

**Request for Proposals
2P11-076**

The Bristol Board of Education is accepting Proposals for the following:

**Move Management Services
for Coordination of FF&E Activities at Bristol K8 Schools**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:00 am, March 23, 2011.**

Roger D. Rousseau
Purchasing Agent
City of Bristol, CT
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
Bristol Board of Education
Request for Proposals 2P11-076
Move Management Services for
Coordination of FF&E Activities at Bristol K8 Schools

The Bristol Board of Education is seeking proposals from qualified firms for the provision of services relative to management of moving operations relative to the construction of new schools and decommissioning of existing schools. The scope of services and proposal submission documents are available from

the City of Bristol Purchasing Dept
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

A non-mandatory pre-proposal meeting to review the project requirements with project staff will be held in the chamber of the City Council in Bristol City Hall, on **Monday March 14, 2011 at 2:00 pm.**

Proposal submissions will be accepted by the City of Bristol Purchasing Department until **Wednesday March 23, 2011 at 11:00 am**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain **one (1) original** and **seven (7) copies** as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-076 Move Management Services" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent
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r/a March 3, 2011

**RFP 2P11-076
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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-076

Move Management Services for Bristol Board of Education

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The City of Bristol is constructing two new K-8 school facilities and decommissioning four existing facilities; a component of the budget for the new school construction is Fixtures Furniture and Equipment (FF&E). Portions of existing FF&E will be relocated into the new facilities in addition to newly purchased materials. The intent of this RFP is to obtain services to assist in the management of movement of all FF&E related to these operations, including but not limited to the development of phasing for such moves, coordination of distribution operations for said moves, and assistance in the disposition of surplus FF&E. The four schools being decommissioned are as follows:

- Clarence A. Bingham Elementary School, 3 North Street (already decommissioned and vacated)
- Greene-Hills Elementary School, 718 Pine Street
- Clara T. O'Connell Elementary School, 120 Park Street
- Memorial Boulevard Middle School, Memorial Boulevard

Please note that in addition to coordination of FF&E activities at the completion of construction, services are additional required in the summer of 2011. In preparation for the eventual demolition of the current Greene-Hills Elementary School (located on the site of one of the new school facilities in the Forestville section of Bristol), remediation and abatement of regulated materials will be performed within said school. The selected firm shall handle the move of said services from existing classrooms into the gymnasium, and from the gymnasium to the proper classroom following remediation activities.

2. SCOPE OF SERVICES

The scope of services is generally defined as noted below. Firms submitting qualifications are required to include information on how this scope of services will be addressed, including a timeline relative to the tasks defined.

The City has generally outlined the major components of the required services, outlined as noted below.

A. New Schools (West Bristol K8 and Forestville K8 facilities)

- Review and analyze FF&E specification as developed by the architect and its consultants.
- Develop schedule for installation with FF&E suppliers, trade contractors, and Construction Manager.
- Inspect incoming deliveries and coordinate installation.
- Work with architect and review punch list.
- Review applications for payment of installed FF&E and make recommendations to Owner.
- Communicate with the school staff administration, consultants, and the BOE.
- Provide detailed inventory of installed FFE and room location.

B. Existing Schools (Greene-Hills Elementary, O'Connell Elementary, and Memorial Boulevard Middle Schools)

- Create a project plan and schedule detailing the implementation of project schedule outlined in Section I.4 (including the move for abatement of regulated materials at Greene Hills School during the summer of 2011).
- Provide detailed space planning.
- Record furniture and equipment inventory at existing building.
- Assess condition of existing FF&E.
- Create an FF&E relocation plan.
- Perform and manage the mover operations.
- Communicate with the school staff administration, program manager, and the BOE.
- Coordinate post-move follow up.
- Organize a central repository of surplus FF&E, at a location to be determined by the Owner.
- Distribute furniture to remaining school facilities.
- In conjunction with the Purchasing Agent, coordinate and conduct auction and subsequent disposal of surplus furniture. Coordination all aspects of sales, including collection of proceeds and recording of release of items.
- Prepare detailed reports summarizing auction activity.

It is the intent of this Request for Proposals to provide complete, detailed, timely, professional services for the compliance evaluation. Incidental items necessary to complete this work shall be considered included in the respondent's proposal whether such items are specifically listed in Items (a) through (h), or elsewhere herein, or not. The selected firm and the City shall, if necessary, execute a final, mutually agreed Scope of Services Agreement prior to Notice to Proceed. Fees for substantial additional work items not listed in the final Scope of Services shall be negotiated.

3. RESOURCES AVAILABLE

The City will make available to the awarded firm the following information as it relates to the project:

- Construction Plans
- Award Information on Purchased Equipment

The City will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

4. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Pre-bid Meeting	March 14, 2011
Submittals Due –	March 23, 2011
Interviews Conducted –	April 1, 2011
Recommendation for Award –	May 10, 2011
Contract finalized-	May 24, 2011
Greene-Hills move out for abatement (relocation of furniture onsite)	June 2011
Greene-Hills move in	August 2011
Move out of Greene-Hills, O'Connell, and Memorial Boulevard schools	June 2012
Move into West Bristol K8	August 2012
Move into Forestville K8	August 2012

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, March 23, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

A non-mandatory pre-proposal meeting to review the project requirements will be held in the chamber of the City Council in Bristol City Hall, on Monday March 14, 2011 at 2:00 pm.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have Friday, April 1 available if selected for an interview.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and seven (7) copies as well as one copy via compact disk or USB drive (PDF or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, and/or method for fee schedule development (e.g. percent of proposed construction cost, or hourly rate structures with potential staffing requirements) broken down into a per building cost. Please note that evaluation and subsequent award of a resultant contract is based on qualifications and fee schedule; the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P11-076 Move Management Services for Bristol Board of Education".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects, with specific attention to move coordination services for projects similar in size and scope to this project.
- b. The firm's understanding of and technical approach to the project.
- c. The firm's knowledge of requirements involving coordination of FF&E scheduling related to construction, as well as the firm's ability to coordinate disposition of surplus materials.
- d. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City staff.
- e. The firm's schedule, including milestones in the process.
- f. The firm's ability to perform the work in a timely manner.
- g. Clarity, organization, and effective presentation of submittal.
- h. Review of references listed.
- i. Proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of a resultant contract is based on qualifications and fee schedule; the cost for your firm's services is a factor in the evaluation process. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have the date of April 1, 2011 available if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, the State of Connecticut, and the Bristol Boys and Girls Club, as well as their officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the

negligent acts of the City of Bristol, State of Connecticut, and Bristol Boys and Girls Club or their officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol and the Construction Manager as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is

made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Any documents, reports, or data resulting from services performed through this contract shall become the property of the City of Bristol.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Move Management Services for the Bristol Board of Education
2P11-076**

Due Date: 11:00 am, March 23, 2011

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness	Signature
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Company Name	Printed Name
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Address	Title
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Town	State	Zip	Date
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Federal ID #	Telephone Number
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Email address	Fax Number
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RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-076
Move Management Services for BOE**

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 issued: March 3, 2011

Date documents received: ____/____/____

Do you plan to submit a response? 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**



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	