



Central Coast Community Energy

**70 GARDEN CT
MONTEREY, CA 93940
1 (877) 455-2223**

REQUEST FOR QUALIFICATIONS

OFFICE FURNITURE and WORKPLACE DESIGN SERVICES

Qualifications are due by 5:00 PM (PST) on May 15, 2026

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SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 Central Coast Community Energy, hereinafter referred to as 3CE, is issuing this Request for Qualifications (RFQ) to identify and evaluate qualified Respondents capable of providing office furniture and workplace design services across 3CE's facilities. The purpose of this RFQ is to assess Respondent qualifications, relevant experience, and organizational capacity. This RFQ is not a solicitation for pricing and does not constitute a commitment to award a contract. Respondents determined to be qualified through this process may be invited to submit a more detailed proposal or enter into direct contract negotiations with 3CE.

All qualified firms interested in providing these services are invited to submit a Statement of Qualifications (SOQ). SOQs will be evaluated and ranked in accordance with the criteria set forth in Section 9, "SELECTION & SCORING CRITERIA," of this RFQ.

Submission of an SOQ does not guarantee an award of contract. 3CE reserves the right to issue a subsequent Request for Proposals (RFP) to shortlisted firms or to proceed directly to contract negotiation with one or more qualified respondents, at its sole discretion.

2.0 BACKGROUND

2.1 Organization Overview

3CE is a public agency that sources competitively priced electricity from clean and renewable energy resources. 3CE is governed by local officials who represent the agency's member communities. The agency serves more than 1.2 million people, including residential, commercial, and agricultural customers, throughout the Central Coast in Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz counties. Revenue generated by 3CE supports the transition to carbon-free power and is invested locally through innovative energy programs designed to lower greenhouse-gas emissions. Learn more at 3CEnergy.org and on social media, including Facebook, Instagram, YouTube, and X/Twitter.

2.2 RFQ Overview

3CE is seeking qualifications from qualified RESPONDENTS to provide office furniture and workplace design services for its facilities located at:

20 Ryan Ranch Road
Monterey, CA 93940

and

2601 Porter Street
Soquel, CA 95073

3CE is committed to creating functional, efficient, and welcoming work environments that support collaboration, productivity, and employee well-being.

The selected Respondent will provide end-to-end services, including:

- Workplace assessment and space planning
- Interior design and furniture specification
- Procurement and delivery of furniture
- Installation and project management

The goal of this RFQ is to establish a cohesive, modern workspace across 3CE facilities that reflects organizational values and supports operational needs.

While 3CE encourages qualifications from local Respondents, qualified Respondents from outside the service area are also invited to submit qualifications.

3CE intends to procure services for one or more office locations and reserves the right to award sites separately.

3.0 RFQ ADMINISTRATION

3.1 RFQ Administrator

Questions and correspondence regarding this solicitation shall be directed to the RFQ Administrator Contact for 3CE:

Genesis Acosta
RFQ Administrator/
Central Coast Community Energy
70 Garden Ct, Ste. 300
Monterey, CA 93940
Email: facilitiesbids@3ce.org

All questions regarding this solicitation shall be submitted digitally via email to facilitiesbids@3ce.org. The questions will be researched, and the answers will be communicated to all known and interested Respondents after the deadline for receipt of questions. Respondents should include the title of this solicitation in the subject line. For copies of this RFQ or its related materials in alternative formats for persons with disabilities, please email: facilitiesbids@3ce.org

Prospective Respondents shall not contact 3CE employees with questions or suggestions regarding this solicitation except through the RFQ Administrator listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification.

3.2 RFQ Documents

This RFQ document consists of a Main Body and five (5) appendices. Among other things, the Main Body offers general information pertaining to this RFQ, describes the purpose and drivers of this RFQ and provides high-level considerations for Respondents, includes a milestone schedule for this RFQ, sets forth terms governing the preparation and submission of qualifications and RFQ-related communications with 3CE, and provides a high-level overview of the process for evaluating and selecting qualifications submitted in response to this RFQ. The appendices are as follows:

- Appendix A: Scope of Work
- Appendix B: Service Fees
- Appendix C: Proforma Service Agreement
- Appendix D: Reservation of Rights
- Appendix E: Floor Plans and Photographs
- Appendix F: Minimum Requirements Checklist

Respondents are responsible for familiarizing themselves with and being fully aware of the terms of this RFQ, including the terms of each Appendix.

3.3 3CE Solicitation Web Page

The official web page for this RFQ is <https://3cenergy.org/about-us/work-with-us/request-for-qualifications/>. This RFP and related material and information are posted on the 3CE Request for Qualifications page and available for review. This web page may be updated from time to time with additional information related to this RFQ. Interested Persons are responsible for monitoring the Solicitations page to ensure the timely receipt of information about this RFQ.

4.0 CALENDAR OF EVENTS

Anticipated Dates

Issue RFQ	May 1, 2026
Deadline for written questions	5:00 PM, PST, May 8, 2026
3CE responds to questions on 3CE's website	May 12, 2026
Deadline to submit qualifications	5:00 PM, PST, May 15, 2026
Optional virtual interviews of top-scoring respondents	May 18 - 21, 2026
Issuance of RFP to Shortlisted Respondents (or Direct Negotiation)	May 26, 2026

4.1 Future Addenda

Respondents who received notification of this solicitation by means other than through a 3CE email shall contact the person designated in 3CE herein in section 3.1 to request to be added to the mailing list. Inclusion on the email contact list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date.

