

Development Services Furniture, Fixtures, and Equipment REQUEST FOR PROPSALS - DESIGN CRITERIA PACKAGE

June 7, 2026



1. Introduction

The City of Elkhart's Department of Redevelopment has identified the need for a consultant or contractor who possesses the necessary skills to provide furniture, fixtures, and equipment for the new Development Services office located at Woodland Crossing. It has been determined that the request for proposals approach is the preferred method for project delivery.

2. Request for Proposal Documents / Design Criteria Package

The City of Elkhart's Department of Redevelopment has prepared this Request for Proposal (RFP) for review and consideration by qualified consultants or contractors who are interested in providing Furniture, Fixtures, and Equipment (FF&E) to the city. Respondents shall demonstrate that they are qualified to design, procure, install, and provide a move-in ready solution.

3. Project Description

The project location is 138-1 W. Hively Ave., a newly renovated suite within the Woodland Crossing mall. Development Services space within the suite is approximately 2,743 square feet and features offices, cubicle space, and a conference room with carpeted floors, rubber base, painted gypsum board walls, and a suspended acoustical tile ceiling with drop in LED lighting.

This RFP includes but is not limited to:

Essential Office Furnishings – all offices and workstations

- Adjustable height primary work desks
 - Adequately sized for the office/cube
 - Space for dual computer monitors, keyboard & mouse, phone, etc.
- Fixed desk returns
 - Adequately sized
 - Space for laptop hub, USB hub, phone charging, notebooks, writing utensils, etc.
- Ergonomic task seating
 - Adjustable height, recline, tilt, armrest minimum
- Filing solutions
 - Hanging files, office supplies, personal effects
- 6' x 6' minimum cubicles, larger desired
- Privacy height cubicle walls with end caps
- Visitor seating
 - 2 per office (space permitting)

- 1 per two cubicle spaces, mobile, with a designated space when not in use

Optional Office Furnishings

- Name plaques
 - Outside offices & at ends of cubicles
- Integrated power and data solution
- Task lighting – adjustable brightness and color
- Acoustical treatments
- Additional privacy treatments

Essential Conference Room Furnishings

- 10-person conference table
- Seating for 16 people within conference room
- Storage/shelving cabinet(s)

Optional Conference Room Furnishings

- Foldable/movable partition(s)
 - Room division location between entry doors
- Ambient/other lighting

All FF&E to be procured, delivered, assembled, and ready for operation by the consultant or contractor.

All FF&E to be new and include warranties from the manufacturer, supplier, consultant or contractor.

It is expected the consultant or contractor understands this is a governmental office where staff will handle sensitive information and discuss private details which requires a level of privacy even in the open office/cubicle area.

The consultant or contractor selected for this project should expect to work directly with Development Services staff to ensure criteria for the office space is being met. A designated representative of the consultant or contractor shall communicate with staff regularly and be prepared to present conceptual designs to individuals or a group.

Development Services has a not-to-exceed budget of \$120,000.00 for this project and anticipates moving into the new space during the month of September, 2026.



Development Services - Request for Proposal Submission Guidelines

Purpose

The purpose of this Development Services proposal submission guidelines is to provide guidance to consultants and contractors for submitting a request to the Redevelopment Commission for review of a project/proposal. The subject of this Request for Proposal is Development Services Furniture, Fixtures, and Equipment. The Development Services Request for Proposal Submission Guidelines is being provided to consultants and contractors responding to projects. This document indicates what is necessary for submittal, the criteria used in rating proposals, contracts and terms, and selection process details.

Format

Submit one digital and one hard copy of the proposal in a clear and legible format. Proposals must be complete in all respects; incomplete proposals will not be considered. All materials submitted become the property of the Redevelopment Commission.

Contents

Cover Letter and Certifications: All proposals must include a cover letter on company or organization letterhead indicating the company's interest in the project and certifying that the proposal is made on behalf of the company and that the signatory is an authorized representative.

Executive Summary: Please provide an executive summary of your proposal not to exceed one (1) page. The executive summary must include the project name, project understanding, the name of the consultant or contractor, and a summary of the consultant or contractor's experience with similar projects.

Project Description: Please provide a detailed description of the proposed project including but not limited to the following information:

- Project approach
- Conceptual design plans, elevations, and/or perspective views
- Identification of components, functions, and any special materials
- Product details/cutsheets including dimensions or sizes

Company Description: A brief description of the company, or organization, its history, structure, and experience with similar projects should be included. If the proposal represents a partnership between two or more organizations, provide information on each organization and a description of the partnership arrangement.

Schedule: Provide a schedule indicating the anticipated start and completion dates for the project as well as a timeline for design, procurement, installation, and commissioning.

Pricing: Provide itemized pricing and a grand total of the project cost.

Financial Responsibility: A statement of financial responsibility or a certified check based on the proposal pricing is not required.

Contingencies: Provide information about any conditions that must be satisfied before the project can proceed.

