

**RFP 2019-16 – Design Services Including Modular Systems Furniture-Arden
Questions and Answers**

QUESTION	ANSWER
1. Could we request the CAD file for Suite #141 and # 145 of 1610 Arden Way for space planning the conference, break rooms, and quiet rooms?	Yes. The files have been posted.
2. RE: Exhibit A- Scope Sec A #3- Reconfigure design services are dependent upon scope and manufacturer for pricing. Would you explain what Reconfigures and Bid preparation this section will require? Is any reconfigure work contained to this project address and suite numbers?	We are only allowed to proceed with the MSF installation. Additional FF&E will need to be quoted through this agreement and approvals will need to be obtained before we can proceed with the order. For reconfigurations, we want to make sure that the contractor is available if we need to reconfigure a layout through a work order process.
3. Would you verify quantity of 6x8 cubicles total. The drawing and program data sheet show 44 yet cost worksheet reads 43.	Please provide a quote for 46 6x8 cubicles per the AutoCAD drawing (we are constructing more than per the Program Data Sheet).
4. Please verify if the 8x10 stations are Modular System Furniture or Free standing desks in private offices. The Scope section 3.2 reads 54 total MSF, while the program data sheet classifies (11) of them as Space type "P" Private space and letter "C" for conventional (i.e. freestanding casegoods)	Please provide a quote for MSF in the private offices. This will help us determine if we will use MSF or free standing desks. Free standing desks are not approved to purchase, this would be part of the bid preparation process mentioned in Question 2.
5. Would you like seating included in the total costs for the break rooms, conference rooms, and quiet rooms?	We are only looking for the MSF at this time. Additional furniture will be quoted through the process outlined in Question 2.

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<p>6. To install furniture before the end of year and holiday break, and to allow for production and shipping lead times, we recommend you order by mid-October. Is it possible to begin your contract period earlier than Oct 1 to allow more time for the planning discussion, drawings, specifications, finishes, and procurement process?</p>	<p>Yes. We can work to awarding this contract earlier.</p>
<p>7. Are these suites #141 and # 145 on the first floor at 1610 Arden Way? If not is there an elevator?</p>	<p>Yes. They are on the first floor.</p>