

SCOPE OF WORK AND REQUIREMENTS

Interior Design and Furnishing

Purpose

The U.S. Consulate, Cape Town, is soliciting qualified firms to plan and provide cost options for interior design services for the American Corner-Cape Town (ACCT), located in Cape Town's Central Library at the corner of Darling and Parade Streets. The space is currently under renovation and the successful contractor will be responsible for all interior design, spatial planning and furniture design, procurement/manufacture and installation.

*Membership to an accredited national registry for architects and/or interior designers is preferred, but not a requirement.

Pre-proposal site visit: Monday 15 June, 2pm

Confirm your attendance by sending your contact details and number of people attending to American Spaces Coordinator: Ms. Debbie Matthee; Tel: 021-702-7463; Email:

MattheeDL@state.gov

Tender Submission Deadline: Friday 26 June 2015, 2pm

Project Overview

- The Public Affairs Sections (PAS) of the U.S. Consulate seeks consulting services to support the planning, renovation, equipping, and interior design of the most functional, efficient and attractive arrangement for the ACCT.
- PAS seeks to refurbish the three rooms designated at the Central Library with modern furniture and equipment, incorporating an American-themed look and feel.
- Please see the American Spaces "Idea Book" which includes design, furniture and artwork examples that illustrate the concepts we are looking for at the American Corner. American Spaces Idea Book:
https://americanspaces.state.gov/sites/default/files/files/american_spaces-idea_book.pdf
- Most furnishings described in this document include additional links to examples as well as attached photographs. *These are for reference only.* We seek original plans featuring attractive and modern furnishings.

List of Appendices

Appendix I *Basic floor plan*

Appendix II Design Plan prepared and submitted by Smithsonian Institute,

Appendix III **Showing General Construction Works by Main Contractor**

- A007/101 PLAN AT 2008 CURRENT/DEMOLITION PLANS
- A007/102 PROPOSED FLOOR PLAN & SECTIONS
- A007/103 NEW POWER LAYOUT
- A007/501 DOOR, WINDOW & BALUSTRADE SCHEDULES

Appendix IV Carpentry Reference Pictures

Background

The current American Corner, USinfo@Central (USinfo), is within the reference section of Central Library which is limiting both in terms of physical space and because it is an open area in the middle of a functioning library. Conducting programming is challenging without disturbing library patrons. The aim of relocating to a reimagined new space is to attract a youthful, entrepreneurial audience by providing better access to technology via flexible spaces that lend themselves to collaborative projects as well as a Maker Space tailor made for digital media and information-training programs. The space targeted for renovation is currently a used book store operated by an affiliated organisation, Friends of Central Library (FOCL), which will relocate to a nearby space to allow renovations to commence in late June.

Introduction

The US Consulate and its partner, the City of Cape Town's Central Library, wish to repurpose three rooms in the existing public library to create a modern public library space - an American Corner (AC) – that includes:

- A lounge with comfortable seating, quiet areas for consultation, bookshelves for a 500-volume collection and a basic coffee kiosk with seating. The layout should be flexible, featuring furniture that is easily rearranged into seating clusters of various sizes
 - A training room/theatre with movable tables that can easily be reconfigured into various arrangements and unobtrusively stored on the margins of the space
 - A maker space workshop dedicated principally to electronic media and video production
- See appendix I for basic floor plan*

The new space is composed of three zones which require a unified look that respects the Central Library décor but is distinctly “American” in its feel. With the design style we wish to highlight the U.S. as a nation that invents and produces things with “Do-It-Yourself” pride, from light bulbs to iPhones to the Mars rovers. The design style should reflect the entrepreneurial roots of American traditional and high-tech industry while inspiring creativity and innovation.

We encourage the successful contractor to exercise judgment with regard to design style and finishings within a framework that combines the enduring features of Art Deco and Industrial interior designs. Elements such as wall graphics, layered lighting, angular patterns, bold curves and interesting textures can all be used to create spaces that resonate with youth audiences.

