



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

November 26, 2018

Request for Proposals# 2018-014

Moving and On-Site Installation Services

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks proposals from qualified companies for moving and related on-site installation services for office furniture, materials and/or equipment. The selected company or companies will assist the Air District with internal office moves and location-to-location moves as the Air District consolidate field offices or move departments and/or employees to new sites. The work addresses storage needs and general space maintenance and may include furniture installation, repositioning furniture or decommissioning furniture among other tasks. Location-to-location moves will involve moving employees or entire departments of the Air District, into existing or new offices located in the San Francisco Bay Area. The selected company will be able to support general office installation work and light tenant improvement projects in addition to expert move services. In addition, the selected company will have a responsive and dedicated account management team that is adaptive in addressing the evolving needs of the Air District’s growing agency. Companies with experience in servicing government agencies are encouraged to submit proposals.

To respond to this Request for Proposals (RFP), an interested company should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Staff Specialist

Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be submitted and received by 4:00 p.m. on December 19, 2018.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-four-member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

B. Moving and On-Site Services

The Air District seeks a dedicated company or companies to support the Air District's space needs. Services needed include move services (including relocation or set-up of new field offices), and on-site services (such as reconfiguration of offices and workstations and handyman services). Moving services and related on-site installation services may vary in scope, size, and frequency.

The Air District has approximately 370 employees split between field and office operations, with approximately 245 employees occupying the Air District's Headquarters building at 375 Beale Street in San Francisco. The Air District operates an additional 43 locations throughout the San Francisco Bay Area including 10 field offices and 33 air monitoring sites.

SECTION III – SCOPE OF WORK

Moving Services and On-Site Services include:

- Location-to-location moving services
- Receiving, delivery and installation of new furniture - familiarity with Knoll and Allsteel furniture desired
- Reconfiguration of existing offices and workstations
- Touch-up, refinish, and repair of furniture
- Seismic bracing and bolting
- Permanent and temporary storage of furniture
- Removal and disposal and/or recycling of furniture
- Electronics and appliances recycling
- Painting and patching of dry-wall
- Other handyman work as requested by the Air District

Proposals should include the following:

- High level background of your company including a list of similar clients (industry and size) you service, including references
- Hourly rates for move services including fees for transportation and storage
- Please specify any differentiations between team member levels - i.e. drivers if applicable
- Pricing for moving equipment if needed both for rental and for purchase. Please include heavy duty machinery such as forklifts if available.
- Comprehensive scope of work and pricing for any other on-site services available - i.e. installation, paint/patch, handyman, connect/re-connect, inventory
- Booking procedures including turn-around time and advanced notice requirements

General Questions

Please include answers to the following questions:

- Are your supplied rates per hour inclusive of all typical charges, including consumables and other flat rate fees? Please detail if not.
- What does your company consider off-business hours, weekends and holidays? Can jobs still be scheduled during these time periods and is there an overtime rate or additional surcharge?
- When your team is on-site, what are the typical break periods allotted? Is there additional time built into the schedule for transportation?
- Is there the possibility of not scheduling a driver/truck for recurring, internal moves and leaving equipment on-site for reuse? Please detail procedure if so.
- Can you identify any exclusions to what we can ask your team to work on when they're on-site?
- What procedures do you follow to safeguard work premises from damage?
- What procedures do you follow when moving items of high value, such as electronic equipment or furniture?
- What is your standard process for clearing e-waste and trash? Do you work with another company or are you equipped to handle internally? Does this require separate service or time and is there an additional charge?

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described on p. 1 and p. 2 of this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the December 19, 2018, due date.
7. The District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Tuesday, December 4, 2018**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Tuesday, December 11, 2018**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., December 19, 2018 and should be submitted via the Portal:

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. Uploading large documents may take significant time, depending on the size

of the file(s) and Internet connection speed. Bidders should plan sufficient time before the due date to begin the uploading process and to finalize their submissions. Bidders will not be able to submit documents after the due date. Proposals received after the date and time previously specified will not be considered.

3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the due date. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the December 19, 2018, due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.

2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
 - b. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact and email address
 - Name of project manager, if different from the individual designated as the contact
 - c. Table of Contents – Clearly identify material contained in the proposal by section
 - d. Summary (Section II) – State overall approach to Moving and On-site Installation Services, including the objectives and scope of work.
 - e. Program Schedule (Section III) – Provide projected milestones or benchmarks for completing the project within the total time allowed.
 - f. Firm Organization (Section IV) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations, if any. Describe the technical capabilities of the firm and, in particular, the firm’s exposure with working with environmental regulations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
 - g. Project Organization (Section V) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm’s ability and willingness to commit

and maintain staffing to successfully conclude the project on the proposed schedule.

- h. Assigned Personnel (Section VI) – Provide the following information about the staff to be assigned to the project:
 - List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager.
 - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
 - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
 - i. Retention of Working Papers (Section VII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
 - j. Subcontractors (Section VIII) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
 - k. Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
 - l. Additional Data (Section X) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
2. Cost Proposal
- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
 - b. Cost Proposal – The Cost Proposal must list the fully-burdened hourly rates for each level of professional and administrative staff to be used to

perform the tasks required by this RFP.

- c. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Weight
Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner. *	25%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	25%
Cost	Cost or cost effectiveness and resource allocation strategy	20%
References	References of the firm	10%
Firm's Specialty Focus Area	Local business (5%)/Green Business (5%)**	10%
Customer Relations	Firm's turn-around time for service requests and advanced notice requirements	10%
	Total	100%

* "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

** The Air District gives preference to local organizations and those that are certified as green businesses by a government agency or independent private rating organization. Local business refers to an organization's headquarters located in the 9 counties of the Air District's jurisdiction.

The Air District reserves the right to reject any and all proposals submitted and/or

request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the Air District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>.