Deadline for Submittal

Proposals will be accepted during the hours of 8:00 a.m. to 4:30 p.m. (ET) Monday-Friday and up until 4:00 p.m. (ET) on Tuesday, July 14, 2026 (the Deadline). All proposals received by the Office Administrator prior to the Deadline will be acknowledged at the meeting of the Redevelopment Commission scheduled to start at 4:00 p.m. (ET) on Tuesday, July 14, 2026. Any proposal received after the Deadline will be returned unopened.

Questions

Questions shall be submitted in writing no later than 48 hours before the deadline. Questions are to be sent to: Jacob Wolgamood jacob.wolgamood@cityofelkhartn.gov

Evaluation Criteria

In reviewing and evaluating proposals, the city's evaluation team will consider the following:

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| ▪ Project approach and conformity with the objectives | 40% |
| ▪ Experience, qualifications, & performance on similar projects | 35% |

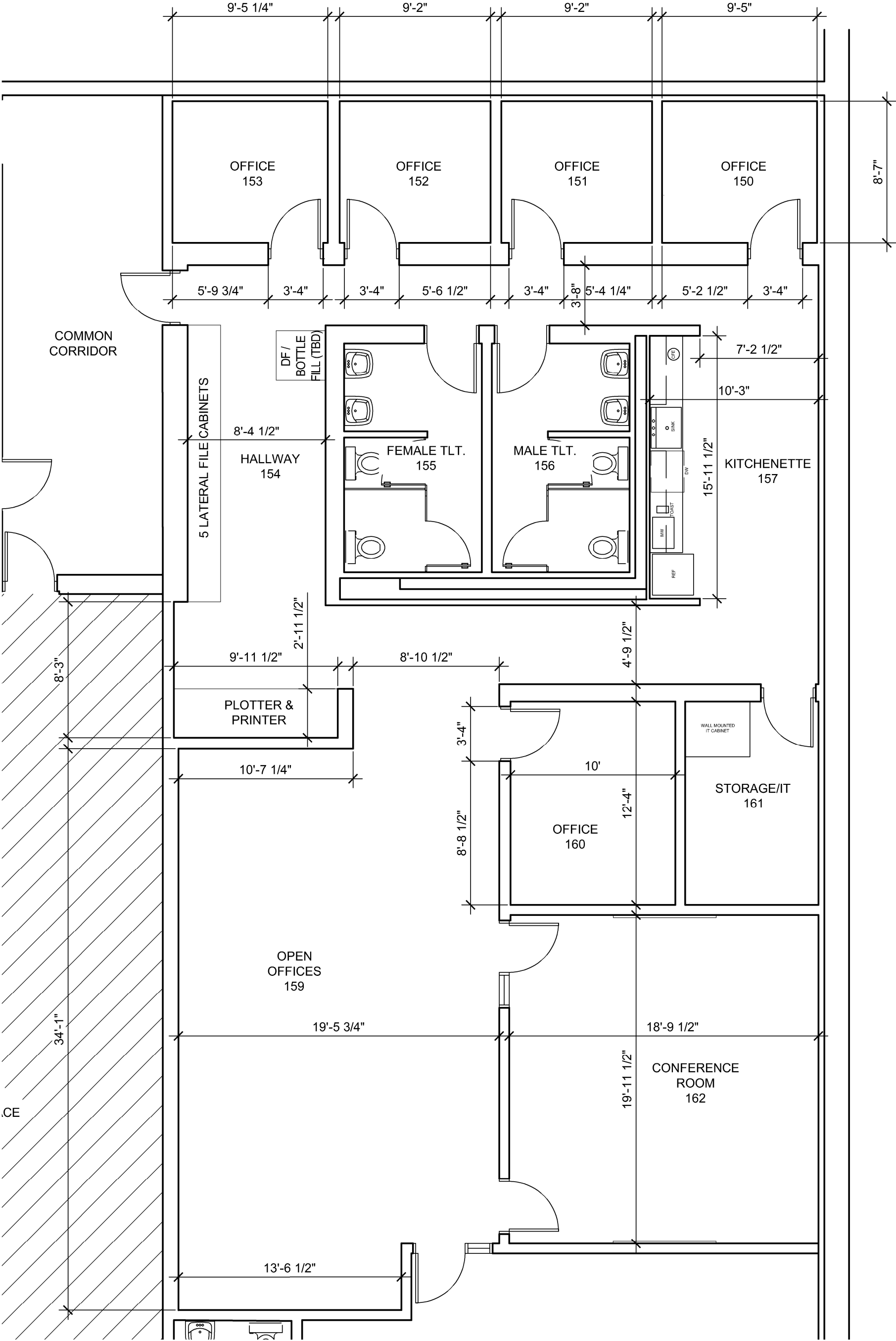
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| ▪ Adherence to schedule & completeness of the proposal | 10% |
| ▪ Total cost of the project | 15% |