IT IS THE RESPONDENT'S SOLE RESPONSIBILITY TO ENSURE RECEIPT OF ALL ADDENDA ISSUED FOR THIS RFQ. Respondents may do so by providing their contact information to 3CE and/or regularly monitoring the 3CE Solicitations Web Page referenced in Section 3.3, where all addenda will be posted.

Prior to submitting a qualification, Respondents are responsible for confirming whether any addenda have been issued, obtaining all such addenda, and including executed copies with their submission. Qualifications must acknowledge receipt of all addenda to be considered responsive.

4.2 Description of Calendar of Events

1. **Issue RFQ.** The Request for Qualifications Packet may be obtained from 3CE's [website](#). 3CE will not be responsible for the completeness or accuracy of the Request for Qualifications Packet retrieved from any other source than directly from 3CE.
2. **Deadline for Written Questions.** Respondents and other interested parties are encouraged to submit questions regarding this RFQ to the RFQ Administrator using the contact information provided in Section 1.4. All questions must be submitted via email to facilitiesbids@3ce.org and received no later than 5:00 PM PST on May 8, 2026 (see Calendar of Events). Questions submitted in any other manner will not be accepted.

Respondents are encouraged to submit questions as early as possible in advance of the deadline. Responses to all questions will be provided in writing, and a summary of questions and answers will be published on 3CE's [website](#). Anonymity of the source of specific written questions will be maintained in the written responses. A clarification addendum will be issued if necessary.

3. **3CE responds to questions on 3CE's website.** 3CE will post responses to all submitted questions on the 3CE's [website](#). All questions will be posted anonymously, and responses will be provided to ensure equal access to information relevant to qualification preparation. 3CE intends to respond only to questions received on or before May 8, 2026, deadline that are directly related to qualification submission.

Any material changes to the RFQ will be issued through addenda and posted on the 3CE website by May 12, 2026. 3CE reserves the right to issue additional addenda at any time prior to the RFQ closing date and time. Additional written questions related to an addendum must be submitted no later than two (2) business days after the addendum is posted.

Respondents are responsible for reviewing all posted materials and must acknowledge receipt of all addenda in their qualifications. 3CE reserves the right to reject any qualification deemed non-responsive. Respondents shall not rely on any information,

whether oral or written, that is not formally issued and posted in accordance with this section.

4. **Deadline to submit qualifications.** Qualifications must be received no later than the deadline specified above.
5. **Possible virtual interviews of top-scoring respondents.** 3CE will have the option to interview top Respondents. Interview meetings will be virtual. 3CE may select a Respondent based on written qualifications alone and may elect not to conduct interviews.
6. **Notification of shortlisted respondents and next steps.** 3CE will notify all respondents of their status following evaluation of SOQs. Shortlisted respondents will be informed of next steps, which may include participation in a subsequent Request for Proposals process, virtual interviews, or direct contract negotiation. Non-shortlisted respondents will receive written notification of that outcome.

5.0 CONTRACT TERM

This RFQ does not constitute a solicitation for, or commitment to award, a contract. The purpose of this RFQ is solely to identify and evaluate the qualifications of Respondents interested in providing office furniture and workplace design services. No contract or obligation of any kind shall arise from this RFQ or from the submission of a Statement of Qualifications.

6.0 QUALIFICATION REQUIREMENTS

Respondents must demonstrate the expertise, experience, and organizational capacity necessary to deliver the services described in Appendix A. All Statements of Qualifications will first be evaluated against the following Minimum Qualification Requirements. Respondents that do not meet all minimum requirements may be disqualified without further evaluation. Respondents meeting minimum requirements will be further assessed under the Evaluation Criteria in Section 9.0.

- 6.1 **Public Sector Experience (Minimum Requirement):** Respondent must demonstrate a minimum of two (2) completed projects for public agencies or government entities within the past five (5) years. Projects must involve workplace assessment, furniture procurement, or commercial interior design services. Respondents shall describe their familiarity with public procurement processes, contract compliance requirements, and multi-stakeholder environments.
- 6.2 **Workplace Design and Furniture Expertise (Minimum Requirement):** Respondent must have a minimum of three (3) years of demonstrated experience in commercial workplace assessment, space planning, and interior design, including the specification and procurement of commercial-grade furniture systems. Respondents with NCIDQ-certified design staff or equivalent professional credentials are encouraged to identify those credentials in their SOQ. Respondents should demonstrate capacity to develop ADA-compliant, ergonomically sound, and aesthetically cohesive workplace environments.

