

**Perkins&Will**

# **Furniture, Fixture & Equipment Process**

**Building Committee Meeting**

**February 27, 2020**

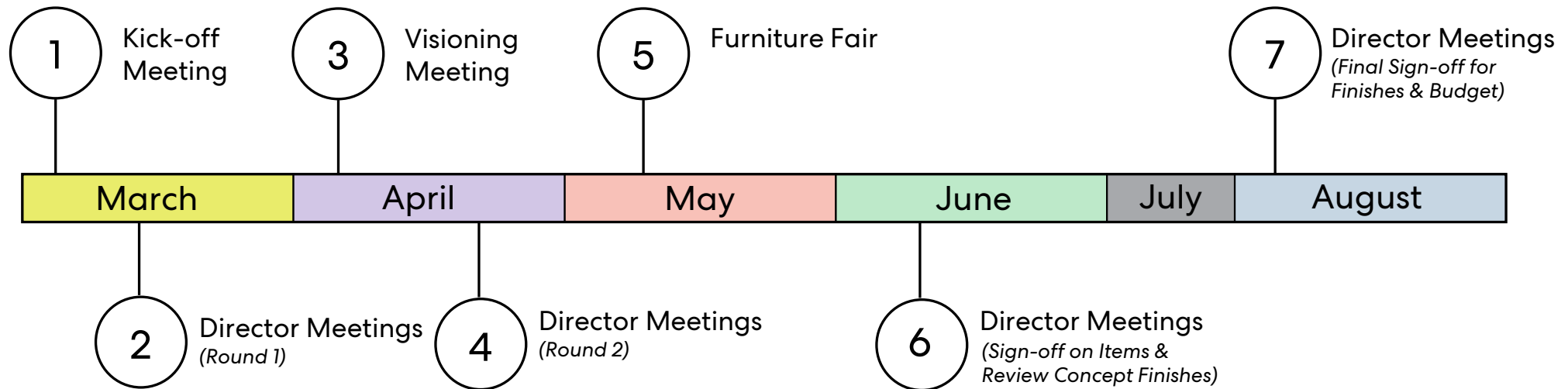
## Agenda

- **Milestones**
- **What is FFE?**
- **Where are we now?**
- **What are the next steps?**
- **How do we stay on track?**
- **How do we document and purchase?**
- **What are the final steps?**



