

Steven Banks
Commissioner

July 10, 2014

Martha A. Calhoun
General Counsel

**RE: ADDENDUM # 2 to the Request For
Proposals for Move Planning Consultant
PIN: 15PGECS00501 EPIN: 09614P0012**

Vincent Pullo
Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038
929 221 6347

Dear Prospective Proposer:

The Human Resources Administration (“HRA”) appreciates your interest in the Request for Proposals (“RFP”) for a Move Planning Consultant, issued on June 18, 2014.

Please find attached Addendum #2 for the above-referenced RFP. Addendum #2 contains:

- **Revisions to the RFP:** Attached to this Addendum as Attachment A are revisions to the Move Planning Consultant RFP. **All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP.**
- **Answers to Questions, Submitted to HRA in Writing:** Attached to this Addendum as Attachment B are answers to questions submitted prior, during and subsequent to the Pre-Proposal Conference held on June 25, 2014. No further questions will be accepted.
- **Pre-Proposal Conference Attendees:** The sign-in sheets for the Pre-Proposal Conference held on June 25, 2014 is included in this Addendum as Attachment C.

Please acknowledge your receipt of Addendum #2 by listing it on the Acknowledgment of Addenda (Attachment C of the RFP package) and include it in your proposal submission.

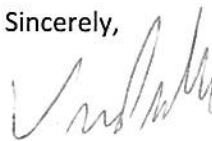
The deadline for submission of proposals is July 22, 2014.

Proposers are reminded that they must hand deliver their proposals by **July 22, 2014 at 2:00 p.m.** to:

NYC Human Resources Administration
Office of Contracts
Request for Proposal (RFP) Unit
180 Water Street, 14th Floor
New York, New York 10038

Proposals received at this location after the proposal due date and time are late and shall not be accepted by the Agency, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,



Vincent Pullo

Attachment A
Revisions to Move Planning Consultant RFP

REQUEST FOR PROPOSALS
Move Planning Consultant RFP
EPIN: 09614P0012

Please be advised that the subject Request for Proposals is revised as described below. All new language is bolded and underlined. Language that is crossed out is being deleted from the Request for Proposals.

Page 6 **B. Move Preparation:**

- v) Assess each HRA unit to identify the number of staff to be moved; create an inventory of office contents, ~~coordinating this inventory with the official inventory of the City's property~~ and identify any special moving needs.

- Page 7 vi) Develop a system which will immediately identify any unanticipated issues in each of the relevant stages, including the Pre-Move, the Preparation, the Actual Move, **the Coordination of Removal of Furniture and Equipment** and the Post-Move;

Page 8 **D. Coordination of Removal of Furniture and Equipment**

- i) **Develop an inventory list. Total counts are required for each category listed and digital photos must be uploaded to the website maintained by the Office of Surplus Activities (OSA).**
- ii) **Conduct a walk-through with the OSA staff and clearly establish which items are damaged beyond repair and have no resale value. OSA certification will then allow for the request of a destroy order and items in this category are disposed of in accordance with DCAS guidelines.**
- iii) **Disposing of items with no resale/re-use must be done via existing requirement contracts. For example, Herman Miller modular furniture is removed by the HMU Company and bulk metal via the Department of Sanitation's Bulk Metals Contract.**
- iv) **All items not falling in the above category are then made available to other City agencies via an online auction process. The move consultant should assist in setting up an auction account, uploading new information as it becomes available and documenting all claims.**
- v) **A schedule of dates must be established and it should include dates property will be available for pick-up. The schedule should include location, floor, quantities and an appointed time. This will be especially important given limited loading dock and parking space.**
- vi) **Complete the "Transfer Manifest Form". This is a record showing what has been claimed by each of the participating City agencies (a blank is attached) and it must be certified by the authorized salvage officer who will be able to assist throughout the process.**

- vii) Items not claimed by City Agencies will then be offered to the public via the auction process which consists of bids submitted electronically. The consultant must arrange removal by the winning bidder and collect the required documentation (notice of award, paid receipt and personal identification).
- viii) Prior to any claims or bids there will be requests for site visits to assess the condition of the objects posted online. This process must be organized and managed.
- ix) Once removal is complete a summary report detailing all claims and bids must be prepared and certified by the salvage officer. The report should include copies of all transfer manifests and other supporting documents.