Contract and Terms

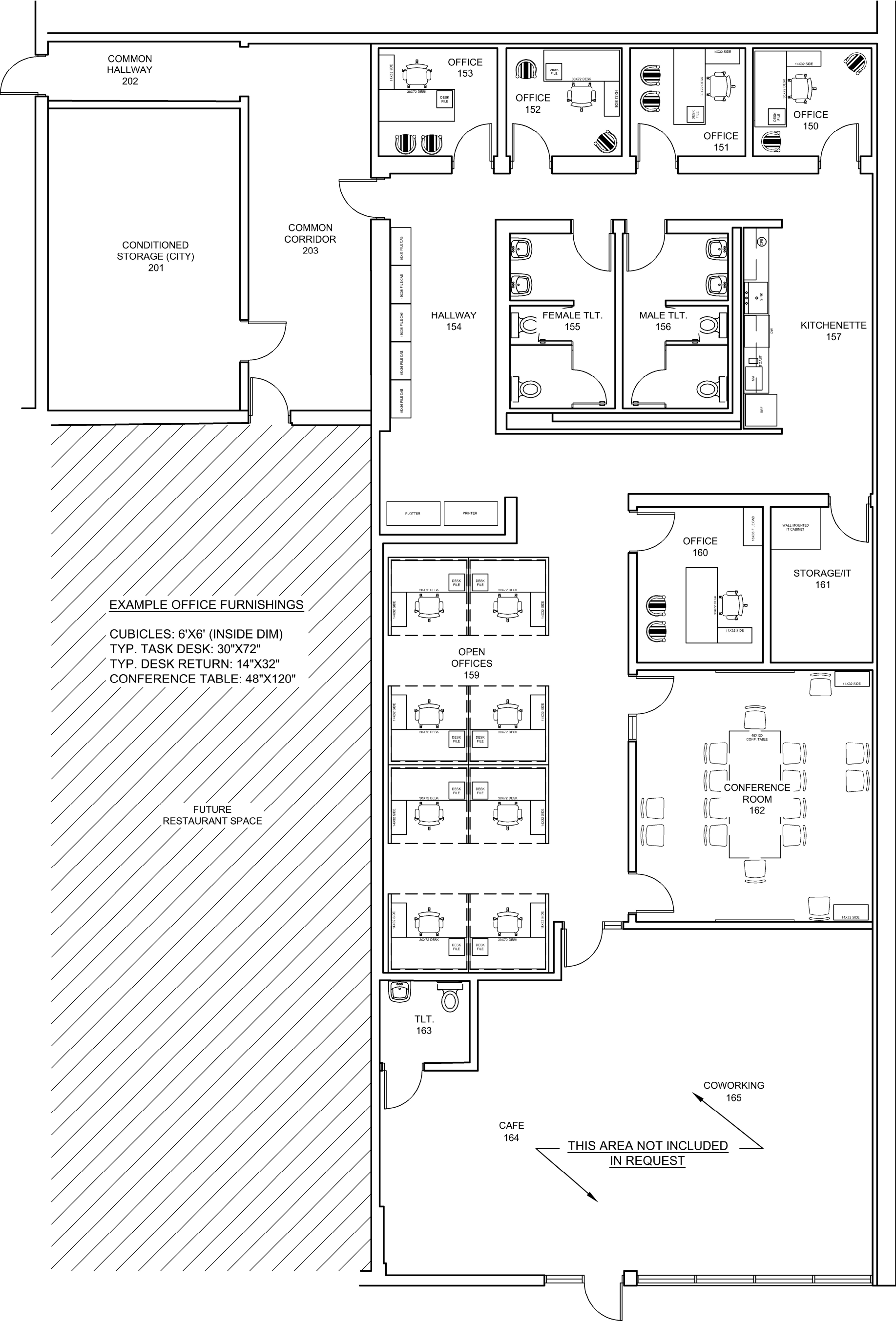
Once the City's evaluation team reviews, scores and selects a proposal, a contract will be negotiated with the developer(s) incorporating the specific elements of the proposal as well as assurances that the project will be constructed as proposed and on a timely basis. The City reserves the right to reject any or all proposals and to disregard any informality in the submittal when, in the City's opinion, the best interest of the City and will be served thereby. The City reserves the right to accept any submittal and/or any part thereof.

Proposal Selection Process

1. Proposals submitted by the designated deadline will be accepted by the Redevelopment Commission and reviewed by an evaluation team
2. The evaluation team will individually review and score each proposal
 - a. The evaluation team may, at its own discretion, contact providers who are reasonably susceptible of being selected for award
3. The evaluation team will prepare recommendations for the Redevelopment Commission based on the evaluation criteria
4. The Redevelopment Commission will take one of the following actions
 - a. Accept proposals
 - b. Reject proposals
 - c. Request additional information prior to acceptance/rejection
5. If a proposal is accepted, staff will be instructed to negotiate contract terms
6. The contract will be considered for approval by the Redevelopment Commission



ENLARGED OFFICE PLAN



DEPARTMENT OF REDEVELOPMENT - EXAMPLE FURNITURE LAYOUT