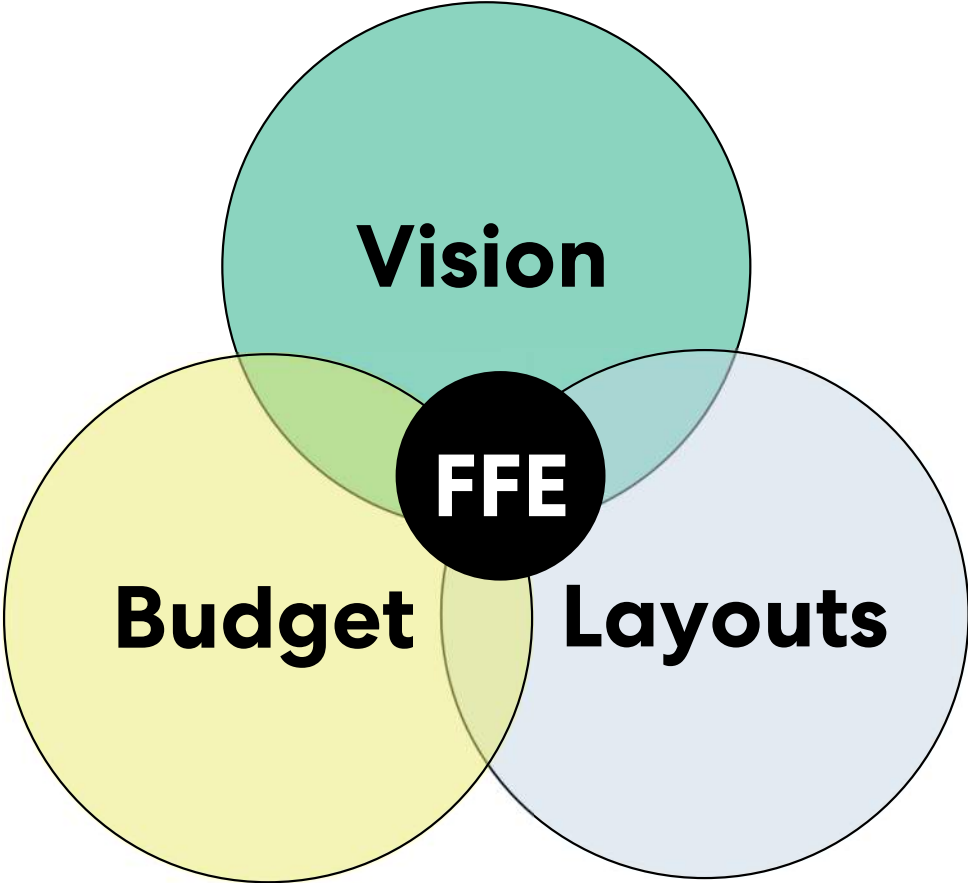
# Milestones

## Milestones



**What is FFE?**

What is FFE?



What is FFE?

# Group 1

Base Bid Items



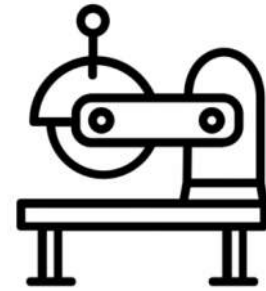
# Group 2

Loose Furniture



# Group 3

Equipment



What is FFE?

# Group 1 – Base Bid





What is FFE?

# Group 2 – Loose Furniture



What is FFE?

# Group 3 - Equipment



**Where are we now?**

Where are we now?

