REQUEST FOR QUALIFICATIONS AND PROPOSAL

March 15, 2017

PROJECT: Lansing School District – Pathway Promise Bond 2016
SB-0014 Professional Move Management Services, Averill-Riddle

PROJECT SITE: Lansing School District
Averill and Riddle Schools
Lansing, MI 48933

OWNER: Lansing School District
519 W. Kalamazoo St.
Lansing, MI 48933

1. **INVITATION TO SUBMIT RESPONSE TO REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQP)**: Interested Moving and Storage firms are invited to submit proposals for **SB-0014 Professional Move Management Services, Averill-Riddle** for the Pathway Promise Bond 2016 Project.

2. **PROJECT DESCRIPTION:** The Pathway Promise Bond 2016 was approved by voters in May of 2016 to make District-wide improvements to 27 property locations within the District boundaries. The scope of services for this RFQP is the organization and moving of building property to a temporary storage location for the summer of 2017 in order to make the buildings available for the improvements contemplated by the Pathway Promise Bond Program. Proposers should describe their plan for ensuring the efficient packing, labelling, removal, storage, and return of property in the Averill and Riddle schools. Buildings will be available after noon on 6/9/17 and must be empty by 6/16/17, with the understanding that construction crews will begin demolition in a phased manner as soon as areas of the building have had property removed. Return of property to the buildings will also occur in a phased manner over a period of approximately two weeks in August of 2017. The successful proposer will be expected to work closely with the District and their construction contractors to plan an effective approach to this effort.

3. **DUE DATE FOR RFQP RESPONSE**: 11:00 AM EST, Thursday March 30, 2017

4. **SUBMIT RFQP RESPONSES TO**: Jon Laing, Lansing School District - (517) 755-3026
jon.laing@lansingschools.net

Contact for site visit: Barry Roney, Construction Owner Representative
(517) 281-4491

5. **PROJECT DOCUMENTS AND INFORMATION AVAILABLE TO BIDDERS:**

a) Schedule and Summary of Work / Phasing Plan.
b) Proposal Form and requested attachments.

7. **SCHEDULE AND SUMMARY OF WORK:** Moving and Storage Management Services will need to be coordinated to minimize disruption to District activities and planned construction work at the buildings. Packing, moving, storage, and return of building materials must occur over the summer recess for 2017. District personnel will be encouraged to take home personal items and to pack materials that they wish to pre-organize for un-packing at the end of the summer (for example: library books, instructional materials). For this reason, the RFQP will consist of a lump sum quote for the Move Management, and billing rates for the consumables, storage units, and labor. The successful proposer will be required to provide pricing for boxes, packing materials, pre-printed labels, storage units, labor, etc. that will be purchased separately from the contract that results from this RFQP.

Phasing Plan:

Construction work will be phased at both Averill and Riddle schools. Refer to the attached floorplans that indicate the current plan. In general, it is expected that low occupancy areas (gyms, offices, and storage areas) will be vacated first because they do not contain as much property as the classrooms and media centers, and will open up large areas for the asbestos abatement and demolition contractors to start work. Subsequent to the evacuation of the first phase areas, the classrooms, media centers and other auxiliary spaces will be vacated.

All property handled by the successful proposer must be returned to the location from which it originated, except in the circumstances where room use changes as a result of the remodeling activity. The proposer will be required to implement a system of property tracking that results in property being placed in the correct location at the conclusion of the construction work. The proposal should include the manner in which property will be labelled, stored, and manifested to accomplish this requirement.

8. **PROPOSAL FORM:** Submit proposal on the attached form with necessary attachments. Deliver an original and hard copy of all proposals to the District office; do not fax or e-mail proposals. If other services are recommended based on the brief description of work provided in this RFQP, please include that proposed additional work and an associated explanation. Also submit an order of magnitude estimate of the cost of all moving services over and above the firm quote for managing the moves.

   The following items must be included with your response:

A. Completed Proposal Form and attachments.

B. A maximum two page response to Proposal Form questions.

C. Resume of Proposed Key Personnel

D. Proposed form of Agreement for Services.

PROPOSAL FORM

SB-0014 Professional Move Management Services, Averill-Riddle

PROJECT: Pathway Promise 2016 Bond Projects
Lansing School District

Proposal Data Table

Item	Description	Quantity	Unit
1	Number of years in business as a Moving and Storage company.		Yrs.
2	Number of Employees (average for past three years)		Employees
3	Firm, not to exceed price for Move Management as requested.		Dollars
4	Order of magnitude estimate for moving costs; provide detail in an attachment.		Dollars

Provide three references, with telephone contact information, from clients for whom the firm has conducted similar move management services to that which the Lansing School District will need in order to renovate the Averill and Riddle schools.