- 6.3 End-to-End Service Delivery (Minimum Requirement):** Respondent must demonstrate the organizational capacity to deliver comprehensive, turnkey services spanning all project phases: site assessment, space planning, design specification, furniture procurement, delivery, installation, and project closeout. Respondents must clearly identify whether all services are self-performed or if subcontractors are utilized, and if so, describe subcontractor roles and oversight processes.
- 6.4 Project Management and Coordination:** Strong project management capabilities, including the ability to manage schedules, budgets, subcontractors, and logistics. Respondents should demonstrate experience coordinating delivery and installation in occupied or operational office environments, minimizing disruption to ongoing operations.
- 6.5 Sustainable and Ergonomic Design Practices:** Familiarity with sustainable design principles and ergonomic standards, including the selection of materials, finishes, and furniture that promote employee health and well-being while supporting environmental responsibility. Respondents should highlight any relevant certifications, standards, or practices incorporated into past projects.
- 6.6 Capacity and Resource Availability:** Sufficient staffing, resources, and operational capacity to deliver services across multiple locations, if needed, within required timelines. Respondents should identify key personnel and describe their roles, qualifications, and availability.
- 6.7 Product Quality and Respondent Partnerships:** Experience working with reputable furniture manufacturers and suppliers, and the ability to provide durable, high-quality products that meet commercial standards. Respondents should describe their supplier relationships and any value-added services such as warranties, maintenance support, or product lifecycle considerations.
- 6.8 Legal Standing and Licensure (Minimum Requirement):** Respondent must be a legally operating business entity in good standing under the laws of the State of California. All applicable business licenses, professional certifications, and contractor registrations required for the performance of services under this RFQ must be active and in good standing at the time of SOQ submission. Respondents shall provide current license or registration numbers in their SOQ where applicable. Any installation work subject to California Contractors State License Board (CSLB) requirements must be performed by or under a licensed contractor, and respondents must confirm compliance.
- 6.9 Financial Responsibility and Insurance (Minimum Requirement):** Respondent must be financially solvent and capable of fulfilling contractual obligations throughout the engagement. Respondents shall provide a self-certification of financial responsibility in their SOQ. Prior to any contract execution, the selected respondent will be required to provide evidence of all insurance coverage specified in Section 11.0 of this RFQ. Respondents that cannot meet the insurance requirements shall not be eligible for contract award.

6.10 Non-Debarment and Conflict of Interest (Minimum Requirement): Respondent must not be debarred, suspended, or otherwise excluded from participation in public contracting at the federal, state, or local level. Respondent must also disclose any actual or potential conflicts of interest with 3CE, its board members, officers, or employees, as described in Section 15.0 of this RFQ. Failure to disclose known conflicts may be cause for disqualification.

7.0 QUALIFICATION PACKAGE REQUIREMENTS

CONTENT AND LAYOUT: Respondent should provide the information as requested and as applicable to the proposed goods and services. The qualification package shall be organized as per the table below; headings and section numbering utilized in the qualification package shall be the same as those identified in the table. Qualification packages shall include, at a minimum, but not limited to, the following information in the format indicated:

Qualification Package Layout: Organize and Number Sections as Follows:	
Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	TABLE OF CONTENTS
Section 2	PROJECT EXPERIENCE AND REFERENCES
Section 3	QUALIFICATIONS SUMMARY AND MINIMUM REQUIREMENTS CHECKLIST
Section 4	EXCEPTIONS
Section 5	ADDITIONAL INFORMATION

Section 1 – Cover Letter & Table of Contents Requirements

Cover Letter: All qualifications must be accompanied by a cover letter not exceeding two pages and should provide firm information and contact information as follows:

Contact Info: The name, address, telephone number, and email address of REPONDENT’S primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g., corporation, partnership, including joint venture teams and subcontractors) and how many years it’s been in existence. If applicable, indicate Small and Local Respondent status (see Section 10 of this RFQ).

Table of Contents: include section headers for each section and page numbers.

Section 2 - Project Experience & References

Project Team and Key Personnel: The Respondent shall identify key personnel and any subcontractors proposed for this project. For each personnel, include their title, role, qualifications, and a summary of relevant experience delivering services similar to those outlined in this RFQ.

Experience & References: The Respondent shall provide descriptions of up to three (3) recent projects or contracts that demonstrate experience delivering services comparable to the Scope of Work outlined in Appendix A. Projects should highlight workplace assessment, space planning, interior design, furniture specification, procurement, and installation, as applicable. Emphasis should be placed on projects of similar size, complexity, and, where possible, public sector or multi-site environments.

For each project, include the following:

- Project name and location
- Client/contracting organization and project duration
- Scope of services provided (e.g., design, procurement, installation)
- Type of workspace and key design elements (e.g., open office, private offices, collaborative spaces)
- Furniture systems and manufacturers utilized, if applicable
- Key outcomes, such as improved space utilization, employee experience, or project delivery performance (schedule and budget adherence)
- Role of the Respondent and any subcontractors

If available, Respondents may also include an example of a workplace assessment, space plan, or design concept developed as part of a project.

For reference purposes, include the name, title, phone number, and email address of a primary point of contact for each project. 3CE may contact references as part of the evaluation process.

Section 3 – QUALIFICATIONS SUMMARY AND MINIMUM REQUIREMENTS CHECKLIST

Section 3 of the SOQ shall provide a concise summary demonstrating how the Respondent meets each of the Minimum Qualification Requirements set forth in Section 6.0 of this RFQ. Responses shall be organized to mirror the order of requirements listed in Section 6.0, with a clear statement addressing each requirement. Requirements that are not addressed will be presumed unmet. At a minimum, this section shall include the following:

- **Minimum Requirements Checklist:** A completed self-certification checklist confirming compliance with each minimum requirement in Section 6.0, including: years of relevant experience, number of qualifying comparable projects, current business license or registration numbers, professional certifications held (e.g., NCIDQ, LEED), confirmation of legal standing in California, confirmation of non-debarment status, and acknowledgment of insurance requirements. The checklist template is provided as Appendix F of this RFQ and is also available on the 3CE website.

