

REQUEST FOR PROPOSAL

Move Management Consultant Services for the Arlington High School Project Arlington, Massachusetts

PROJECT: Arlington High School

BID NUMBER: 20-52 - MOVE MANAGEMENT CONSULTANT

LOCATION: 869 Massachusetts Ave
Arlington, MA 02476

DATE OF ISSUE: 10:00 AM November 9, 2020

RFP AVAILABLE: via Email from Skanska USA Building, Inc.
Sy Nguyen, Program Manager
Tel: 857-202-8875
E-Mail: sy.nguyen@skanska.com

WALK-THROUGH: November 19, 2020 at 3:00 PM (See map at end of RFP for meeting place. All attendees must wear face covering at all times and do a self-certify for COVID-19 before entering school)

PROPOSAL DUE: 2:00 PM December 7, 2020

PROPOSAL DUE TO: Email to: Sy.Nguyen@skanska.com (note: maximum file size of email is 20M. If submission is more than 20M, please break up proposal and send as 2 or more separate emails)
Tel: 857-202-8875

INTERVIEW (If Needed): If needed, the Owner may to conduct virtual interviews the 2 most qualified proposers on Wednesday, 12/9/20, 1- 1:45 PM and 2:15PM – 3:00PM

General Information:

Pursuant to M.G.L. c.30B, the Town of Arlington, "OWNER", is seeking qualified companies to provide Move Management Consultant Services for moves required for the construction of a new 408,590 sf High School building and phased demolition of the existing facility located at 869 Massachusetts Ave. Arlington, Massachusetts. The Owner will evaluate the proposals and select the most responsive and responsible firm submitting the most advantageous proposal, taking into consideration experience, qualifications, references, and cost. Certificate of Non-Collusion must be signed and included with proposal response. The Owner reserves the right to accept or reject any proposals due to informalities if in the best public interest.

Submission Requirements:

Responses to the RFP shall be in PDF format and emailed to Sy Nguyen, Project Manager at sy.nguyen@skanska.com, and include qualifications, experience history, resumes of proposed individuals listing their current work assignments, references, and Non-Collusion Form. NOTE: Cost Proposal (Attachment A – Pricing Sheet) must be submitted in a separate email with marked "COST PROPOSAL" on the Subject line of the email.

Project Description:

The Town of Arlington is constructing a new 408,590 sf High School building and phased demolition of the existing facility located at 869 Massachusetts Ave. Arlington, Massachusetts.

Arlington High School will serve 1,755 high school students, the District's preschool program, the LABBB Collaborative Program, and the school district's administrative offices. Program elements for the new Arlington High School include classrooms, preschool/daycare spaces, multiple gymnasiums and performing arts spaces, a Cafeteria/Kitchen, and Administrative Offices. The new high school will be approximately 408,590 gross square feet in area and will accommodate students in Grades 9 through 12.

The project will be completed in 4 phases. The high school will be completed in 3 phases and the 4th phase will be demolishing the remaining building and site work.

- Phase 1 construction (on the green space in front of the existing high school) will include the three-story Auditorium wing, the four-story STEAM wing, and a portion of the spine to the south of the STEAM wing west stair.
- Phase 2 construction will include the five story Humanities classroom wing, the three-story preschool/classroom/office wing to the east of the classroom wing, and the balance of the public spine. Buildings in this phase will be constructed on the current site of the existing high school's Collomb House and Auditorium.
- Phase 3 construction will include the Athletic wing and final portion of the Performance Arts wing. Following completion of the new building construction in Phase 3, the remainder of the existing high school buildings (located to the north of the new buildings) will be demolished.
- Phase 4 construction of new playing fields and a Stadium Toilet building, along with various site improvements.

