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Schedule

Workstations and Task Chairs

Below is the anticipated workstation and task chair schedule based on the building construction schedule and has potential to change. You will be notified of any schedule changes as soon as possible.

August 26, 2016    Issuance of Workstation and Task Chair Request for Proposal

September 2, 2016  Manufacturers/dealers email intent to participate in RFP and confirm acceptance of mockup schedule

September 9, 2016  Section 01 proposal submission due

September 15, 2016 Section 01 feedback sessions with Rice, PDR, and manufacturers

September 26, 2016 Sections 02 and 03 proposal submission due

November 1-4, 2016 Section 04, mock-up installation

November 7-21, 2016 Mock-up reviews and evaluation

December 5, 2016   Rice University to award project to selected manufacturer/dealer

December 19, 2016  Issuance of furniture specifications and plans

March 2017        Order placement

July 2017         Workstation and Task Chair installation begins

August 2017       Building Occupancy
Overview

PDR has collaborated with Rice University to develop a new way of working for the users of a new office building on their campus. Part of this effort has been assessing workplace requirements and developing furniture criteria based on these requirements. The furniture within the workplace will greatly influence the experience of the users because these are the elements they will interact with more than anything during their workday. The goal is to select a manufacturer and furniture solution that meet the criteria and contribute to this new way of working.

This Request for Proposal contains the following information:

PROCESS - Explains the submission instructions, evaluation criteria, and deliverables to be evaluated by PDR and the Rice University team.

PROJECT BACKGROUND INFORMATION - Provides an overview of the project’s mission and scope.

DESIGN CRITERIA - Explains workstation and task chair design principles and considerations.

REQUEST FOR PROPOSAL - Explains the next steps and deliverable items requested in this document.
Request for Proposal Sections

There are four sections of this RFP. Please develop a solution that best responds to all sections.

- **Section 01** requests 3D illustrations that are representational of the proposed solutions
- **Section 02** requests a written response to questions regarding how the manufacturer and dealer would support the project and client if selected
- **Section 03** requests formalized pricing for your proposed solution
- **Section 04** requests a mock-up that is the physical manifestation of your 3D illustrations with the adjustments from the Rice and PDR feedback session

All four parts of your response will be considered during a final evaluation process.

The solution proposed in section 01, 3D illustrations, will be the solution you provide for the mock-up with only minor revisions made during the 3D illustration review. After awarding the project, minor revisions may still be made to the final solution before finalizing the specifications.

Once you review all sections of this RFP, please communicate your intent to participate to Adriana B. Jimenez, Buyer, adriana.b.jimenez@rice.edu no later than September 2, 2016.

Please email all responses to Sections 01, 02 and 03 in PDF format to Adriana B. Jimenez, Buyer, adriana.b.jimenez@rice.edu.
Project Background Information
Project Profile

Rice University is in the process of constructing a new office building on its campus to house several administrative departments that are currently dispersed throughout multiple locations on and near the campus.

Administrative Departments
- Controllers
- Human Resources
- Internal Audit
- Risk Management
- Information Technology
- Development and Alumni Relations

Building Information
- 6 Floors
- Total building is approximately 67,500 SF
- Levels 2-6 are approximately 11,500 SF each
- Level 1 includes building common amenities and an innovation lab for a student entrepreneurship program
- Levels 2-6 are workplace floors including the above administrative departments
- Town Centers are located on levels 3 and 5. They include informal and formal meeting spaces and break areas. The Town Centers are shared by building occupants on levels 2-6
- Occupancy is scheduled for August 2017
- Workstation and task chair installation is anticipated to begin June 2017 and will be completed by floor
- The building does not include a freight elevator or loading dock
- Two passenger elevators will be available for use by the furniture installers
- The passenger elevator cab dimensions are 6'-10" W x 5'-8" D x 9'-6" H
- The passenger elevator cab door opening dimensions are 3'-6" W x 8'-0" H
Project Philosophy

PDR has worked with Rice University to establish five project objectives for their new office building. These project objectives are overarching goals that connect today’s ways of working to Rice University’s vision for tomorrow. They were synthesized from discovery activities such as leadership interviews and assessment findings.

