

REQUEST FOR PROPOSALS

Moving and Storage Services for
Center Village

Housing Authority of the Town of Glastonbury
25 Risley Road
Glastonbury, Connecticut 06033

Responses Due:

No later than 2 p.m. April 4, 2017

Request for Proposals Moving & Storage Services

The Housing Authority of the Town of Glastonbury (“GHA” or the “Developer”) on behalf of Center Village Limited Partnership (“Owner”) is seeking proposals for moving & storage services from licensed and bonded moving/storage companies.

The services are in support of relocation services related to the redevelopment of Center Village Apartments, at 77 New London Turnpike in Glastonbury, Connecticut.

The Owner is seeking one or more firms with the capacity and experience to provide cost effective moving services. The project is anticipated to require packing and moving services for approximately 32 elderly/disabled households who are to be temporarily relocated to vacant units within the existing site. The relocation is in three distinct move cycles. Some offsite relocation within 5 miles of the property may be required. Some offsite storage of possessions may be required in coordination with each move. For additional information on the scope of services and requirements, see the full RFP.

The Developer has prepared a Request for Proposal for interested Firms. This packet can be requested from the Developer’s Main Office, which can be reached at (860) 652-7568, info@glastha.org or on the developer’s web site www.glastha.org. Packets will be released on or after March 20, 2017. Completed response may be submitted no later than 2 p.m. on Tuesday, April 4, 2017. Completed responses should be submitted to:

Housing Authority of the Town of Glastonbury
25 Risley Road
Glastonbury, Connecticut 06033
Attention: Neil Griffin

To assist Firms in understanding the program and the application requirements an informational meeting will occur at 2:00 PM on Tuesday, March 28, 2017 at the Community Room at Center Village located at 77 New London Turnpike, Glastonbury, CT 06033.

Late proposals will be returned to the proposer unopened. The Developer reserves the right to reject any and all proposals and to waive any informality whenever such rejection or waiver is deemed to be in the best interest of the Owner.

All proposals received will become a part of the GHA's and Owner's official files without any obligation on the GHA's or Owner's part to return submitted material.

The GHA and Owner are an equal opportunity employer. The award will be made without regard to race, color, religion, gender, age, mental or physical disability (or history thereof), marital or family status, beliefs, and national origin.

I. INTRODUCTION

The Housing Authority of the Town of Glastonbury (“GHA” or the “Developer”), is requesting proposals on behalf of the Center Village Limited Partnership (“Owner”) to provide moving and storage services as well as packing materials related to the rehabilitation of Center Village Apartments.

II. SCOPE OF SERVICES

The Owner is looking for one or more licensed and bonded moving and storage companies to provide services during a construction project located at the Center Village apartments in Glastonbury. This is an extended assignment covering a period of performance estimated at up to a maximum 18 months with three distinct periods of activity and periods of inactivity in-between.

At the current time, there are 32 occupied units with no more than two occupants each. Each unit is 380 sq.ft. or 505 sq.ft. in size. Each household will need to be relocated out and then potentially back into their original units. Residents will be temporarily relocated to vacant units within the existing site while their original units are renovated.

Moves will occur in three distinct moves.

First Move: 12 Residents will need to be relocated from their existing apartment to a vacant apartment on site. These moves need to occur in as compressed a schedule as the respondent can provide, to make way for the demolition of three residential buildings. Tentatively we would like these moves to occur between April 20th – 26th.

Second Move- All 32 residents will need to move into the newly constructed 38 unit apartment building. This move will occur approximately 10 months after the start of construction, estimated to be March 2018. All moves will need to be completed in a two week period. The new apartment building will have one elevator and access to two floors from the exterior (main level and lower level have access from exterior).

Third Move- Approximately 7 months after the second move is complete each resident will have the opportunity to move back to their original apartment or to a different apartment in the new apartment building. There will be up to 32 moves and we would like them to occur in as compressed a schedule as the respondent can provide. Actual number of moves will be determined by the relocation coordinator three months prior to the move.

Most of the units will require packing services. Moves in each wave must be completed within a compressed time frame, a master schedule will be development in coordination with contract execution. Scheduling will have to be flexible given the nature of the population and construction related issues. The Owner would be looking to “lock” actual move dates approximately two weeks prior to the actual moves. To the greatest extent possible, we will attempt to schedule moves within the second and third weeks of each month, but this may not be possible for each wave given construction schedule.

In coordination with contract execution a Master Schedule will be developed to be used as the baseline. Households will be informed of a “preliminary” move date approximately 30 days prior to the date to initiate the packing and organizational process. At that time, the household will be provided with packing materials and any final form of packing assistance will be identified.

Inspection of units will be part of the relocation process about two weeks before a scheduled move and in coordination with the relocation staff. The GHA will have made a determination by that time as to whether packing by the moving company will be required.

