



September 30, 2014

**Attention: Mr. Sid Grant**

Assistant Superintendent for Business and Support Services  
Coppell Independent School District  
3013 Wrangler Circle  
Coppell, Texas 75019

**Reference: Proposal for Furniture, Furnishings, and Equipment Design Services –  
Districtwide Collaborative Learning Improvements**

Dear Sid,

Stantec Architecture Inc. is pleased to provide this proposal for your consideration as additional services to the amended *AIA Document B102-2007 Standard Form of Agreement Between Owner and Architect*, dated July 23, 2012. Stantec Architecture Inc. proposes to provide these services as follows:

**I. Basic Design Services – Furniture, Furnishings, and Equipment Design**

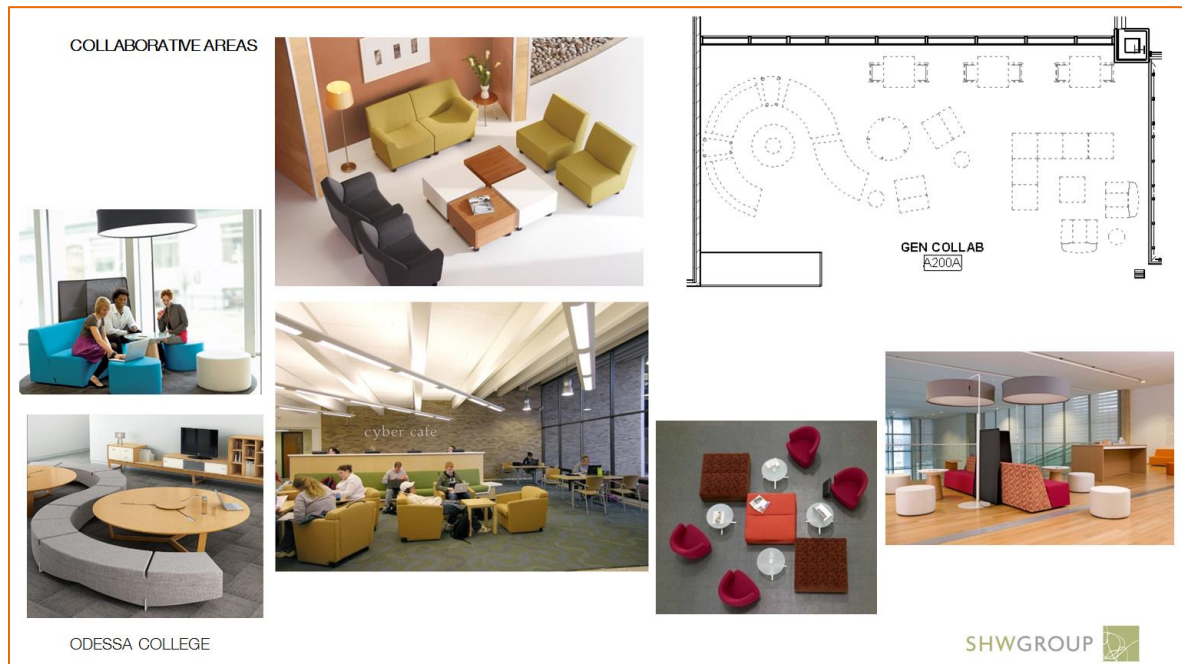
**Pre-Design Phase**

1. Stantec Architecture Inc. will work with Coppell ISD to develop a program of needs for each applicable space within the building. Stantec will first meet with Coppell ISD to identify precedents that will serve as guidelines for the selection of furnishings, fixtures, and equipment. We will follow with a discussion to identify how accessories and work tool assessment (trash cans, magazine racks, paper management, etc.) shall be accomplished and incorporated.
2. During our conversations with Coppell ISD, we will identify any furnishings, fixtures, and equipment the district wishes to consider for relocation and refurbishment.

*Deliverable: Conceptual booklet with sample layouts of the above spaces, along with photos of example furniture pieces.*



