



City of Bristol
BRISTOL, CONNECTICUT 06010

**Request For Proposals 2P11-076
Move Management Services for Coordination of FF&E Activities
at Bristol Schools
Addendum 01
March 16, 2011**

Please note the following:

Meeting minutes for the prebid meeting held on Monday March 14, 2011 are attached hereto and made part of the specifications.

The City of Bristol will develop bid specifications and solicit for moving operations within Greene-Hills School during the summer of June 2011, for the purpose of expediting the selection of moving contractor prior to May 2011. The firm selected through this solicitation will be responsible for overseeing the operations of the moving contractor.

It is expected that the following rooms will be impacted by moving operations in summer 2011:

Storage rooms 049, 055, & 059 off the cafeteria.

Classrooms being considered include:

Classroom 075, 076, 077, 079, 080, 081, 082, 089, 090, 091, 092, 093, 094, 095, 096
(fifteen classrooms)

-end of Addendum 01-

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

RFP Number: **2P11-076**

Title: **Move Management Services for Coordination
of FF&E Activities at Bristol Schools
Addendum 01**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 01 was issued March 16, 2011

Date Addendum 01 was received ____/____/____

Do you plan to submit a proposal? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**Request For Proposals 2P11-076 Move Management Services
Meeting Minutes - Pre-Proposal Conference
March 14, 2011 2:00 pm
Bristol City Hall – Council Chambers**



Introduction

Introduction to Staff –

***Roger Rousseau, Purchasing Agent, City of Bristol
Tim Callahan, School Projects Manager, Board of Education
Peter Fusco, Supervisor of Buildings and Grounds, Board of Education***

Meeting is not mandatory

RFP and any addenda available at City web site - <http://www.bristolct.gov/bids>

Submission Requirements

Responses due March 23, 2011 at 11:00 am (rcvd but not read at that time).

Submission requirements were reviewed.

One (1) original and Seven (7) printed copies, and one digital copy, to Purchasing Dept.

Communications

Addenda and any other clarifying information will be posted on web site.

Meeting minutes will be made available, as well as any questions/responses that may affect proposal submissions. Attendance at this meeting will be available online.

Project Scope

Overview of existing project management; each new K8 facility has its own architect and Construction Manager as Adviser (CMA); both projects are monitored and overseen by a common set of BOE project staff. The architects develop FF&E specifications; the CMA's monitor onsite activities as they relate to construction; the firm selected for work in this contract coordinates and verifies deliveries including verification of amounts payable to suppliers; the BOE handles payments for all materials and services.

Overview of school building realignment efforts as they relate to move management services.

First phase relates to relocation of existing FF&E at Greene-Hills School to a temporary space followed by return of said materials to original classrooms and offices.

Second phase relates to deployment of new FF&E into two new K8 facilities and migration of reusable FF&E into said K8 facilities.

Third phase relates to final disposition of existing FF&E that is not relocated.

Questions

1. What will be the condition of the rooms at Greene-Hills School that are being temporarily vacated in June 2011 (i.e. what is the responsibility of teachers and/or BOE)?

The condition of the rooms is expected to be similar to the end of a typical school year; teachers will have removed all personal items and will have boxed a portion (but not all) of items relative to their classroom. Identification of boxed materials will be the responsibility of the selected mover.

2. When is the last day of school for the Bristol school district?
The last day for this academic year is June 24, 2011. The school is expected to be available, following remediation and subsequent reoccupation by movers, no later than August 19, 2011.
3. Does the district require photographic evidence of the condition of existing FF&E?
Photographic evidence is beneficial for the 2011 relocation efforts, and is required for the disposition of existing FF&E in 2012.
4. Who is coordinating the installation of electrical and data into FF&E?
The architect and CMA will coordinate such connections. It is the responsibility of your firm to notify the Owner of either absences or potential absences of access to electrical/data connections, when detected.
5. The schedule outlined in the RFP shows a move out of existing facilities in June 2012, and move into new K8 facilities in August 2012; is there relocation between these dates?
**The schedule showing moves out of existing facilities in June 2012 is intended to show that the buildings will not be used by the BOE after June 2012; there is no temporary relocation effort at the West Bristol K8 facility in this time frame. The new West Bristol K8 facility is expected to be available for occupation by FF&E in July 2012.
However, Greene-Hills School must be vacated and emptied immediately after the school year ends to accommodate demolition and remediation activities; it is assumed that this relocation will be to a temporary storage facility designated by the BOE. The new Forestville K8 facility is expected to be available for occupation by FF&E at the end of July 2012.
There is not a requirement for immediate vacating and emptying of FF&E at O'Connell and Memorial Boulevard Schools in June 2012; however, it is expected that the buildings are vacated and emptied by the end of September 2012.**
6. In terms of percentage, what is the amount of newly purchased FF&E for the new K8 buildings?
Although FF&E purchases are currently being developed (and are not available at this time), the architects anticipate close to 100% of new FF&E in the new buildings.
7. What is the number of classrooms in Greene-Hills School that are relevant to the relocation in June 2012? Additionally, are there are other sizing data available for the schools scheduled to be vacated?
This information will be made available subsequent to this meeting (EDO50 indicating number of classrooms, total building square feet, and total capacity attached).
8. Are you splitting Memorial Boulevard Staff and Students to go to both the new Forestville K-8 and the new West Bristol K-8 or will this population be going to only one of the new schools? If this population will be split, what percentage of Staff and Students will be going to each school?
It is expected that the students as well as staff from Memorial Boulevard School would be generally divided between the two new K-8 facilities.

