

Request for Proposals for: Tellefsen Hall Student Housing Interior Design Services



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General

A. Introduction

The Tellefsen Hall Association is seeking Interior Design and Project Management services for the interior renovation of Tellefsen Hall. The Tellefsen Hall Association is a Non-Profit organization whose purpose is to provide student housing for University of California Marching Band members. Tellefsen Hall is the “Band House”, a 3 story multi-unit dwelling located in North Berkeley with 14 units, and houses 44 students.

The Tellefsen Hall Association Board Interior Design Committee will be selecting an interior designer/project manager to facilitate the design, planning, bidding, construction, and closeout of the project.

B. Selection Process Schedule

Mandatory Pre-Proposal Meeting	Friday, August 30th, 2019 @ 10:00 a.m.
Last Day to Submit Questions	Friday, September 6th, 2019 @ 5:00 p.m.
Proposals Due by	Friday, September 13th, 2019
Interview and Selection	Friday, September 27th, 2019
Contract Negotiation/Execution by	Friday, October 11th, 2019

C. Mandatory Pre-Proposal Meeting

A mandatory Pre-Proposal Meeting will be held at Tellefsen Hall at the address below. Parking is on-site or on the street.

The Site Address is

1755 LeRoy Avenue
Berkeley, CA 94709

<https://goo.gl/maps/Fo7eZLxw7dzwKwU98>

D. Inquires

All questions regarding this Request for Proposal should be submitted in writing via email to Carmen Erasmus, Tellefsen Hall Board Member, THinteriorcommittee@gmail.com no later than September 6th, 2019 @ 5:00 p.m.

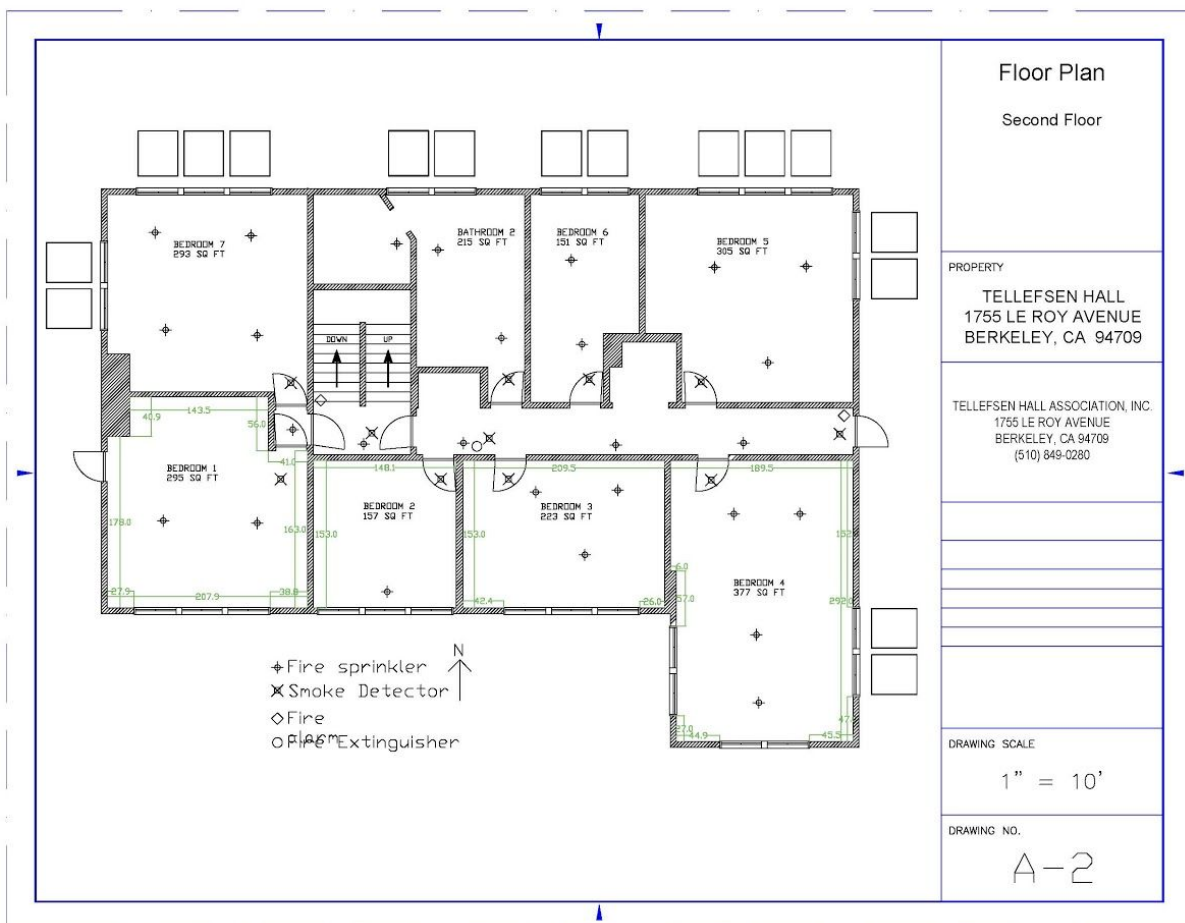
Replies will be issued to all parties that have attended the Pre-Proposal Meeting by September 17th, 2019

E. Project Information

Tellefsen Hall is a 3 story structure (approximately 8,600 SF), with the ground floor being a common area consisting of a large common room, a dining room, library, and kitchen. The upper floors are the student rooms, with each floor consisting of 7 rooms and a common bathroom. In total there are 14 rooms, with identical layouts between the floors. The rooms are a mix of doubles, triples, and quadruple occupancy, for a total of 44 residents (44 beds). Our goals with this project is to redesign each of the rooms to have a consistent modern look, with commercial-grade finishes, and to improve the lighting through-out the rooms and in the common areas of the house.