The successful contractor will present innovative design concepts for a flexible public space geared toward young entrepreneurs who may wish to host therein events ranging from semi-private consultations, to collaborative projects, to public product launches. The space should also be sufficiently flexible to accommodate creative workshops, evening galas and film screenings that require diverse furniture formats. A successful contractor will place particular emphasis on intelligent spatial planning and original multi-functional storage solutions that result in a multi-purpose state-of-the-art space.

Working hours and conditions:

The contractor must be prepared to work within hours/days of the week set by Cape Town Library and consulate. The contractor is responsible for controlling all access into the work area, moderating the effects of dust and debris, mitigating noise, etc. The appointed contractor must be prepared to coordinate general works and design finishes with the demolition and construction contractor.

Room # 1 – The Lounge

As the main entrance, the lounge will include a reception area, an iPad bar, American book and media collections, a coffee kiosk with seating and areas dedicated to individual study, group consultations and collaborative activities. The reception area should be the first thing people see when walking into the space. This should be highlighted with a distinctive suspended design feature that contributes to the space's branding and overall design essence. The lounge is a creative space designed to offer patrons a comprehensive introduction to our resources, seminars and personnel in a comfortable, engaging, visually inviting environment. Fixtures and furnishings, lighting and decor, texture and colour palettes should be in line with the American Spaces Idea Book and the initial Smithsonian designs and must include the below components.

1. **Walls:** Bright and bold, wall coverings could feature word art and icons of American history and culture as seen in the Idea Book and Smithsonian Designs.
2. **Seating:** should accommodate at least 24 people with a combination of coffee shop seating (6) casual seating (12), window-front workspace (6) and staff desks (2). Simple, lightweight, multi-purpose modular furniture should be suitable for a variety of programs, collaborative and individual experiences. These should be finished with colour-coded durable fabric in line with the interior design style of the American Space.

(ITEM 1) Signage for the all three rooms

3000mm (W) X1000mm (H)

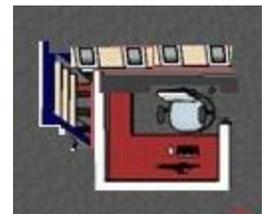
1000mm (W) X1000mm (H)

1000mm (W) X1000mm (H)

Each zone requires a unique eye-catching sign attracting people into the space and defining it from the rest of the space and the library. Signage could be suspended from the high ceilings, offering some audio absorptive solutions. Signage design should be innovative and could be produced from a range of materials including: fabric, Perspex, timber, super wood, aluminium, plastic or equal and approved by client equivalent.

(ITEM 2) Reception portal with iPad bar 1600mm (L) X600mm (W) X750mm (H) featuring:

- a. A sleek reception desk which could be bar-table height. Reception desk should accommodate one staff member including an operator's chair, laptop, and small built-in desktop signage and sign-in book (could be a mounted iPad or clipboard)
- b. Operator's chair for reception



- c. Freestanding or built-in task lighting
- d. Locking wheeled drawer/cabinet that can sit under or adjacent to desk
- e. Modesty screen with power panel for electronics
- f. Mobile divider with storage and shelving to act as visual screen between reception area and coffee area. Approx. 3000mm(L)X500mm(D)X1200mm(H)
- g. Locking points through which to secure laptop locking cables
- h. iPad bar area: 1600mm (L) X750mm (W) X750mm (H)

Purpose-built iPad bar at counter height, tilted approximately 30 degrees, and including sliding compartment in which to display, charge and secure four iPads. (iPads are not part of this award.) Patrons should be able to access but not remove the iPads. Staff should have keys to remove iPads if necessary

(ITEM 3) Coffee Kiosk: L-Shape bar area: 4000mm (L) X600mm (W) X900mm (H)

Drawing examples from websites www.coffeeshopdesign.com and www.coffeecartbiz.com the coffee kiosk must allow for counter seating for 4 people and a clear and generous circulation to/from coffee shop and American Space. The kiosk needs to provide the following:

- A durable, scratch-and stain-resistant countertop made from dyed-red quartz or equivalent material that is equal and approved by client
- Counter customised to accommodate a commercial Espresso Machine with creative usage of under-counter space to accommodate a refrigerator to store perishable products and shelving for required disposable plates and takeaway paper cups.
- A dedicated water source accommodating the water filters and softeners necessary for the Espresso machine
- Power outlets dedicated to the Espresso machine and grinder
- 4 power outlets for additional appliances (i.e. 2nd refrigerator, microwave) as needed
- Waste pipes for drainage
- Sink / washing facilities
- Security solution for after-hours safekeeping of all equipment and supplies

(ITEM 4) Education USA Desk: 2000mm (L) X1650mm (L) X600mm (W) X750mm (H)

The countertop integrated with the window-front desk should be sleek and trendy and available to patrons when AC staff is not present. The AC staff's work/reception area desk should be suited to laptop use.

