



Request for Proposals

Solicitation No:	RFP 2024-21
Title:	Office Redesign
Description:	The purpose of this Request for Proposals (RFP) is to invite qualified vendors to submit proposals for the design, provision and installation of office furniture.
Terms:	Provision and installation of furniture completed by June 30, 2025
Solicitation Release Date:	July 29, 2024
Deadline for Submission of Questions on RFP:	September 13, 2024 5:00 p.m. EST
Proposal Due Date/Time:	September 16, 2024 5:00 p.m. EST
Award Recommendations to Committee:	November 7, 2024
Award Recommendations to Board of Directors:	November 18, 2024
Contact:	officeredesign@thechildrenstrust.org

The Children's Trust
3150 SW 3rd Avenue, 8th Floor
Miami, FL 33129
305.571.5700
thechildrenstrust.org

Introduction

The Children's Trust ("The Trust") is a dedicated source of revenue derived from property taxes in Miami-Dade County, established by voter referendum in 2002 and becoming fully operational in 2003. Our mission is to partner with the community to plan, advocate for and fund strategic investments that improve the lives of all children and families in Miami-Dade County. We envision a community that works together to provide the essential foundations to enable every child to achieve their full potential... "Because All Children Are Our Children." The Children's Trust is located within the city limits of Miami and serves the broader community of Miami-Dade County.

The organization has a President/Chief Executive Officer appointed by a Board of Directors. The Trust is comprised of approximately 80 employees that assist in managing the disbursement of public tax dollars into community programs for children and families within Miami-Dade County. Assisting the President/CEO are six executives that oversee seven departments.

This document contains descriptions of the Office Redesign services being sought and the application questions for this solicitation. General procurement-related information is available on the Procurement page of The Children's Trust's website (www.thechildrenstrust.org/content/procurement) and in our Procurement Policy. Please be sure to view the website content related to:

- [E-Verify](#)
- [Legal requirements](#)
- [Competitive procurement appeals process](#)
- [Cone of Silence](#)
- [Conflict of Interest](#)

Applicants should be currently qualified to conduct business in the State of Florida under the laws of [Florida per Chapter 607, F.S.](#), and must be qualified to conduct business on or before the contract start date. Eligible applicants must remain qualified to conduct business in the State of Florida for the duration of their contract.

No applicant may apply to this RFP through any agent, affiliate, or other individual or entity. Any such application will be considered noncompliant with this solicitation and deemed ineligible whenever such determination is made during the procurement process. The Children's Trust will contract only with the selected vendor(s). Any subcontracted agreements must be managed entirely by the selected vendor; however, any/all subcontractors and their intended services must be disclosed as part of the application. The Trust may choose, at their sole discretion, to contract portions of the solicitation with different vendors to meet the needs of the solicitation.

The Children's Trust recognizes that competitive solicitation ensures there is no favoritism during the vendor selection process, and inspires public confidence that contracts are awarded equitably and economically. The Trust will not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or give preference to a vendor based on the vendor's social, political, or ideological interests. The Children's Trust reserves the right, at any time before, during, or after a competitive procurement process, and before a contract is executed, to postpone or cancel any or all of the solicitation.

Information and resources specific to this solicitation are available through the Procurement page of our website under Office Redesign.

Questions regarding the solicitation must be submitted via email to The Children's Trust at officeredesign@thechildrenstrust.org. Applicants are encouraged to visit the page frequently to review answers provided in response to questions received.

Statement of Purpose/Overview of Services Sought

The Children's Trust is entering the final phase of the office reconfiguration project aimed at modernizing the remaining sections of the current office space. The office redesign will incorporate open office design concepts, increase natural lighting, and introduce flexible seating arrangements to enhance collaboration and communication among staff. By promoting communication, transparency, and adaptability, the new design will enhance the overall work environment and productivity of staff. The selected vendors will provide comprehensive design services based on staff recommendations. To assist with this RFP, a summary of insights gathered from Trust employees regarding the ideal office configuration is provided (Attachment A).

As a resource to prospective applicants, a floor plan of the current configuration and design samples are provided with this RFP (Attachment B). Images and designs included in this document were obtained during market research and serve as examples of the products being procured. Vendors should use these samples as reference to identify their own products that meet the same needs. Vendors must provide a list of all products offerings with warranty and customer service information.

The price quoted in any proposal must be itemized to include all costs related to labor, freight, assembly, installation materials, tools, equipment, delivery timeframe, etc. necessary to fully meet the requirements of The Children's Trust. All proposal costs must be entered in the budget spreadsheet provided with this RFP (Attachment C). Pricing must be grouped by location labels provided in (Attachment B). Do not price out for computer equipment or office chairs. Ensure that electrical requirements are clearly marked and included.

