

REQUEST FOR PROPOSAL

Home Office Renovation Project

Client Name	Sarah Mitchell
Project Location	142 Maple Street, Austin, TX 78701
Project Type	Residential - Single Room Renovation
Submission Date	October 15, 2024
Budget Range	\$8,000 - \$12,000
Timeline	4-6 weeks, completion by December 1, 2024

1. Project Description

I am looking to convert my spare bedroom into a fully functional home office. The room is currently empty and I need a complete design and furnishing solution. I work from home as a software developer and occasionally host video calls with clients, so the space needs to be professional-looking while remaining comfortable for long work hours.

2. Room Specifications

- Room Dimensions: 12 feet x 10 feet (120 sq ft)
- Ceiling Height: 9 feet
- Windows: One large window (4ft x 5ft) on the east wall
- Electrical: 4 existing outlets, willing to add more if needed
- Flooring: Existing hardwood in good condition (oak)

3. Required Furniture & Equipment

3.1 Primary Desk

- Standing desk with electric height adjustment
- Minimum desktop size: 60" W x 30" D
- Weight capacity: At least 200 lbs
- Preferred brands: Uplift, Fully Jarvis, or equivalent quality
- Color preference: Walnut or dark wood finish

3.2 Ergonomic Chair

- High-back ergonomic office chair with lumbar support
- Adjustable armrests and headrest
- Mesh back preferred for breathability
- Preferred: Herman Miller Aeron, Steelcase Leap, or similar
- Color: Black or graphite

3.3 Storage Solutions

- Bookshelf: 5-shelf unit, approximately 72"H x 36"W x 12"D
- Filing cabinet: 2-drawer lateral file, lockable
- Desk organizer/accessories

3.4 Lighting

- LED desk lamp with adjustable color temperature (3000K-6500K)
- Overhead lighting: Replace existing fixture with modern LED panel or pendant

4. Design Preferences

4.1 Style

Modern minimalist with warm accents. Clean lines, uncluttered surfaces, but not cold or sterile. Think "Scandinavian meets mid-century modern."

4.2 Color Palette

- Primary: White walls (existing, recently painted)
- Secondary: Warm wood tones (walnut, oak)
- Accent: Navy blue or forest green
- Metals: Matte black or brushed brass

4.3 Additional Decor

- 2-3 indoor plants (low maintenance)
- Wall art: Abstract or nature photography, 2-3 pieces
- Area rug: 6x9 feet, to define the workspace

5. Special Requirements

- Cable management solution for multiple monitors and devices
- Acoustic considerations: Small acoustic panels or sound-absorbing elements for video calls
- Background setup: Professional-looking background visible in camera frame
- Natural light optimization: Sheer curtains or blinds that reduce glare while maintaining light

6. Contact Information

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Preferred contact method: Email