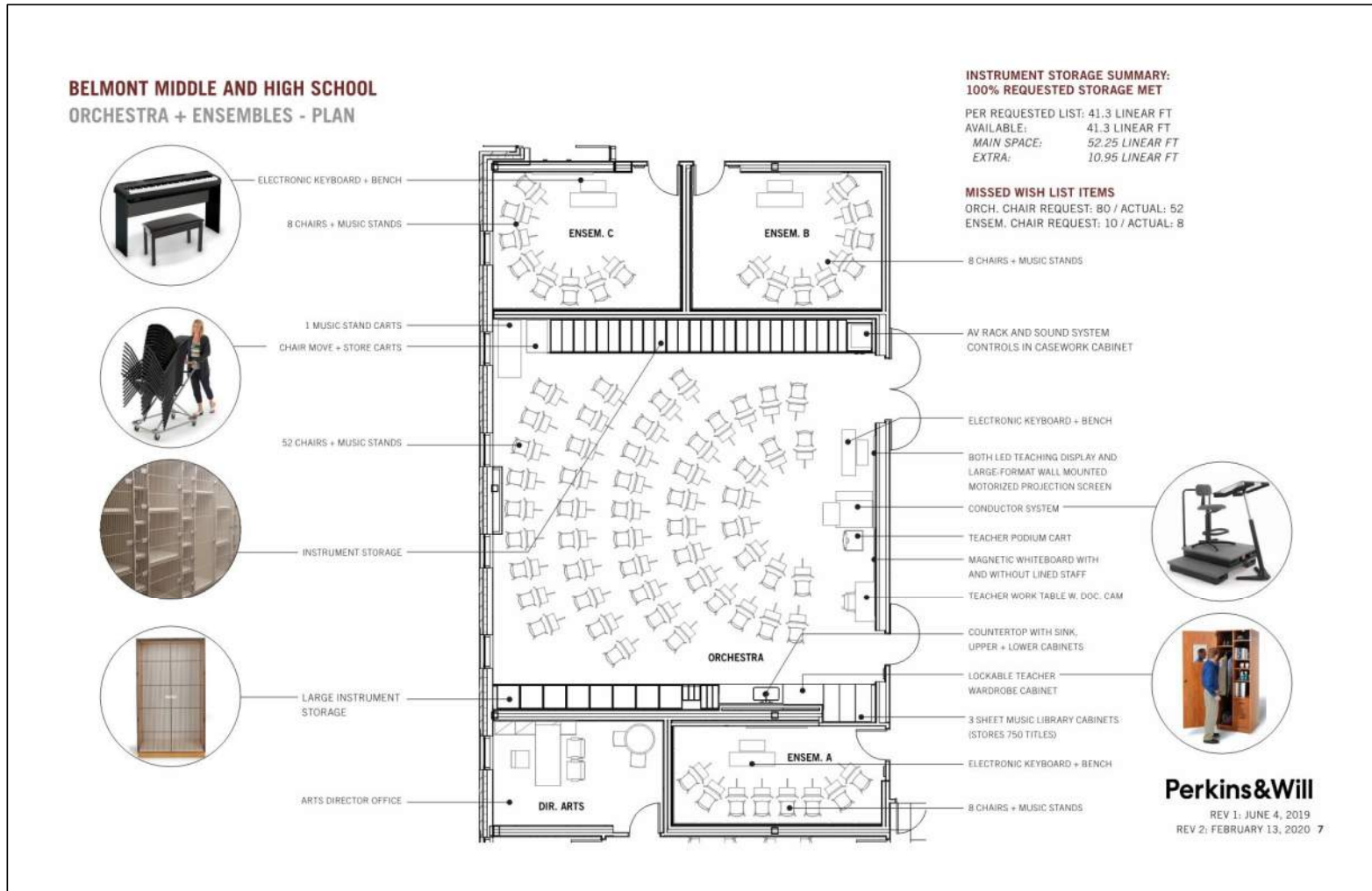
**Group 1 Items in Bid** ✓

**Programming Meetings** ✓

**Preliminary Layouts** ✓

**Initial Budget** ✓

# Where are we now? – Preliminary Layouts



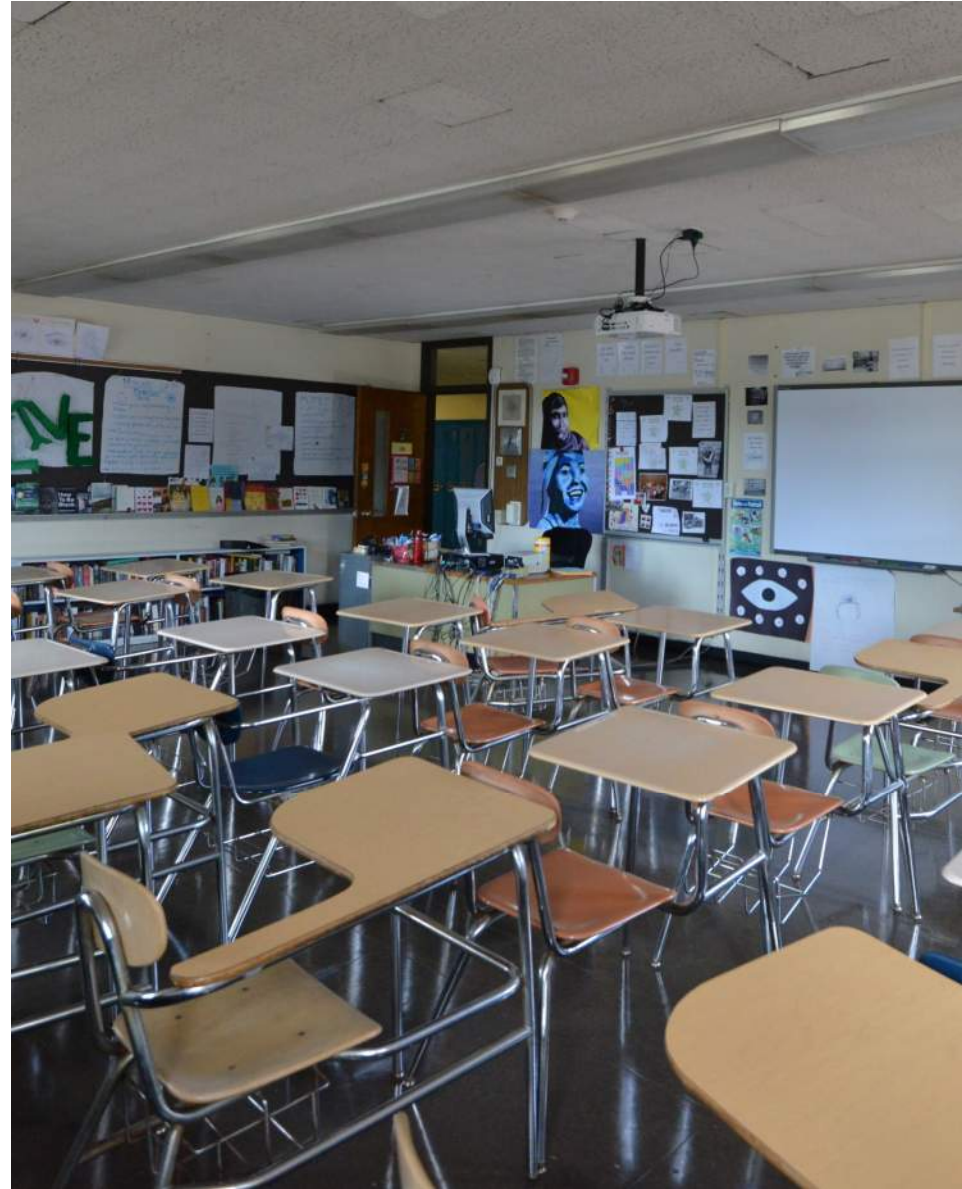
## Where are we now? – Initial Budget by Room