The hall was built in 1896 and has been known previously as *Weltevreden*. The exterior brick and appearance is a Berkeley Historical Landmark. More details on the history of the house can be found here.

http://berkeleyheritage.com/berkeley_landmarks/weltevreden.html



The Association provides each occupant with a Bed, Mattress, Desk, Dresser, Chairs, and Closet space. The Beds in each room are in general custom wood frame bunk beds. The Closets consist of a lower draw, middle cabinet and upper cabinet.

Living Room:



Room 7:



Room 3:



Room 4:



Room 13:



The Association would like to develop an interior design plan for a consistent, functional and modern look for each room. The layout for each room should fit the requirement that each student has a Bed, Mattress, Desk, Dresser, Chairs, and Closet space. In addition, the room layout should be used efficiently to allow students to use the space for studying, socializing, relaxing, and sleeping without compromising their comfort.

In addition to the layout and furniture of each room, the project will improve the lighting in each room, the Common Hallway, and the ground floor Common Area and Dining room. The lighting should be comforting, bright, and power efficient.

This project does not include improvements to the floor bathrooms, the basement, the kitchen, or the library. This may be included in future projects.

F. Budget

The current funding for all soft and hard costs for this project for the 2019-2020 fiscal year is \$100,000.

G. Anticipated Design and Construction Schedule

It is anticipated that design will commence immediately upon execution of an agreement. It is also anticipated that design and construction will occur over an approximate 11 month period;

11/1/2019: Programming/Planning Phase Due

12/01/2019: Schematic Design Deliverable and Presentation to Board

02/03/2020: Construction Document Package Due

02/07/2020: Furniture Order

02/10/2020-02/28/2020: Construction Bidding and Award

3/22/2020 - 3/29/2020 (Spring Break): Early Interior Renovation (Phase 1)

5/17/2020-08/01/2020 (Summer): Interior Construction (Phase 2)

H. Scope of Services

1. Programming/Planning Phase

The selected Interior Design Firm will work with the Tellefsen Hall Association Interior Design Committee to evaluate and confirm existing site conditions and make recommendations based on the conditions, program, schedule and budget. The Interior Designer have one (1) meeting with the Committee for review.

2. Schematic Design Phase

Based on the program and site evaluation, the interior design firm will prepare two (2) schematic designs, which will include, as a minimum, floor plans drawn to scale that include program requirements, FFE selections, and probable costs for each option. The Interior Designer will make one (1) presentation to the Board for review

3. Construction Document Phase

Based on a successful conclusion of the Schematic Design Phase, the Interior Designer will proceed with the Construction Document Phase. A Construction Document Phase includes, but is not limited to:

- Floor plans drawn at $\frac{1}{8}" = 1'-0"$ on AutoCAD, with overall dimensions and key spaces individually dimensioned
- Finish Schedule with general details as needed
- Cabinetry Design and Layout suitable for bidding by a fabricator/carpenter
- Electrical Layout Plan and fixture schedule suitable for bidding by an electrical contractor
- Specifications for all required divisions that generally identify all systems, finishes, materials and sets the quality level of the project.

The interior design shall provide all plans, details and specifications required as determined during the planning phase.

As the construction documents are prepared, the Interior Designer will review the estimate of probable costs and advise the Committee if it appears the project cannot be completed in accordance with the Construction Documents or within budget.

The interior designer shall help facilitate any required permits with the City of Berkeley, as required.

4. Bidding/Negotiation Phase

The Interior Designer shall assist the Committee in obtaining competitive bids or proposals for the contract for construction and furniture suppliers and shall assist in preparing contracts for construction.

5. Construction Administration Phase

The Interior Designer and its consultants shall visit the site as required by the progress of the construction to become generally familiar with the progress and quality of the work completed and to determine in general if the work is being performed in accordance with the contract documents. Based on the Interior Designer's observations and evaluations of the Applications for Payment, the Interior Designer shall review and certify the amounts due to the contractor and subcontractors.

I. Submission Procedure

Proposals must contain the following information:

Cover Letter: Indicate experience and other factors which make the Interior Designer appropriate for this project.

Identification – Provide full legal name of the proposing firm, mailing and email address, telephone and fax numbers and contact person.

Design Approach – Describe the proposer's design approach to projects of similar size and use.

Project Experience – Provide illustrations, photos and other presentation material which illustrate the proposer's experience on other facilities of similar size and use.

Resumes – Provide resumes of each key team member. Highlight relevant experience.

Certification: Certified Interior Designer, State of California

References – Provide the names, addresses and telephone numbers of three (3) references. Provide the project name(s) and service(s) provided for each reference.

Fee Proposal – Fee Proposal and a detailed budget of reimbursable expenses, signed by a principal of the firm authorized to make a binding offer.

Submit one electronic copy in pdf format to the following:

Ms. Carmen Erasmus
Tellefsen Hall Association Member
THinteriorcommittee@gmail.com