

# Request for Proposal (RFP) for Interior Design Services

**Issued by:** Dean & Associates

**Issue Date:** August 14, 2024

**Response Deadline:** August 28, 2024

## Introduction

Dean & Associates is seeking proposals from qualified interior designers to design our newly renovated office space at 88 Union Avenue. The goal is to create a functional, aesthetic, and inspiring workspace that aligns with our brand identity and enhances employee productivity.

## Project Overview

- **Project Location:** 88 Union Avenue, 14<sup>th</sup> floor
- **Square Footage:** 2,253 sq ft
- **Number of Floors:** 1
- **Key Areas:** Entryway, Conference Room, Workstations, Terrace, Gathering Spaces etc
- **Budget:** Varies

## Objectives

1. **Functional Design:** Create a layout that optimizes space usage and workflow.
2. **Brand Representation:** Reflect our brand identity through design elements.
3. **Employee Well-being:** Enhance comfort and productivity with ergonomic and aesthetic considerations.
4. **Sustainability:** Incorporate sustainable and eco-friendly materials and practices.

## Scope of Work

- **Concept Development:** Develop design concepts, themes, and mood boards.
- **Space Planning:** Provide detailed floor plans and layouts.
- **Design Documentation:** Prepare detailed drawings, specifications, and materials selection.
- **Furniture and Fixtures:** Recommend furniture, fixtures, and equipment (FF&E) within the budget.
- **Project Management:** Coordinate with contractors, vendors, and stakeholders to ensure timely completion.
- **Installation Oversight:** Supervise the installation and setup of design elements.

## Deliverables (TBD)

- Initial Concept Design: **DUE BY August 28, 2024**
- Final Design Proposal: **DUE BY September 6,**
- Detailed Floor Plans and Renderings: **DUE BY September 13, 2024**
- Materials and FF&E Selection: **DUE BY September 13, 2024**
- Project Timeline and Milestones: **DUE BY September 13, 2024**

## Proposal Requirements

Interested interior designers are requested to submit a detailed proposal that includes the following:

1. **Company/Professional Profile:** Overview of experience or firm, including relevant experience and qualifications.
2. **Portfolio:** Examples of previous projects, especially those similar in scope.
3. **Design Approach:** Explanation of the design process and approach to meeting the project objectives.
4. **Project Timeline:** Estimated timeline for each phase of the project.
5. **Budget Estimate:** Cost breakdown for design services and any anticipated expenses.
6. **References:** Contact information for at least three past clients who can speak to the individual or the firm's work and professionalism

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Proven track record in office design projects.
- **Creativity and Innovation:** Ability to propose unique and practical design solutions.
- **Budget and Timeline:** Adherence to budget constraints and project timeline.
- **References:** Positive feedback from previous clients or project managers

## Submission Instructions

Please submit your proposal electronically to [KelseyH@adeanassociates.com](mailto:KelseyH@adeanassociates.com) by August 28, 2024. If you have any questions regarding this RFP, please direct them via email to Kelsey at [KelseyH@adeanassociates.com](mailto:KelseyH@adeanassociates.com).

## Questions and Responses:

All questions must be submitted by the deadline of August 19, 2024. Responses to all submitted questions will be compiled and provided to all participating vendors by August 21, 2024. Please ensure your questions are clear and specific so that you receive the most accurate and helpful responses.

## Timeline

- **RFP Issued:** August 13, 2024
- **Deadline for Questions:** August 19, 2024
- **Proposal Submission Deadline:** August 28, 2024
- **Selection of Designer:** August 30, 2024
- **Project Start Date:** September 11, 2024

## Terms and Conditions

Dean & Associates reserves the right to reject any or all proposals, waive any informality in the RFP process, and accept any proposal deemed in the company's best interest. This RFP does not commit Dean & Associates to award a contract or pay any costs incurred in preparing a proposal.

**Direct Vendor Billing:** Vendors may be required to bill directly for certain services or products. The selected vendor(s) must be capable of providing itemized invoices for all goods and services rendered. Payment terms will be established in the final contract, with Dean & Associates maintaining the right to review and approve all invoices prior to payment.

**Touring and Site Visits:** Vendors will be requested to participate in a site visit to tour space as part of the evaluation process. Dean & Associates will coordinate these tours, and potential vendors will be responsible for covering any associated travel costs. Participation in these tours is mandatory for consideration unless otherwise stated.

Dean & Associates encourages all vendors to ensure their proposals align with the company's goals and requirements as detailed in the RFP. Failure to comply with the specified terms and conditions may result in a proposal being rejected.