**\$ 3,765,500 Target School Budget**

Belmont Middle & High School		PRELIMINARY FF&E BUDGET			
AREA/ROOM	ROOM COUNT / LUMP SUM	INCLUDED	BUDGET EACH	BUDGET EXTENDED	NOTES
<b>CORE ACADEMIC SPACES</b>				<b>\$ 1,294,170</b>	
Classroom - General	83	28 students at desks, 1 teacher	\$ 9,890	\$ 820,870	teacher instruct. desk, media cart
Teacher Planning (9-12)	7	22 seats, 2 tables	\$ 5,380	\$ 37,620	
Teacher Planning (7-8)	8	8 seats, 2 tables	\$ 3,680	\$ 29,440	
Science Classroom / Lab (9-12)	12	24 students at tables, 1 teacher	\$ 5,000	\$ 60,000	Tables in base bid, height adj stools
Science Classroom / Lab (7-8)	8	24 students at tables, 1 teacher	\$ 5,000	\$ 40,000	Tables in base bid, height adj stools
Science Equipment	LS	Glassware, incubators, autoclaves, equipment allowance	\$ 250,000	\$ 250,000	
Seminar Room	8	18 students, 4 tables	\$ 8,240	\$ 37,440	
ELL	2	32 students, 8 tables, 1 teacher	\$ 9,450	\$ 18,900	teacher instruct. desk, media cart
<b>SPECIAL EDUCATION</b>				<b>\$ 266,600</b>	
SPED Equipment	LS	Equipment Allowance	\$ 11,000	\$ 11,000	
SPED Classroom (9-12)	6	12 students, 8 tables, 1 teacher	\$ 7,810	\$ 45,660	bookcase, whiteboard div., beanbags, sens. equip.
SPED Classroom (7-8)	8	16 students, 1 teacher	\$ 7,500	\$ 45,000	teach.instruct. desk, media cart, whiteboard divider
Resource Room	4	18 students, 4 tables, 1 teacher	\$ 4,190	\$ 16,760	
Small Group Room	5	10 Students, 4 tables	\$ 6,720	\$ 33,600	
School Psychologist	3	Desk, meeting table, file cabs	\$ 3,700	\$ 11,100	
Speech and Language Pathology	2	Desk, meeting table, file cabs	\$ 3,700	\$ 7,400	
Special Education Office	1	Desk, meeting table, file cabs	\$ 3,700	\$ 3,700	
Social Worker	2	Desk, meeting table, file cabs	\$ 3,700	\$ 7,400	
Conference Room	2	8 seats, 1 table	\$ 5,600	\$ 11,200	
OT/PT	LS	Equipment Allowance	\$ 7,100	\$ 7,100	

Where are we now?