Project Objectives

- Strengthen Interdisciplinary Connections
- Be Inviting to all
- Enhance administrative Service to the Rice community
- Create a Flexible foundation for today and tomorrow
- Reflect the Rice Standard of Excellence

In order to support these project objectives the workplace needs to be flexible, easily reconfigurable, technologically advanced, and support the way that work is done today and the way that work will be done in the future. Instead of focusing on hierarchy to determine the type of workspace an individual gets, the building will focus on the type of work and the tools needed to support that work.
Module Principles

The “x” Module

The basic building block of all individual workspaces is the planning grid module, or “x”. The planning grid module consists of: ½ of the wall partition thickness (where applicable) and the furniture footprint combined with 2'-0" of secondary circulation necessary to access the furniture. Both the sizes and components of individual workspaces are designed around the concept of the planning grid module, where the size of each individual unit is a multiple of “x”. This concept is referred to as The Rule of Doubling. For instance, if the basic unit of space is an area of “x”, then the next largest size is 2x. All individual workspaces follow this modular approach.

1x
- Primary unit and foundation of all workspaces
- Open or closed
- Circulation must be included within the open module
- Diagonal hatch for reference of 2'-0" circulation with module
- No fixed elements along 2'-0" secondary circulation zone
- Circulation must reside on 6'-0" side of the module
- Dashed line for reference of module boundary only
- Furniture solution must reside within module boundary

60 NSF
1x per seat

120 NSF
2x per seat

2x
- Always closed
- Dashed line for reference of module boundary only
- Wall system falls centerline to centerline of module
- Furniture solution must reside within inside dimensions of wall envelope
- Circulation must be included within the open module
- Diagonal hatch for reference of 2'-0" circulation with module
- No fixed elements along 2'-0" secondary circulation zone
- Circulation must reside on 6'-0" side of the module

Page | 11
Workplace Planning Principles and Guidelines

Principles

- Workspaces are located within a modular planning grid
- Perimeter circulation
- Access to exterior views

Guidelines

- Open workspaces take priority in proximity to window wall
- Closed workspaces and meeting spaces located closest to core
- Huddle rooms and phone rooms are distributed throughout the floor near individual workspaces

Ideal Open and Closed Workspace Locations

[Diagram showing workspace locations with core, ideal always open, and open or closed areas marked]

- Core
- Ideal Always Open
- Open or Closed
Design Criteria
Furniture Criteria

The furniture criteria must be met by your proposed solution. Your response will be evaluated on the following:

Workstation Criteria

- Budget: $3,000 - $4,500 per 1x (open and closed) workstation including task chair
- Budget: $3,500 - $5,000 per 2x closed workstation including task chair
- User choice and autonomy
- Flexible and easily reconfigurable
- Small kit of parts
- Strong dealer support
- Supports current and future technology and allows for it to easily evolve
- Durable, high quality materials and construction
- Lengthy and thorough warranty
- Electric adjustable primary worksurface
- Cable management is well integrated into the design of the workstation
- Two levels of end user choice options (details on page 15)
- Combination of materials including wood laminate
- 2x workstations to include the same base kit of parts as the 1x with some additional components
- Surface mounted convenience outlets

Task Chair Criteria

- Budget: task chair included in workstation budget
- Seat height, arm height, and seat pan adjustability
- Intuitive simple adjustments
- Durable, stain resistant, and high quality materials
- Lengthy and thorough warranty
- Strong dealer support
Furniture Criteria (Cont’d)

User Choice Options

In order to promote Rice’s new way of working, the end users will be given some choice in their workstation. This choice will include selections of certain workstation items made by the first occupants of the space. Post project completion, Rice will continue to allow users to make changes to the select workstation items when they get a new seat assignment or their work needs change. New hires will also get to select from the limited menu to personalize their workstation for their needs. In order to maximize flexibility and ease of change, the base of the workstation will be universal across the entire building with the user choice options acting as add-on components or easily replaceable components. All of the proposed user choice options should work with your proposed workstation solution without requiring any changes to other workstation components. There are two levels of user choice, explained below:

- **ACCESSORIES (Level 1):** please provide three workstation accessory options from which the end users may select. One of the three options must be a monitor arm. The other two options may be other accessories from your line such as: a pencil cup, a paper tray, a task light, etc.