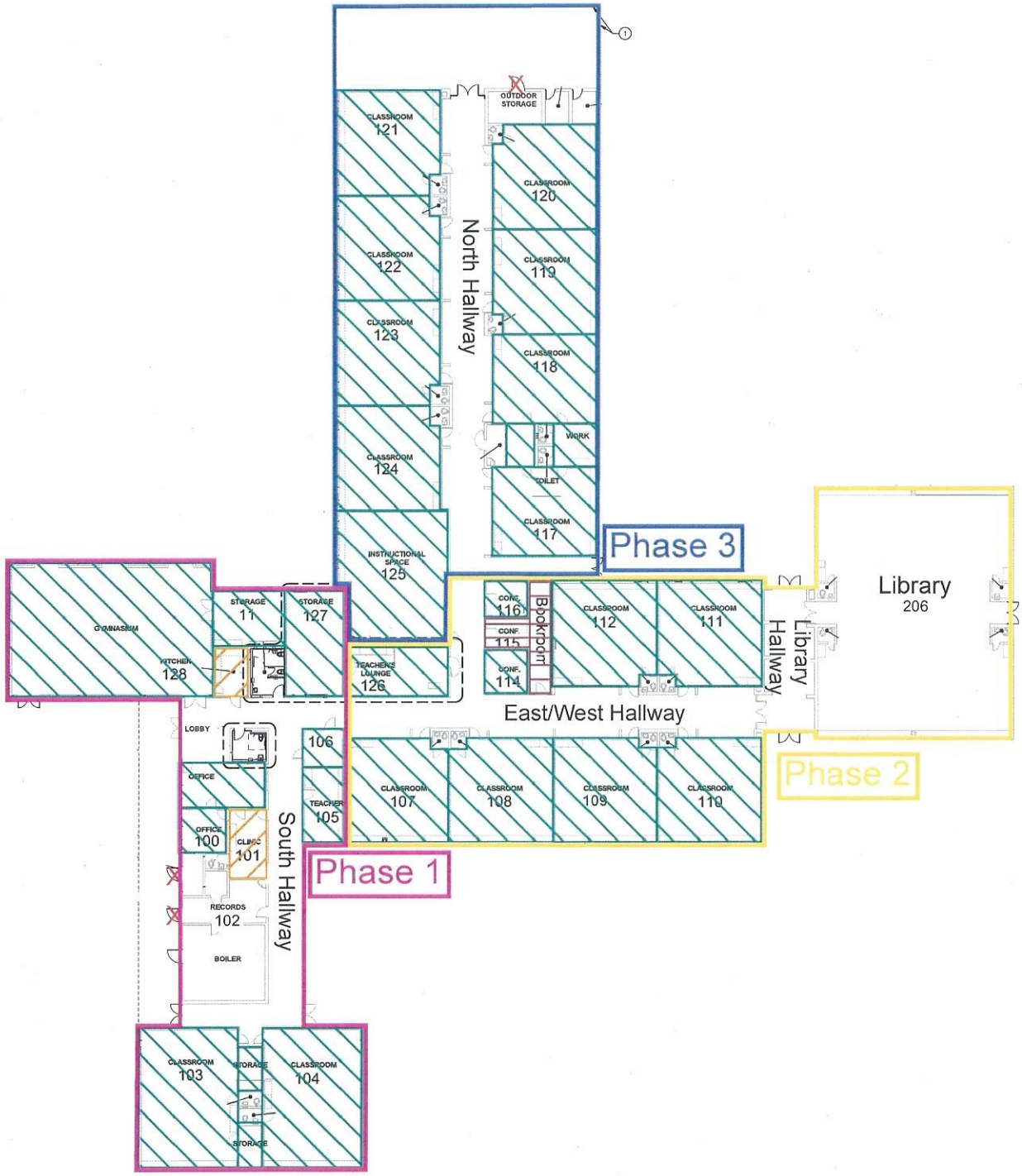
Reference #1: _____

Reference #2: _____

Reference #3: _____

On no more than two pages, provide the following information:

1. What is the company's history and qualifications for the requested services?
2. What is the company's approach to organizing the packing, moving, and storage of school property?
3. Why is your firm the best choice for the District?