# Catalog Existing FFE from BHS



**What are the next steps?**



What are the next steps?

# Develop A Vision

Flexibility

Materiality

Consistency

Durability

MS vs HS Identity



What are the next steps?

# Showroom Tours



What are the next steps?

# Gather Furniture Options



What are the next steps?

# FFE Working Group Presentations



**STACKING CHAIR**  
ALL STEEL

**STACKING BARSTOOL**  
ALL STEEL



**STACKING CHAIR**  
HIGH TOWER



**BARSTOOL**  
HIGH TOWER



**DINING CHAIR**  
HIGH TOWER

What are the next steps?

# Furniture Fair

Student & Faculty Survey



**How do we stay on track?**

How do we stay on track?

# Selection Meeting



C.03 HEIGHT ADJUSTABLE  
TEACHER CHAIR  
KI GRAZIE

SAMPLE TO FAIR

\$390



C.03 HEIGHT ADJUSTABLE  
TEACHER CHAIR  
ALLSTEEL LYRIC

\$320 TASK CHAIR  
\$430 TASK STOOL



C.03 HEIGHT ADJUSTABLE  
TEACHER CHAIR  
STEELCASES SHORTCUT

SAMPLE TO FAIR

\$312 TASK CHAIR  
\$400 TASK STOOL



C.03 HEIGHT ADJUSTABLE  
TEACHER CHAIR  
HON MID-BACK QUOTIENT

\$230

How do we stay on track?

# Budget Breakdown

Equipment Group2/ 3 Budget Estimate by Department -							
ROOM	TYPE MARK	Item	Manufacturer	Model	Unit Budget Sell Price	Quantity	Extend Budget Sell Price
<b>LIBRARY /MEDIA CENTER SHELVING &amp; ACCESSORIES</b>							
MEDIA CENTER		LABEL SPINE	DYMO / DEMCO	WS20401820	\$35.00	1	\$35.00
MEDIA CENTER		BOOK TRUCK/SLOPING - 44 1/2" X 18"	DEMCO	WG12229030	\$240.00	3	\$720.00
MEDIA CENTER		BOOK TRUCK/SLOPING - 44 1/2" X 31 X 17"	DEMCO	WG12228890	\$315.00	2	\$630.00
MEDIA CENTER - WORK ROOM		LAMINATOR - GBC HEAT SEAL ULTIMA 65 LAMINATOR - 14"X35"X21"	DEMCO	WE14954670	\$2,624.99	1	\$2,624.99
MEDIA CENTER - WORK ROOM		LAMINATING FILM - GBC NAP-LAM STANDARD LAMINATING FILM	DEMCO	WS16240070	\$119.99	6	\$719.94
MEDIA CENTER - WORK ROOM		PAPER CUTTER - DAHLE ROTARY TRIMMERS - 22-1/2"l X 8-1/24"W	DEMCO	WE14100770	\$119.99	1	\$119.99
MEDIA CENTER - WORK ROOM		LABEL MAKER PRINTER	DYMO / DEMCO	WS14920160	\$180.00	1	\$180.00
MEDIA CENTER - WORK ROOM		LABELS	DYMO / DEMCO	WS12816720	\$30.00	1	\$30.00
MEDIA CENTER		BOOK RETURN CART, DEPRESSIBLE; DURALIGHT ALUMINUM -30"H X 26"W X 26"D	KINGSLEY/DEMCO	40 SERIES	\$1,300.00	1	\$1,300.00
MEDIA CENTER		METAL SHELVING WITH WOOD VENEER END PANELS AND HPL TOP	TUCKER LIBRARY SYSTEMS		\$35,000.00	1	\$35,000.00
<b>SUBTOTAL MEDIA CENTER LIBRARY /MEDIA CENTER SHELVING &amp; ACCESSORIES:</b>							<b>\$41,359.92</b>
<b>MUSICAL INSTRUMENTS / AUDITORIUM/ DRAMA EQUIPMENT - BHMS CONFIRMED 6/17/2018</b>							
CHORUS CLASSROOM		SIGNATURE CHORAL RISERS -4-STEP SIGNATURE MODEL WITH SIDE RAILS	WENGER	098G054	\$1,665.00	5	\$8,325.00
		SIDERAIL SET SIGNATURE RISER	WENGER	098G541	\$475.00	1	\$475.00
		Z-CART CHOIR ROBE STORAGE; ACCESSORIES:HEIGHT EXTENDER (H-5033)	ULINE	BL 630/ROLLING/Z-RACK	\$90.00	12	\$1,080.00
		MUSIC STANDS	WENGER	CLASSIC 50	\$50.00	15	\$750.00
		MUSIC STAND CART	WENGER	FOR THE CLASSIC 50	\$400.00	1	\$400.00
		BABY GRAND PIANO	YAMAHA -THROUGH DARRELL'S MUSIC HALL	CLASSIC 5'-3" ACOUSTIC; MODEL	\$17,000.00	1	\$17,000.00