- **COMPONENTS (Level 2):** please provide three workstation component options from which the end users may select. Examples of workstation components are: a storage tower, a mobile pedestal, a surface mounted storage unit, bookshelf, etc.

The user choice options will be labeled in your response as follows:

Accessory A: monitor arm
Accessory B
Accessory C
Component A
Component B
Component C

Any combination of one accessory option and one component option should fit within the budget provided in the Workstation Criteria section. For example, if an end user is assigned a 1x open workstation and selects Accessory B and Component A, the entire workstation as a whole should fit within the $3,000 - $4,500 budget.
Workstation Layouts

The workstation design is intended to meet the functional needs of the individual regardless of the department or type of work. This philosophy allows the solution to address the needs and requirements of the work itself and reduces the impact of entitlement or hierarchy in the design of the workplace. There are three basic workstation modules located within the building: 1x open, 1x closed, and 2x closed. When submitting a design proposal three things should be considered:

- **Kit of Parts** - Each layout can be easily reconfigured and reused with a small amount of parts. The 1x can be built upon to create the 2x.

- **User Controllability** – The end user can easily control their workstation in terms of ergonomics, technology, and user choice elements.

- **Design Aesthetic** - All module types and components have a cohesive design using a variety of materials.

*The below drawings are for reference only

1x Open Workstation

- Electric height adjustable primary worksurface (minimum 60” wide x 30” deep)
- Convenience outlets to be mounted to surface (not integrated) and moveable by user if possible
- Minimum 5 LF of personal lockable storage
  - Consider different storage options such as mobile pedestals, storage towers, overhead storage, etc.
- Minimum (1) writeable or tackable surface

1x Open Workstation Group

- Panel or screen to be 46” – 50” high
  - Consider a combination of panel and glass
  - Consider screening attached to height adjustable surface
- Spine to be 46” – 50” high
  - Consider topography changes of spine and desk screening elements
- Elements of 1x workstation should work whether 1x is a single workstation or in a configuration similar to this
Workstation Layouts (Cont’d)

*The below drawings are for reference only

1x Closed Workstation

- Worksurface and return should be identical to 1x open workstation and return
- Minimum of (1) guest seat, does not have to be a chair
- Centerline of partition falls on module boundary
  - Partition is approximately 4” thick

2x Closed Workstation

- 1x workstation is building block for 2x workstation
- Worksurface and return should be identical to 1x open workstation and return
- Centerline of partition falls on module boundary
  - Partition is approximately 4” thick
- Guest table
- Minimum of (2) guest chairs
- Additional return component to add minimum 2 LF of personal lockable storage
Building Floor Layouts

Level 2

Level 3

Level 4

Closed 1x

Closed 2x
Building Floor Layouts (Cont’d.)

Level 5

Level 6

- Closed 1x
- Closed 2x
Request for Proposal
Please develop and submit your proposed solution that meets the Design Criteria. The format may be but is not limited to isometrics, drawings, renderings, perspectives, and sketches. Include any annotation needed to communicate your ideas.

Presentation to illustrate

- All layouts: 1x Open, 1x Closed, and 2x Closed
- How open workspaces interface with each other
- The proposed kit of parts
- The proposed user choice options
- How your solution allows the user to quickly customize and adapt their workspace to their current task
- How your solution addresses or supports power and communications
- How a 1x (open or closed) workstation becomes a 2x (open or closed) workstation via kit of parts
- How your solution is flexible and adaptable to changes in technology
- Finish materials and locations
- 2 task chair options
02 | Written Response Submission

Please develop a written response that addresses each of the below items.