D- E. Post-Move Activities

- iii) Provide a final written Status Report on each of the locations involved in the move, that report will be based upon the delivery of the Pre-Move Planning, Move Preparation, Coordination of the Move, Coordination of the Removal of Furniture and Equipment, and the Post-Move Activities.

Page 9

Section C. Agency Assumptions Regarding Performance-Based Payment Structure

(1st bullet)

- The Move Planning Consultant would be paid for each deliverable as defined in the final agreement with HRA, upon successful delivery and for any approved reimbursable expenses. The deliverables will be tasks that fall into the ~~four~~ **five** major stages: 1) Pre-Move Planning 2) Move Preparation 3) Coordination of the Move 4) ~~Post-Move Activities~~ Coordination of the Removal of Furniture and Equipment 5) Post-Move Activities. The deliverables will be considered complete at the end of each of these stages as outlined.

Page 12 Section IV A. 2. c. Proposed Approach

Describe in detail how the proposer will provide the work described in Section III - Scope of Services of this RFP and demonstrate that the proposer's proposed approach will fulfill the Agency's goals and objectives as outlined in Section III: Specifically, describe and demonstrate the quality and effectiveness of the proposer's plan for:

1. Pre-Move Planning
2. Move Preparation
3. Coordination of the Move
4. ~~Post-Move Activities~~: Coordination of the Removal of Furniture and Equipment
5. Post-Move Activities

Page 14 B **Proposal Package Contents (“Checklist”)**

2. A separate sealed inner envelope labeled “Price Proposal” (Attachment B) containing one original set and five duplicate sets of the Price Proposal.

- Price Proposal **Form-Summary**
- ~~Price Proposal Form Summary, Attachment B-1~~
- ~~Budget Form Proposal B-2.~~

Page 15 **SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

C. Basis for Contract Award

Contract award will be made to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria, which are set forth in the RFP. Award selection will be based on the best technically rated proposal that offers a total price that does not exceed the maximum available funding set forth in the RFP. Contract award shall be subject to the timely completion of contract negotiations between the Agency and the selected proposer, and a determination of both vendor responsibility and administrative capability. **During contract negotiations, HRA reserves the right for a breakdown of proposer’s price per deliverable.**

**ATTACHMENT B
PRICE PROPOSAL FORM – Summary**

Move Planning Consultant RFP
PIN: 15PGECS00501 EPIN: 09614P0012

Proposer's Name: _____

	Proposed Fee
Stage 1: Pre-Move Planning	\$
Stage 2: Move Preparation	\$
Stage 3: Move Coordination	\$
Stage 4: <u>Coordination of the Removal of Furniture and Equipment</u>	\$
Stage 5: Post-Move	\$
TOTAL PRICE	

Attachment B
Questions and Answers

II. QUESTIONS AND ANSWERS

Question 1. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: Can you provide the fields of data required in the inventory mentioned in item v for

- a) Furniture
- b) Office Equipment
- c) Other items

Answer: Once a proposer is selected and the contract is awarded and registered, the Move Consultant will be required to conduct walk-throughs of each location. From that, it will be your responsibility to identify the fields of data that should be used.

Question 2. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: Does the inventory mentioned in item v require barcode tags?

Answer: No. Bar-coding is not required, but can be performed at the Move Coordinator's own option.

Question 3. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: Does the City's inventory in item v refer to items on a room by room basis (10 desks as 10 line items) or as a group of items bought together (10 desks as 1 line item with no specific locations)?

