



Request for Qualifications (RFQ)
for
Furniture Procurement and Installation
Services

Issued: April 4, 2025
Responses due: April 22, 2025

Paula Macedo
General Manager
Contra Costa Mosquito & Vector Control District
155 Mason Circle
Concord, CA 94520

NOTICE IS HEREBY GIVEN that Contra Costa Mosquito & Vector Control District (“District”) seeks qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide furniture, fixtures and equipment for the District’s Administration and Operations Upgrades Project (“Project”).

SECTION 1 – INTRODUCTION

The District is seeking a vendor to provide Furniture, Fixtures and Equipment (FF&E) for current and future projects in the District. At this time the District is requesting qualifications from firms interested in being considered.

The District will conduct an in-depth evaluation of the proposals submitted, followed by an interview with the most qualified respondents.

SECTION 2 – CURRENT PROJECT DESCRIPTION

The Project in design is the renovation of the Administration Building, upgrades to the Vehicle Storage Buildings and Sitework. The Project is located at 155 Mason Circle, Concord, CA 94520. The current floor plans and proposed furniture inventory is provided in Attachments B and C to this solicitation. The Design-Builder is the partnership of NJA Architecture and F&H Construction. The estimated construction phase is to begin October 2025 and finish in September 2026.

The District’s goal is to provide a flexible work environment for its employees within an estimated furniture budget range of \$135,000 to \$150,000. Technical staff are predominantly in the field during business hours but require the ability to gather for trainings. Additionally, the facility will host monthly Board meetings and will be made available for community events.

SECTION 3 – BASIC SCOPE

The District requests that the Vendor ultimately awarded the Furniture Contract commit a dedicated team or team member to be readily available to assist the District with various services which will include, but be not limited to, the following scope of work:

- Work with the District and Design team to evaluate and select furniture pieces and specifications.
- Provide necessary visual graphic representation (i.e. AutoCAD and Revit symbols, etc.) of selected furniture pieces for the Design team to incorporate into the plans.
- Assist the District with furniture selection that meets the design and purchasing requirements, order placement and tracking, transportation/delivery management, storage, and furniture installation as appropriate and in line with the construction project schedules.
 - Assist the District to evaluate costs and propose alternate furniture options to meet project budgetary constraints when needed.
 - Evaluate the planning and design of standardized furniture for technical and design accuracy and appropriateness for each space/room type.
 - Provide post-install education and guidance to end-user groups on the proper usage, maintenance, and reconfiguration of installed furniture.
 - Provide warranty, maintenance, and reconfiguration services as needed for installed furniture.

SECTION 4 – MANDATORY QUALIFICATIONS REQUIREMENT

Your company must have experience with cooperative purchasing agreements for special districts and familiarity with the appropriate California Public Contract Code requirements.

SECTION 5 – SUBMISSION REQUIREMENT AND SCHEDULE

Format

The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualification describing the qualifications of the firm and products available, as outlined below.

Schedule

EVENT	DATE
Release FF&E RFQ Document	April 4, 2025
Deadline for Questions	April 14, 2025 by 3:00pm
Final Addenda will be issued	April 17, 2025
Statement of Qualifications Response due	April 22, 2025 by 3:00pm
Evaluate Statement of Qualifications & Notify Candidates	April 22 thru April 25, 2025
Interviews with select Candidates	April 29 and/or April 30
Final Selection and Notification	May 1, 2025
Board of Trustees Approval of Vendor	May 12, 2025

Submission Format

Submit **three (3) physical copies along with one (1) digital copy (thumb drive)** of the firm's Statement of Qualifications to:

Paula Macedo
General Manager
Contra Costa Mosquito & Vector Control District
155 Mason Circle
Concord, CA 94520

- Submittals shall be enclosed in a sealed envelope bearing the RFQ name, the name of the respondent and submitted on or before the deadline indicated in the schedule.
- **All submittals must be received by 3:00 p.m., April 22, 2025.**
- Each submittal must conform and be responsive to the requirements of this RFQ.
- Any respondent failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

SECTION 6 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATION

SOQ's shall include the following information and be presented in the order listed below. All sections must clearly indicate which item is being addressed and be separated by corresponding tabs. Response to be 8-1/2" x 11" single sided page format, 11 minimum font size and page count not to exceed 20 pages. Resumes of staff are not to be included in the page count.

