

REQUEST FOR PROPOSAL

For

MOVE MANAGEMENT SERVICES

For

**VARIOUS BUILDING RELOCATIONS,
RENOVATIONS OR NEW CONSTRUCTION**

CITY OF ROCHESTER

December 2009

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ATTACHMENT A

 Draft Professional Services Agreement

GENERAL INFORMATION DATA SHEET

PROJECT TITLE

Move Management Services for Various Municipal Facilities (leased or owned)

LOCATIONS

Various sites within Rochester City limits; also sites at Hemlock and Rush, New York

OWNER

City of Rochester, City Hall, 30 Church Street, Rochester, New York 14614

PROPOSAL DUE DATE

Wednesday, January 13, 2010 at 2:00PM

AGREEMENT TIMETABLE

Agreement Executed: February/March 2010

Consultant authorized to proceed with individual projects on an as-needed basis.

Agreement expires March 2012 unless extended for an additional year.

SERVICES DESCRIPTION

BACKGROUND

The City of Rochester Department of Environmental Services, through the Managing Architect, is responsible for repair, alterations, and remodeling of City buildings and facilities. The City has approximately 220 various types of facilities, which include but are not limited to: 24/7 emergency services, recreation centers, water storage and treatment, libraries, public works operations and public event spaces.

The Department of Environmental Services, Architectural Services Division oversees the design and administration of major capital repairs, renovation and the construction of new buildings. The temporary or permanent relocation of City employees in existing facilities, and the reconfiguration of employees in leased or new space, has increased in frequency over the last several years.

OVERVIEW

Move Management services related to City facilities will be provided by a Consulting firm or Move Services team. Such services may include development of a Move Plan, preparation of Contract Documents, Bid/Award phase services, and Move Plan Implementation.

The City anticipates that the consultant selected will provide services on a continuing basis. An agreement will be negotiated for two-year services with conditions for a one-year extension of services outlined.

Payment for services is anticipated to be on the basis of an approved hourly rate schedule; the magnitude of services by project will vary, but will not exceed the approximate range of \$30,000 per project.

SCOPE OF SERVICES

The Consultant being selected through this Request for Proposal process will enter into an agreement with the City of Rochester to provide move management services related to relocation, renovation or new construction projects. Based on the requirements of the Department of Environmental Services, Bureau of Engineering, Architectural Services Division, it is anticipated Move Management Services will be required intermittently to assist in phased staff and City Departmental relocations. For specific projects, services may be needed on a full time basis, based on type of move and schedule.

The Consultant shall primarily operate under the direction of the City's Managing Architect, Architectural Services Project staff, Coordinator. In addition, the Consultant will also coordinate with the Superintendent of Construction and Repair and other Departments within the City (Facilities Management Coordinator, etc.) on activities. Specific Consultant services by project will vary, but may incorporate any or all of the following duties (*note draft Professional Services Agreement, Basic Services, in Appendix A*):

Development of a Move Plan

- Assemble and manage Project Team to outline project requirements (Kickoff meeting)
- Develop a detailed implementation schedule, project budget and communications plan
- Make recommendations with respect to existing furnishings, relocation and installation of equipment, and move phase consolidation.
- Provide inventory of said furnishings

Preparation of Contract Documents

- Prepare for approval by the City, Contract Documents including bidding forms using standard City Contract Conditions, project specifications and working drawings (as applicable by project).

Bidding/Award Phase Services

- Assist the City in pre-bid meetings and pre-award meetings, obtaining bids, and reviewing and recommending awards, evaluating alternate bids, and preparing contracts for move services.

Implementation of Move Plan

- Move administration including pre-move conferencing, approvals of vendor/contractor plans, pricing and schedules, facilitation of Team and project staff meetings
- Project coordination and communication (signage, City Department coordination, project notes, request tracking, etc.)
- Hold meetings (with frequency to be determined by project) with various stakeholders
- Track project expenditures against budget; review and verify contractor/vendor requests for payment
- Issue punch lists and conduct final inspections.

The Consultant shall retain AutoCAD capabilities to include both receiving and sending drawings electronically. This includes capabilities to input inventories and update on facility drawings, and to identify basic layouts as part of Move Plan.

PROPOSAL REQUIREMENTS

Three (3) copies of the proposal are to be submitted no later than **2:00PM on Wednesday, January 13, 2010, to:**

Pamela J. Marcotte, R.A., Managing Architect
City of Rochester Department of Environmental Services
414 Andrews Street
Rochester, New York 14604

At least one (1) copy of the proposal will be signed by an officer of the corporation empowered to contractually obligate the firm or consortium.

Each proposal must include, at a minimum, the following:

COSTS:

Include an hourly not-to-exceed fee for the basic services itemized by each phase of services broken down by work element. Identify staffing levels during the project presented as a staff-hour and fee estimate per phase, in accordance with the terms and conditions of our professional services agreement. Include the costs for all review meetings with the City outlined in your approach.

QUALIFICATIONS:

- a. Name, address, telephone number of each participating firm.
- b. Names and addresses of each firm's principal officers.
- c. A description of each firm's capabilities and areas of expertise.
- d. A description of similar projects completed by the firm as they relate to potential projects for City services. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference.
- e. A description of how potential move plans would be organized and managed; who will do the work and the role various members of a team would play in the process.
- f. Include a list of key personnel to be assigned to the project by task and identify the project manager. In particular, indicate the qualifications of the person who will do on-site coordination.
- g. Include a rate or hourly schedule for all staff levels that would be involved in potential projects.