

SAN RAFAEL CITY SCHOOLS

310 Nova Albion Way
Room 505
San Rafael, CA 94903

**RELOCATION & MOVING SERVICES
REQUEST FOR PROPOSALS #19-09**

The San Rafael City Schools is requesting proposals from Moving Service companies to provide relocation services including all labor and supervision, materials, supplies, equipment, loading and unloading, trucking and delivery, setup, and clean-up for the following school sites:

Laurel Dell Elementary School

Moving From: 150 Lovell Ave. San Rafael, CA 94901

Moving To: 225 Woodland Ave. San Rafael, CA 94901

Davidson Middle School 280 Woodland Ave. San Rafael, CA 94901

Date	Event
10/21/2019	Mandatory Site Visit at 9:30am starting at Davidson Middle School ending at Laurel Dell Elementary School
10/24/2019	Questions or clarifications are due by 12:00 PM, addressed to Construction Manager, Joshua Thomas (jthomas@ccorpusa.com)
10/25/2019	Last day for District to issue addenda or answer questions.
10/28/2019	Proposals due no later than 5:00:00 pm in a sealed envelope labeled "RFP for Moving Services" at San Rafael City Schools, Attn: Dan Zaich, Senior Director, Capital Improvements, 310 Nova Albion Way, Room 505, San Rafael CA 94903
11/4/2019	Announcement of Best valued proposal
11/18/2019	Board approval supporting Best Value Selection
12/23/2019	Anticipated Start Date – Laurel Dell
12/26/2019	Anticipated Start Date – Davidson

The full Request for Proposals and associated exhibits are available on the San Rafael City Schools' website: <http://www.srcsbondprogram.org/domain/16>

Questions or clarifications may be submitted in email to the Construction Manager, Joshua Thomas (jthomas@ccorpusa.com) no later than noon on October 24th, 2019.

PROJECT DESCRIPTION

Laurel Dell Elementary School will be relocating staff and classrooms from 150 Lovell to 225 Woodland Ave beginning on December 23rd. (3) Staff members and associated spaces as well as (12) Classrooms, (1) Library, (1) Staff Lounge, (1) Leap Classroom (1) Multipurpose Room and various storage rooms will relocate to their permanent location. (1) existing classroom from Laurel Dell and (1) existing classroom from Short School located in San Rafael will relocate to Venetia Valley K-8 School and will replace (2) classrooms worth of furniture which is to be decommissioned.

Davidson Middle School will be relocating (10) Classrooms on December 26th. (9) of the classrooms are science-based classrooms and will require specific packing material for glassware and specialty handling for equipment (microscopes). Only (4) of the classrooms will be receiving new student tables and chairs.

Select furniture will be required to be decommissioned and select furniture will be required to relocate to the SRCS warehouse (1565 Vendola Drive, San Rafael) for storage.

Laurel Dell Elementary School (150 Lovell San Rafael, CA 94901 to 225 Woodland Ave., San Rafael, CA 94901

Laurel Dell will be moving from 150 Lovell to 225 Woodland Ave in San Rafael, CA. New furniture will be provided for all spaces at 225 Woodland Ave. and only select furniture will relocate.

Existing spaces to be left in a broom swept condition.

Building A:

- (2) Kindergarten Classrooms
- (2) Breakout Classrooms

Building B:

- (2) 5th Grade Classrooms
- (1) Library

Building C:

- (2) 1st. Grade Classrooms
- (2) 2nd. Grade Classrooms
- (1) Multipurpose Room
- (1) Storage Room
- (1) Staff Lounge
- (1) Principal
- (1) Resource Specialist
- (1) Conference Room/Reading Specialist
- (1) Leap Classroom

- (1) Lobby
- (1) Nurse

Building D:

- (2) 4th. Grade Classrooms
- (2) 3rd. Grade Classrooms

Davidson Middle School (280 Woodland Ave., San Rafael, CA 94901)

Davidson will be relocating (10) classrooms and prep rooms into the new science building. (9) of the classrooms are science based classrooms.

Existing spaces to be left in a broom swept condition.

1. GENERAL REQUIREMENTS

SITE VISIT

A MANDATORY site walk will be led on **October 21st, 2019 at 9:30am** to allow all interested parties to understand the scope fully. Site walk will start at Davidson Middle School 280 Woodland Ave, San Rafael, CA 94901) and be followed by a site walk at Laurel Dell Elementary School (150 Lovell Ave, San Rafael, CA 94901).