Scope of Work:

The Owner is looking for the Move Management Consultant to assist with preparation of a detailed relocation plans, budget, and schedule of moves; coordination with internal service departments and external vendors, provide orientation and packing/tagging instructions to faculty and staff, coordination of telephone and IT transfer, manage the physical moves and post move support. **There will be multiple moves – see the Schedule section in this RFP.** For each phase listed in the Schedule section, the scope of work includes, but not limited, to the following:

- I. Move Plan:
 - A. Develop an overall move plan with a detail schedule that tracks activities, including but not limited to, equipment and furniture moves, vendor coordination, equipment deliveries and installations, general move preparations, etc.
 - B. Meet with Owner Move Coordinators (Move Coordinators), along with school Administrator, Security, Information Technology, Project Construction Team, and if required Owner's external vendors to establish a communication plan and become familiar with all departments and items to be relocated.
 - C. Meet with Move Coordinators and perform a walkthrough of each department to validate existing furniture and equipment to be moved. Determine and/or verify and document service requirements, and special issues including rigging of large equipment including disassembly and reassembly and special vendor requirements, recalibration and recommissioning of equipment, if required, and verify with Architect/OPM the power, gas, water and other utilities at relocated equipment locations.
 - D. Develop a move activity schedule. Schedule equipment servicing disassembly, relocation, reassembly and recalibration/recommissioning of equipment according to move plan.
 - E. Create and manage the faculty/staff "From/To" database including voice/data extensions.
 - F. Divide the building into move zones, color coded, numbering all spaces in each zone and coordinate the labeling and color coding of existing equipment and furniture to be moved.

- G. Facilitate regular move coordination meetings with the design and construction team, and end-user meetings, ensuring that the move date is on target, and establishing accountability for all details.
 - H. Work with Move Coordinators to address move issues and concerns.
 - I. Coordinate with Owner IT staff and Owner's vendors to ensure that the telecommunication and IT cut-over occurs on schedule.
 - J. Coordinate Faculty/Staff Communications, including the following:
 - 1. Organize and conduct move meeting(s) with faculty, staff and moving company to review move procedures including packing, labeling/tagging, equipment disassembly and reassembly, computer and telephone relocation and other concerns. Also, work with CM and Move Coordinators to determine move routes from/to each zone and space.
 - 2. Issue a move package to all faculty and staff showing their new location, written instructions on packing and labeling, a graphics sheet with similar instructions and a copy of the floor plan.
 - 3. Generate a Welcome Package for each staff and faculty member including pertinent information regarding the new building.
 - K. Inventory
 - 1. Develop tagging plan for FF&E to be a) moved b) disposed of and c) re-sale. Create, maintain, and manage master list of inventory.
 - L. Coordinate the disposition of existing furniture and equipment that will not be moved to new school. Develop a plan for disposal.
- II. Moving Company Bid & Coordination:
- A. Qualify and identify appropriate moving companies.
 - B. Develop a Request for Bids (RFB) for Moving Companies, review bids and provide analysis and recommendation; assist in the selection of moving company.
 - C. Manage moving company, including oversight of packing and labeling plans, schedule and daily activities checklists, including move signage and communications throughout move activity.
 - D. Supervise all move activity.
 - E. Manage post move closeout process, including developing a process for post move support, reviewing all invoices and tracking claims, if required.
 - F. **There will be one RFB per phase, for a minimum of three RFB's will be issued. In addition, another RFB may be required for the interim moves for the temporary spaces for the LABBB and Library since their move dates are not close or within the move of a Phase.**
- III. Maintain Move Database:
- A. Develop and maintain a move database identifying all personnel to be relocated.
 - B. Coordinate with internal and external resources and distribute as required.
 - C. Key Project Communications/Interactions.
- IV. Internal & External Owner Resources:
- A. Coordinate with all internal and external resources on behalf of Arlington High School, including the furniture vendor(s), TBD; CM - Consigli; architect, HFMH; OPM, Skanska; Owner's telephone and IT vendors, and equipment manufacturers in instances where new equipment is purchased by Arlington High School and installed.
 - B. Security