Vendors are invited to visit The Children's Trust at 3150 SW 3rd Avenue, 8th Floor on August 20, 2024, at 1 p.m. to gain insight of the existing office configuration and to measure the areas to be redesigned.

Amount of Funding

The Children's Trust proposes funding amount in this RFP not to exceed a total of **\$280,500**.

General Office Furniture Requirements

General Description: The office furniture shall consist of 55 desks (refer to Attachment B). Vendor shall prepare and submit a design drawing package indicating specific dimensions and materials to include floor plan and equipment specifications. Vendor shall exclude desk peripherals and desk/guest chairs.

Executives and Directors Area

- Quantity: 15 desks (min. 14)
 - Include 1 workstations within the quantity limit (15) designed to meet ADA standards with sufficient knee clearance, proper surface height, and ease of adjustability
- Panel Height: 68 inches (5 feet 8 inches)
- Configuration:
 - Frosted glass for door wall facing the interior of desk to ensure privacy while allowing light to filter through
 - Frosted panels between desks
 - Ensure panels do not block exterior windows
 - Provide storage solutions
 - Allow seating for 2 guests (exclude chairs)
- Include a clear and high-quality image of furniture being proposed
 - Image should accurately represent the final product in terms of design, dimensions and features
- Electrical Requirements
 - Pre-wired panels
 - Existing setup
 - 11 prefabricated power whips (1 duplex per station 120 volts 20 amps)
 - 11 data ports
 - Workstation requirements
 - Each workstation should have a prefabricated furniture whip
 - Each workstation should include 2 duplexes
 - Each workstation should include outlets accessible with an integrated power supply with a minimum of 6 plugs dispersed within the space
 - Integrated power supply should be located within seating area for easy access
 - Include drawing indicating location of outlets

Associate Directors/Higher Privacy Need area

- Quantity: 12 desks (min. 9)
 - Include 1 workstations within the quantity limit (12) designed to meet ADA standards with sufficient knee clearance, proper surface height, and ease of adjustability
- Panel Height: 68 inches (5 feet 8 inches)
- Configuration:
 - Frosted panels between desks
 - Ensure panels do not block exterior windows
 - Provide storage solutions
 - Allow seating for 1 guest (exclude chairs)
- Include a clear and high-quality image of furniture being proposed
 - Image should accurately represent the final product in terms of design, dimensions and features
- Electrical Requirements
 - Pre-wired panels
 - Existing setup
 - 6 prefabricated power whips (1 duplex per station 120 volts 20 amps)
 - 6 data ports
 - Workstation requirements
 - Each workstation should have a prefabricated furniture whip
 - Each workstation should include 2 duplexes
 - Each workstation should include outlets accessible with an integrated power supply with a minimum of 6 plugs dispersed within the space
 - Integrated power supply should be located within seating area for easy access
 - Include drawing identifying location of outlets

OPS/Clerk of Board/Higher Privacy Need Area

- Quantity: 8 desks
 - Include 1 workstations within the quantity limit (8) designed to meet ADA standards with sufficient knee clearance, proper surface height, and ease of adjustability
- Panel Height: 56 inches (4 feet 8 inches)
- Configuration:
 - Frosted panels to ensure privacy while allowing light to filter through
 - Provide storage solutions
- 2 desks facing windows need to have larger storage capacity
- 1 desk closer to bathroom create a dual-purpose storage area and office space
- Include a clear and high-quality image of furniture being proposed
 - Image should accurately represent the final product in terms of design, dimensions and features

- Electrical Requirements
 - Electricity provided via 3 poke-thru devices floor-mounted
 - 1 poke-thru to feed 4 workstations
 - Existing setup
 - 8 prefabricated power whips (1 duplex per station 120 volts 20 amps)
 - 8 data ports
 - Workstation requirements
 - Each workstation should include 2 duplexes
 - Each workstation should include outlets accessible with an integrated power supply with a minimum of 6 plugs dispersed within the space
 - Integrated power supply should be located within seating area for easy access
 - Include drawing indicating location of outlets