**How do we document  
and purchase?**

How do we document and purchase?

# Purchasing Methods

## State Contract

- GSA (General Services Administration)
- MHEC (MA Higher Education Consortium)
- U.S. Communities
- ... and More!

## Public Bid

- Invitation for Bid
- Instruction to Bidders
- Contract Documents
- Equipment Specifications
- Reference Plans
- Bid Tally Form
- Tax Exempt Form

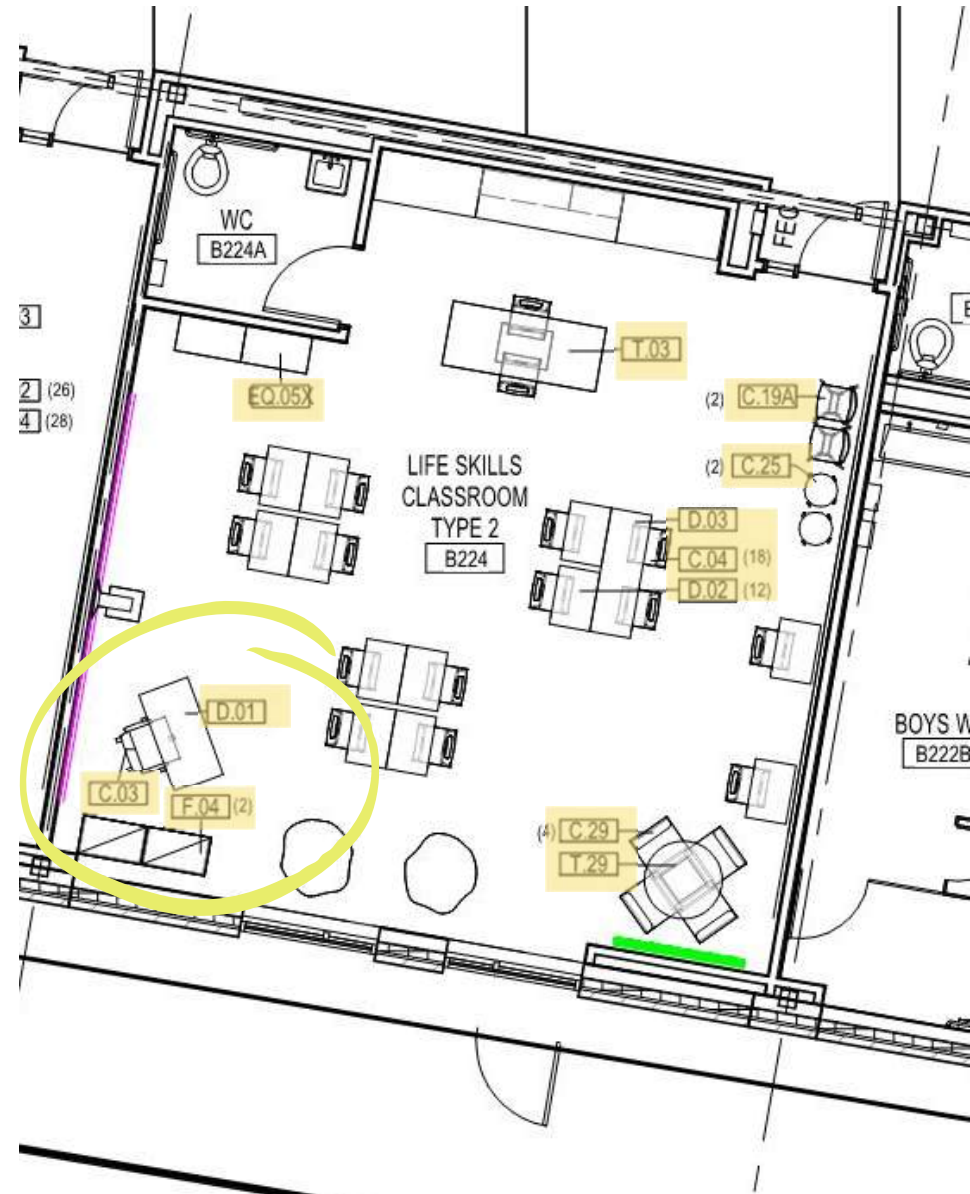
How do we document and purchase?