Design

- Description or thought process behind the design concept of your solution and explain how it meets Rice’s design objectives

Technology

- Additional commentary communicating how your solution supports technology and allows it to evolve
- Electric load, in amps, that one electric sit stand worksurface pulls

Manufacturer/Dealer Support

- Description of proposed dealer support and installation strategy
- Description of the services offered by your company (e.g. leasing, asset management, maintenance and repair, upholstery and refinishing, etc.)
- Strategy and general pricing for attic stock storage
- List of furniture lines represented by the dealer
- Outline of your team’s structure and roles of each team member
- Description of your ongoing client support strategy

Delivery and Installation

- A narrative of your delivery and installation procedures
- Lead times for the proposed products
- Detailed lead times for all proposed user choice accessories and components (short lead times preferred)
- Detailed schedule including ordering, manufacturing, and installation based on the provided general construction schedule; construction and furniture installation will be completed by floor
- Description of your waste removal and recycling capabilities
- Punch list process
- Safety procedures for delivery and installation

Warranty

- Brief description of all proposed products’ warranties
- Description of the service program to be used for responding to warranty related repairs and replacements
03 | Request for Pricing

Approximate Quantities

The approximate total quantity of workstations required for the Rice Office Building are outlined below for your reference:

<table>
<thead>
<tr>
<th>Workstation Type</th>
<th>Total Approximate Quantities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1x Open</td>
<td>217</td>
</tr>
<tr>
<td>1x Closed</td>
<td>49</td>
</tr>
<tr>
<td>2x Closed</td>
<td>4</td>
</tr>
<tr>
<td>Task Chairs</td>
<td>270</td>
</tr>
</tbody>
</table>

Incorporating the manufacturer discount based on the total quantities estimated above, please provide the pricing information below.

Note: Rice University is tax exempt.

Task Chair Pricing

Please provide the cost per unit including freight and installation assuming the task chairs are purchased with the workstations.

<table>
<thead>
<tr>
<th></th>
<th>Task Chair Option 1</th>
<th>Task Chair Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Install</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Please provide the cost per unit including freight and installation assuming only the task chairs are purchased without the workstations.

<table>
<thead>
<tr>
<th></th>
<th>Task Chair Option 1</th>
<th>Task Chair Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Install</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
03 | Request for Pricing (Cont’d)

Based on your proposed solution and kit of parts, please provide the cost for the below workstation configurations including freight and installation if ordered all at once for project install. Although the cost of the task chair should not be included in the pricing listed below, keep in mind that the $3,000 - $4,500 budget includes a task chair.

### 1x Open Workstation

| Workstation Configurations | Cost per Workstation
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1x Open with Accessory A and Component A</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory A and Component B</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory A and Component C</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory B and Component A</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory B and Component B</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory B and Component C</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory C and Component A</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory C and Component B</td>
<td>$</td>
</tr>
<tr>
<td>1x Open with Accessory C and Component C</td>
<td>$</td>
</tr>
</tbody>
</table>

### 1x Closed Workstation

| Workstation Configurations | Cost per Workstation
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1x Closed with Accessory A and Component A</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory A and Component B</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory A and Component C</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory B and Component A</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory B and Component B</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory B and Component C</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory C and Component A</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory C and Component B</td>
<td>$</td>
</tr>
<tr>
<td>1x Closed with Accessory C and Component C</td>
<td>$</td>
</tr>
</tbody>
</table>
## 03 | Request for Pricing (Cont’d)

### 2x Closed Workstation

<table>
<thead>
<tr>
<th>Workstation Configurations</th>
<th>Cost per Workstation Task chairs purchased from another manufacturer</th>
<th>Cost per Workstation Task chairs purchased from same manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2x Closed with Accessory A and Component A</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory A and Component B</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory A and Component C</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory B and Component A</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory B and Component B</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory B and Component C</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory C and Component A</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory C and Component B</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2x Closed with Accessory C and Component C</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### 2x Closed Workstation

Based on your proposed solution and the provided building floor layouts, please provide the cost per floor if ordered all at once for project install. Assume 1/2 of workstations include your task chair option 1 and 1/2 of workstations include your task chair option 2. Also assume 1/3 of workstations have Accessory A and Component A, 1/3 of workstations have Accessory B and Component B, and 1/3 of workstations have Accessory C and Component C.