- Cover letter giving the name, telephone number, address of your company, (its showrooms if applicable), and whether the company is a manufacturer or a manufacturer's representative.
- A brief description of your company's experience on similar projects.
- Description of cooperative purchasing agreements and their expiration dates.
- List of references to similar projects, including name and phone number of individual contacts at each organization.
- Qualifications/ resumes of the person(s) who will design, manage this project.
- A description of your company's ability to provide FF&E of various quality levels, design assistance, layout and coordination, website capabilities, delivery, assembly, and installation capabilities. Also, address warranty and maintenance information.
- Rate sheet for design, project management and installation services.
- Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome.
- Submit one (1) set of brochures/catalogs which show the type and quality of FF&E you might propose to provide on this project. This information must fit into a single 3" D ring binder and is not included in the page limit. Doubled side pages are acceptable.
- Signed Statement of Non-Conflict of Interest.

If you have any questions regarding this RFQ, please submit emails with questions to Sharon Thomas, Senior Project Manager at Sharont@capitalpm.com before 3:00 p.m. on April 14, 2025. Responses will be provided by an Addendum to this RFQ by 3:00 p.m. on April 17, 2025.

SECTION 7 – ADMINISTRATIVE REQUIREMENTS AND POLICIES

This RFQ is neither a formal request for bids nor an offer by the District to contract with any party responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The awarding of a contract, if at all, is at the sole discretion of the District.

The submittals and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned.

The District reserves the right to accept or reject any or all SOQ's submitted or to request clarification or additional information or an alternative presentation of data from any respondent, at the District's sole discretion. Further, while every effort has been made to ensure the information presented in the RFQ is accurate and thorough, the District accepts no responsibility or liability for any unintentional errors or omissions in this document.

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to respond to this RFQ and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

The District reserves the right to contract with any entity responding to this RFQ for all or portions of the above-described services, to reject any submittal as non-responsive, and/or not to contract with any respondent for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

The awarding of a contract is at the sole discretion of the District. The District may, at its option, determine to award a contract only for portions of the scope of work identified herein. In such case, the successful firm will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ.

Attachment A – Statement of Non-Conflict of Interest

Attachment B – Administration Building Floor Plan

Attachment C – Proposed Furniture Inventory List

END

ATTACHMENT A

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of the District. The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past year; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