No viewing of occupied units will occur before selection of the moving vendor(s).

At the time of moving, if the moving company is packing the unit, we expect that each box will be numbered and the general content documented (e.g. kitchen equipment, medicine chest contents, books, etc.). Furniture items will be listed. Since the moves are on-site and within short distances, alternative moving approaches can be proposed.

The Owner has relocation staff that will coordinate with the moving company(s) and assist with communication with households to be moved. This would include any language translation issues that arise.

The reason that more than one entity may be selected is the issue of capacity and scheduling. These moves are to be coordinated with a construction schedule and must occur in a timely fashion.

On a unit by unit basis, there is a slight chance some items may need to be stored either off-site or in one of the vacant units and returned when the household moves back to their original unit. Each proposer should explain in their proposal any requirements for documentation of items that are going into storage at a vendor facility. This is for an item or box that is going directly from the unit into storage within the chain of custody of the moving company.

III. INSURANCE

The moving company is required to provide proof of adequate insurances which in addition the standard business requirements with minimum limits of:

- Worker’s Compensation and employer’s liability-
 - Workers Compensation- statutory requirements
 - Employers liability- \$1,000,000
- General Liability- \$1,000,000 per occurrence
 - General aggregate \$2,000,000
- Commercial automotive-\$1,000,000 per accident covering all owned, non-owned, leased and rented motor vehicles.
- Coverage of resident possession in the vendor’s chain of custody.

In the proposal, please explain any insurance issues regarding moving company packed items placed into storage at a vendor owned facility. The GHA assumes that once items

are unpacked in a “swing unit” that the resident re-assumes all liability for their possessions. Please confirm the limits of vendor insurance in your proposal. It will also be an item that is part of any contract negotiations.

IV. PROPOSAL STRUCTURE

Proposers are free to utilize any format and approach deemed appropriate to communicate experience and expertise in the requested areas of service. The information below can serve as a general guideline for proposal development:

- 1. Letter of Interest**
- 2. Service Approach** – This approach must address how the proposer will coordinate and communicate with the client. We are seeking a single point of contact approach to assure that miscommunication is avoided throughout the duration of the engagement.
- 3. Qualifications & Capacity** – Provide a description of any past assignments of similar scale or complexity. In addition, describe capacity in terms of equipment, storage capacity and staffing to achieve the assignment as described. Location of storage and availability of storage for roughly a 60 day period.
- 4. References** – Provide at least three references within the last 24 months for assignment
- 5. Certifications** – The firm must include a Non-Collusive Affidavit, a statement of Equal Opportunity, and a Certification of Non-Debarment in all copies of the proposal. The original should include signed originals (and notarized), however, the copies may include photocopies of the original affidavit.
- 6. Proof of Insurance** – The firm shall submit proof of required insurances.
- 7. License & Bonding** – Documentation of being an established licensed and bonded moving company in the State of Connecticut.
- 8. Cost Proposal and Pricing Methodology** – Must provide specific dollar values in response to questions and a narrative that speaks to any volume discounts or other cost related adjustments. There is no prevailing wage or special wage rate for this job and certified payrolls are not required.

V. DISCLAIMERS

1. Responses to this RFP shall be prepared at the sole cost of the respondent. The GHA shall not reimburse for any expenses incurred in connection with this RFP including, but not limited to, the cost of preparing the initial response and any additional information requested, or travel or other expenses incurred.
2. The GHA, in its sole and absolute judgment, reserves the right to (i) amend, modify or withdraw this RFP, (ii) revise any requirements to this RFP, (iii) require supplemental statements or information from any respondents to this RFP, (iv)

accept or reject any or all responses to this RFP, (v) renegotiate or hold discussions with any respondent(s) to this RFP, and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are late, incomplete, or unresponsive to the RFP, and (vi) cancel and revise, in whole or in part, this RFP if the GHA, in its sole and absolute discretion, deems it to be in its best interest.

3. The GHA may exercise any or all of the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.
4. Responses to this RFP shall become the property of the GHA and shall become matters of public record.
5. The GHA may request from a respondent any or all submitted material in an electronic format.

By submitting its proposal in response to this RFP, each respondent accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by the GHA and Owner.

VI. QUALIFICATION SYSTEM

Proposals will be evaluated to determine the extent to which the firm can meet the needs of the Owner's relocation plans as outlined earlier in this document. The following point values will be used for evaluation purposes:

Criteria	Points
Evidence of the team's ability to provide services in accordance with the requirements of this RFP	30
Degree of experience in providing professional moving services including packing assistance to elderly/disabled populations	25
Quality of references provided	20
Competitiveness of Pricing (Using the attached Cost Proposal Form)	25

Each proposal will be ranked using the above criteria based upon the information presented in the proposals and other factual information available to the Owner. Proposers are encouraged to provide sufficient information and references to demonstrate their experience.