<table>
<thead>
<tr>
<th>Levels</th>
<th>Cost per Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>$</td>
</tr>
<tr>
<td>Level 3</td>
<td>$</td>
</tr>
<tr>
<td>Level 4</td>
<td>$</td>
</tr>
<tr>
<td>Level 5</td>
<td>$</td>
</tr>
<tr>
<td>Level 6</td>
<td>$</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>
03 | Request for Pricing (Cont’d)

Future Unit Pricing

Based on your proposed solution and kit of parts, please provide the cost per unit if each item was to be ordered as a 'one-off' 6 months after the project completion.

<table>
<thead>
<tr>
<th></th>
<th>1x Open Workstation</th>
<th>1x Closed Workstation</th>
<th>2x Open Workstation</th>
<th>Task Chair Option 1</th>
<th>Task Chair Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Installation</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Accessory A</th>
<th>Accessory B</th>
<th>Accessory C</th>
<th>Component A</th>
<th>Component B</th>
<th>Component C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Installation</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Approximate % increase per year after project complete___________
04 | Physical Mock-up

The mock-up should be a physical representation of the solution you proposed in your 3D illustrations and include revisions based on feedback from the Rice furniture team. Its intent is to provide a method for Rice University’s project executives, furniture team and department representatives to fully understand and evaluate your proposed solution. If necessary, there will be recommendations for minor revisions made to your 3D illustrations before your mock-up is manufactured. The selection of manufacturer will be based on your RFP written response, pricing, and the physical mock-up. Once a furniture solution is selected, minor revisions may be made to the mocked up solution before finalizing specifications. Please make sure that the mocked-up solution is within the budget provided on pages 14.

Please email Adriana B. Jimenez, Buyer, adriana.b.jimenez@rice.edu within one week of receiving the RFP if the below mock-up timing is not possible.

Mock-up information

What: (1) 1x open workstation, (3) accessory user choice options, (3) component user choice options, and (2) task chair options

When: Installation November 1-4, 2016; Evaluation November 7-21, 2016

Where: Rice University’s campus, exact location to be determined

Mock-up aesthetic requirements

In order to insure an equal comparison between manufacturers, please follow the below aesthetic requirements for the mock-up installation. These requirements are not necessarily representative of final color and material specifications. All mocked-up solutions to be in line with the budget provided in this RFP.

- Variety of materials in workstation mock-up
- Warm tone wood grain laminate incorporated in workstation design
- Color incorporated in the workstation design – please use blue tones
- Medium to dark neutral upholstery on task chair
Mock-up Pricing

Please provide total pricing including installation for the items that will be mocked-up. Please include this information with the RFP responses for sections 02 and 03.

Note: It would be greatly appreciated if items such as task chairs and accessories could be loaned to Rice for the evaluation period in order to reduce mock-up cost.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1x Open Workstation</td>
<td>$</td>
</tr>
<tr>
<td>Task Chair Option 1</td>
<td>$</td>
</tr>
<tr>
<td>Task Chair Option 2</td>
<td>$</td>
</tr>
<tr>
<td>Accessory A</td>
<td>$</td>
</tr>
<tr>
<td>Accessory B</td>
<td>$</td>
</tr>
<tr>
<td>Accessory C</td>
<td>$</td>
</tr>
<tr>
<td>Component A</td>
<td>$</td>
</tr>
<tr>
<td>Component B</td>
<td>$</td>
</tr>
<tr>
<td>Component C</td>
<td>$</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>