Answer: Addendum #2 includes a revision to the RFP to delete Reference to *“Official inventory of the City's property”*.

Question 4. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: If the City's inventory in item v is not complete/accurate, can you describe how our inventory will coordinate with the City's? Will we create a new inventory or correct the existing one?

Answer: See answer to question #3.

Question 5. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: Will the requirement to be relocated, salvaged and disposed be known well before the move or will other agencies be able to request furniture until the day of the move?

Answer: Requests for furniture by other agencies, vendors, etc. is expected to continue after the move-out of staff is complete

Question 6. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: Do you require us to be on-site during removal to confirm what was salvaged and what was disposed of?

Answer: Yes, because the Move Coordinator is responsible for providing the Agency with a final report on all phases of the move, including relinquishment and/or salvage of furniture and equipment.

Question 7. On Page 6 of the RFP, Item 3 – Approach, Section B - Move Preparation – Item v: Can you provide a sample of the City’s inventory?

Answer: See answer to question #3.

Question 8. On Page 8 of the RFP, Item 3- Approach, Section D - Post-Move Activities – Item ii:

Regarding Item ii, is the only requirement to validate broom cleaning? Specifically, can you confirm that there is no requirement to supervise the broom cleaning?

Answer: The actual broom cleaning will be done by the moving contractor, but it is the responsibility of the Move Planning Consultant to conduct a Post-Move walkthrough to determine whether the broom cleaning was done in a satisfactory manner.

Question 9. How many drawers of files are there per floor?

Answer: That will have to be determined by the successful proposer during their walk-through of the locations.

Question 10. Can my company view the new and existing floor plans?

Answer: The floor plans will be only given to the successful proposer following contract award.

Question 11. Who is responsible for computer disconnect and reconnect?

Answer: HRA/MIS.

Question 12. Who is responsible for coordinating the scheduling and receiving of the new and existing technology, new furniture, telephones?

Answer: Telephones and Technology – HRA/MIS and NYC/DoITT
New Furniture – HRA and landlord, in coordination with DCAS.

Question 13. Are the existing computers being moved to the new location?

Answer: No.

Question 14. Regarding the new furniture, who is coordinating the move and installation?

Answer: HRA and the landlord.

Question 15. Who is coordinating the liquidation?

Answer: The successful proposer, with assistance from HRA and DCAS.

Question 16. How many locations are involved with moving the remaining furniture and equipment to their new locations?

Answer: Unknown. However, those agencies taking furniture must make their own arrangements for removal; the Move Consultant will **not** be responsible for coordinating the removal by others; however, the Move Consultant will assist in logistics.

Question 17. Are we to assume that all items in the current location are to be inventoried?

Answer: Yes, everything removed must be accounted for in the inventory.

Question 18. Please confirm that all moves will be conducted between January 1, 2015 and May 31, 2015?

Answer: No, the anticipated move period is January 1, 2015 through August 31, 2015, including removal of all furniture and equipment. Completion of the staff move into 4 WTC is expected to be complete by March 31, 2015

Question 19. In order to budget the employee moves in the most economic way, we would like to schedule 10 weeks of bi-weekly moves that consist of 244 employees per week. Please confirm that we can price and move according to that schedule.

Answer: This cannot be confirmed. Coordination of the staff to be moved is based on program needs and legal mandates.

Question 20. In regard to Attachment C – Where are the Addendums located?

Answer: The Addendum will be a separate document released after the Pre-Proposal Conference.

Question 21. According to Page 14 of the RFP, Section B “Proposal Package Contents (Checklist)”, paragraph #2 it states that within the price proposal it will consist of:

Price Proposal

Price Proposal Form Summary, Attachment B-1

Budget Form Proposal B-2

The only attachment that I can see is Attachment B.

Answer: Addendum #2 includes a revision to the RFP to delete Attachments B-1 and B-2. However, during negotiations vendor will be requested to provide breakdowns of prices proposed.

