

# 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*