# Specifications

<b>PERKINS + WILL</b>		<b>C.14</b> Seating <b>Work Chair</b>
Project: Project #:		Issue Date: 13 Nov 2018 Revision Date:
Manufacturer: KI Becky Wood 115 Broad St Boston, MA 02110 United States P: 877.287.4912		
Representative: Paul McKinnon P: 803-505-2968 paul.mckinnon@wbmason.com		
<b>Item</b> Work Chair <b>Model</b> Doni Stack Chair DN1A00, S18215318 <b>Name/Number</b> <b>Item Description</b> Custom Work Chair with back, 4 legs armless chair, on glides. Poly two tone <b>Overall Dimensions</b> 19-1/4"W x 18-3/4"D x 33-3/4"H. SH 18" <b>Base Style</b> 4-Leg <b>KI Quote</b> 18BRW-209043SS/C <b>Shell Style</b> 2-Tone Shell (Poly) <b>Options</b> Chrome frame, Provide glides for carpet flooring <b>Finish/Upholstery</b> Refer to FN.32, FN.33		
<b>Upholstery Tag:</b> FN.32 <b>Manufacturer:</b> KI Becky Wood becky.wood@ki.com 877.287.4912		
<b>Finish:</b> <b>Description:</b> Molded Plastic <b>Color:</b> Warm Grey PWG <b>Pattern:</b> <b>Notes/Special Instructions:</b> Outside Shell		
<b>Upholstery Tag:</b> FN.33 <b>Manufacturer:</b> KI Becky Wood becky.wood@ki.com 877.287.4912		
<b>Color:</b> Custom KI, Green Bay, Pantone 3435C, PCC 0101377G <b>Description:</b> Molded Plastic <b>Notes/Special Instructions:</b> Inside		
<b>REQUIRED FOR APPROVAL</b>		
<input checked="" type="checkbox"/> Finish Sample <input type="checkbox"/> Cutting For Approval <input type="checkbox"/> Shop Drawings <input type="checkbox"/> Prototype <input type="checkbox"/> Seaming Diagram <input type="checkbox"/> CAD Drawing		
225 Franklin Street, 11th Floor, Boston MA 02110 USA (P) 617-478-0300 www.perkinswill.com		

How do we document and purchase?