INSURANCE REQUIREMENTS

Each proposal must include insurance coverage in the amounts below:

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Automobile Liability Insurance - Any Auto, Vehicle	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

All proposals must be submitted to the below address in a sealed envelope labeled **RFP for Moving Services** no later than **5:00:00 pm local time on October 28th, 2019**.

San Rafael City Schools
Attn: Dan Zaich, Senior Director, Capital Improvements

310 Nova Albion Way, Room 505
San Rafael, CA 94903

To offer services on this Project, the contractor is required to be registered as a public works contractor with the Department of Industrial Relations.

The contractor will be required to furnish certified payroll records directly to the Department of Industrial Relations in accordance with Labor Code Sections 1771.4(a) and 1776.

The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed on these projects not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Department of Industrial Relations, pursuant to section 1770 et seq., of the California Labor Code. Prevailing wage rates are available from the DIR at <http://www.dir.ca.gov>.

This is not a formal request for bids or an offer by the San Rafael City School District to contract with any party responding to this request. The San Rafael City School District reserves the right to reject any and all proposals.

2. SCOPE OF SERVICES

- Material Delivery – O&I cartons, Dishpacks, Anit-Static Ziplock Bags, White Paper and Bubble Wrap (Quantity to be determined at time of bidders walk through)
- Pre-Delivery of Machine Carts, Bookcarts and speedpacks
- Coordinate with move manager on deliverables
- Provide a dedicated project manager
- Consistency of crew – no less than 80% variance
- Relocation of select furnishings
- Relocation of all equipment
- Relocation of all boxes
- Decommission of select furniture and equipment
- Relocation of select furniture to offsite storage in San Rafael
- Relocation of select furniture from Laurel Dell to Venetia Valley Elementary School in San Rafael
- All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpacks
- Provide unit price or bulk pricing for boxes.
- Include a per unit box pickup credit for any boxes that are returned after used.
- Davidson Post Move Support: 2 Movers for (4) hours
- Laurel Dell Post Move Support: 2 Movers for (4) hours

3. RESPONSE TO RFP

Project Data/Bid Instructions:

- A. Purpose: San Rafael City Schools is requesting bids for moving services. The successful bidder will assist in physically moving Davidson Middle School and Laurel Dell Elementary School.
- B. Based on the above start and finish dates, provide a proposal indicating number of required resources, rate per hour (Project Manager, foreman, mover installer), and total costs required as part of the submittal. Refer to the RFP dates and the provided schedule.
- C. San Rafael City Schools will not be held to any minimum or maximum value service commitment, and the bidder price proposal shall be honored until September 1, 2020
- D. Proposal to be entitled for consideration must be made in accordance with the following instructions:

- i. All proposals must be submitted to the below address in a sealed envelope labeled **RFP for Moving Services** no later than **5:00:00 pm local time on October 28th, 2019**.

San Rafael City Schools
Attn: Dan Zaich, Senior Director, Capital Improvements
310 Nova Albion Way, Room 505
San Rafael, CA 94903

- E. All pricing must be submitted per the attached Bidder's Pricing Response Form. Any deviation from this format will be grounds for non-consideration by San Rafael City Schools and their representatives.
- F. Any questions regarding this bid must be consolidated and submitted in one email in order to receive a response. All questions and responses will be copied electronically to all vendors participating in the bid process, independent of origin of questions. Questions are due by October 24th, 2019 by 12:00 PM, addressed to Joshua Thomas (jthomas@ccorpusa.com).
- G. Exceptions: Any exceptions to the terms and conditions within this bid should be noted in the cover letter of your response.
- H. Please be sure to include the following in your response:
 - i. Exhibit C: Pricing Matrix
 - i. Any information pertaining to your process or third-party vendor for technology disconnect/reconnect services
 - ii. Exhibit E: References

4. FEE FOR BASIC SERVICES

The proposal for the above stated services must clearly differentiate and itemize all services. All applicable taxes shall be included and noted separately. Fees shall not be increased later to include unanticipated taxes.

5. EVALUATION CRITERIA

The basis for selection will include, but will not be limited to:

- A. The understanding the company has of the purpose and scope of the project and of the work to be accomplished.
- B. The Company's general approach, project team and methodology for meeting the requirements of the project

- C. Ability of the company to successfully meet the project schedule with ample manpower, project management, organizational commitment and overall project understanding
- D. Fee proposal for the services requested
- E. Prior similar experience.