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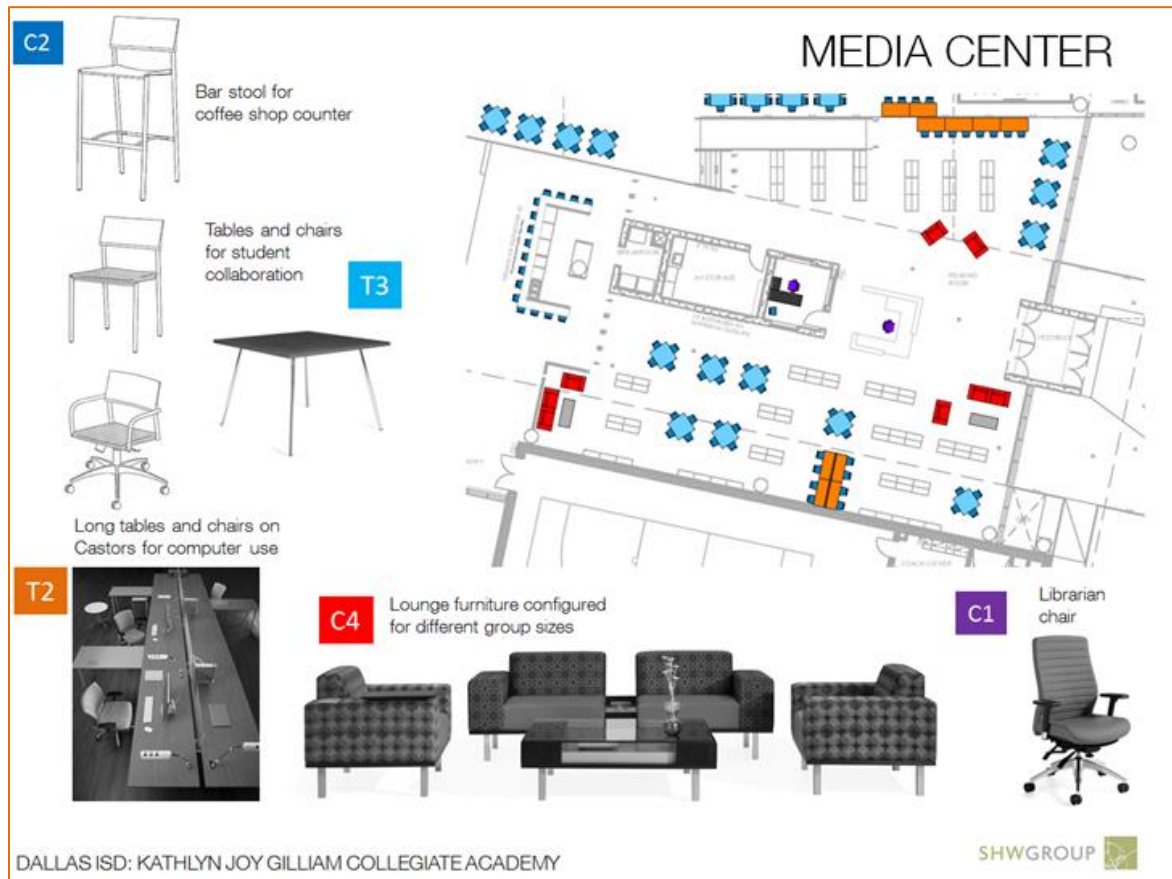
**Schematic Design Phase**

1. Stantec Architecture Inc. will research and select furniture that meets the functional objectives of the district, compliments the building design, continues the building vocabulary, and provides proven durability in fabrication and material.
2. Stantec Architecture Inc. will develop scaled furniture plans showing the proposed furniture solutions. Each piece of furniture will be tagged to correspond to a product data sheet with a picture of the furniture piece.
3. Stantec Architecture Inc. will develop an equipment and quantity schedule identifying all furnishings, fixtures, and equipment selected by Stantec. The schedule will include estimated line-item costs for each piece of equipment along with an overall estimate of cost.
4. Stantec Architecture Inc. will present our proposed solution to Coppell ISD. The solution will include a proposed layout of the products and a review of representative product types. Many of the product types will include one to three additional options for consideration. Stantec will work with vendors as required to get necessary samples to Coppell ISD for “hands-on” evaluation.

*Deliverable: Initial furniture plan layouts, accompanied by images of potential solutions that fall within aesthetic, availability, and budget parameters.*



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**Design Development Phase**

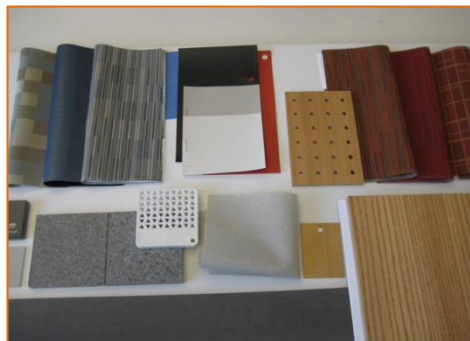
1. Stantec Architecture Inc. will refine its furniture selections identifying textiles and finishes of selected pieces and finalize selection of products based on presentation feedback made during the Schematic Design Phase.
2. Stantec Architecture Inc. will update the rendered building model to reflect the furniture selections.
3. Stantec Architecture Inc. will present the revised layouts, product data sheets, materials and finishes to Coppell ISD along with any necessary furniture samples. Stantec will provide a brief review of the building's color board and then correlate the vocabulary and finishes of the building with the finishes of the furnishings.
4. Stantec Architecture Inc. will update the equipment and quantity schedule identifying all furnishings, fixtures, and equipment selected by Stantec. The schedule will include updated estimated line-item costs for each piece of equipment along with the overall estimate of cost.