Meeting was adjourned at 2:32 pm.

2009 School Facilities Survey-ED050

Facility Selection Page

017-Bristol

Michelle Dixon (860) 713-6477

Bristol Public Schools

System: **Open**

(click on the number to the left of School\Facility to access data)

Select District

	School\Facility	Class Rooms	Constrn Year	Square Feet	Capacity	Acres	Certified
Print							
Logoff	0 017(district wide survey)						Yes
Instructions	1 001-Clarence A. Bingham School	15	1916	40000	363	3.00	Yes
Send E-Mail	2 003-Edgewood School	18	1957	44000	431	15.00	Yes
	3 005-Greene-Hills School	22	1928	50000	474	15.00	Yes
	4 006-John J. Jennings School	20	1921	40000	421	6.00	Yes
	5 007-Clara T. O'connell School	28	1913	50000	440	4.00	Yes
	6 011-South Side School	28	1973	87000	569	17.00	Yes
	7 012-Stafford School	24	1954	61000	497	22.00	Yes
	8 014-Ellen P. Hubbell School	28	1961	63000	529	20.00	Yes
	9 017-Mountain View School	27	1967	53285	441	11.00	Yes
	10 019-Ivy Drive School	29	1967	58876	480	17.00	Yes
	11 051-Chippens Hill Middle School	45	1993	166200	911	24.00	Yes
	12 052-Northeast Middle School	29	1961	74000	748	25.00	Yes
	13 053-Memorial Blvd School	27	1922	96524	660	8.00	Yes
	14 061-Bristol Central High School	55	1967	221000	1582	36.00	Yes
	15 062-Bristol Eastern High School	60	1959	235000	1700	50.00	Yes



CITY OF BRISTOL
Bidder's Conference Attendance Sheet

RFP # 2P11-076
Move Management Svcs

Meeting Date: March 14, 2010
2:00 pm

Company Name Diversified Project Management		Individual Name Roxanne Perugino
Address 111 Founders Plaza Suite 1404		
City East Hartford	State CT	Zip 06108
Tel 860-748-5198	Fax 860-218-2004	Email (if available) RPERUGINO@dpm-inc.com

Company Name DIVERSIFIED PROJECT MANAGEMENT		Individual Name JANET WHEELER
Address 111 FOUNDERS PLAZA, SUITE 1404		
City EAST HARTFORD	State CT	Zip 06108
Tel 860-306-3775	Fax 860-218-2006	Email (if available) JWHEELER@DPM-INC.COM

Company Name DIGGS CONSTRUCTION		Individual Name KYMA HARRISON
Address 1010 WETHERSFIELD AVE		
City HARTFORD	State CT	Zip 06114
Tel 800-296-1664	Fax 800-296-1554	Email (if available) kharrison@diggsconstruction.com

Company Name Diversified Project Management		Individual Name Jeff Gutsfeld
Address 111 Founders Plaza Suite 1404		
City East Hartford	State CT	Zip 06108
Tel 860-882-5610	Fax 860-218-2006	Email (if available) JGutsfeld@dpm-inc.com

Company Name Movelan USA Inc		Individual Name Suki Reilly
Address 225 Franklin Street Boston MA		
City Boston	State MA	Zip 02110
Tel 860 398 7423	Fax	Email (if available) SUKI.REILLY@MOVPLANGROUP.COM



CITY OF BRISTOL
Bidder's Conference Attendance Sheet

RFP # 2P11-076
Move Management Svcs

Meeting Date: March 14, 2010
2:00 pm

Company Name GILBANE		Individual Name KARRIE KRATZ	
Address 208A NEW LONDON TURNPIKE			
City GLASTON BURY		State CT	Zip 06033
Tel 860 608 4905		Fax	Email (if available) LKRAZ@GILBANES.COM

Company Name TAVARES DESIGN ASSOCIATE		Individual Name ROBERT FOCARTY	
Address 319 MASS AVE			
City ARLINGTON		State MA	Zip 02471
Tel 781-646-3343		Fax	Email (if available) rob@tavaradesign.com

Company Name		Individual Name	
Address			
City		State	Zip
Tel		Fax	Email (if available)

Company Name		Individual Name	
Address			
City		State	Zip
Tel		Fax	Email (if available)

Company Name		Individual Name	
Address			
City		State	Zip
Tel		Fax	Email (if available)