Exclusions:

Identify any items excluded from your bid

Time for Project Completion:

Time is of the essence in this contract. The Bidder, if awarded the Contract, agrees that they will establish a team and commence moving services immediately, and complete the project by the date stipulated in the Request for Proposal. Identify specific areas of concern and/or potential improvement.

Exhibits:

The following exhibits are part of this RFP

Exhibit A: Project Schedule

Exhibit B: Move Matrix

Exhibit C: Pricing Matrix

Exhibit D: Drawings

Exhibit E: References

Exhibit A: Project Schedule

SRCS Relocation & Moving Services RFP #19-09.

District reserves the right to reschedule the move as needed to accommodate the needs of the school District at no additional cost to the school District.

Date	Description	Location
November 15, 2019	Delivery of Boxes	Davidson and Laurel Dell
December 23, 2019	Relocation of Laurel Dell	Laurel Dell
December 26, 2019	Relocation of Davidson	Davidson
December 26, 2019	Decommission of Davidson	Davidson
December 27, 2019	Relocation of furniture to Warehouse	Davidson
December 27, 2019	Relocation of furniture from Laurel Dell/Short School to Venetia Valley. Decommission of Venetia Valley Furniture	Laurel Dell/Short School
TBD	Post Move Support – Laurel Dell	Laurel Dell
TBD	Post Move Support - Davidson	Davidson

Exhibit B: Davidson Middle School Move Matrix

SRCS Relocation & Moving Services RFP #19-09.

Teacher	Current Room	"Move To" Room	Notes
Anne Carmin	20	201	New Furniture (14) 60x24 Mobile Lab Tables (28) Chairs (1) Teacher Station (1) Mobile Ped file
Leah Reagan	21	210	Existing Lab Tables & Chairs to Relocate New Furniture: (1) Teacher Station (1) Mobile Ped file
Ranae Roemer	22	204	New Furniture (14) 60x24 Mobile Lab Tables (28) Chairs (1) Teacher Station (1) Mobile Ped file
John Flanagan	23	105	Existing Lab Tables & Chairs to Relocate New Furniture: (1) Teacher Station (1) Mobile Ped file
Eliot Orando	24	107	Existing Lab Tables & Chairs to Relocate New Furniture: (1) Teacher Station (1) Mobile Ped file
Kathleen Morrison	25	203	New Furniture (14) 60x24 Mobile Lab Tables (28) Chairs (1) Teacher Station (1) Mobile Ped file
Therese Hopkins/Katy Canepa	26	109	New Furniture (14) 60x24 Mobile Lab Tables (28) Chairs (1) Teacher Station (1) Mobile Ped file
Frederick Logan	16	103	Existing Lab Tables & Chairs to Relocate New Furniture: (1) Teacher Station (1) Mobile Ped file
Hanna Moore	36	206	Existing Lab Tables & Chairs to Relocate New Furniture: (1) Teacher

			Station (1) Mobile Ped file
TBD		101	

Exhibit C: Pricing Matrix

SRCS Relocation & Moving Services RFP #19-09.

Davidson Material Delivery	\$	dollars
Davidson Physical Relocation	\$	dollars
Davidson Post Move Support	\$	dollars
Davidson Decommission	\$	dollars
Davidson Relocation of furniture to Storage	\$	dollars
Davidson Sub-Total	\$	dollars
Laurel Dell Material Delivery	\$	dollars
Laurel Dell Physical Relocation	\$	dollars
Laurel Dell Post Move Support	\$	dollars
Laurel Dell/Short School Relocation of Furniture to Venetia Valley (2) Classrooms	\$	dollars
Laurel Dell Sub-Total	\$	dollars
Decommission of (2) Classrooms from Venetia Valley	\$	dollars
TOTAL COST	\$	dollars

Unit Pricing: O & I Boxes _____dollars

Hourly Rates:

Description	Straight Time	Overtime	Premium Time (Over 12 hours, Sundays, Holidays)
Project Manager			
Mover			
Installer			
Driver			
Truck			

Manpower Allocation

	# of Movers	# of Installers	# of Project Managers	# of Trucks	Total # of Hours
Davidson					
Laurel Dell					
Relocation to Warehouse					
Decommission of Davidson					
Relocation to Venetia Valley					