Question 22. Will women owned businesses be given any preference?

Answer: This contract does not include any M/WBE goals.

Question 23. Will this be a union mover project?

Answer: The City is neutral as to whether vendor is a union vendor or not. The DCAS-contracted mover, however, has a collective bargaining agreement with a union.

Question 24. Who will issue the RFP for the mover, HRA or the move consultant?

Answer: HRA will not issue an RFP for the mover, but plans to use an existing DCAS contract to provide the actual moving services.

Question 25. Is there an in-house HRA team to disconnect technology?

Answer: Yes.

Question 26. Is there any optional fit out work, i.e. office renovations?

Answer: No. There are no renovations, 4 WTC is a new building.

- Question 27. Does HRA interface with DCAS or any other agencies on this procurement?**
HRA will coordinate with DCAS on various aspects of the move.
- Question 28. Do you need union labor?**
Answer: No, see answer to question #23.
- Question 29. Will the contract be awarded based on prior experience or based on the lowest bid?**
Answer: This solicitation is an RFP, not a bid. HRA will award the contract to the highest technically rated proposer whose proposal falls within the anticipated budget.
- Question 30. The RFP indicates that 2500 staff will be moved over a period of 5 months. How many individual move phases will be anticipated (i.e. 1 per month)?**
Answer: The move is program-driven; the successful proposer will determine this based on program needs once the contract is registered.
- Question 31. What kind of insurance is required?**
Answer: See Article 7 of Appendix A in the RFP.
- Question 32. Is a bid bond required for the job?**
Answer: No.
- Question 33. What is the estimated cost compared to insurance (blanket insurance)?**
Answer: Insurance should be included as part of the proposer's price proposal.
- Question 34. Do we use union or non-union labor?**
Answer: See answer to question #23.
- Question 35. Is payroll as per union or not?**
Answer: The successful proposer is responsible for paying mandated wages according to the law.
- Question 36. Don't we need to supervise removal of furniture to know what is relinquished, etc.?**
Answer: Yes.
- Question 37. Do the criteria in the "evaluation criteria" exclude price for the proposal (under \$400,000), or is price also a consideration? If yes, what percentage is fee and what percentage is "evaluation criteria" out of the total evaluation?**
Answer: Please see the answer to question #29.
- Question 38. Would you estimate that filing is heavy, medium, or light?**
HRA is a City agency that processes a lot of paperwork; the successful proposer should use its best judgment when putting together its proposal.

Question 39. Could you explain the liquidated damages and how they will be applied?

Answer: It is anticipated that the Move Planning Consultant and HRA will agree upon a deliverable schedule after selection, and during negotiations. Failure to meet the deliverable schedule may result in the assessment of liquidated damages.

Question 40. Which labor union will be used by the mover, Local-79 or any other?

Answer: The DCAS moving contractor has a collective bargaining agreement with a union, which is Local 1212.

Question 41. The anticipated available funding is \$400,000, does that include the move costs as well?

Answer: No, the actual move is being procured through a DCAS-contracted mover and is separate from the Move Planning Consultant.

Question 42. Is the actual move RFP already awarded?

No, HRA does not plan to issue an RFP for the mover, but rather will use an existing DCAS contract to procure the actual mover.