- a. Desk, counter, or bar/island that accommodates laptop and some workspace
- b. Locking storage as noted below counter along wall(s)
- c. Above counter built-in bookshelves (open) for approximately 50 volumes
- d. One operator's chair
- e. Task lighting or lamp
- f. Signage built into the desk and back-lit or suspended above the desk indicating "Education USA"

(ITEM 5) Window-front desk: 4400mm (L) X600mm (W) X900mm (H)

Bar or counter height, this is a semi-casual work area where patrons can enjoy a cup of coffee while reading a newspaper, catching up with a friend or working on mobile devices

(ITEM 6) Bookshelves and display shelving: 7000mm (L) X400mm (W) X2900mm (H)

Built-in open shelving that can be used for a combination of bookshelves and display. To accommodate:

- a. An American book and media collection which includes 800-1000 volumes and must be displayed in a visually appealing way. See cubbyhole style in Smithsonian Designs.
- b. Magazine rack with space to display 20 current periodicals with storage for back issues

Room #2 - The Lab

The lab is a teaching space where a dropdown screen and projector will be used for instruction and film screenings regularly. Blackout blinds, carpeted floor and trapezoid tables and chairs will allow for up to 24 learners to be seated at desks. Numerous power outlets will be required to charge Chromebooks and other mobile devices.

Referring to American Spaces Idea book and the Smithsonian designs and plan the layout of the room to include the following components:

1. **Blackout blinds:** Give price options for various manual and motorized solutions. Blinds must comply with South African Heritage Resource Agency standards. The blinds' external surfaces should feature bold graphics identifying the AC. The blind on the north wall should cover both windows and have an interior surface usable as a projection screen. The blinds on the east wall can have inner-facing designs complementing the interior theme
2. **Walls:** Bright and bold, wall coverings could feature word art and icons of American history and culture as seen in the Idea Book and Smithsonian Designs.
3. **Tables and Chairs:** Mobile trapezoid tables (15) and seating (24). Colours to be mixed and matched.

Room # 3 – Maker Space

The Maker Space is a creative space with a focus on media production. High-end technology including a 3-D printer, video cameras, lap tops and charging carts will remain in this room so a secure door must separate the Maker Space from the lab (the door falls within the construction bid, not the design bid). The multi-use nature of the limited space demands creative storage solutions and space-saving design that can accommodate small-group activities, classroom instruction and media production--e.g. studio-style camera movements employing a green screen and installation of a small voice-recording booth.

The Maker Space must feature adjustable lighting configurable to fit low- standard- and broadcast-light scenarios, a workbench (6 seats), 4 permanent iMac editing bays (4 seats) and a workspace (1 seat) for AC staff.

Provide costs for the design, construction and installation of the following elements:

(ITEM 7) Workbench: 4400mm (L) X1200mm (W) X750mm (H)

One large stain- and scratch-resistant workbench made from super wood or quartz countertop or similar alternative that is equal and approved by client (6 seats)

