



April 29, 2020

**Re: Request for Proposal – Office Furnishings for Brockman Hall for Opera**

To Respondents,

Rice University is soliciting a proposal from your firm to provide, deliver and install office furnishings for the Brockman Hall for Opera Building Project. The new Brockman Hall for Opera Building is located on the Rice University Campus at 6100 Main Street, Houston, Texas 77005. The Brockman Hall for Opera Building will serve as the home for the Rice University Music and Performing Arts Center. The project architect is Allen Greenberg, and the General Contractor is Linbeck Construction. I am pleased to extend this invitation to your firm to submit a proposal to provide product, delivery and installation for evaluation of its suitability for this exciting project.

**SCOPE OF THE PROJECT:**

Rice University is currently building a new building which will enhance the already active teaching and research environment on the Rice Campus. A key component of the project is the furniture that will be utilized to support this teaching effort. This facility will be a cornerstone for years to come for teaching collaborations.

The purpose of this proposal is to select Office Furnishing Contractors who can provide product, delivery and installation that comply with the specifications outlined in this request for proposal. Rice representatives and its Project Team will evaluate the services, products and installation capabilities of each Office Furnishings Contractor with the goal of making a selection of the services and product that best meets the needs and goals of the research and teaching that is to take place in this facility.

**PROPOSAL:**

A proposal to provide the product, delivery and installation described herein must include the following items in order to qualify for Rice's consideration:

1. Description of the respondent's qualifications. The proposal will provide materials documenting the organization's experience with similar projects. Project photographs, locations, sizes, costs, dates, team members and other relevant, non-confidential data are sought. Information about proposed personnel. The proposal will provide materials documenting the proposed personnel, their experience, accomplishments, and proposed project roles.
2. Information about proposed costs. The proposal will provide unit and extended pricing for each item proposed in the Furnishings Specification package, indicated on the floor plans and in supported documents. The source data to arrive at this cost shall be included in the attachment or other document enclosed within the proposal and presented so as to verify and make understandable the calculations used to arrive at the average cost included in this part of the response. Included source costs shall break out, if applicable, freight, delivery and installation of specified quantities based on expected construction substantial completion for the building. It is anticipated that substantial completion of the building is expected to be June, 2020 and furniture delivery and installation thereafter.
3. Rice IT Department requires that all jacks be visible and easily accessible. Field verification of data and electrical locations will be required by the successful respondent in all office spaces and conference rooms. If these requirements impact the cost and schedule for the project then the charges and schedule allowances shall be called out explicitly in your proposal.

4. Project timeline – Respondent shall provide a detailed time line for the project. The time-line shall include, time needed for final proposals submission from time of award, order placement, order production, product delivery and installation duration indicated in weeks of time at a minimum. All product lead times shall be noted in weeks of time and included in the submission. **Respondent shall provide details on any impact to the project due to the COVID-19 virus.**
5. Product Demonstration Opportunity: Successful respondents may be requested to assemble, display and demonstrate to select Rice University representatives’ items from the Furnishings Specification Package. Respondents shall clearly indicate in their response their willingness to participate in such activity as well as providing the required advance notice in terms of business days necessary from Rice University to allow for adequate time to prepare the demonstration in their showroom or other appropriate facility that will adequately display the specified product. It is the intent of Rice University to make a selection on certain products after viewing the product specified in the Furnishings Specification Package. The respondent shall clearly indicate in their response any costs involved in this process. All product demonstrations will be scheduled after review of each respondent’s proposal.

#### **CONTRACT FORM AND COMPENSATION:**

The successful Office Furnishings Contractor will be required to enter into the Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum, with Attachment 1 General Conditions for the Contract for Furniture, Furnishings and Equipment and is provided herein for review and comment only. Please see the proposal evaluations section below.

Compensation shall be a lump sum fee. Reimbursable expenses shall be invoiced and paid in accordance with Rice’s policy on reimbursable expenses, attached. The University reserves the right to negotiate any and all fees subsequent to selection and prior to execution of the Agreement.

#### **PROPOSAL EVALUATIONS AND SELECTION:**

The Rice Project Team will evaluate the proposals. The experience and abilities of the proposed personnel will be considered important criteria. Rice values commitment to its efficient collaborative process.

Each proposal shall contain at a minimum, the following elements in addition to those mentioned in the scope of work:

1. Submit your proposal on the Furnishings Cost Tabulation Sheet. Identifying in your proposal the related costs and applicable drawings, product specifications, actual finish samples and brochures for products proposed for the Project. Non-Conforming bid submissions will be disqualified without consideration. **Note in detail any impact on project due to COVID-19.**
2. Exceptions to Rice University Terms and Conditions – must be included in your proposal, in a separate, marked section, a declaration of the respondent’s exceptions to the terms of the Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum, with Attachment 1 General Conditions for the Contract for Furniture, Furnishings and Equipment, and suggest specific revisions. Provide a point of contact within your organization that is empowered to negotiate and reach agreement on all noted exceptions declared. Unreasonable exceptions, solely in the opinion of Rice University General Counsel may result in disqualification of the proposal after attempting to resolve the differences.

**PROPOSAL SUBMISSION AND INQUIRIES:**

Your response to this request for proposal is requested in the form of a proposal and supporting information. Proposals are due at 2:00 p.m. (CST) on 05/07/2020. Proposals must be submitted electronically in Adobe PDF format to Rice Procurement. A hard copy of the proposal is not required but will be accepted and should be delivered to the Rice University, attention Rice Procurement. This hard copy will be accepted provided the electronic copy has been submitted. The hard copy due date is identical to the electronic due date.

All inquiries must be submitted electronically to Rice Procurement no later than 2:00 pm 05.01.2020. Inquiry responses will be provided electronically to all respondents.

Rice University appreciates your firm's interest and looks forward to receiving your proposal for this project.

**Attachments:**

Furnishings Floor Plans

Furnishings Specification Package

Furnishings Cost Tabulation Sheet

Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum

General Conditions for the Contract for Furniture, Furnishings and Equipment