Signature _____

Printed Name _____

Title _____

Date _____

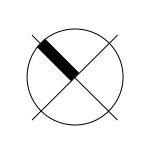
ATTACHMENT B
ADMINISTRATION BUILDING FLOOR PLAN



NOT FOR
 CONSTRUCTION

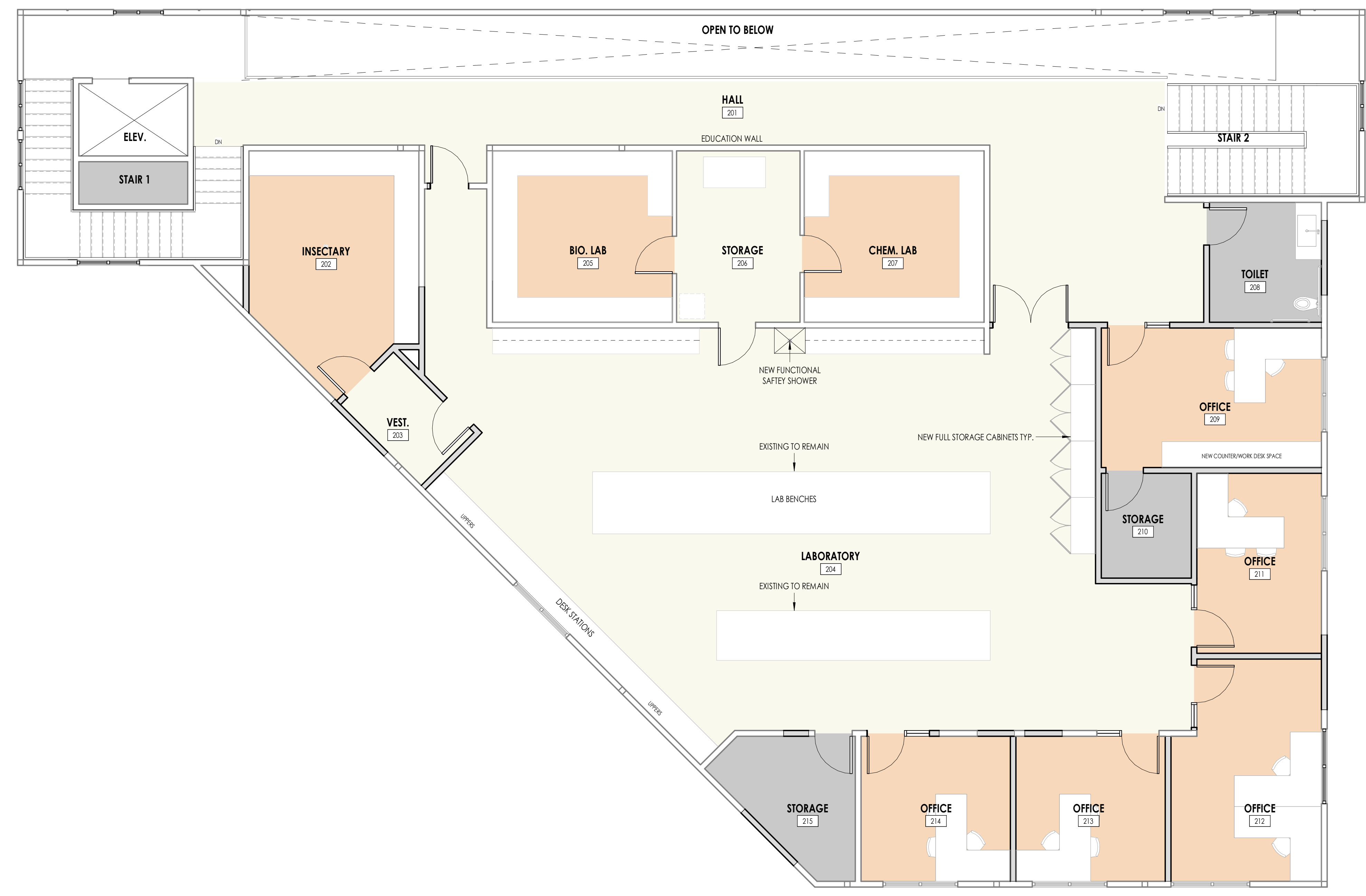
REVISIONS

NO.	DESCRIPTION	DATE



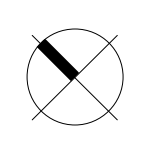
SCHEMATIC DESIGN SUBMITTAL
 03.14.2025

ADMINISTRATION BUILDING -
 FIRST FLOOR PLAN



NOT FOR
 CONSTRUCTION

REVISIONS	NO.	DESCRIPTION	DATE



SCHEMATIC DESIGN SUBMITAL
 03.14.2025

ADMINISTRATION BUILDING -
 SECOND FLOOR PLAN

ATTACHMENT C
PROPOSED FURNITURE INVENTORY LIST



NJA ARCHITECTURE

2025.04.01

PROJECT

CCMVCD

NJA PROJECT NO. 24014

FURNISHINGS FIXTURES AND EQUIPMENT

LOBBY

- (2) Moveable sofas
- (4) Accent side table
- (3) Visitor side chairs

TYPICAL OFFICE

- (1) L - Shaped desk 72x84 w/integrated lockable storage drawers
- (1) Wheeled desk chair
- (2) Visitor side chair

TYPICAL DOUBLE OCCUPANCY OFFICE

- (2) L- shaped desk 72x84 w/integrated lockable storage drawers
- (2) Wheeled desk chair

TYPICAL HR OFFICE

- (2) L- shaped desk 72x84 w/integrated lockable storage drawers
- (2) Wheeled desk chair
- (1) Rectangle Conference table 30x60, and (2) Moveable chairs

GM OFFICE

- (1) L - shaped desk 84"x84" w/integrated lockable storage drawers
- (1) Bookcase w/closed filing storage
- (1) Wheeled executive chair
- (2) Visitor side chairs
- (1) Rectangle Conference table 30x60, and (4) Moveable chairs
- (1) Sofa

OPERATIONS MANAGER

- (1) L - shaped desk 72x76 w/integrated lockable storage drawers
- (1) Bookcase w/ closed filing storage
- (1) Wheeled executive chair
- (2) Visitor side chairs
- (1) Round Conference table 52", and (4) Movable chairs

Vault

- (7) Fireproof file cabinet

CONFERENCE

- (20) Wheeled task chairs
- (2) Rectangle conference tables 30"x84"

RECEPTION

- (1) Wheeled task chairs

EDUCATION ROOM

- (2) 30"x84" Moveable table
- (12) Wheeled chair

MEETING ROOM

- (13) Visitors side chairs
- (26) Wheeled task chairs
- (13) 30"x60" Table

LACTATION

- (1) Movable arm chair
- (1) Accent side table

BREAK ROOM

- (2) Dining table 36x96, and (16) Dining chairs

OPERATIONS ROOM

- (20) Wheeled workstation tables 30x60, (20) Wheeled lockable storage drawer modules
- (20) Wheeled task chairs

MULTI-PURPOSE ROOM

- (4) Wheeled tables 36x84, and (8) Wheeled task chairs

LABORATORY

- (4) Storage Cabinets
- (11) Wheeled chairs

BIO LAB.

- (2) Wheeled task chairs

CHEM. LAB

- (2) Wheeled task chairs

WAITING AREA

- (2) Moveable arm chairs
- (1) Accent side table