

**MARIN COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL**

MOVING SERVICES

The Marin Community College District is well into executing its \$249.5 million Measure C Bond Program. The District is compelled to seek (in an informal manner) Proposals from **Moving and Storage Companies**.

At this time, the District has several projects that require moving services. This RFP will cover moving services for the Indian Valley Campus only.

The District will select a vendor based on proposals received to provide moving services for the New Main Building Project (417A) on the Indian Valley Campus.

Request for Proposal: Firms are asked to complete and submit an SOQ and proposal for this work. Please submit one (1) hard copy only.

A site walk is mandatory.

- Tuesday, October 5, 2010 at 10:00am
or
- Thursday, October 7, 2010 at 10:00am

Firms may walk the site on either of the dates noted above. Individuals attending a site walk will meet at the Swinerton Office, Indian Valley Campus, 1800 Ignacio Blvd, Building 10, Room 140, Novato CA 94949.

Submittals Due: All submittals must be received by **5:00 PM on Wednesday, October 13, 2010:**

Late submittals cannot be accepted or considered.

RFP can be downloaded: http://www.marin.edu/MeasureC/design_and_construction/index.htm

Submittals can be emailed to Elizabeth Bornstein, Swinerton Management & Consulting at elizabeth.bornstein@marin.edu.

OR

Mailed via overnight carrier or by regular mail.

Physical Address (overnight carriers)
Swinerton Management & Consulting, Inc.
700 College Avenue, Building PE-8
Kentfield, CA 94904

Mailing Address (regular mail)
Swinerton Management & Consulting
P.O. Box 144003
Kentfield, CA 94914

Evaluation of the Request for Qualification: The District's evaluation is solely for the purpose of determining which vendor is deemed responsible and qualified. SOQs will be reviewed and a determination will be made by the District based upon the submitted application and any other information available to the District. The District reserves the right to investigate other available sources in addition to any documents or information submitted by the Consultant.

The District retains the sole discretion to determine issues of compliance and to determine whether an applicant is responsive and responsible. The District's decision on Qualification will be based on the evaluation of several factors including, but not limited to the following:

- Approach to providing services
- Experience of firm and proposed personnel
- Suitability for project
- Cost of services

Mandatory requirements include compliance to the California Labor Code with regards to Prevailing Wage Requirements and the District's Insurance Requirements.

Confidentiality: Responses to the RFP may contain confidential information, such as financial information and specific qualifications. The District will maintain the confidentiality of these records to the extent permitted by law.

The Marin Community College District is an equal opportunity employer.

Additional Information: Please direct any questions and information to:

Elizabeth Bornstein
Swinerton Management and Consulting, Inc.
700 College Avenue, Building PE-8
Kentfield, CA 94904

(415) 884-3139 phone
(415) 721-7039 fax

Elizabeth.Bornstein@marin.edu

Publish Dates: September 28, 2010
October 5, 2010

September 2010

RFP Background and Scope for IVC Main Building Project (417A)

The New Main Building on the Indian Valley Campus is a two-story general purpose building. The scope of work includes moving services from existing spaces throughout the Indian Valley Campus into the new building. The building will house a variety of workforce development programs in medical and dental assisting, court reporting, and computer technology, among others. A new library and Internet Café will also reside in the building.

Your response to this RFP should include your work plan and associated fees for each of the following aspects of the move:

- Receiving equipment - Freight company will deliver equipment to your location. In most cases you will required to offload trucks.
- Inspect equipment – A physical inspection of boxes received.
 - If box is severely damaged it will need to be rejected before signing for deliver
 - If box is in good condition inspect contents and sign
 - Packing slips should be collected and turned over to the Move Management Supervisor
- Monthly Storage Fees (if applicable) – Specify cubic foot rate for storage and vault storage rate (specify vault size)
- Hourly rate to load truck and transport items to Marin Community College District, Indian Valley Campus, unload and deliver items to appropriate campus location(s)
- Fuel charges
- Specify hourly fee to install FF&E (furniture, fixtures and equipment), where applicable
- Specify hourly rate for mover
- Specify hourly rate for installer
- Detail any specialty handling fee, i.e. forklifts, air ride trucks, etc. and processes of your facility (example: notice required for deliveries to Marin Community College District)
- Detail security features and processes of your facility
- Provide confirmation of your firm's ability to meet the insurance requirements noted in the Marin Community College District's Short Form Professional Services Agreement
- Provide warehouse bonding capacity (as applicable)

Once on-site your firm will be responsible for the following:

- Unloading, unpacking and installing the equipment as specified in the manufacturer's cut-sheets. Items requiring hard-wired electrical or gas/air connections will only be set in place by your staff. An electrician or other qualified vendor will make all direct connections to the building.
- Provide a forklift at destination (Indian Valley Campus) to assist in unloading and placing palletized, heavy pieces of equipment.
- Remove and recycle/dispose of all packing materials. Documentation of recycling will be required by the Marin Community College District.
- The work is expected to take place between November 15, 2010 and February 15, 2011 (*specific moves dates to be confirmed at site walk*).

If equipment is to be picked up at a location outside the Marin Community College District, your firm will be notified and given specific directions as to the handling of said equipment.

Statements of Qualification: The requested information shall be used to demonstrate the ability of your firm to provide the required moving services.

Information: Include the following in your documentation:

1. Name and General Qualification of your firm.
 - a. Supervisor(s) to be assigned
 - b. The approximate number of laborers or other staff that will be participating.
2. A list of professional services offered by your firm
3. Current hourly rate sheets for 2010-2011
4. Capability to sign the Marin Community College District's Short Form Professional Services Agreement for moving services. This document is located on the District's website:
http://www.marin.edu/MeasureC/design_and_construction/index.htm

Format: Limit the proposal to 8 pages. Only one (1) hard copy is required.

Date of Submittal:

- **All proposals must be received by 5:00 PM on Wednesday, October 13, 2010.**
- **Late submittals cannot be accepted or considered.**

Proposal Evaluation

The District's evaluation is solely for the purpose of determining which vendors are deemed responsible and qualified. Proposals will be reviewed and a determination will be made by the District based upon the submitted application and any other information available to the District. The District reserves the right to investigate other available sources in addition to any documents or information submitted by the Consultant.

The District retains the sole discretion to determine issues of compliance and to determine whether an applicant is responsive and responsible. The District's decision on Qualification will be based on the evaluation of several factors including but not limited to the following:

- Approach to providing services
- Experience of firm and proposed personnel
- Suitability for project
- Cost of services

Confidentiality: Responses to the RFP may contain confidential information, such as financial information and specific qualifications. The District will maintain the confidentiality of these records to the extent permitted by law.