



MoDOT and Patrol Employees' Retirement System

Request for Bid

Space Planning, Interior Design, and Office Furnishings

Email responses, inquiries, and questions to:

Katy Lacy, HR Officer
katy.lacy@mpers.org

To ensure consideration submit bids no later than **3:00 p.m., Friday, December 29, 2023.**

Overview

The MoDOT and Patrol Employees' Retirement System (MPERS) is seeking the services of a design firm (an individual or full-service firm) to submit proposals for space planning, interior design, and furnishings to renovate a new office space located in Jefferson City.

The space is approximately 11,000 square feet and will require the construction and furnishing of a mix of offices and workstations for approximately 23 employees as well as formal and informal meeting rooms and workspaces.

MPERS will provide more detailed space and usage requirements and building dimensions to interested parties upon request.

MPERS is an instrumentality of the state of Missouri vested with the powers and duties specified in state law. It is governed by an 11-member Board of Trustees.

Primary Project Scope

MPERS is seeking the following for this project:

- Project management – MPERS seeks a firm that can provide project management services for the scope of the project, including any necessary onsite or virtual meetings with other trades involved in the project such as an architect, a general contractor, electricians, plumbers, furniture installers, and subcontractors, etc. if necessary.
- Innovative space planning – to accommodate current needs and anticipated growth.
- Interior finishing – to include carpet, tile, paint, wallcoverings, and all interior finishes.
- Furnishings – New furnishings for offices, workstations, meeting rooms, kitchen and dining areas, and common spaces.
- Furniture plan development and communication with the electrical engineer and the general contractor to be sure that utility services such as electrical and data are placed in convenient and necessary locations for office equipment and desk usage.
- Furniture plans, renderings, quotes for client approval.
- Sound masking
- Recommendations where optionality exists.

Responses should include:

Corporate Summary

Include a summary that supports why your organization is qualified to undertake the scope of work presented in this request. It should include brief descriptions of any projects in which you have been engaged that are like the project described in this request.

Contact Information

Include name and contact information for the primary contact on this request for bids. In addition, please include name, title, and experience for the staff you plan to assign to this project.

Work Plan

Your work plan should describe the services offered by your firm, your anticipated approach to managing this project, and an estimated timeline for a project of this size.

Cost and Pricing

MPERS seeks an estimated overall price bid with key areas itemized, including rates for design and project management services and example costs for standard office furnishings including sit/stand desks, office chairs, cubicle partitions, dining tables and chairs, conference room furniture, etc., as well as “levels” of product costs when there may be a good, better, or best option.

References

Provide three clients we can contact for references. If possible, we prefer references from organizations with projects similar in size and scope to this project. For each client, please include the following details:

- Name, address, and phone number of the client
- Brief description of the scope of the project
- Start and end date of each project

Additional Information

Provide any other information relevant to this project.

Selection Process

Bids will be evaluated by MPERS’ staff. Bids submitted in response to this request may be accepted as submitted or may be used as a basis for further negotiation of specific project details with the vendor. In evaluating bids, MPERS’ staff will consider the following factors:

- Soundness of the approach and quality of the work plan
- Firm qualifications
- Individual qualifications of the assigned staff
- Cost