- **Firm Overview:** A brief summary of the firm including year established, organizational structure, total number of employees, office location(s), and the specific office or team that would be responsible for this engagement. If joint ventures or subcontractors are proposed, describe their roles and the prime respondent's oversight responsibilities.
- **Conflict of Interest Disclosure:** A signed disclosure statement identifying any known actual or potential conflicts of interest with 3CE, its board members, officers, or employees, consistent with Section 15.0 of this RFQ. If no conflicts exist, the Respondent shall affirmatively state that no conflicts are known.
- **Insurance Acknowledgment:** A written acknowledgment that the Respondent has reviewed Section 11.0 (Insurance Requirements) of this RFQ and confirms the ability to obtain and maintain all required coverages prior to contract execution. Actual certificates of insurance are not required at the SOQ stage.

Respondents are required to include a rate schedule in their SOQ. The rate schedule shall identify fully burdened hourly rates by personnel classification for services billed on a time-and-materials basis. Detailed pricing, fixed cost estimates, and fee proposals are not required at the SOQ stage and will be solicited separately from shortlisted respondents in a subsequent Request for Proposals or contract negotiation process.

Section 4 - EXCEPTIONS

Respondents shall clearly identify any exceptions to this RFQ or to 3CE's standard Proforma Service Agreement (Appendix C) on separate pages labeled "Exception to 3CE RFQ" at the top of each page. Each exception shall reference the applicable RFQ section and page number. Respondents are specifically encouraged to review Appendix C and identify any terms or conditions in the standard Service Agreement to which they take exception, propose alternative language, or require modification prior to contract execution. Requested redlines or proposed alternative contract language should be attached as part of this section.

Submission of an exception does not obligate 3CE to revise any terms or conditions of the RFQ or the Proforma Service Agreement. 3CE reserves the right to accept, reject, or negotiate any proposed exception. Any terms in the RFQ or Proforma Service Agreement not specifically identified as exceptions in the SOQ shall be deemed accepted by the Respondent and will not be subject to later negotiation.

Section 5 – Additional Information

Respondents may include any additional information they believe is relevant to this RFQ, including value-added services, unique capabilities, or differentiators that enhance the overall quality, efficiency, or effectiveness of the proposed services.

CONFIDENTIAL OR PROPRIETARY CONTENT: Any portion of the qualification that the Respondents considers confidential or proprietary shall be clearly marked "Confidential Information" or "Proprietary Information" at the top of each applicable page. Any other method of identifying such information may not be recognized by 3CE.

Respondents are encouraged to limit the designation of confidential or proprietary information to only those portions of the qualification that legitimately qualify as such and should be prepared to provide legal justification for any designation upon request.

8.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 8.1 Electronic Submission. All qualifications must be submitted electronically through email form with the appropriate attached documents combined into a single PDF document not to exceed 150 MB to the following email address: facilitiesbids@3ce.org Respondent should include the title of this solicitation and the organization's name in the email's subject line.
- 8.2 Qualification information not properly addressed to and not timely received by the RFQ Administrator will be considered undelivered. Qualifications failing to provide complete responses as required may be considered non-conforming. Respondent should not send, and 3CE will not accept, paper copies of electronic qualifications.
- 8.3 Acceptance. Qualifications are subject to acceptance at any time within 90 days after opening. 3CE reserves the right to reject all qualification packages, or part of any qualification package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsive qualification package and that would not affect a Respondent's ability to perform the work adequately as specified.
- 8.4 Ownership: All submittals in response to this solicitation become the property of 3CE.
- 8.5 Public Disclosure: All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §7920.000 *et. seq.* Public disclosure may be made regardless of whether the RFQ Materials are marked "confidential," "proprietary," "Copyright ©" or otherwise, and regardless of any statement purporting to limit the 3CE's right to disclose information or requiring 3CE to inform or obtain the consent of the applicant prior to the disclosure of the RFQ Materials. Submission of any qualification or communication pursuant to the RFQ constitutes acknowledgment and consent by the applicant to the potential public disclosure of its RFQ Materials.
- 8.6 Financial Responsibility: 3CE accepts no financial responsibility for any costs incurred by a qualification in responding to this RFQ.
- 8.7 Compliance: Qualification packages that do not follow the format, content, and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- 8.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).
- 8.9 Expenses: Expenses incurred in the preparation of this qualification, or any other action responding to this RFQ shall be the sole responsibility of the Respondent.
- 8.10 Time: Time when stated as a number of days shall include Sundays and Saturdays, excluding legal holidays.

9.0 SELECTION & SCORING CRITERIA

- 9.1 The selection of qualified Respondent and subsequent contract award(s) will be based on the criteria contained in this RFQ, as demonstrated in the submitted qualification. Respondents should submit information sufficient for 3CE to easily evaluate qualifications with respect to the selection criteria. The absence of required information may cause the Qualification to be deemed non-responsive and may be cause for rejection.
- 9.2 The Scoring criteria include the following: **(100 points total)**.