Dated this _____ day of _____ 20 _____

Name of Bidder: _____

Signed by: _____

Title of Signer: _____

Address of Bidder: _____

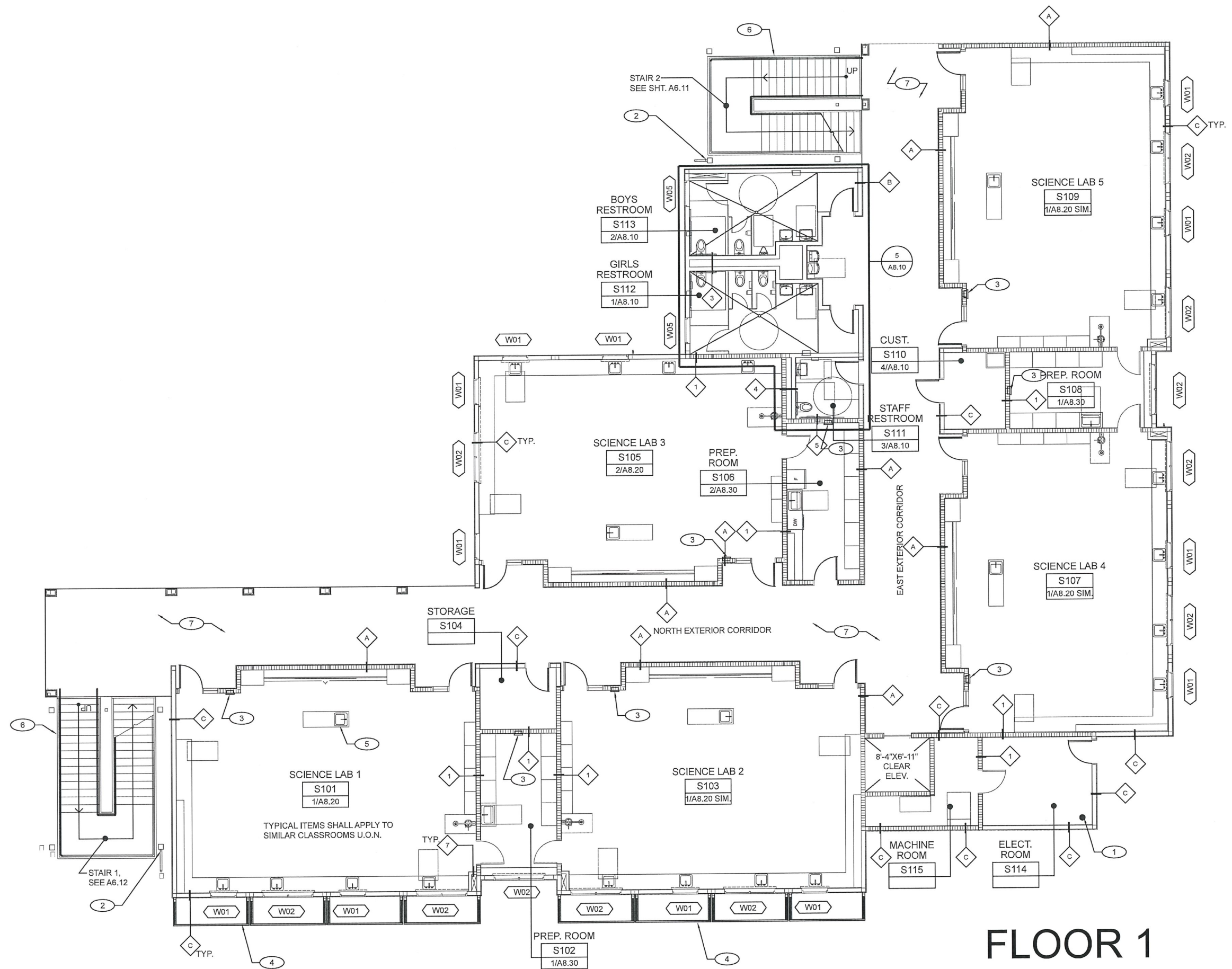
Taxpayer Identification No. of Bidder: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Additional supplies cost _____



FLOOR 1

Exhibit D: DAVIDSON MIDDLE SCHOOL
 SRCS Relocation & Moving Services RFP #19-09.