Finance/CE/Comms Area

- Quantity: 20 desks
 - Include 2 workstations within the quantity limit (20) designed to meet ADA standards with sufficient knee clearance, proper surface height, and ease of adjustability
- Panel Height: 52 inches (4 feet 4 inches)
- Configuration:
 - Frosted panels to ensure privacy while allowing light to filter through
 - Provide storage solutions
- Ensure layout allows for flexible movement patterns, non-linear desks
- Include a clear and high-quality image of furniture being proposed
 - Image should accurately represent the final product in terms of design, dimensions and features
- Electrical Requirements
 - Electricity provided via 5 poke-thru devices floor-mounted
 - 1 poke-thru to feed 4 workstations
 - Existing setup
 - 20 prefabricated power whips (1 duplex per station 120 volts 20 amps)
 - 20 data ports
 - Workstation requirements
 - Each workstation should include 2 duplexes
 - Each workstation should include outlets accessible with an integrated power supply with a minimum of 6 plugs dispersed within the space
 - Integrated power supply should be located within seating area for easy access
 - Include drawing indicating location of outlets

Warranty: The office furniture shall be covered by the warranty provided by the manufacturer and shall be at least twelve months. The manufacturer shall warrant the furnished equipment against parts of failure or malfunction due to installation errors, defective workmanship and missing or incorrect parts for a minimum period of twelve months.

Warranty Repair Work: The manufacturer shall be able to furnish replacement parts or furnish service by providing a list of agencies where a stock of repair parts is available and can be secured in a reasonable time after ordering from the manufacturer. All work performed by the vendor, including parts and labor, shall be warranted for at least one (1) year, commencing on the date the completed office furniture is installed.

Delivery: Office furniture shall be delivered by an installer who can make any minor adjustments to it.

Proposal Submission

Proposals must be submitted to the following email: officeredesign@thechildrenstrust.org.

Using the PDF template for this solicitation on the Procurement page, respondents must answer all questions and address the components within each section of the application as indicated below. All supporting documents associated with the application should be in PDF format unless otherwise indicated. All attached documents in the submission email should utilize the following file naming convention: Entity Name - Application Section Name - Supporting Document # - Title of Document (e.g. - Project Team Information - Supporting Document #1 - Resume for Jane Smith).

- Company Overview
 - Provide information on your company's history, management structure, mission and vision and a brief summary of products and services offered.
 - If the organization's primary address is not in South Florida (Miami-Dade, Broward or Palm Beach Counties), please indicate whether the organization has an office in South Florida.
- Qualifications and Experience
 - Qualifications Description: Describe your company's qualifications/expertise in the area(s) included in this solicitation. Discuss what uniquely qualifies your company to perform the work described.
 - Experience Description: Discuss your company's experience and capability regarding the prospective work defined in this solicitation. Response content should include prior engagements and implementations providing services to government agencies, nonprofit organizations serving children and families, foundations, educational institutions, health care providers or other public sector clients.

- Product/Service Description
 - Within the Product Service/Description section, please describe the overall design of your proposed solution. The following elements are **required** for this RFP:
 - 55 desks
 - Executive and Directors Area – 15 desks (min. 14)
 - Associate Directors – 12 desks (min. 9)
 - OPS/Clerk of Board – 8 desks
 - Finance – 20 desks
 - Include frosted elements to allow light
 - Include integrated power supplies
 - Provide storage solutions
 - Include a clear and high-quality image of furniture being proposed
 - Ensure that electrical requirements are clearly marked and included in the proposal as well as drawings
 - Include a drawing/layout detailing all areas being solicited. Drawings must clearly indicate location of electrical elements, storage solutions, location of frosted elements allowing flow of light and any other information that will allow to evaluate the proposal
 - Timeline: Provide an anticipated timeline to complete the project as indicated in your implementation approach. Include key deliverables/milestones and target completion dates.
- Project Team Information
 - Project Team Description: Prospective vendors must provide information on available agencies who will be providing installation, maintenance, and warranty services.
- References
 - Provide contact information for three (3) references who have used your products or services in the past. These products/services must align with the services sought in this solicitation. Include company name, contact person name, title, email and phone contact information, along with a brief description of the prior work conducted for each reference.
- Fees and Pricing
 - Pricing Requirements
 - Grouped pricing by area
 - Provide pricing grouped by the areas identified in (Attachment B)
 - Total project price
 - Include total price for the entire project, summing up all grouped areas
 - Breakdown by line item
 - Within each grouped area, break down the pricing by individual line items. Each line item should be clearly identified and priced separately
 - Identification of components per work area
 - For each area, specifically identify and list all the parts that constitute a single work area. For example, if an executive office includes 20

individual items, provide a detailed list and cost for each item. This will allow for easy identification of all components and their respective costs for one complete office

- Note that the budget for your proposal **must** be completed using the Proposed Budget Template (Attachment C) and submitted as a supporting document to your response.