SCORING CRITERIA	MAXIMUM POSSIBLE SCORE
Relevant experience and qualifications	30
Quality of proposed approach	25
Minimum requirements compliance and capacity	15
Competitiveness of submitted labor rates	15
Completeness and clarity of qualification	10
Overall fit with agency needs	5
TOTAL	100

- 9.3 Upon completion of the evaluation and ranking process, the RFQ Administrator will notify each Respondent of its status and whether further discussions or negotiations are warranted. 3CE reserves the right to conduct negotiations with one or more Respondents concurrently. 3CE intends to negotiate the final terms of a Service Agreement with the selected Respondent.
- 9.4 AGREEMENT award(s) will not be based on cost alone.
- 9.5 The award(s) resulting from this RFQ will be made to the Respondent(s) that submit(s) a response that, in the sole opinion of 3CE, best serves the overall interest of 3CE.
- 9.6 3CE reserves the right to award one or both project sites (Monterey and Soquel) to a single Respondent or to multiple Respondents, at its sole discretion.

10.0 SMALL AND LOCAL PREFERENCE

- 10.1 3CE desires, whenever possible, to contract with qualified small and local Respondents to provide goods and services to the agency. Each local CONTRACTOR providing goods, supplies, or services funded in whole or in part by 3CE funds, or funds which 3CE expends or administers, shall be eligible for local preference points or percentages as provided in this section.
- 10.2 3CE's Small and Local Preference Policy ("Policy") establishes a preference for qualified small, local, and diverse businesses in non-power services contract opportunities. This policy requires 3CE to directly identify and solicit small, local, and diverse businesses; reduce barriers to contracting with small, local, and diverse businesses; and incentivize small, local, and diverse businesses to engage with 3CE's contracting process. To view 3CE's Local Preference Policy, in its entirety, use the following link: [Central Coast Community Energy Local Preference Policy](#).
- 10.3 Any Respondent seeking to be recognized as a small, local, and diverse business by 3CE shall be required to certify they meet the definition of small and local as set out in the Policy, and to register as a small, local, and diverse business with 3CE. Registering through the Respondent registry enables 3CE to track the effectiveness of the Policy and allow 3CE to provide future notifications to its small, local, and diverse businesses concerning other bidding opportunities. To access the 3CE Local Respondent Registration Form, use the following link: [Local Respondent Registry](#).
- 10.4 When 3CE evaluates the responses to a solicitation for goods or services, where best value is the determining basis for the contract award, a five (5) points preference will be applied to the scoring evaluation for qualified small, local, and diverse businesses.
- 10.5 When 3CE evaluates the responses to a solicitation for goods or services, where lowest price, is the determining basis for the contract award, a five percent (5%) preference will be subtracted from the bid price of qualified small, local, and diverse businesses. If application of the five percent (5%) preference results in a qualified small, local, and diverse business' bid being lower than all other bids, the contract shall be awarded to the qualified small, local, and diverse business at that Respondent's bid price.
- 10.6 Whenever a responsive qualified small, local, and diverse businesses and a responsive non-small, non-local business have both submitted matching lowest responsive bids, the qualified small, local, and diverse business shall be awarded the contract.
- 10.7 When a contract requires subcontractors or subconsultants, the selected CONTRACTOR shall solicit qualifications from qualified small, local, and diverse businesses whenever possible. No contract awarded to a small and local business shall be assigned or subcontracted in any manner that permits more than fifty percent (50%) or more of the dollar value of the contract to be performed by an entity that is not a small local business.

11.0 INSURANCE REQUIREMENTS

11.1 Evidence of Coverage:

11.1.1 Prior to commencement of an AGREEMENT with 3CE, Respondent shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Respondent upon request shall provide a certified copy of the policy or policies. This verification of coverage shall be sent to 3CE.

11.1.2 This verification of coverage shall be sent to 3CE, unless otherwise directed. Respondent shall not receive a "Notice to Proceed" with the work under any AGREEMENT until it has obtained all insurance required and such insurance has been approved by 3CE. This approval of insurance shall neither relieve nor decrease the liability of Respondent.

11.2 Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by 3CE.

11.3 Insurance Coverage Requirements:

11.3.1 Without limiting Respondent's duty to indemnify, Respondent shall maintain in effect throughout the term of this AGREEMENT a policy or policies of insurance with the following minimum limits of liability:

- (i) Commercial General Liability Insurance, The Respondent shall maintain Commercial General Liability Insurance, including but not limited to coverage for premises and operations, bodily injury and property damage, personal injury, contractual liability, broad form property damage, independent contractors, products and completed operations, and cross-liability. Coverage shall be provided with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Any proposed modifications to these insurance requirements shall be submitted as a separate exhibit and clearly identify the requested changes, including redlined sections where applicable. All proposed modifications are subject to review and approval by 3CE.

- (ii) Automobile Insurance Threshold:

Business Automobile Liability Insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this AGREEMENT, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in red. All proposed modifications are

subject to 3CE approval.)

- (iii) Workers' Compensation Insurance, if the Respondent employs others in the performance of this AGREEMENT, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in red. All proposed modifications are subject to 3CE approval.)

- (iv) Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this AGREEMENT, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this AGREEMENT.

11.4 Other Insurance Requirements:

11.4.1 Unless otherwise specified by this AGREEMENT, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date the Respondent completes its performance of services under this Agreement.

11.4.2 Commercial general liability and automobile liability policies shall provide an endorsement naming 3CE, its Directors, Board members, officers, agents, and employees as Additional Insureds with respect to liability arising out of the Respondent's work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by 3CE and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the Respondent's insurance.

11.4.3 The Respondent shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in an AGREEMENT, which shall continue in full force and effect.

