

FACILITIES BY DESIGN

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

7/16/2024

RE: SONOMA COUNTY LIBRARIES

Healdsburg Branch Move Services
139 Piper Street
Healdsburg, CA 95448

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, July 23, 2024 at 9:00am.

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

Awarded vendor is responsible for delivering a quantity of 10, 4-shelf double-sided (8 shelves total; 32 linear ft. capacity) library carts and 2 machine carts to the Healdsburg library for staff to pack 1 week prior to temp space move. Awarded vendor will also need to drop off 250 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.
- Steelcase Kick panels and workstations.
- All freestanding furniture as shown in Temp Plans.

The temp library will be located at the Healdsburg Community Center, 1557 Healdsburg Ave. The location has two different rooms designated for the libraries use – one which will serve as a staff work room and one which will be setup as a temp library for the public. Plans of the temp spaces have been provided (Attachments A & B).

Note: All work for Phase 1 to be completed within 3 days of library closure. Work shall be done during normal business hours at prevailing wage.

*Estimated date of move August 26th. 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 4,775 linear feet.

- 250 Boxes for Staff Belongings & Miscellaneous (box count to be reviewed and verified during site walk)

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 10 months. Please provide a monthly storage rate for the collections and materials.

Note: All work for Phase 2 to be completed by September 3, 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 materials per the proposed layout (Attachment C).

Note: All work for Phase 3 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

This project will be DIR registered 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, July 26th, 2024. Any further questions you may have must be submitted by the end of the day Tuesday, July 23rd, 2024.

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

Thank You,

Paula Stabler, Principal