Interviews may be scheduled to assist the Owner in its evaluation. The firm or firms determined by the Owner to be most qualified in terms of actual, demonstrable experience, knowledge, ability to meet schedule and perceived benefit to the Owner's objectives will be selected and contract negotiations will commence. The Owner reserves the right to negotiate pricing with the most capable firm(s).

VII. FORM OF COST PROPOSAL FORM

Because of the duration of the assignment and the nature of the population, certain assumptions may not hold. For instance, at the current time there are 32 household in residence. Given that these are elderly/disabled households that total is subject to change for reasons not within the control of the GHA and will likely change to some degree over the period of performance.

We are asking that the cost proposal be structured on a per-service/activity cost basis based on the detail requested below.

We are also asking that the proposer describe in a narrative format what if any discounts will be made for volume of moves and related activity. These discounts would apply to packing supplies, hand packing for the household, and for each one way move.

Cost Proposal Items

Please provide a comprehensive cost sheet for all sizes of boxes and related packing materials available that can be supplied by the moving company.

Provide cost information for the following.

PACKING

- a) Hourly labor rate(s) for packing.
- b) Estimated total hours to pack (pack only, no moving) an elderly and/or disabled one bedroom apartment.

MOVING:

- c) The total estimated cost to move a packed a 500s/f one bedroom apartment within the site.
- d) The total estimated cost to move a packed a 500s/f one bedroom apartment to a location within 5 miles of Center Village.

STORAGE:

- e) The total estimated cost to move INCLUDING TRANSPORTATION a packed one bedroom apartment to or from your off-site storage facility, one way.
- f) The estimated monthly cost to store an average one bedroom apartment per month?
- g) Do you have insurance requirement for the owner of any possessions if they are stored at your storage facility?

Optional in addition to above itemized pricing:

Provide an all-inclusive price for all packing & moving services per apartment per move (one direction):

VI. PROPOSAL SUBMISSION

One (1) original and two (2) copies of the proposal are required to be submitted to the following no later than **2:00 p.m. on Tuesday, April 4, 2017**.

Written questions regarding the aforementioned RFP may be submitted to Neil Griffin ngriffin@glastha.org and must be received no later than 4:00 p.m. March 29, 2017.

To assist Firms in understanding the program and the application requirements an informational meeting will occur at 2:00 PM on Tuesday, March 28, 2017 in the Community Room for Center Village, located at 77 New London Turnpike.

Submit proposals to:

**Housing Authority of the Town of Glastonbury
25 Risley Road
Glastonbury, Connecticut 06033
Attention: Neil Griffin**

The Owner reserves the right to reject any and all proposals for any reason.

Late proposals will be returned to the proposer unopened. The Authority reserves the right to reject any and all proposals and to waive any informality whenever such rejection or waiver is deemed to be in the best interest of the Authority.

All proposals received will become a part of the GHA's and Owner's official files without any obligation on the GHA's or Owner's part to return submitted material.

The GHA does not discriminate on the basis of race, color, religion, gender, age, disability, marital status, familial status, or national origin.

Certificate of Non-Debarment

Affidavit

State of Connecticut
County of Hartford

_____, being first duly sworn, deposes and says:

No individual employed by _____ is barred or otherwise prohibited from performing work for the U.S. Department of Housing & Urban Development, the State of Connecticut, Connecticut Housing Finance Authority, the Town of Glastonbury or the Housing Authority of the Town of Glastonbury.

Signature of:

[name]
[Title]
[Company]

Subscribed and sworn to before me this _____ day of _____, 2017

My Commission Expires _____, 20____

Form of Non-Collusive Affidavit

Affidavit

State of Connecticut
County of Hartford

_____, being first duly sworn, deposes and says:

The s/he is the _____ of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that the said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly and indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the Town of Glastonbury or Center Village Limited Partnership of any person interested in the proposed contract, and that all statements in the said proposal or bid are true.

Signature of:

[name]
[Title]
[Company]

Subscribed and sworn to before me this _____ day of _____, 2017

My Commission Expires _____, 20____

ACKNOWLEDGEMENT OF ADDENDA

Offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____	Date _____
Addendum Number: _____	Date _____
Addendum Number: _____	Date _____

(Offerors Name)

(Signature)

(Printed or Typed Name)

Equal Opportunity Statement and Certification

The proposer, _____, certifies that it does not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, sexual orientation or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States and of the State of Connecticut. This certification covers, but not be limited to, the following business activities : advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment, selection for apprenticeship, selection or retention of Subcontractors, or in the procurement of materials, equipment or services.

Furthermore, the proposer agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, sexual orientation or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved.

Signature of:

[name]
[Title]
[Company]

Subscribed and sworn to before me this _____ day of _____, 2017

My Commission Expires _____, 20____