

**SAN RAFAEL CITY SCHOOLS**

310 Nova Albion Way  
Room 505  
San Rafael, CA 94903

**RELOCATION & MOVING SERVICES  
REQUEST FOR PROPOSALS #19-05**

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:

**San Pedro Elementary School** 498 Point San Pedro Road. San Rafael, CA 94901

**Venetia Valley K-8** 177 N. San Pedro Road. San Rafael, CA 94901

<b>Date</b>	<b>Event</b>
<b>4/18/2019</b>	<b>Mandatory</b> Site Visit at 2pm starting at Venetia Valley and ending at San Pedro
4/22/2019	Questions or clarifications are due by 12:00 PM, addressed to Construction Manager, Joshua Thomas ( <a href="mailto:jthomas@ccorpusa.com">jthomas@ccorpusa.com</a> )
<b>4/26/2019</b>	<b>Proposals due no later than 2:00:00 pm in a sealed envelope labeled "RFP for Moving Services"</b> at San Rafael City Schools, Attn: Dan Zaich, Senior Director, Capital Improvements, 310 Nova Albion Way, Room 505, San Rafael CA 94903
5/1/2019	Announcement of Best valued proposal
5/13/2019	Public Hearing and Board approval of Resolution supporting Best Value Selection
6/10/2019	Anticipated Start Date – San Pedro Phase 1
6/17/2019	Anticipated Start Date – Venetia Valley
8/12/2019	Anticipated Start Date – San Pedro Phase 2

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](mailto:jthomas@ccorpusa.com)) no later than noon on April 22<sup>nd</sup>, 2019.

## 1. PROJECT DESCRIPTION

San Pedro Elementary School will be relocating staff and classrooms in multiple phases. (14) Staff members and associated spaces as well as (12) Classrooms will relocate to their permanent location during Phase I with (8) classrooms being staged in the MPR and held until Phase 2. Phase 2 will relocate these items from the staging area in the MPR to their permanent location.

Venetia Valley K-8 School will be relocating (3) Classrooms and (1) Storage Shed in Phase I and will relocate (2) Classrooms and (1) Storage Shed in Phase 2.

### **San Pedro Elementary School (498 Point San Pedro Road, San Rafael, CA 94901) Phase I:**

San Pedro Elementary School will be relocating existing administration space and classrooms into (3) buildings – Building E, Building F and Building G, see Exhibit B – Move Matrix for existing locations. Select new furnishings will be provided. See Exhibit E- Furniture Inventory for select furnishings to relocate. All content and equipment to relocate. Selected mover to provide disconnect/reconnect and wire management services for staff relocating to Building E.

Existing spaces to be left in a broom swept condition.

#### Building E:

- (1) Principal
- (1) Associate Principal
- (1) Nurse
- (1) Reception – (3) Staff members
- (1) Conference Room
- (4) Staff Members

#### Building F:

- (1) Teacher Workroom
- (1) Teacher's Lounge
- (1) Pre-Kindergarten Classroom
- (1) Transitional Kindergarten Classroom
- (1) Kindergarten Classroom

#### Building G:

- (3) Kindergarten Classrooms

### **San Pedro Elementary School (498 Point San Pedro Road, San Rafael, CA 94901) Phase II:**

San Pedro Elementary School will be relocating existing administration space and classrooms into Building A.

Existing spaces to be left in a broom swept condition.

Building A:

- (7) Instructional Classrooms
- (1) Newcomer Classroom
- (1) RSP Classroom
- (1) Speech
- (1) Psychology
- (1) Counselors
- (1) Janitorial Closet

**Venetia Valley K-8 (177 N. San Pedro Road, San Rafael, CA 94901)**

**Phase I:**

Venetia Valley will be relocating existing furniture, content and equipment of (1) classroom from Building J and (2) classrooms from Building I as well as (1) storage shed to portable classrooms on campus.

Existing spaces to be left in a broom swept condition.

**Venetia Valley K-8 (177 N. San Pedro Road, San Rafael, CA 94901)**

**Phase II:**

Relocate contents of 2 classrooms and 1 shed back to Building I, from portable classrooms on campus, after summer session in August 2019

## 2. GENERAL REQUIREMENTS

### **SITE VISIT**

A MANDATORY site walk will be led on **April 18, 2019 at 2:00PM** to allow all interested parties to understand the scope fully. Site walk will start at Venetia Valley K-8 (177 N. San Pedro Road, San Rafael, CA 94901) and be followed by a site walk at San Pedro Elementary School (498 Point San Pedro Road, San Rafael, CA 94901).

### **INSURANCE REQUIREMENTS**

Each proposal must include insurance coverage in the amounts below:

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

All proposals must be submitted to the below address in a sealed envelope labeled **RFP for Moving Services** no later than **2:00:00 pm local time on April 26<sup>th</sup>, 2019**.

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

### 3. SCOPE OF SERVICES

- Box Delivery – O&I cartons (Quantity to be determined at time of bidders walk through)
- Coordinate with move manager on deliverables
- Provide a dedicated project manager
- Consistency of crew – no less than 80% variance
- Disconnect, Reconnect and Wire Management of Staff equipment. Estimate (12) staff members
- Relocation of select furnishings
- Relocation of all equipment
- Relocation of all boxes
- All equipment must be pad wrapped, shrink wrapped and relocated on computer carts
- All boxes must be staged per the diagrams to be provided with all labels facing out
- Box and label contents of Portables 306, 307, and 308. Items to remain boxed in place until Phase 2 move occurs.
- Provide unit price or bulk pricing for boxes.
- Include a per unit box pickup credit for any boxes that are returned after used.
- San Pedro Post Move Support for each phase: 2 Movers for (4) hours

### 4. 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 San Pedro Elementary School and Venetia Valley K-8 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 January 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 **2:00:00 pm local time on April 26<sup>th</sup>, 2019.**

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- 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 April 22<sup>nd</sup>, 2019 by 12:00 PM, addressed to Joshua Thomas ([jthomas@ccorpusa.com](mailto: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 F: References

## 5. 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.

## 6. 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:** Furniture Inventory

**Exhibit F:** References