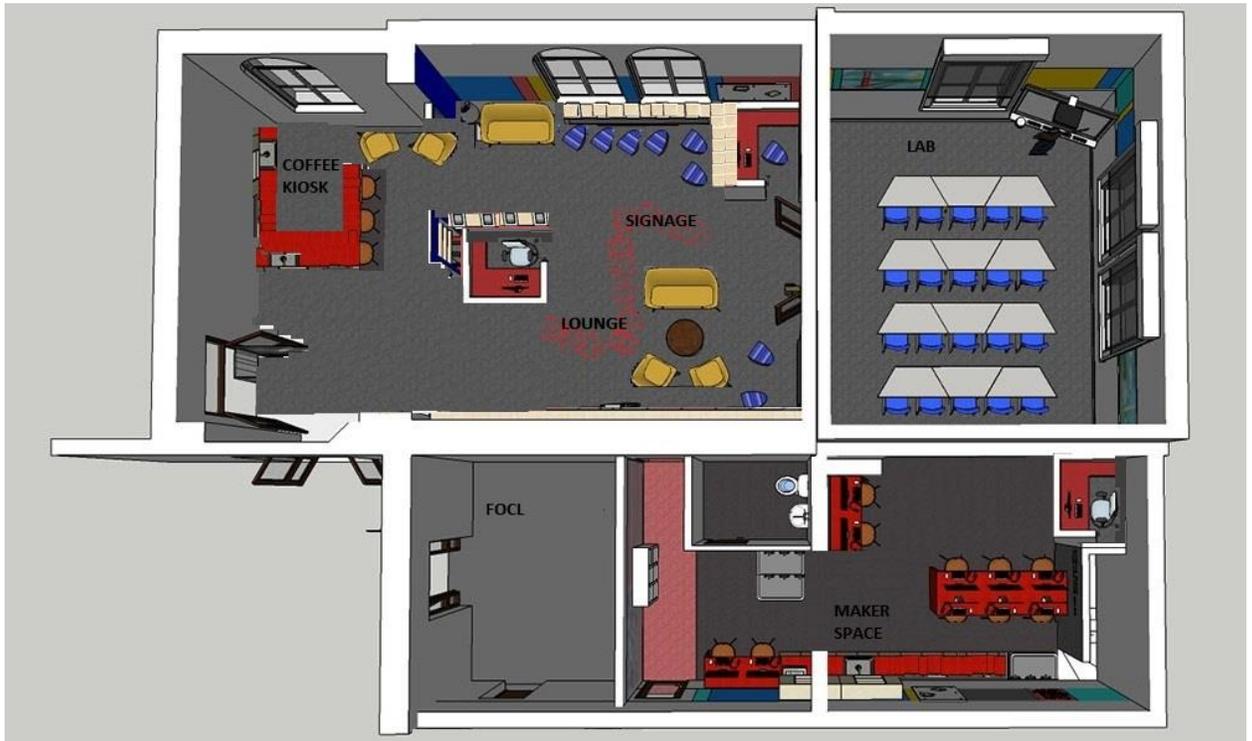
(ITEM 8) Staff desk 2000mm (L) X1650mm (L) X600mm (W) X750mm (H)

Desk should be custom built to fit in the left hand corner, behind door. Desk must have lockable storage (1 seat)

(ITEM 9) Sink and storage 3000mm (L) X600mm (W) X900mm (H)

Modernise the counter and storage space around sink area with quartz countertops and provide lockable storage space, customised for equipment that may require specialised conditions such as heat mitigation for servers and charging cart, etc.

Appendix I



Appendix II

Smithsonian Final Design Submittal Document

- includes colour palette

Appendix III

- A007/101 PLAN AT 2008 CURRENT/DEMOLITION PLANS
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ITEM 1
Signage

Suspended, motifs in each room made from aluminium, glass, Perspex, fabric or comparable alternatives





ITEM 2
Reception Desk

Must have lockable storage and should combine a desk and shelves to provide a visual divide between reception and coffee area



iPad Bar behind Reception Desk



Item 3
Coffee Kiosk

Scratch and stain resistant counter top. No Roof needed for kiosk.





ITEM 4
Window-front Desk



ITEM 6
Edu USA Desk

Must include some (3 draws) lockable storage, built in signage and shelves



ITEM 7
Shelving

Include a solution for accessibility e.g. Ladder on wheels



ITEM8

Maker Space Work Bench

Surface material is quartz or comparable alternatives
With steel wheels that can lock.



ITEM 9
Maker Space Work Desk

Needs to be custom built to fit into the space on the left of the door with lockable storage beneath



ITEM 10
Maker Space Counter

Would look at red quartz counter top options as well as comparable alternatives





Voice Recording Booth Ideas