1. Arlington security team must be informed of all relocation activities and will be active participants in relocation team meetings.
- C. IT
1. Town of Arlington IT department will be a direct participant in the planning and implementation of all relocations.
 2. Town of Arlington IT department will perform the disconnect and reconnect of all computers and will be responsible for all post move trouble response as it relates to IT.
- D. Schedule and chair coordination meetings, maintain and distribute minutes, checklists or other project documentation to ensure all parties are in compliance with the move plan.
- E. Coordinate with design and construction activities to ensure the move schedule is met and communicate changes and/or issues.
- F. Attend site construction meetings as needed to plan for the move.
- V. Move Execution:
- A. Arrange with the mover for the delivery of all necessary moving labels, markers, crates, bubble wrap, tape and other materials.
 - B. Coordinate with mover in obtaining security details, as necessary.
 - C. Ensure proper building protection is in place, including floor protection, wall protection, elevator pads, etc.
 - D. Print and place color coded placards throughout the new building to assist with placement of furniture and equipment.
 - E. Supervise the physical move including daily move meetings with Owner staff on move days (30 minutes) to discuss Owner's concerns, changes to locations or schedule, specific furniture or equipment issues related to the move. Create and distribute a daily move outline for each upcoming day that identifies origin and destination locations, contacts for specific items and days' activities, etc.
 - F. Work with IT staff to schedule timely relocation of equipment to allow for installation time.
 - G. Work with special vendors to schedule timely servicing, disassembly, relocation, reassembly and recalibration/recommission of equipment.
 - H. Coordinate with Project Construction Team, Owner's Facilities, Information Technology and other staff as required.
- VI. Post Move Project Closeout:
- A. Hold a close out meeting to address post move issues including furniture and equipment, telephone, computer and audio/visual issues.
 - B. Perform final walk thru with Move Coordinator, ensuring everything has been moved and has been installed in correct location.
 - C. Document any damages that occurred as a result of the move to building, existing furniture and existing equipment and assist with resolution.
 - D. Upon receipt of vendor invoices, review for accuracy, forward to Owner for payment.

The pricing sheet (Attachment A) will be used to evaluate the proposals and should not be understood to define the complete scope of the successful company's scope of work.

The Owner will purchase new furniture for the new school. There are some existing furniture the Owner will want to relocate to new school; Consultant will assist Owner to determine these items. A separate FF&E consultant will manage the procurement and delivery of new FF&E. Move Management Consultant will be expected to coordinate with FF&E consultant to ensure a smooth move and transition into new school.

See Exhibit 1 Move Assignments for proposed room to room moves. This is a work in progress and Move Management Consultant to work with the Project Team (Owner/OPM/Architect/CM) to further develop and finalize this document.

Existing School Description:

The existing Arlington High School (AHS) facility is located at 869 Massachusetts Ave., Arlington, MA 02476. The original 6 story Fusco House building was built in 1914, the Collomb House was added in 1938 and the auditorium, Blue Gym, offices and cafeteria, and Downs House were added in the 1960's. Total approximate gross square feet of the school is 392,000. There is approximately 1330 students in Grades 9-12.

Space allocations include: Academic departments are English Language Arts, Mathematics, History, Science, World Languages, Physical Education, Performing Arts, Fine Arts, and Family and Consumer Sciences, including day care. In addition, the Special Education, English Language Learner, and Guidance departments provide specialized instruction and student support services. AHS also includes an active Library Media Center, an Interdisciplinary Makerspace, Extracurricular Activities (Clubs, Student Government, and Athletics), Early Childhood programs, a Metropolitan Council for Educational Opportunity, Inc. program (METCO), a regional Special Education Collaborative Program (LABBB), and Community Education programs

See Exhibit 2 existing floor plans.

New School Project Description:

The new high school will be 408,390 sq.ft., 5 floors, and will accommodate students in Grades 9 through 12. The new school is will be constructed on same property with Phase 2 and Phase 3 in the area occupied by the existing school. Design enrollment is 1755 students.

