



Berwyn Public Health District

Health Clinic and Township Improvements

Request for Proposal

RFP Coordinator:

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I. Introduction

Berwyn Township is seeking proposals from qualified firms to assist with the reconfiguration of its existing office layout. The goal is to improve internal efficiency and enhance public-facing service areas without significant alterations to the building's interior structure.

The Township is seeking a comprehensive proposal for professional services that include:

- As-Built documentation of current conditions
- Floor plans of all building levels
- Photographic documentation
- Virtual walk-through (preferred) or detailed photographs
- Evaluation and reconfiguration of existing or new furniture, fixtures, and equipment (FFE)

II. Scope of Work

The selected vendor will be responsible for:

- Documenting existing conditions and layouts
- Providing professional recommendations for FFE reconfiguration or replacement
- Delivering cost-effective FFE specifications and layout designs
- Preparing and submitting required documentation and visual materials

Note: Minimal to no interior alterations are preferred but may be considered if necessary for improved functionality.

III. Qualifications

Qualified vendors must demonstrate the following:

- Experience in space planning and office layout design
 - Ability to deliver within the scope, timeline, and budget
 - Knowledge of cost-effective commercial-grade FFE
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IV. Proposal Requirements

All submitted proposals must include:

1. **Letter of Interest**
2. **Legal Name** of business entity
3. **Names of Responsible Firm Leader(s)**
4. **Business Address**
5. **Statement of Commitment** to the scope and availability
6. **Three (3) Examples** of previous space planning projects
7. **Resumes** of key personnel
8. **Proposed Staff Assignments**
9. **Fee Structure**, including:
 - Lump Sum Fee
 - Hourly Rates

10. **Proof of Insurance Coverage**, including:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Auto Liability: \$500,000
 - Professional Liability: \$2,000,000
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V. Submission Details

Proposal Deadline:

July 15, 2025, 5:00pm

Submit Proposals via Email To:

Mabel Asfahani, rn.clinic@berwyntownship.org