Fibertec
industrial hygien
services, in

Project #39682-

Averill Elementary School
3201 Averill Drive
Lansing, MI 48911
First Floor

Wood Door
X

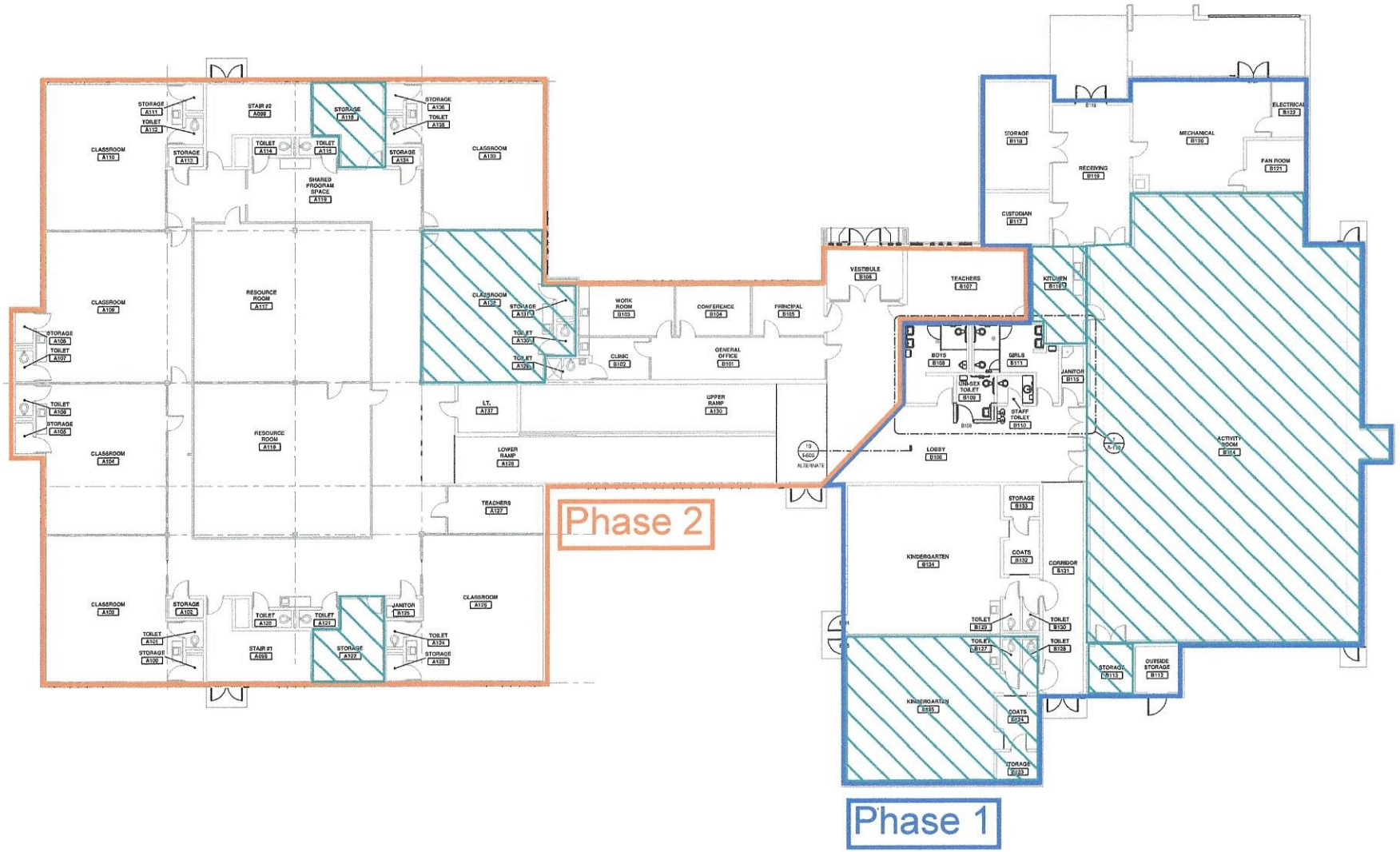
Tan 9" x 9" floor til
with marbling

Yellow 9" x 9" floo
tile with brown anc
white streaks

Beige 9" x 9" floor t
with red and brow
streaks

NOT TO SCALE

N
N



Fibertec
industrial hygiene
services, inc