11.4.4 The Respondent shall always during the term of an AGREEMENT maintain in force the insurance coverage required under an AGREEMENT and shall send, without demand by 3CE, annual certificates to 3CE. If the certificate is not received by the expiration date, the Respondent shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by the

Respondent to maintain such insurance is a default of an AGREEMENT, which entitles 3CE, at its sole discretion, to terminate an AGREEMENT immediately.

11.4.5 Consultant agrees to include within their subcontract(s) with any and all subcontractors the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by the Respondent shall agree to be bound to the Respondent and 3CE in the same manner and to the same extent as the Respondent is bound to 3CE under this Agreement. Subcontractors shall agree to include these same provisions within any sub-subcontract. The Respondent shall provide a copy of the Indemnity and Insurance provisions of this Agreement to any subcontractor. The Respondent shall require all subcontractors to provide valid certificates of insurance and the required endorsements prior to commencement of any work and will provide proof of compliance to 3CE.

12.0 RESERVATION OF RIGHTS

- 12.1 No Guaranteed Value: 3CE does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.
- 12.2 Board Approval: The award(s) made from this solicitation may be subject to approval by Central Coast Community Energy Operations Board.
- 12.3 Interview: 3CE reserves the right to interview the selected Respondent before a contract is awarded. The costs of attending any interview are the Respondent's responsibility.
- 12.4 Incurred Costs: 3CE is not liable for any cost incurred by the Respondent in response to this solicitation.
- 12.5 Notification: All Respondents who have submitted a Qualification Package will be notified of the final decision as soon as it has been determined.
- 12.6 In 3CE's Best Interest: The award(s) resulting from this solicitation will be made to the Respondent that submit(s) a response that, in the sole opinion of 3CE, best serves the overall interest of 3CE.
- 12.7 Multiple Award(s): 3CE has the option to award a portion or portions of this contract to multiple successful Respondents at the sole discretion of and benefit to 3CE.

13.0 SIMULTANEOUS CONTRACT NEGOTIATION

3CE will pursue further engagement with the respondent(s) whose SOQ is deemed most qualified in the sole opinion of 3CE, and which is in accordance with the criteria as described within this solicitation. Suppose the contract negotiations are unsuccessful, in the opinion of 3CE. In that case, 3CE may pursue contract negotiations with the entity that submitted a Qualification which 3CE deems to be the next best qualified to provide the services, or 3CE may issue a new solicitation, or take any other action which it deems to be in its best interest.

14.0 AGREEMENT TO TERMS AND CONDITIONS

The Respondent selected through the solicitation process will be expected to execute a formal AGREEMENT with 3CE for the provision of the requested service. The AGREEMENT shall be written by 3CE in a standard format approved by 3CE's General Counsel.

Submission of a bid/qualification will be interpreted to mean RESPONDENT HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the **STANDARD SERVICES AGREEMENT** Section herein.

3CE may but is not required to consider including language from the Respondent's proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of Respondent's qualification.

15.0 CONFLICT OF INTEREST AND COLLUSION

15.1 The Respondent shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

15.2 The Respondent shall disclose the name of any officer, director, or agent who is also an officer, board member or employee of 3CE. Further, the Respondent shall disclose the name of any 3CE officer, board member or officer who owns, directly, or indirectly, an interest in 5% or more of the CONTRACTOR's business or any of its branches or affiliates.

16.0 RIGHTS TO PERTINENT MATERIALS AND PUBLIC RECORDS ACT

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Respondent that are submitted as part of the submittal will become the property of 3CE when received by 3CE and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION", in strict conformity with the specific requirements set forth in section 6 of the "Qualification Package Requirement" above. 3CE will not disclose proprietary information to the public, unless required by law; however, 3CE cannot guarantee that such information will be held confidential. As a California government entity, 3CE is subject to the California Public Records Act and other public transparency laws and, as such, cannot guarantee the confidentiality of information marked as confidential or proprietary. 3CE will respond to requests for disclosure of records related to this solicitation in accordance with applicable law on disclosure requirements and exemptions to disclosure.

APPENDIX A: SCOPE OF WORK

Office Furniture and Workplace Design Services

Objective

Provide office furniture and workplace design services to support a cohesive, functional, and modern work environment across 3CE facilities. Services shall align with 3CE's operational needs, organizational values, and long-term workplace strategy.

1. Workplace Assessment and Programming

The Respondent shall assess existing workspace conditions and develop a clear understanding of 3CE's operational and spatial needs. At a minimum, services shall include:

- Evaluation of existing layouts, space utilization, and furniture inventory.
- Identification of functional requirements, adjacencies, and workflows.
- Engagement with 3CE staff, as appropriate, to inform programming needs.
- Development of a programming summary outlining space needs, furniture requirements, and key design considerations.

2. Space Planning and Design

The Respondent shall develop space plans and design concepts that support efficient and effective workplace environments. Services shall include:

- Preparation of space plans and layout options for workstations, offices, meeting rooms, and collaborative areas.
- Development of design concepts, including materials, finishes, and color palettes.
- Iterative refinement of designs based on 3CE feedback.
- Incorporation of flexibility to support future growth and reconfiguration.
- Compliance with ADA requirements and applicable codes.

