossly undersized for the number of staff, and there is no available dining area for staff. A current copy and supply room could be eliminated or relocated to make room for an expanded kitchen/dining area. Dining areas could also be dispersed and/or combined with informal meeting areas.

2. Create a more flexible office layout that promotes team collaboration and supports individual focus

We seek to retain a level of privacy and personalization of workspaces for full-time staff, while freeing up more square footage to accommodate informal meeting spaces and collaborative work. The current 8x8 cubicles occupy too much space per person and require costly customization for ergonomics. Over time, informal meeting and circulation areas have been converted into individual workstations. We have high demand for our formal meeting rooms due to a lack of informal meeting areas and spaces with acoustical privacy.

Staff are grouped into approximately nine teams, comprised of 3-6 staff members that may include a mix of full and part-time staff. In our office redesign, proximity to one's team is the primary consideration for locating staff. We do not differentiate by seniority or position, but consideration should be given as to whether staff is full or part-time.

3. Promote employee health and wellness using the WELL Building Standard for Interiors

We seek to incorporate improvements to meet the WELL standard prerequisites for lighting, air and comfort. If not feasible within the scope and budget for this project, we seek recommendations for future improvements. In alignment with its mission of sustainable materials management, the agency welcomes proposals for leasing services such as lighting, instead of purchasing equipment. The agency also strongly encourages proposals that takes into consideration the reuse of existing furniture and partitions.

| Existing Space | Status | Square footage (approximate) |
|-----------------------------------|---------------|-------------------------------------|
| Enclosed meeting room seating 12 | Retain | 325 sq. ft. |
| 2 enclosed private offices | Retain | 140 sq. ft. ea. |
| 2 bathrooms | Retain | 60 sq. ft. ea. |
| Enclosed server room | Retain | 135 sq. ft. |
| Enclosed room with 6 workstations | Retain | 280 sq. ft. |
| Janitorial closets | | 12 sq. ft. ea. |
| Kitchen | | 65 sq. ft. |

| | | |
|---|--|-------------|
| Open floor area, excluding stairway, elevator and rooms listed above (Currently includes 34 workstations, 2 informal meeting areas, copier, supply cabinets and filing) | | 5000 sq. ft |
|---|--|-------------|

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| New Programming Requirements |
| Workstations for 29 full-time staff |
| Workstations for 8 part-time staff, not including those in the enclosed room |
| 4 individual pods with acoustical privacy |
| 2 desks for visitors |
| 4 informal meeting/eating areas |
| Reconfigure janitorial, copy, supply and filing areas |

Project Budget

Respondents shall propose a budget that includes:

- Fees for a comprehensive second floor redesign.
- Construction documents and project management services for kitchen remodel. (Note: construction budget for the kitchen remodel that shall not exceed \$45,000.)
- Furnishing specifications and installation coordination

Project Resources & Information

The following information is available to proposers:

- Base building drawings, hardcopy or digital.
- Drawings of existing space, hardcopy or digital. This may include architect and engineer’s drawings.
- Pre-proposal meeting/site tour.

Furnishings

The current workstations are AllSteel Consensus systems. We prefer to work with a furniture vendor that has a cooperative services agreement with the County of Alameda. See link: <https://www.acgov.org/sustain/documents/PiggybackingResources.pdf>. The workstation furnishings need to meet the WELL standard prerequisite Feature 73 for Visual and Physical Ergonomics. Height adjustable desks/workstations are desirable. If some of our existing

furnishings can meet these performance standards, we prefer to reuse them rather than purchase new.

Schedule

- The desired start and completion dates for the kitchen remodel: April-June 2018
- The furnishing installation take place after July 2018, exact timing depends on budget

III. Scope of Work

Programming

- Develop an in depth program to address the needs above.
- Identify wellness improvements for future consideration.

Schematic Design

- Updates to the owner provided “as built” drawings based on existing site.
- Review of building code & local regulations as it pertains to project.
- Space plan(s).

Design Development

- Basic design development sketches of key ideas.
- Presentation of recommended finishes, fixtures, and furniture.
- Perspective renderings of the design concept.

Construction Documents – (Kitchen)

- A complete set of interior design construction drawings for the kitchen remodel (ready for permits, pricing, and construction): including the following elements as appropriate: floor plans, ceiling plans/basic lighting plans, basic electrical plans, elevations, details/sections, and finish specifications.

Construction Project Management – (Kitchen)

- Provide all project management services necessary to complete the kitchen remodel, inclusive of scheduling, administration and oversight.
- Coordinate/communicate activities throughout the design and construction processes.
- Submit and procure necessary permits.

Furniture Specification and Coordination

- Drawings indicating all new furniture requirements along with any existing furniture being repurposed.
- Preliminary and updated budget for any new furnishings
- Coordinate delivery and installation, including on-site supervision during installation

IV. Submittal Instructions

Pre-proposal meeting/tour site: (optional)

Wednesday, January 17, 2017 – 9 a.m.

1537 Webster Street

Oakland, CA 94612

RSVP to aramirez@stopwaste.org

Submittals

Submittals should be in pdf or printed format. One copy of the proposal should be emailed, mailed or hand delivered to:

StopWaste

1537 Webster Street

Oakland, CA 94612

Attention: Adrienne Ramirez

Email submittals should be sent to Adrienne Ramirez (aramirez@stopwaste.org) with the subject line clearly marked StopWaste Redesign Proposal.

Submittal Deadline: Friday, February 16, 2018, 4:30 p.m.

Qualifications received after the submittal deadline will not be accepted.

Firms or individuals responding to this RFP must provide:

1. Examples of three projects that best demonstrate the individual or firm's expertise. Explain the role the individual or firm played in each campaign or project.
 - A. Describe elements of the project and how they are relevant to our Second Floor Remodel project objectives.
 - B. Provide a client reference for each project. Please provide the client reference's name, title, employer, email and phone number.
 - C. Provide samples, photographs or other documentation, if available, for projects discussed.
2. A summary of the firm or individual proposing to provide services. Include brief resumes for the primary contact and key personnel.

3. A professional fee schedule for the primary contact and the key personnel identified above who would be working on Agency projects.

Any submitted materials or work samples are to be printed double-sided on recycled content paper. Please do not submit plastic covers.

Selection Process

The most qualified candidates will be invited to interview with StopWaste staff, date TBD.

V. General Conditions

All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, and/or to cancel all or part of this RFP at any time prior to awards.

VI. Attachments

Appendix A: Contract template with insurance requirements

Appendix B: Copy of construction set