Attachment C
Sign-in Sheets of Pre-Proposal Conference Attendees

HUMAN RESOURCES ADMINISTRATION
 OFFICE OF FACILITIES MANAGEMENT SERVICES
 GENERAL SUPPORT SERVICES

PRE-PROPOSAL CONFERENCE FOR
 MOVING PLANNING CONSULTANT RFP

PIN: 15PGECS00501/ EPIN: 09614P0012
 JUNE 25, 2014

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	AT-G	450 Seventh Ave NY 10123	212-897-2674 Fax - 2676	Joseph Hoffman jhoffman@atgwm.com	✓	
2.	Relocation Management Solutions	2 Foxcroft Road Alburtson, NY 11507	516-741-8466 516-741-8866	Richard Newman RNM@RelocationManagement.com	✓	
3.	Fluorimark Professional Services	Po Box 2100 Newburg NY 13550	845-561-2150 845-561-2235	Fluoroprof@Acl.com	✓	
4.	Hoffman + Associated	15 West 30th St 9th Floor New York NY 10018	212-594-0500 Don Hoffman	emmar@rlhai.com dhan@rlhai.com	✓	
5.	More Plan	245 Park Ave 39th Fl NY, NY 10017	917-209-5680	Don Hoffman dnhoffman@moreplan.com	✓	
6.	Janet Duggan & Assoc	275 Madison Ave 14th floor NY NY 10017	212-878-8822 914-288-3674	JDuggan@jadproject.com ecollins@jadproject.com	✓	
7.	State Moving	305 Broadway	212-920-9450	info@statemoving.com	✓	

HUMAN RESOURCES ADMINISTRATION
 OFFICE OF CONTRACT & BUDGET MANAGEMENT
 GENERAL SUPPORT SERVICES

PRE-PROPOSAL CONFERENCE FOR
 MOVING PLANNING CONSULTANT RFP

PIN: 15PGECS00501/ EPIN: 09614P0012
 JUNE 25, 2014

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	Hall-Lane Moving + Storages	67 MAUDE Commack, NY. 11725	631-543-6801	Michael Higgins MHiggins@hall-lane.com		<input checked="" type="checkbox"/>
2.	1st Choice K&G Group Inc	450 7th Ave. #701 NY NY 10123	212 897 2674	Michael Deonar Mconner@afgan.com		<input checked="" type="checkbox"/>
3.	Interior Move Consultants	5 West 19 th Street N. Y. N. Y 10011	212 343-8624 212 343-8767	F Wasserman@ Emcwebsite.com		<input type="checkbox"/>
4.	American Signature Group	2009 CROSSLER AVE Bronx, NY	212-470-4239	adilansari MANU KAPOOR		<input type="checkbox"/>
5.	MeulerPlan Group	245 Park Ave NY NY	734-240-9350	angela.berkuse mvpplanninggroup.com		<input checked="" type="checkbox"/>
6.	MEELMAN GROUP	1221 AVE of A-ORCHES 412 F1 57R 4200 10424 T 10020	212 481 5517 725 6220	John J. Auerth JAYRUTH@weelmannsroup.com		<input type="checkbox"/>
7.	Landair	57th 38 St. NY, NY NY 10018	347 834-3712	Leith Ter Meuler leith@landair-us		<input checked="" type="checkbox"/>

HUMAN RESOURCES ADMINISTRATION
 OFFICE OF CONTRACT & BUDGET MANAGEMENT
 GENERAL SUPPORT SERVICES

PRE-PROPOSAL CONFERENCE FOR
 MOVING PLANNING CONSULTANT RFP

PIN: 15PGEGS00501/ EPIN: 09614P0012
 JUNE 25, 2014

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	FLAT RATE Moving	555 W. 25TH St. 3rd Floor NYC, NY 10001	212-988-9292	Ryan Benz RYAN.BENZ@FLATRATE.COM		
2.	Charles Lafere	13 22 Oldy Ave 13x 144 10436	917 426 6822	Charles Lafere 212-246-0116		
3.	Richard L Hoffmann ASSOC Richard Hoffmann	15 W 36th Street New York, NY 10018	212 594 0707	Dan DAN@RLHAT.COM	X	
4.	RGH Realty #1	PO Box 313 Pomona, NY 10970	646-504-7441	Robin Lam rglreality.com	X	
5.	American Signature Group	2002 Cruger Ave, Bronx, NY.		gracelivance @gmail.com		
6.	Landair, Inc.	57W 38th NY, NY 10018	347 834 -3712	Chesterly G.P. chesterly@landair-us		✓
7.						