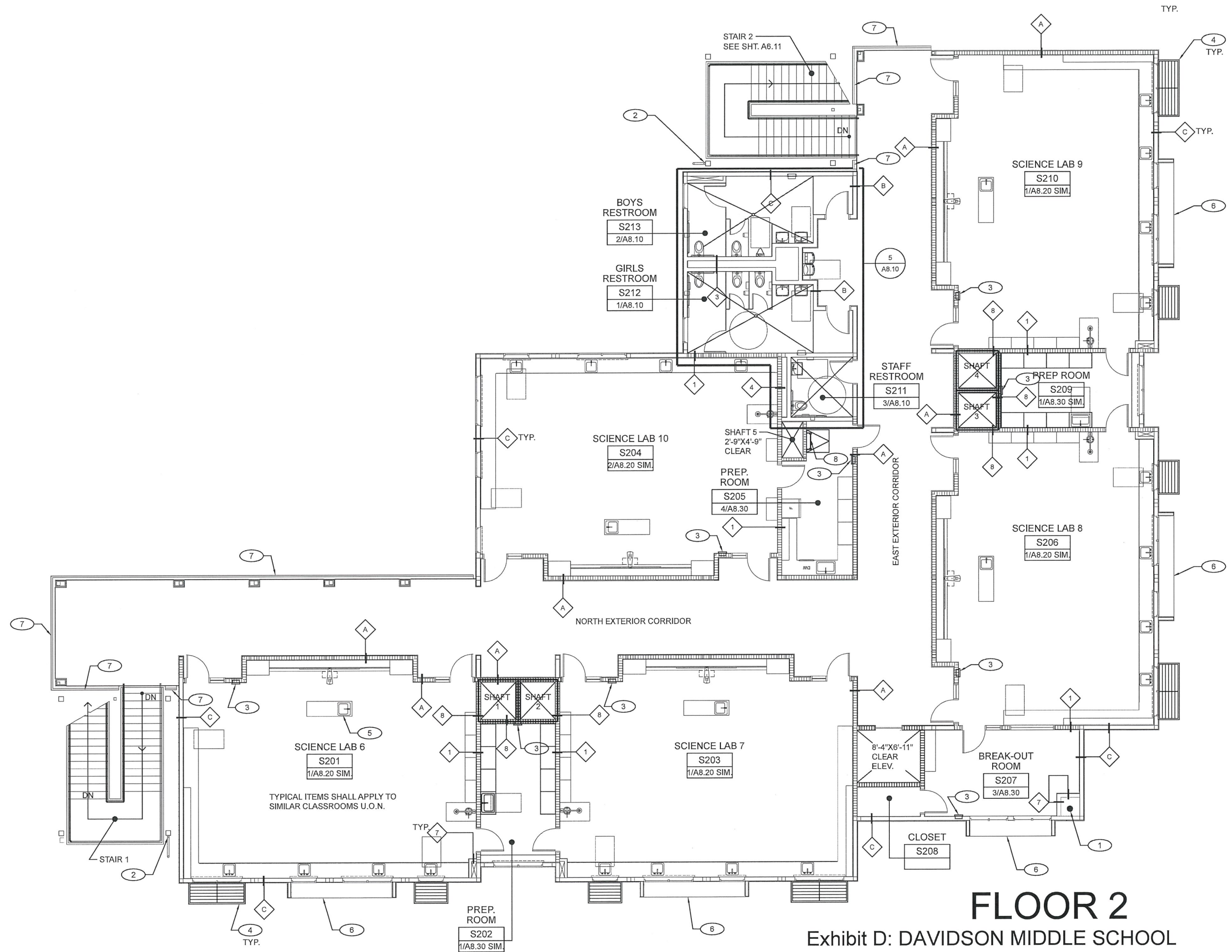


Exhibit D: Laurel Dell Elementary School

SRCS Relocation & Moving Services RFP #19-09.