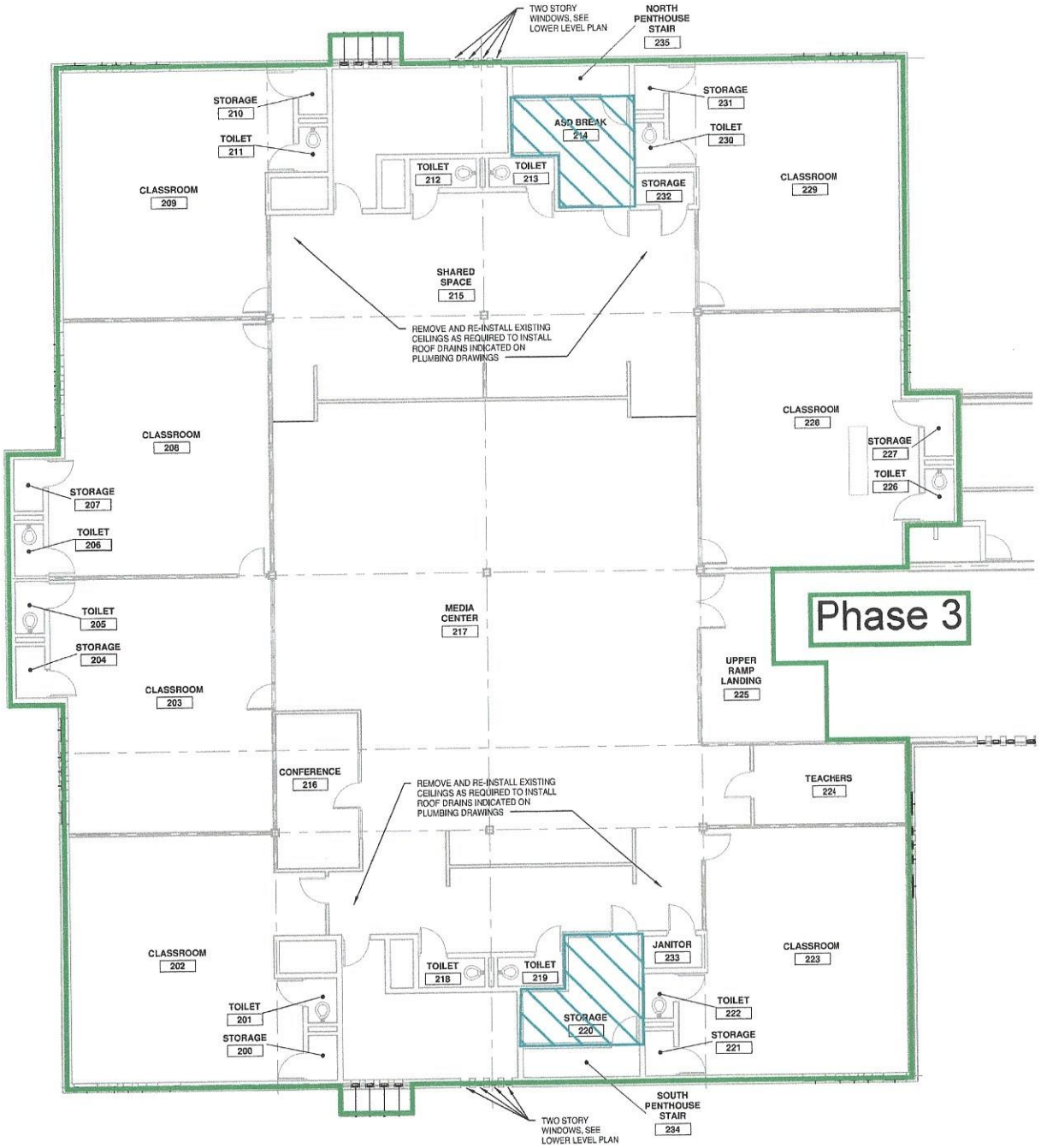
Project #39683-1

Riddle Elementary School
221 Huron Street
Lansing, MI 48915
First Floor

Location of asbestos-containing floor mastic

NOT TO SCALE

N



Fibertec
industrial hygiene
services, inc

Project #39683-1

Riddle Elementary School
221 Huron Street
Lansing, MI 48915
Second Floor

Location of asbestos-containing floor mastic

NOT TO SCALE

N