Spaces allocation include:

- Core Academic Spaces
- Special Education
- Art & Music
- Vocational & Technology
- Health & Physical Education
- Library Learning Commons
- Auditorium/Drama
- Pre-School
- Dining & Food Services
- School Administration
- District Administrative Offices
- Communication Education
- Town IT
- Town Facilities
- Town Comptroller
- Town Payroll

See Exhibit 3 for space summary.

See Exhibit 4 for new school floor plans.

Schedule:

See exhibits of phasing plan for moves associated with each phase. Anticipated Construction Substantial Completion Date and Moving Dates are:

- Phase 1:
 - Construction Substantial Completion Date: 2/14/22
 - Owner move Dates: 2/14/22 – 2/18/22
- Phase 2
 - Substantial Completion: 9/4/23
 - Owner move dates: 9/7/23 – 9/20/23, including move of pre-school from Parmenter to high school
- Phase 3
 - Substantial Completion: 9/6/24
 - Owner move dates: 9/6/24 – 9/19/24

- In addition, there will be interim moves for temporary spaces within the existing high school:
 - Temporary Café (Servery) move: 2/14/22 – 2/18/22
 - Temporary LABBB move: 8/23/21 – 8/25/21
 - Temporary Summit Program, Workplace Program, Temp. Harbor Classroom, Reach Program, Com Ed and CLDC Offices, Library move: 8/30/21 – 9/1/21
 - Relocate Culinary Equipment to Classrooms 326 and 327 (of new building): 2/14/22 – 2/18/22
 - Temporary Athletic and PE locker rooms move: 8/28/23 – 8/30/23
 - See Exhibit 5 for Temp Space Construction Schedule
 - See Exhibit 9 for Temp Space Construction Plans

These are anticipated dates and are subject to change.

See Exhibit 6 for Proposed Move Area per Phase

See Exhibit 7 for Logistic Plan

See Exhibit 8 for Construction Schedule Summary

Project Construction Team:

Owner: Town of Arlington
 Owner's Project Manager: Skanska USA, Inc.
 Architect: HMFH
 Construction Manager at Risk: Consigli Construction Company

Insurance:

Upon award, the successful proposer will be required to provide a current certificate of insurance naming the Town of Arlington, the Massachusetts School Building Authority, Skanska USA Building Inc., HMFH, and Consigli Construction Company as additionally insured. The Owner reserves the right to require the firm to carry specific limits that will be provided at a later date.

Evaluation Criteria:

The Owner will consider the following criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the firm, if any, with regard to public, private, and MSBA funded projects across the Commonwealth.
3. The experience, qualifications, and certifications of the personnel to be assigned to the project. All personnel will be required to pass the CORI check
4. Competitiveness of cost and hourly rates for proposed services.

Governing Law:

The contract shall be governed by the laws of The Commonwealth of Massachusetts.

Time for Award:

The Owner intends to award this contract within 4-weeks of receiving proposals. Firms responding to this RFP must have the ability to start work immediately upon notification of award and attend kick-off meeting with project team.

Questions:

Questions to be emailed directly to **Sy Nguyen** at sy.nguyen@skanska.com no later than 72 hours prior to the proposal due date. All questions will be answered via email.

Contract & Billing:

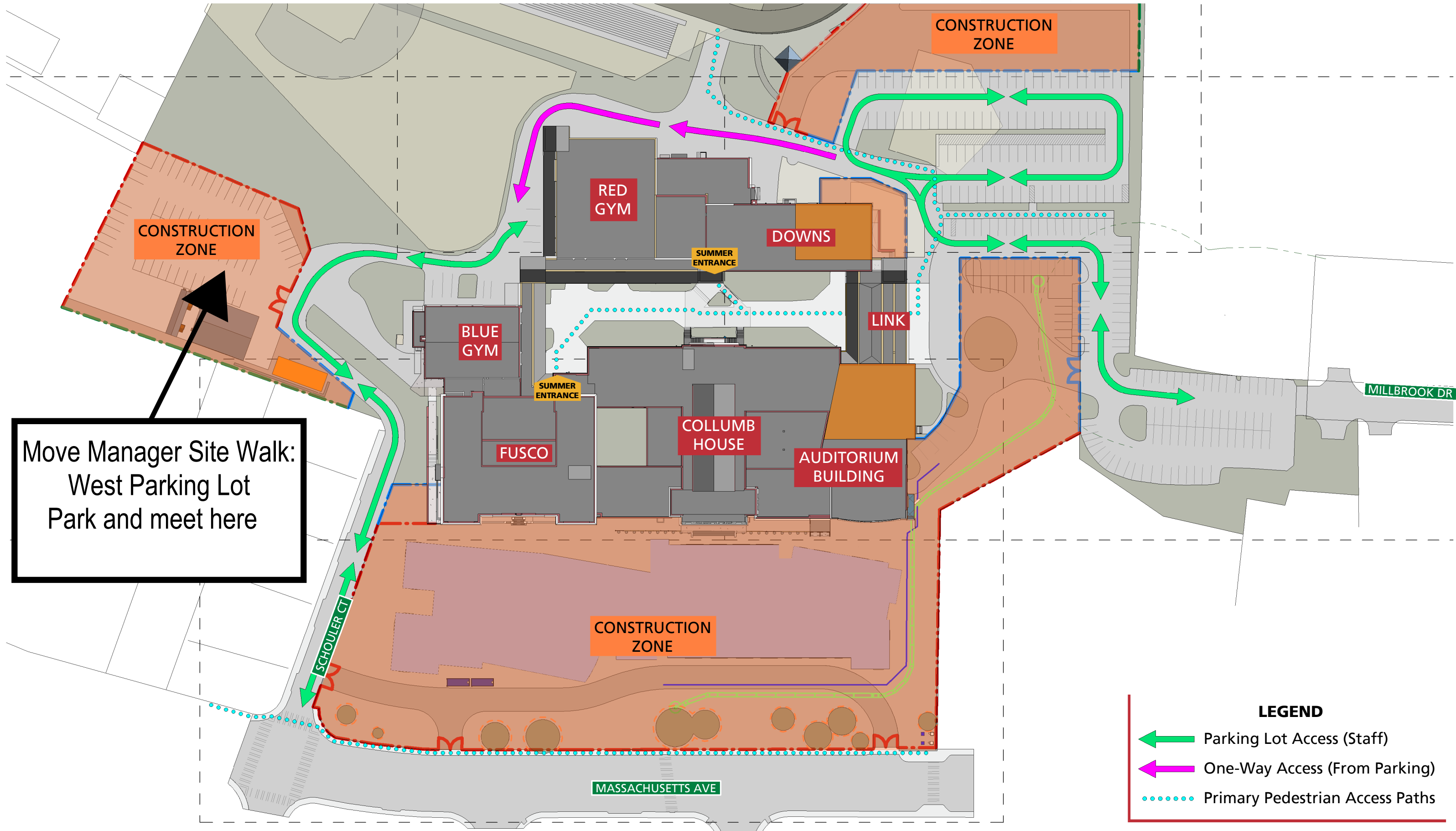
The contract will be entered into directly between the Owner and the selected firm.

Invoices are to be emailed to sy.nguyen@skanska.com

List of Attachments:

- Attachment A: Pricing Sheet
- Attachment B: Non-Collusion Affidavit
- Attachment C: Certificate of Tax Compliance
- Attachment D: Reference List

Arlington High School



Move Manager Site Walk:
West Parking Lot
Park and meet here

LEGEND

- ← Parking Lot Access (Staff)
- ← One-Way Access (From Parking)
- Primary Pedestrian Access Paths