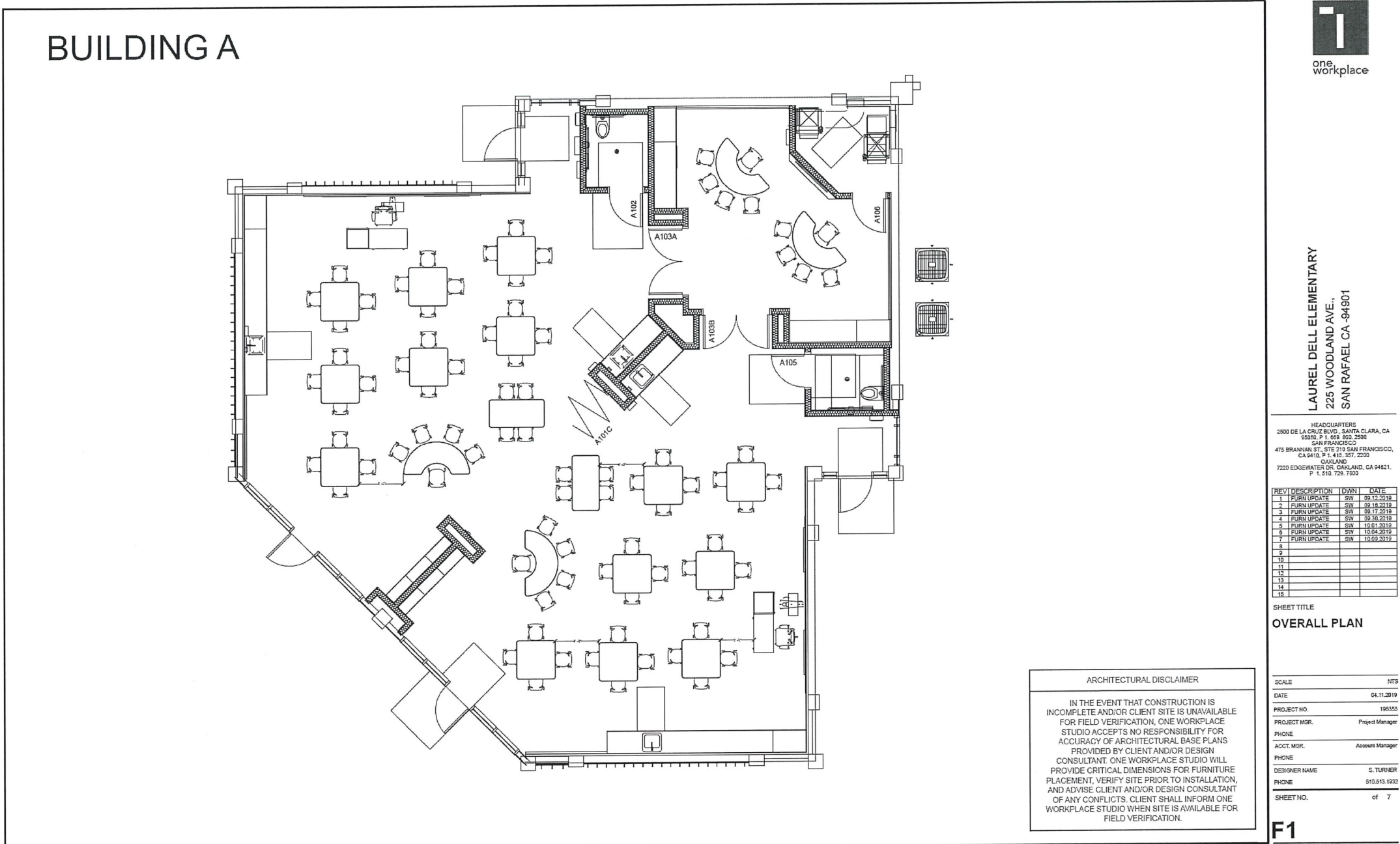


Exhibit D: Laurel Dell Elementary School

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BUILDING B

5TH GRADE B101

5TH GRADE B103

LIBRARY B105

NOTE: BOOKCASES ARE ALL IDENTICAL MATCHING EXISTING FINISH

LEARNING LAB B106

B107

ARCHITECTURAL DISCLAIMER

IN THE EVENT THAT CONSTRUCTION IS INCOMPLETE AND/OR CLIENT SITE IS UNAVAILABLE FOR FIELD VERIFICATION, ONE WORKPLACE STUDIO ACCEPTS NO RESPONSIBILITY FOR ACCURACY OF ARCHITECTURAL BASE PLANS PROVIDED BY CLIENT AND/OR DESIGN CONSULTANT. ONE WORKPLACE STUDIO WILL PROVIDE CRITICAL DIMENSIONS FOR FURNITURE PLACEMENT, VERIFY SITE PRIOR TO INSTALLATION, AND ADVISE CLIENT AND/OR DESIGN CONSULTANT OF ANY CONFLICTS. CLIENT SHALL INFORM ONE WORKPLACE STUDIO WHEN SITE IS AVAILABLE FOR FIELD VERIFICATION.

one workplace

LAUREL DELL ELEMENTARY
225 WOODLAND AVE.
SAN RAFAEL CA - 94901

HEADQUARTERS
2500 DE LA CRUZ BLVD., SANTA CLARA, CA
95050, P. 1, 650. 500. 2500
SAN FRANCISCO
475 BRANNAN ST., STE 210 SAN FRANCISCO,
CA 94103, P. 1, 415. 357. 2200
OAKLAND
7220 EDGEWATER DR, OAKLAND, CA 94621,
P. 1, 510. 729. 7650