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*Deliverable: Final furniture plans and materials board.*



### **Construction Document Phase**

1. Stantec Architecture Inc. will coordinate furniture placement with MEP, architectural, and audio/visual components.
2. Final furniture plans will be created, specifications with product data sheets and photographed images finalized, and inventory schedule completed.
3. Stantec Architecture Inc. will finalize the equipment and quantity schedule identifying all furnishings, fixtures, and equipment selected by Stantec. The schedule will include final estimated line-item costs for each piece of equipment along with the overall estimate of cost.

*Deliverable: Book containing all specification sheets and furniture plan. Bidding / purchasing documents.*



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**Data Sheet**

Highland Park Administration Annex  
Highland Park ISD  
5.20.11

5717 Legacy Drive, Suite 250  
Plano, TX 75024  
214.473.2400 p  
214.473.2401 f

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**tag:** C1  
**type:** Chair  
**function:** Task Chair  
**manufacturer:** Stylex  
**model:** Insight  
**style:** IN28-10-56-CT-SM  
**specifications:** Upholstered, high back task chair with center pivot tilt and pneumatic lift  
Cantilevered fixed arm, painted aluminum with upholstered cap  
Base to be powdercoated  
Contrasting thread

**finishes:** Fabric: Maharam Lariat Chocolate 440401-011  
Powdercoat: Metallic Silver

**dimensions:** W: 25.5"  
H: 39" - 42.5"  
D: 18"  
Seat Height: 17-21"

area/quantity:	A113	1	A204	1
	A114	1	A207	1
	A116	1	A209	1
			A212	1

**total quantity:** 7





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**Bidding and Negotiations**

1. Stantec Architecture Inc. will work with Coppell ISD to distribute bid documents. Stantec will coordinate and interpret the bidding documents for the furniture, fixtures, and equipment package.
2. Stantec Architecture Inc. will be responsible for making changes and providing clarifications to the bid documents.
3. Stantec Architecture Inc. will coordinate and review mock-ups of any required furniture pieces.
4. Stantec Architecture Inc. will support Coppell ISD in the oversight and acceptance of proposals. Stantec will work with Coppell ISD to evaluate all proposals and make recommendations for consideration.

**Installation**

1. Stantec Architecture Inc. will coordinate delivery and oversee all installation of all furniture, furnishings, and equipment, inclusive of any existing furniture to be relocated by the furnishings installer. Stantec will verify quantities and compliance with the bid documents.
2. Stantec Architecture Inc. will produce punch-lists for participating dealerships and/or vendors.
3. Stantec Architecture Inc. will follow up to verify that all punch-list items are completed.
4. Stantec Architecture Inc. will coordinate receipt of closeout documents, including warranties, and determine that all documents meet the requirements of the bid documents.
5. Stantec Architecture Inc. will make up to three visits per building to accomplish all tasks associated with the installation, development of punch lists, and oversight for the completion of all outstanding items.

**Fee**

All *Basic Services* items shall be provided at a fee equal to 6% of the Cost of Work of all purchased furniture, furnishings, and equipment purchased as part of the bid packages for all of the campuses included. Stantec Architecture Inc. shall be compensated on an hourly basis for all work involved with any existing furniture, furnishings, and equipment identified in the documents to be relocated by Stantec as well as any trips beyond the three trips identified in “*Installation*” above.

**Exclusions**

This proposal does NOT include the following:

1. any work related to any architectural improvements
2. adding to or modifying the existing technology, mechanical, or electrical systems
3. any architectural renderings of any spaces.



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Should any services be required to make necessary building/system modifications or provide spatial renderings, a separate proposal will be developed and presented to Coppell ISD for approval prior to beginning in related work.

I hope this proposal provides you with the information you need. Should you have any questions, please do not hesitate to contact me. Thank you for allowing us to submit this proposal for your consideration. We consider it an honor and a privilege to have an opportunity to work for you and everyone at Coppell Independent School District.

Regards,

**Stantec Architecture Inc.**

Terry N. Hoyle  
Principal  
Phone: 214.473.2578  
Fax: 214.473.2579  
Terry.Hoyle@stantec.com

Attachment: AIA Document G802-2007, Amendment to the Professionals Services Agreement