

FACILITIES BY DESIGN

5755 Mountain Hawk Drive, Suite 207
Santa Rosa, California 95409

4/29/2024

RE: SONOMA COUNTY LIBRARIES

Petaluma Branch Move Services
100 Fairgrounds Drive
Petaluma, CA 94952

Thank you for taking the time to review the below information regarding the request for proposals (RFP). We will be inviting all participants to a mandatory site walk through to further understand the various elements of move services outlined below.

A mandatory walk through will be held on Tuesday, May 7, 2024 at 9:00am.

Scope of Work; Phase 1 – Temporary Space Setup & Collections Move

Awarded vendor is responsible for delivering a quantity of eleven, 4-shelf double-sided (8 shelves total; 32 linear ft. capacity) library carts and 2 machine carts to the Petaluma library for staff to pack 2 weeks prior to temp space move. Awarded vendor will also need to drop off 150 boxes (box count to be reviewed and verified during site walk), computer bags, and labels for staff to pack office space for relocation. All book carts will need to be systematically re-loaded onto the shelving in the temp space. Additionally, awarded vendor will be responsible for moving over the following:

- Staff boxes and supplies
- 2 Adult lounge chairs
- Children's rug, table and chairs
- 5 freestanding desks/tables

The temp space is located at 150 Fairgrounds Drive, directly next to the Petaluma Regional Branch. Plans of the temp space have been provided (Attachment A).

Note: All work for Phase 1 to be completed within 1 week of library closure. Work shall be done during normal business hours at prevailing wage.

*Estimated date of move July 1st. Date subject to change.

Scope of Work; Phase 2 - Relocation of Library Collections to Storage

Awarded vendor is responsible for systematically packing, labeling, and storing the remaining collection of books, estimated at 7,344 linear feet.



- 7 Machine Carts for Equipment Storage (to be stored on site for duration of improvement project).
- 150 Boxes for Staff Belongings & Miscellaneous (box count to be reviewed and verified during site walk)
- In addition, 30 kids chairs will be stored as well.

Please note that additional packing materials will be needed to secure carts and shelving once broken down such as shrink wrap and labels. Construction is estimated to take approximately 9 months. Please provide a monthly storage rate for the collections.

Note: All work for Phase 2 to be completed by July 12, 2024. Work shall be done during normal business hours at prevailing wage.

*Date subject to change.

Scope of Work; Phase 3 – Move Back of Library Collections

Awarded vendor is responsible for moving back stored Collections and children's chairs based on Petaluma remodel layout (Attachment B).

Note: All work for Phase 1 to be completed upon construction completion – estimated Spring 2025. Work shall be done during normal business hours at prevailing wage.

*Date subject to change.

Bid Details

All work to be completed at prevailing wage.

Please include in your proposal, a wage sheet that illustrates wages paid to various positions, break down of hours proposed and project site lead contact information.

Installation company awarded the contract will work directly with Facilities by Design (FBD) and Dave Tichava to schedule site access.

Bid due by end of day Friday, May 17th, 2024. Any further questions you may have must be submitted by the end of the day Friday, May 10th, 2024.

Please contact Facilities By Design should you have any further questions.

Thank You,

Paula Stabler, Principal



ATTACHMENT B |