REV	DESCRIPTION	OWN	DATE
1	FURN UPDATE	SW	08.12.2019
2	FURN UPDATE	SW	09.19.2019
3	FURN UPDATE	SW	09.17.2019
4	FURN UPDATE	SW	09.30.2019
5	FURN UPDATE	SW	10.01.2019
6	FURN UPDATE	SW	10.04.2019
7	FURN UPDATE	SW	10.09.2019
8			
9			
10			
11			
12			
13			
14			
15			

SHEET TITLE

OVERALL PLAN

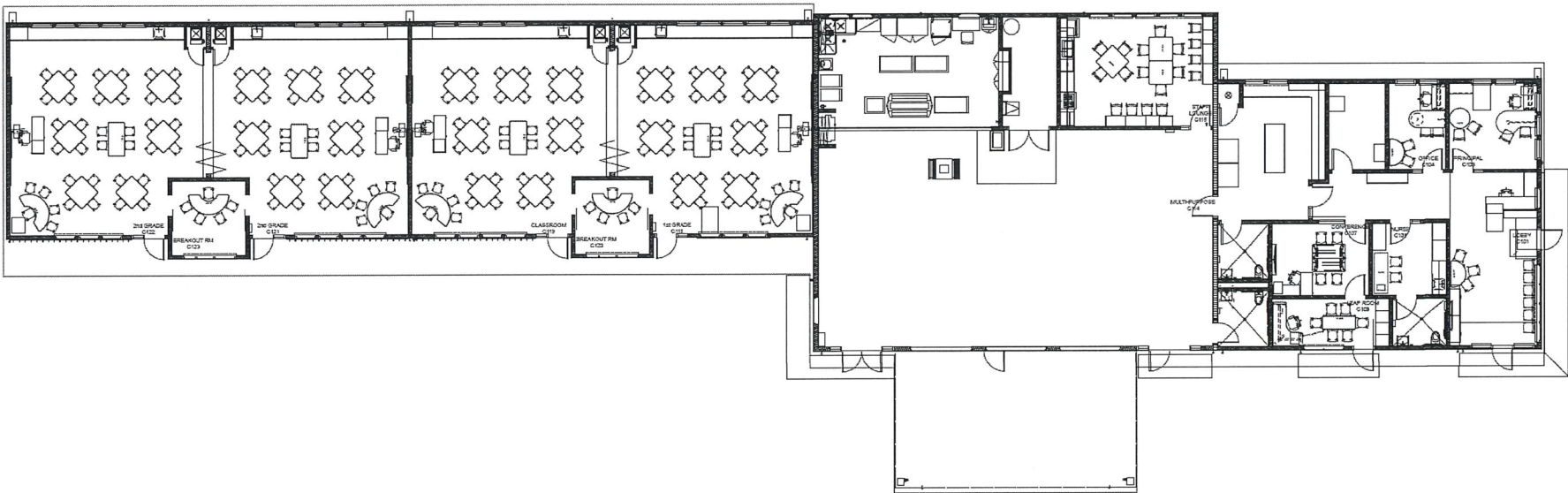
SCALE	NOT TO SCALE
DATE	04.11.2019
PROJECT NO.	195359
PROJECT MGR.	Project Manager
PHONE	
ACCT. MGR.	Account Manager
PHONE	
DESIGNER NAME	G. TURNER
PHONE	510.513.1932
SHEET NO.	of 11

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Exhibit D: Laurel Dell Elementary School

SRCS Relocation & Moving Services RFP #19-09.

BUILDING C



ARCHITECTURAL DISCLAIMER

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REV	DESCRIPTION	OWN	DATE
1	FURN UPDATE	SW	09.12.2019
2	FURN UPDATE	SW	09.18.2019
3	FURN UPDATE	SW	09.17.2019
4	FURN UPDATE	SW	10.23.2019
5	FURN UPDATE	SW	10.04.2019
6	FURN UPDATE	SW	10.02.2019
7			
8			
9			
10			
11			
12			
13			
14			
15			

SHEET TITLE	
OVERALL PLAN	
SCALE	NTS
DATE	04.11.2019
PROJECT NO.	195355
PROJECT MGR.	Project Manager
PHONE	
ACCT. MGR.	Account Manager
PHONE	
DESIGNER NAME	S. TURNER
PHONE	510.513.1232
SHEET NO.	of 27

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LAUREL DELL ELEMENTARY
225 Woodland Ave.,
San Rafael CA 94901