3. Furniture Specification and Procurement

The Respondent shall provide furniture recommendations and manage procurement activities. Services shall include:

- Recommendation of appropriate furniture systems and solutions.
- Preparation of detailed furniture specifications and product selections.
- Coordination with manufacturers and suppliers to obtain pricing and availability.
- Management of ordering, tracking, and logistics.
- Consideration of durability, ergonomics, sustainability, and cost-effectiveness in all selections.

4. Delivery and Installation

The Respondent shall coordinate and oversee delivery and installation of all furniture and related components. Services shall include:

- Development and management of delivery and installation schedules.
- Coordination of logistics, including site access and sequencing.
- Oversight of installation and setup.
- Coordination with 3CE to minimize disruption to operations.
- Final walkthrough and resolution of punch list items.

5. Project Management and Coordination

The Respondent shall provide overall project management and coordination throughout the project lifecycle. Services shall include:

- Development and maintenance of a project schedule with key milestones.
- Coordination of all Respondents, subcontractors, and installation teams.
- Ongoing communication with 3CE, including regular progress updates.
- Identification and management of risks, issues, and schedule impacts.
- Ensuring timely and successful project completion.

6. Deliverables

The Respondent shall provide the following deliverables, at a minimum:

- Programming summary outlining space needs and requirements
- Space plans and layout options
- Design concepts (materials, finishes, color palettes)
- Furniture specifications and schedules
- Project schedule with key milestones
- Procurement and order tracking documentation
- Delivery and installation plan
- Punch list and project closeout documentation
- Final layouts reflecting installed conditions (if applicable)

All deliverables shall be provided in electronic format unless otherwise requested by 3CE.

6.1 Deliverable Review and Acceptance

All deliverables are subject to review and approval by 3CE. Deliverables must be complete, accurate, and aligned with project requirements and timelines. The Respondent shall address and incorporate feedback as needed.

6.2 Final Acceptance

Final acceptance will occur upon completion of all services and resolution of any outstanding items.

APPENDIX B: RATE SCHEDULE REQUIREMENTS

Respondents are required to submit a completed Time and Material (T&M) Rate Schedule (**See Exhibit A**) as part of their SOQ. The Rate Schedule is provided as a fillable Excel workbook attached to this RFQ and available for download on the 3CE website at <https://3cenergy.org/about-us/work-with-us/request-for-qualifications/>.

The Rate Schedule shall be completed in full and submitted as an attachment to SOQ Section 3. Rates shall be organized by personnel classification and provide fully burdened hourly rates for all roles proposed for this engagement, inclusive of wages, benefits, overhead, and profit margin. The following classifications are required at a minimum: Project Manager, Lead Designer, Space Planner, Furniture Specialist, Installation Supervisor, and Administrative Support. Additional classifications relevant to the proposed team may be added.

Respondents shall also indicate whether submitted rates are fixed for the anticipated contract term or subject to annual escalation. If escalation applies, the basis for adjustment (e.g., CPI index, fixed percentage) and any annual cap shall be disclosed. Rate schedules submitted as part of this RFQ will be used to assess cost competitiveness at the SOQ evaluation stage and, if a contract is awarded, may be incorporated into the resulting Service Agreement as the basis for time-and-materials compensation.

Detailed pricing proposals, fixed cost estimates, furniture unit pricing, and fee structures are not required at the SOQ stage and will be solicited separately from shortlisted respondents in a subsequent Request for Proposals or contract negotiation process. Respondents are encouraged to review the Scope of Work in Appendix A to develop a general understanding of anticipated service requirements. Questions about the scope may be submitted to the RFQ Administrator per Section 3.0 of this RFQ.

APPENDIX C: PROFORMA SERVICE AGREEMENT

3CE is providing our Standard Service Agreement as a separate document on the 3CE Website, www.3Cenergy.org/solicitations/. Please contact the RFQ Administrator if you have any questions.

Respondents are required to review and provide redline comments as part of the Qualification Package.

APPENDIX D: RESERVATION of RIGHTS

3CE expressly reserves the right at any time to:

- Waive any defect or informality in any response, qualification, or qualification procedure;
- Reject any or all responses;
- Reissue a Request for Qualifications;
- Procure any service by any other means;
- Extend deadlines for accepting responses, or accept amendments to responses after expiration of deadlines; or
- Determine that no Project will be pursued.

Each of the foregoing rights (including any right listed in a series of rights) may be exercised individually by 3CE or any director, officer, employee, or authorized agent or representative of 3CE or its of their respective parent. The reservation of rights contained herein is in addition to all other rights reserved or granted to 3CE or any of its Affiliates elsewhere in this RFQ or otherwise held by or available to 3CE or any of its Affiliates.

No Warranties or Liabilities

BY PARTICIPATING IN THE RFP PROCESS, EACH RESPONDENT AGREES THAT, EXCEPT TO THE EXTENT CONTAINED IN A SERVICE AGREEMENT WITH RESPONDENT:

ALL MATERIAL AND OTHER INFORMATION FURNISHED BY OR ON BEHALF OF 3CE OR ANY OTHER AFFILIATE OF 3CE IN CONNECTION WITH THIS RFQ IS PROVIDED WITHOUT ANY REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF SUCH INFORMATION, AND

3CE, ITS AFFILIATES AND THEIR RESPECTIVE DIRECTORS, OFFICERS, MEMBERS, PARTNERS, EMPLOYEES, AGENTS, REPRESENTATIVES AND ADVISORS SHALL HAVE NO LIABILITY TO ANY RESPONDENT, ANY OF ITS AFFILIATES, OR ANY OF THEIR RESPECTIVE DIRECTORS, OFFICERS, MEMBERS, PARTNERS, EMPLOYEES, AGENTS, REPRESENTATIVES, ADVISORS, LENDERS, OR INVESTORS RELATING TO OR ARISING FROM THE USE OF OR RELIANCE UPON ANY SUCH INFORMATION, ANY ERROR OR OMISSION THEREIN, OR OTHERWISE IN CONNECTION WITH THIS RFQ.