The document should be attached as an MS Excel file using the following naming convention: Entity/Firm Name – Proposed Budget.

- Attestations
 - An authorized official from the responding entity must advise of any conflicts of interest with The Children’s Trust staff or board of directors and any pending investigations in the Attestations section of the application.

Application Review Process and Evaluation Criteria

The Children’s Trust’s review process is designed to select the most qualified vendor(s) in an open and fair manner. Applicants must meet the eligibility criteria referenced on The Trust’s Procurement website to be considered for this RFP. Each application will be independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field, and trained volunteers. Additionally, non-voting technical advisors/consultants may be utilized at the discretion of The Trust.

The Trust reserves the right, at its sole discretion, to award a portion of the overall plan to different vendors to obtain the final product that meets the organization's needs. If a tie occurs for the top-ranking position for all or a portion of the solicitation, a best-and-final price/fee offer may be requested from the top-ranked proposers. The best-and-final-offer option may also be used by The Trust if the terms and conditions and the proposed solution do not change. The Trust reserves the right, at their sole discretion, to negotiate the best and final offer. If the best and final is determined not to be in the best interest of The Trust, at its sole discretion, The Trust may negotiate with the next ranked proposer. In the event that there is a sole proposer, the review committee may evaluate the sole response and determine whether or not the proposal meets the needs of The Trust. If it is determined that the proposal meets the needs of The Trust, the proposer may be recommended for an award.

Using the rating scale below, reviewers will assess the quality of responses within each section, the alignment with solicitation requirements, and the applicant’s capacity to effectively deliver what is proposed.

Rating	Points	Description
Excellent Response	3	<ul style="list-style-type: none"> • Response is fully complete and relevant for the section. • Response provides evidence that the applicant exceeds the requirement(s) for the section as set forth in the solicitation. • The solution proposed meets and/or exceeds all the requirements.
Good Response	2	<ul style="list-style-type: none"> • Response is mainly complete and relevant for the section but may require some additional clarification. • Response provides evidence that the applicant meets the requirement(s) for the section as set forth in the solicitation. • The solution proposed meets the requirements with minimal adjustments needed.
Weak Response	1	<ul style="list-style-type: none"> • Response does not include required information and/or the response has major omissions. • Response does not provide evidence that the applicant meets the minimum requirement(s) for the section as set forth in the Solicitation. • The solution proposed could meet the requirements but requires extensive adjustments.
Unacceptable Response	0	<ul style="list-style-type: none"> • Response is substantially incomplete, unresponsive, and/or not relevant for the section. • Response presents a major problem or counterproductive strategies in meeting the solicitation requirement(s). • The solution proposed will not meet the requirements.

The table below summarizes the evaluation criteria to be used and related points awarded during the initial review/scoring period.

Review Criteria	Weight	Max. Points
<i>Qualifications and Experience in Services Sought</i>	5	15
<ul style="list-style-type: none"> • How well does the evidence of knowledge, experience and success in providing the services similar to those sought in the solicitation align with the needs of The Trust? • To what extent do the applicant’s references and past experiences demonstrate relevant work with clients comparable to The Trust? • To what degree does the applicant provide necessary and convincing details to inspire confidence in their ability to provide high-quality services that will meet the expectations of an organization of the stature of The Trust? • If the applicant is located outside of Miami-Dade County and/or Florida, to what extent does the entity demonstrate an ability to work successfully from a distance and serve clients remotely? 		
<i>Product/Service Description</i>	40	120
<ul style="list-style-type: none"> • To what extent does the product meet the requirements of the RFP? • To what extent does the applicant ensure customer support will be available and provided to The Trust between the hours of 7:00 a.m. and 6:00 p.m. EST Monday through Friday? 		
<i>Timeline</i>	20	60
<ul style="list-style-type: none"> • How complete, reasonable and realistic is the applicant’s proposed timeline for completion of deliverables? • To what degree does the proposed timeline align with the needs of The Children’s Trust? 		
<i>Project Team Information</i>	5	15
<ul style="list-style-type: none"> • How well does the applicant’s proposed project staff/consulting personnel experience align with the services sought in this solicitation? • How reasonable are the applicant’s expectations of Trust staff resources to support the proposal’s design? • Prospective vendors provided information on available agencies who will be providing installation, maintenance, and warranty services? 		
<i>Pricing/Fees</i>	30	90
<ul style="list-style-type: none"> • How clearly did the applicant specify the proposal costs? • To what extent are the fees/costs reasonable, usual and customary? 		
TOTAL POINTS		300