HEADQUARTERS
2500 DE LA CRUZ BLVD., SANTA CLARA, CA
95050 P 1. 650. 800. 2600
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475 BRANNAN ST., STE 210 SAN FRANCISCO,
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OAKLAND
7220 EDGEWATER DR. OAKLAND, CA 94621
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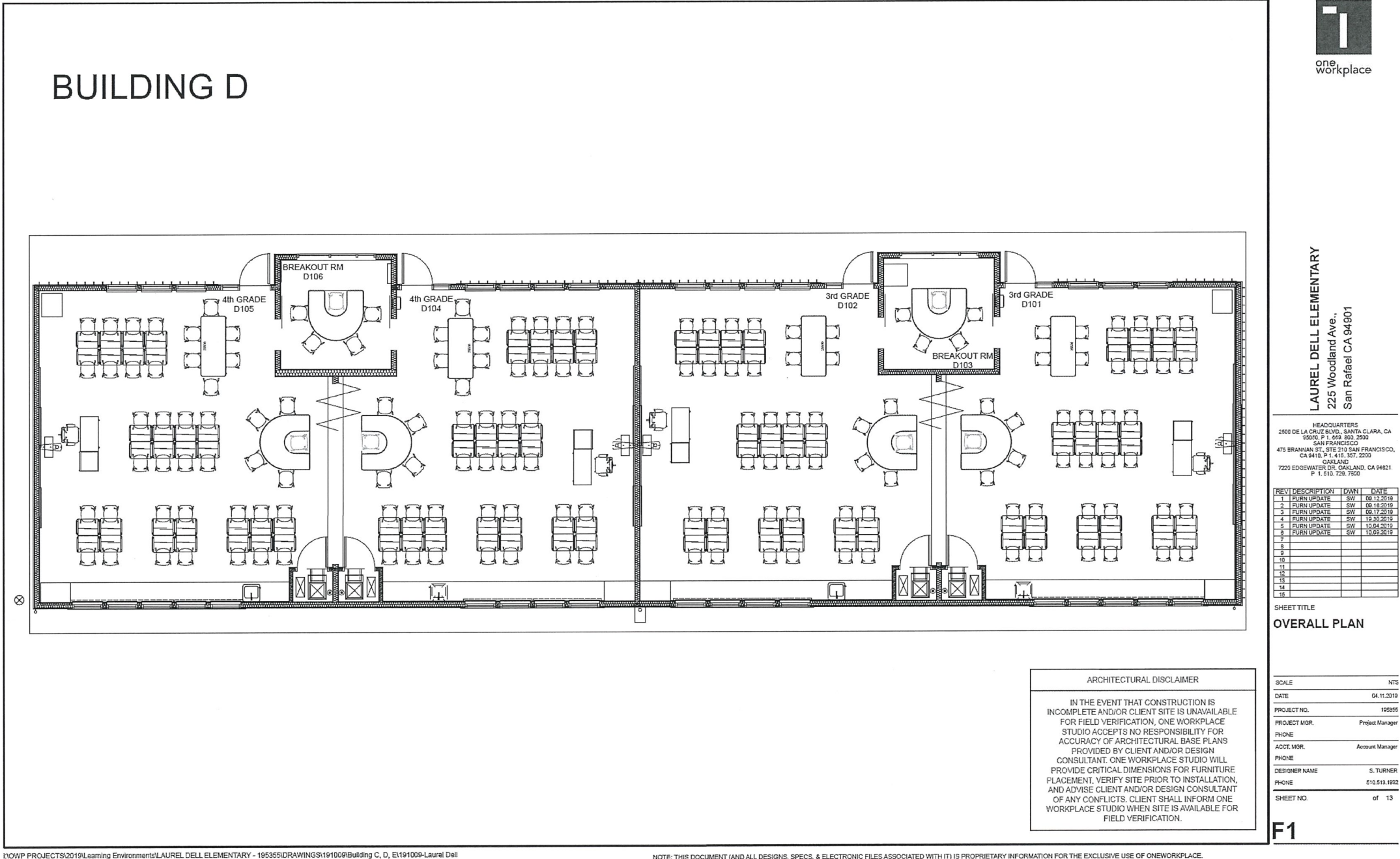


Exhibit E: References

SRCS Relocation & Moving Services RFP #19-09.

1. School Name:
Approximate number of Staff and Classrooms Relocated:
Estimated Fee:
Contact:

2. School Name:
Approximate number of Staff and Classrooms Relocated:
Estimated Fee:
Contact:

3. School Name:
Approximate number of Staff and Classrooms Relocated:
Estimated Fee:
Contact: