

**REQUEST FOR PROPOSAL (RFP) #1314-21
CONSULTING SERVICES FOR DISTRICTWIDE
MOVE MANAGEMENT**



**Request for Proposal must be received no later than
December 5, 2013 at 2:00 PM**

CARRI MATSUMOTO
Assistant Vice Chancellor,
Facility Planning & District Construction and Support Services
Rancho Santiago Community College District
2323 North Broadway
Suite 112
Santa Ana, CA 92706-1640

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway – Santa Ana CA 92706

REQUEST FOR PROPOSAL (RFP) #1314-21
CONSULTANT SERVICES FOR MOVE MANAGEMENT

The Rancho Community College District (the “District”) seeks to obtain Proposals from Qualified Consultants (“Consultant”) to provide move management consulting services.

If your firm is interested in performing Consulting Services on behalf of the District, please submit to the District a proposal in accordance with this RFP. The deadline for receipt of all materials responsive to this RFP is **December 5, 2013 at 2:00 p.m.** (the “Response Deadline”). Note that Responses delivered after the Response Deadline may not be considered. A minimum of four (4) copies of your Response along with an electronic version in PDF should be submitted to:

Rancho Santiago Community College District
Facility Planning & District Construction and Support Services
2323 North Broadway
Suite 112
Santa Ana, CA 92706-1640
ATTN: Carri Matsumoto
Office: (714) 480-7510

Consultants interested in being considered for contract awards are invited to submit a Response based on the following:

Purpose

The Rancho Santiago Community College District (“District”) is issuing this Request for Proposal (“RFP”) requesting a proposal from move management consulting services firms to provide consulting services related to the relocation of furniture, equipment, staff and faculty. Such services may include the development of a Move Plan, Preparation of Contract Documents and Move Plan Implementation. The District anticipates the awarded consultant selected will provide move management services to and from each location. The goal is to coordinate all activities relating to this move to make the transition smooth.

1. **REQUIREMENTS OF THE WORK** Each Consultant must be prepared and equipped to provide such services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

2. **QUALIFICATIONS RESPONSE FORMAT**

A Consultant’s response shall not exceed 20 pages, excluding resumes, brochures, and other related materials. Responses must be organized in the following order and shall include all of the following sections and information as stated in this document.

2.1 FIRM INFORMATION

A Cover Letter and introduction, including the company name, address, telephone number, fax number and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. As part of the narrative, provide a brief synopsis of the firm's corporate structure and history. In a narrative discussion, describe any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of this proposed program. A person authorized to bind the firm to all commitments made in the proposal shall sign this letter. **Use Exhibit H Form.**

- 2.2 Information as to the **location** of Consultant's headquarters and the address and contact information for the local contact office and the primary contact person for the Consultant.

Proposals will be evaluated based upon the criteria in Sections 2.3 - Section 4.

- 2.3 A summary of Consultant's relevant **expertise and experience** in move management consulting services (3) years of relevant experience and success must be demonstrated. Furthermore, a schedule of all District contracts held within the last five (5) years including, with respect to each project, the project name and the property address, the contract amount, and the Consultant's contact person at the District on Said project. Describe the services offered. What differentiates your services from other providers? Provide a proposed work plan for assisting the District. This may include providing a proposal based upon the scope of services outlined within the proposal and any alternative scope of work that the consultant may recommend as appropriate based upon its experience and expertise.

- 2.4 Appropriately detailed **description of projects** (particularly community college projects) that Consultant has worked on within the last five (5) years which demonstrates consultant's relevant experience and successes respecting sustainability planning, development of implementation programs and relevant projects. Each project description should include the date(s), as well as the name, title, address and telephone number of a contact person who can be contacted for verification of information provided by Consultant. **Use Exhibit C– Firm Experience Form for each project.**

- 2.5 Identification of Consultant's **project team, key personnel and staff members** and their specific expertise and experience in move management consulting. Provide the name of a primary point of contact. Provide the names and detailed resumes of the following key personnel who will be available, knowledgeable, and regularly attentive or involved working with the District: In addition, list all professional registration certification and /or license designations and numbers that are currently active in the state of California. Do not list any inactive registration and/or license designations. **Please use Exhibit F – Resume Form.**

- 2.6 A schedule of sub-consultants or sub-consultant categories, if any, which are likely to be used by the consultant in carrying out any work that may hereafter be awarded to the Consultant by the District. Identify any outside inspecting/consulting disciplines that the firm may use in the course of performing services to the district associated with the firm. List names, California License or Registration numbers, business addresses, phone numbers, fax numbers, e-mails, date established, and time associated with firm.
- 2.7 A schedule of all School District contracts held within the last five (5) years, including with respect to each project, the project name and the property address, the contract amount, and consultant's contact person at the District on said project.
3. **BILLING RATES** for all personnel and/or categories of employees as well as any overhead or other special charges. If applicable, Consultant's Response should provide estimates for certain standardized components of the Construction Inspection Services. Provide consultant's typical fee schedule as applicable as well as any sub-consultant fees or services that may be needed.
- 1) Provide the proposed billing rate for each proposed discipline and employee. **Please use Exhibit G – Billing Rate Breakdown Sheet.**
 - 2) Provide any planned escalation rate if the option year is utilized. (This item is not for evaluation purposes.)

Consultant shall propose a **not to exceed fee** for all of the services described in Section 5 below (Exhibit A). Consultant's proposed fee should include and account for the direct labor, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services.

4. SCOPE OF SERVICES

The Scope of Services are set forth in Exhibit "A" of this RFP. The scope may be modified at the sole discretion of the District prior to execution by the selected firms or individuals

5. INSURANCE: Insurance Requirements.

See "Exhibit B".

6. SELECTION CRITERIA

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a Consultant. The Evaluation criteria are as follows:

- Timeliness and Completeness of Response. To receive maximum consideration, Consultant's Response must be received by the Response Deadline. In addition, Consultant's Response will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP.
- Technical Qualification and Competence. This includes experience, expertise, and familiarity with applicable laws and requirements related to Community College Sustainability Objectives, Planning and Implementation of related sustainability projects.
- Record of Past Performance. This includes work quality, completion of work on schedule, cost controls, contracts held with the District or other over the last 10 years as well as the response of references provided by the Consultant or any other references identified by the District.
- Approach to Work. This includes project management coordination methodologies, analysis and study approaches, ability to respond to emergencies, delays and consultant's ability to communicate effectively with District personnel, and offer advice in the best interest of the District.
- Cost Control. This includes cost control procedures, resourcing of adequate and appropriate qualified personnel to achieve the District's objectives and scope of work outlined herein, personnel utilization, billing rates for personnel and Consultant's policies respecting the pass-through to the District of overhead costs.

7. EVALUATION OF Statement of Qualifications

The proposals will be evaluated by an evaluation panel consisting of individuals selected by the District. Selection for this proposal will not preclude nor guarantee the selected firm consideration for future District projects.

8. QUESTIONS REGARDING THE RFP:

Please contact Ava Hill, at (714) 480-7510 regarding this RFP.

Exhibit A

Scope of Work

The Consultant is expected to provide move management coordination activities and function as a point of contact on behalf of the District Office, reporting to the Facility Planning, District Construction and Support Services Department. The Consultant is expected to work with District staff and other Program Consultants. There should be a single point of contact from the move coordination Consultant for each scheduled move. This person should be available at all times as needed by the move parameters.

The scope of services as defined below may include, but are not limited to:

- Providing assistance in all aspects of planning, scheduling, coordinating and execution of the physical relocation of personnel, faculty, staff, including, furniture and equipment or other physical assets
- Interacting with building users, project managers, faculty, college staff, district employees, other users, and project team members involved with moves and necessary relocations to implement construction projects or related to other capital facility projects
- Development of a Move Plan for each relocation or move that is anticipated as per the District
- Coordinate the details and planning aspects of the move from original locations to the complete set-up at the destination.
- Manage and oversee movers on the day of the scheduled moves as necessary.
- Assemble and Manage Project Team to outline Project Requirements(Kickoff meeting)
- Develop a detailed implementation schedule, project budget and communications plan.
- Coordinate with the Furniture Supplier insuring space efficiency.
- Make recommendations with respect to existing furnishings, relocation and installation of equipment, and move phase consolidation.
- Provide inventory of said furnishings.
- Assess and determine the amount of moving supplies (i.e. boxes) needed for the move
- Working with Purchasing and other District personnel to coordinate asset management of furniture and equipment in keeping with the District's policies and procedures
- Coordinating and supervising all aspects of interior workshop set-up, tear down, move/relocation, equipment and furniture requests as needed
- Work and coordinate with equipment installers
- Schedule and facilitate pre-move meetings with various stakeholders
- Work and assist District Purchasing and other District personnel with the procurement process of actual moving services (i.e. supplies and transportation) to ensure proper and adequate resources are provided to ensure a smooth move.

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, Department Coordination, project notes, request tracking, etc.)
- Hold meetings (with frequency to be determined with various stakeholders)
- Track project expenditures against budget; review and verify contractor vendor requests for payment.

Consultant's Proposal:

The Consultant in its Response to this RFP, shall outline its methods, approach, and strategies to meet the objective of developing a Move Plan as per the scope of work outlined herein in Exhibit A.

The Consultant is requested to propose an estimated timeline/duration needed to complete each of the activities, including an overall target completion based upon the Consultant's experience.

The Consultant shall identify any proposed utilization of sub-consultants to meet tasks and/or activities and include the corresponding Exhibits E and F for further Firm and Resume information.

The Consultant shall identify any resources, information and/or data it needs from the District to further accomplish the objectives as outlined in this scope of work and RFP.

The Consultant shall fill out all necessary Exhibit Forms attached herein to this RFP.

The Consultant shall propose a not to exceed fee for all of the services associated with the RFP. Consultant's proposed fee should include and account for the direct labor, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services. The fee shall outline a not to exceed fee by task/activity and any other fee breakdown it deems appropriate for District consideration.

Notes to Consultant:

Consultant shall be responsible for all fees and costs associated with the preparation of the response to the RFP.

A response to the RFP shall in no way guarantee or bind the District in any manner to work with Consultant. The District at its sole discretion can withdraw, rescind, cancel, and/or choose to re-issue said RFP.

SITE LOCATIONS:

The major site locations are listed below and are subject to change based on the District requirements:

1. RSCCD District Office
2323 N. Broadway
Santa Ana, CA 92706

2. Santa Ana College
1530 W. 17th St.
Santa Ana, CA 92706
3. Santiago Canyon College
8045 E. Chapman Ave.
Orange, CA 92867
4. Orange Education Center
1465 N. Batavia St.
Orange, CA 92867
5. Centennial Education Center
2900 W. Edinger
Santa Ana, CA 92704

Exhibit B

Insurance Requirements

Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance, as described below:

Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

- Owned, non-owned and hired vehicles;
- Blanket contractual;
- Broad form property damage;
- Products/completed operations; and
- Personal injury;
- Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim;
- Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

Exhibit C

Firm Information Form

Consultant Type _____

Background

 Firm Name Address

 Yr Est. Phone FAX E-Mail

Principals/Officers to Contact:

 Primary Contact Title Phone E-Mail

 Secondary Contact Title Phone E-Mail

Is the firm authorized to do business in CA? Yes No

If Yes, on what basis? CA Corp CA Business License Other: _____

Any former address or parent company? Yes No

If Yes, please specify: _____

Type of Firm: Sole Owner Partnership Corporation
 Joint Venture Other: _____

DVBE Participant? Yes No

Experience

Professional Service Fees (indicate index number corresponding to fees received in each noted year):

2008

2009

2010

2011

Index numbers for Professional Services Fees:	
1. Less than \$50,000	5. \$500,000-\$1M
2. \$50,000-\$100,000	6. \$1M-\$2M
3. \$100,000-\$250,000	7. \$2M-\$5M
4. \$250,000-\$500,000	8. Greater than \$5M

2012

Years of Service

Community
College

Personnel

Total # of Personnel: _____

Total # of Consultants: _____

	Name of Proposed Consultant	Level of Education/ Degree Obtained	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Sub-Consultants

	Name of Proposed Sub-Consultant	Area of Service and License #	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Exhibit D

Firm Information Questionnaire

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? Yes No
If yes, explain on a separate, signed sheet.
2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer? Yes No
If yes, explain on a separate, signed sheet.
3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? Yes No
4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party?
 Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.
5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? Yes No
If yes, explain on a separate, signed sheet.
6. Has the company ever had arbitration on contracts in the past five (5) years?
 Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.
7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company?
 Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RFP IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A "YES" ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: _____
Print Name: _____

Title: _____
Date: _____

Exhibit E

Firm Experience Form

Minimum of five (5) relevant projects completed within the last seven (7) years. Use multiple sheets as necessary.

Firm Name: _____

Project Name: _____

Client Name: _____

Location (City, State): _____

Client Contact Information:

Name: _____

Title: _____

Phone: _____

E-Mail: _____

Project Summary:

Type of Project ⁽¹⁾: _____

Milestone Project Schedule: _____

Project Narrative:

Exhibit F

Team Member Resume Form

Proposed Consultant Name

Title

Firm Name

Proposed Position

Years w/Firm

Years w/Previous Firms

Years w/CCD
Experience

Availability

Education Specific to Position (School/Year/Degree/Subject):

Other Training/Experience w/RSCCD, DSA, Community College Chancellors Office and other State Agencies (or equivalent):

Credentials/Certifications/Licenses/Registrations/Accreditations (related to position and years acquired):

Skills Relevant to the Proposed Project and List of Similar Projects Worked On in the Last 5 Years:

Exhibit G

Billing Rate Breakdown Form

Firm Name _____

Billing Rates

Do rates include travel charges? Yes No

Job Title	Hourly Rate	Daily Rate (min - max)

_____ Effective Dates of Rates

_____ Signature

NOTE: All licensed professionals in responsible charge of the work MUST be directly employed by the responding Consultant and NOT employed as a Sub-Consultant. Consultant will **propose** an all-inclusive hourly fee for all Services describe in the RFP. Consultant's proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

Exhibit H

Certification Form

I certify that I have read and received a complete set of documents including the instructions for submitting an RFP regarding the attached **REQUEST FOR PROPOSAL**, I further certify that I must submit four (4) single-sided copies with one (1) CD EACH containing a complete, single-document PDF version of the Statement of Qualifications in response to this request and that I am authorized to commit the firm to the qualifications submitted.

I consent to Rancho Santiago Community College District contacting references included in this SOQ, including but not limited to other school and community college districts listed herein for the purposes of obtaining information about the referenced experience.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

_____ Signature	_____ Typed Name
_____ Title	_____ Company
_____ Street Address	_____ City, State and Zip Code
_____ Telephone	_____ Fax
_____ Date	<p>If you are submitting as a corporation, please provide your corporate seal here.</p>

Exhibit I

Statement of Non-Conflict of Interest

The undersigned, on behalf of the consulting firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Proposal, shall do so as an independent contractor and not as an officer, agent or employee of the Rancho Santiago Community College District ("the District").

The undersigned further certifies and warrants that:

- 1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;
- 2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;
- 3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;
- 4) the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and
- 5) during the qualifications process (i.e. from the date the RFQ and/or RFP is released to the conclusion of the selection process) any Interested Vendor, Firm, Contractor and/or Consultant, if it is determined that any such individual(s) who work and represents such companies for business purposes communicates, contacts and/or solicits Board Members in any fashion shall be disqualified from the RFQ and/or RFP selection process, and may result in the removal of the Vendor, Firm, Contractor and/or Consultant from any pre-existing established pre-qualified list, as well as the removal from the "interested vendors list."

FAILURE TO SIGN THIS FORM MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Exhibit J

Statement of Intent to Meet DVBE Participation Goals

The Rancho Santiago Community College District has a participation goal for disabled veteran business enterprises (“DVBE”) of 3 percent, per year.

Set forth below is a list of the anticipated participation of DVBEs which _____ (the “Consultant”) intends to use as part of its Agreement for Services, School Facilities Improvement Program (the “Program”). Although it is not specifically required, you are encouraged to include DVBE participation

Prior to, and as a condition precedent for, final payment under an Agreement, the Consultant shall provide appropriate documentation to the District identifying the amount paid to DVBEs in conjunction with the Agreement, so that the District can assess its success in meeting the 3 percent goal.

The Consultant anticipates: (a) that _____ percent of the total dollar amount awarded to the Consultant shall be paid to DVBEs’ and (b) using the following DVBE subcontractors and/or suppliers:

Names of Sub-Consultants:

Names of Suppliers:

Signature of Consultant

Date