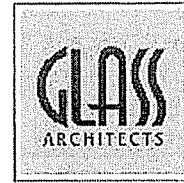


November 8, 2007



Sausalito Public Safety Facilities  
**Police and Fire Station Furniture Design**  
Scope of Services Description

### ***Project Description***

The project consists of the Fire Headquarters, a two story building, approximately 11,800 GSF. The main level includes a lobby, EOC/Training, Interview/Treatment room, Apparatus Bay, Apparatus support rooms, and Restroom. The Second Level includes Administration/Reception, Chief, Captain and Lieutenant offices, PM Workstation, Work area, Library Storage, two stairways, Dayroom/Dining/Kitchen, Dorm rooms, Restrooms, Exercise room, Upper Terrace. The Police Headquarters is a split level two story building, approximately 8,100 GSF. The main level houses an Entry/Lobby, Interview room, Office/Supply/Copy room, Administration Open Space, Administration Office, Records, Evidence room, Patrol room, Sergeants office, Briefing room, Booking & Processing rooms and Sallyport. The Second Level includes an Upper Lobby, Captain, Chief and Investigation offices, Women's and Men's Restroom and Locker Rooms, Staff Lounge, Office/Conference Room and Patio.

The Basic Furniture Design Services include the following phases and scope of services.

### ***Space Planning / Furniture Plan***

Prepare furniture floor plans, for the two buildings based on approved floor plans, incorporating the program requirements. Study the Furniture for the Dayroom, and the Dormitory Rooms for the Fire Station. Define the filing needs/ overhead storage etc. in the open office areas, administrative areas, meeting areas and special area requirements.

### ***Furniture Selections and Specifications***

Establish office and workstation standards based on the program, for the Police and Fire Department. Verify furniture needs and configuration for the Dorm rooms and Dayroom in the Fire Station. Verify special furniture needs for the special areas of the Police Station.

Prepare a furniture budget, separating each building, for client approval, based on approved furniture plans and program.

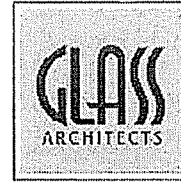
Based on the approved furniture budget, select furniture, upholstery and materials, to complement the architecture and interior finishes.

Prepare a furniture, material, upholstery scheme with alternates for each building present to the client in a meeting for approval.

Prepare a final furniture and material presentation with loose materials, upholstery samples, catalog pictures of furniture pieces to present to the client in a meeting for approval.

Based on approved furniture and material selections, prepare furniture specifications, coded to furniture floor plans, prepared on approved floor plans.

Add copies of catalog pictures of approved furniture to the record binders.



***Furniture Bid Documents***

Prepare standard furniture bid documents, in sufficient detail to submit to three-four qualified furniture dealers for competitive bidding. Includes preparation of a bid package based on the approved furniture plans and specifications.

Assist the client to submit the bid package to 3-4 qualified bidders.

Assist the client to analyze the furniture bids, and make recommendations for award of the successful bid.

***Contract Administrative Assistance***

Review and approve COM fabrics and furniture material submittals submitted by the Furniture Contractor.

Monitor the furniture contract for conformance to the schedule and specifications, assisting Sausalito City Purchasing Dept. representatives.

Prepare final furniture punch list for furniture, for two buildings.

***Additional Services***

Arrange with furniture manufacturers representatives to provide actual samples of furniture, i.e. task chairs, multipurpose chairs, or arrange showroom tours, is available as an additional hourly service if requested and approved.

Additional meetings for City Council approval, and formal presentation boards will be provided on an hourly basis as requested and approved, as an additional service.

Design of special areas requiring special or specific materials and equipment.

Artwork selection, graphics/signage program, plant specifications, accessories selection and specifications.

Inventory of existing furniture for reuse and/or relocation.