# Tag Reference Plans



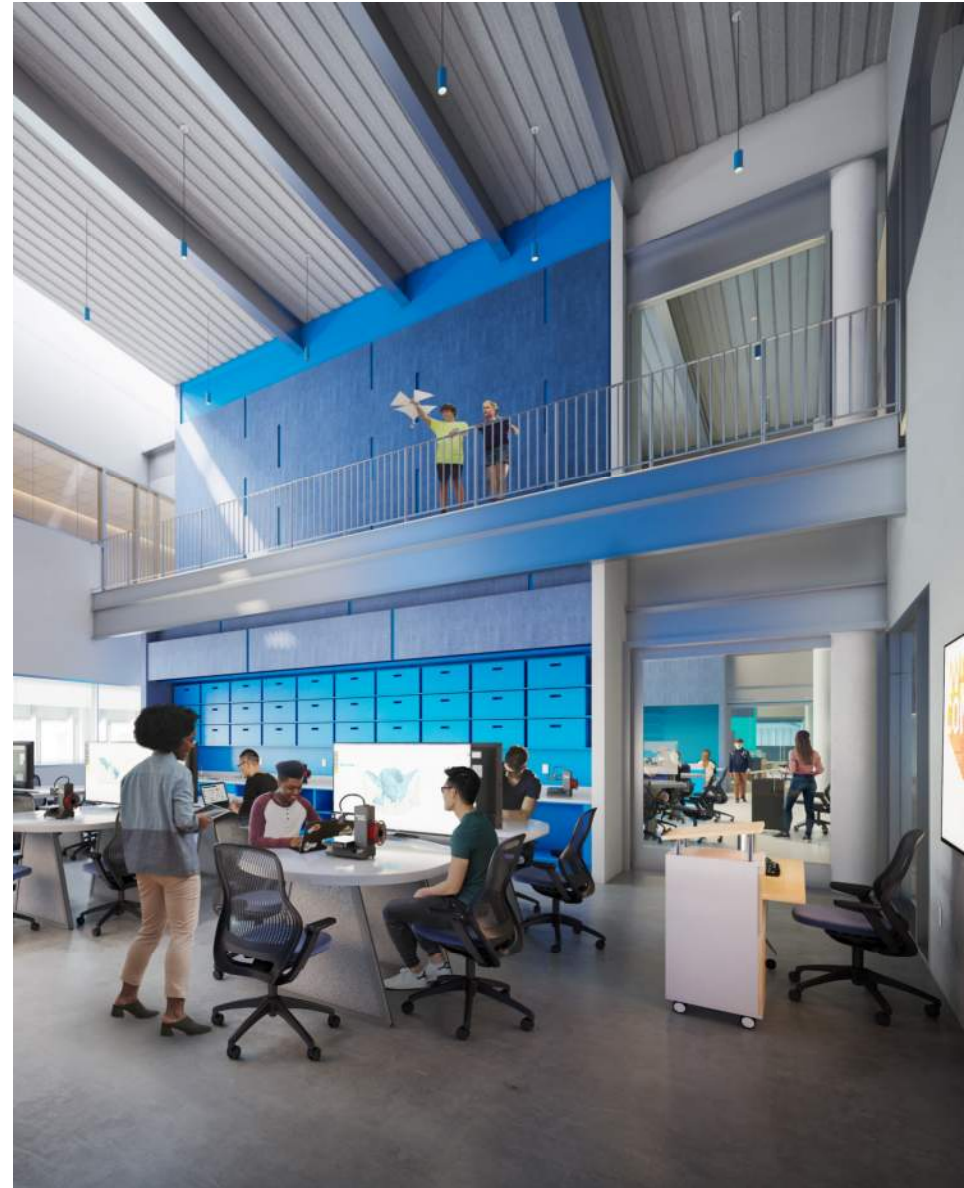
**What are the final steps?**

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**Delivery**

**Install**

**Punch List**



**Questions?**