Acceptance of Qualifications

Without prejudice to 3CE's rights under the Qualification Submission Agreement or at law or in equity, no qualification submitted by any Respondent shall be deemed accepted by, or otherwise binding upon, 3CE or any of its Affiliates and 3CE, its Affiliates and their respective directors, officers, members, employees, agents and representatives shall have no obligation or liability of any kind with respect to any such qualification or otherwise in connection with this RFQ, unless and until a Service Agreement has been mutually executed and delivered by 3CE or any of its Affiliates and Respondent, and then such obligation or liability shall exist only if and to the extent expressly set forth or provided for therein or in another signed, binding written agreement entered into by 3CE or any of its Affiliates and Respondent. Notwithstanding anything to the contrary in this RFQ, all qualifications delivered to 3CE shall become the sole and exclusive property of 3CE upon receipt, and 3CE shall have all rights and privileges of ownership of such property, subject to any provision of this RFQ relating to confidentiality and any applicable confidentiality or other signed, binding written agreement between 3CE and Respondent executed in connection with this RFQ process.

Respondent Costs and Expenses

Each Respondent is solely responsible for all costs and expenses it incurs in connection with this RFQ. Through its participation in this RFQ, each Respondent agrees that under no circumstance, including, without limitation, 3CE's withdrawal from or suspension, cancellation, or termination of the RFQ process, will 3CE, any of its Affiliates or any of their respective directors, officers, members, partners, employees, agents, representatives or advisors have any responsibility or liability of any kind to Respondent, its Affiliates or any of their respective directors, officers, members, partners, trustees, employees, agents, representatives, advisors or lenders for any cost or expense directly or indirectly incurred by Respondent (no matter how incurred) in connection with the RFQ process. Nothing in this section shall be construed to limit the generality of the "No Warranties or Liabilities" section above.

Respondent Disclosure of RFP Information

No Respondent may, without the prior consent of 3CE, disclose to any other Person (except 3CE staff) its participation in the RFQ process (other than by attendance at any meeting to which more than one Respondent is invited by 3CE, which attendance in and of itself will not violate this provision of this RFQ). Further, no Respondent may disclose, collaborate on or discuss with any other Person (except 3CE staff) bidding strategies or the substance of qualifications, including, without limitation, the price or any other terms or conditions of any contemplated, indicative or final qualification. Any such disclosure, collaboration or discussion would violate this RFQ and the Qualification Submission Agreement and may result in the rejection of Respondent's qualification or elimination of Respondent from further participation in this RFQ.

Confidential or Proprietary Respondent Information

All responses, inquiries, and correspondence related to this RFQ, or this RFQ process, as well as all other materials produced by Respondent that are submitted as part of the submittal will become the property of 3CE when received by 3CE and may be considered public information under applicable law. Any confidential or proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" OR "PROPRIETARY

INFORMATION.” 3CE will not disclose confidential or proprietary information to the public, unless required by law; however, 3CE cannot guarantee that such information will be held confidential. As a California government entity, 3CE is subject to the California Public Records Act and other public transparency laws and, as such, cannot guarantee the confidentiality of information marked confidential or proprietary. 3CE will respond to requests for disclosure of records related to this RFQ in accord with applicable law on disclosure requirements and exemptions to disclosure. In the event 3CE is required to release confidential or proprietary information, it shall notify the affected Respondent such that the Respondent may attempt (if it chooses), at its sole cost to cause the requesting member of the public to treat such information in a confidential manner, and/or to prevent such information from being disclosed or otherwise becoming part of the public domain.

Respondent Acceptance of this Appendix D

By participating in the RFQ process, each Respondent agrees that it will be deemed to have accepted all the rights and terms included in this Appendix D and to have agreed that its participation in the RFQ is subject to such rights and terms. 3CE is conducting this RFQ and participating in the RFQ process in reliance upon the foregoing agreement.

APPENDIX E: FLOOR PLANS AND PHOTOGRAPHS

20 Ryan Ranch Road, Monterey, CA 93940



2601 Porter Street Soquel, CA 95073 Floor Plan (See Exhibit B)

APPENDIX F: MINIMUM REQUIREMENTS CHECKLIST

The Minimum Requirements Checklist is a mandatory component of the SOQ submission. Respondents must complete and return this form as part of Section 3 of their SOQ. The checklist is also available for download on the 3CE website at <https://3cenergy.org/about-us/work-with-us/request-for-qualifications/>

SOQs submitted without a completed Appendix F checklist will be considered incomplete and may be deemed non-responsive. Respondents are advised to complete all sections of the checklist, including the authorized signature in Part C, prior to submission.

ATTACHMENTS:

1. Exhibit A: Time and Material Rate Schedule
2. Exhibit B: 2601 Porter Street Soquel, CA 95073 Floor Plan