



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Proposals *Specifications and Proposal Documents Attached*

Proposal No.: 2021-09

Opening Date and Time: March 8, 2021 at 12:00 P.M.

**Title: Move Management for New London High School- North Campus. State Project 095-0090
RNV/MAG/EA**

**Special Instructions: Non-Mandatory Pre-bid walk-thru February 10, 2021 at 2:30P.M. Please meet
in High School auditorium.**

The following information must appear in the lower left hand corner of the envelope:

Sealed Bid No.: 2021-09

Not to be opened until March 8, 2021 at 12:00PM

Mail Proposal to:

**13 Masonic Street
New London, CT 06320
Julie Chapman; Purchasing Agent**

OR

Drop off proposal at the drive-thru window located at 13 Masonic Street New London, CT 06320.

Proposals shall not be accepted after the Opening Date and Time indicated above.



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PLEASE RETURN THIS FORM IMMEDIATELY

Acknowledgement: Receipt of Request for Proposals

**Proposal No.: 2021-09 Move Management for New London High School- North Campus.
State Project 095-0090 RNV/MAG/EA**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: February 7, 2021

Date documents received: _____/_____/_____

Do you plan to submit a response? Yes _____ No _____

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)447-5297

E-mail: Jchapman@newlondonct.org

Fax this sheet only. A cover sheet is not required.



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Standard Request for Proposals (RFP) and Contract Terms and Conditions

All Requests for Proposals issued by the City of New London (City) will bind Proposers to the terms and conditions listed below, unless specified otherwise in any individual Request for Proposals.

Incorporated by reference into this contract are the provisions of Article IV., Section 2-66 through 2-71 and Section 2-73 of the Code of Ordinances of the City of New London.

The contractor agrees to comply with the Code of Ordinances as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Submission of Proposals

1. Proposals must be submitted on forms supplied by the City of New London or in the format requested in the specifications. Telephone, facsimile or e-mail proposals will not be accepted in response to a Request for Proposals. An original and one (1) copy, unless otherwise indicated in the specifications, of the Proposal Form shall be returned to the Purchasing Agent.
2. The date and time proposals are to be opened are given in each Request for Proposals issued. Proposals received after the specified date and time of the proposal opening given in each Request for Proposals will not be considered. Proposal envelopes must clearly indicate the proposal number as well as the date and time of the proposal opening. The name and address of the proposer should appear in the upper left-hand corner of the envelope.
3. Incomplete proposal forms may result in the rejection of the proposal. Amendments to proposals received by the Purchasing Agent after the date and time specified for the proposal opening shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil shall be rejected. A person duly authorized to sign proposals for the proposer shall sign all proposals. Unsigned proposals shall be rejected. The person signing the Proposal Form or their authorized designee must initial errors, alterations or corrections on both the original and copy of the Proposal Form to be returned. In the event an authorized designee initials a correction, there must be written authorization from the person signing the Proposal Form to the person initialing the erasure, alterations or corrections. Failure to do so shall result in rejection of the proposal for those items erased, altered or corrected and not initialed.
4. Conditional proposals are subject to rejection in whole or in part. A conditional proposal is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Request for Proposals.
5. Alternate proposals will not be considered. An alternate Proposal is defined as one that is submitted in addition to the proposer's primary response to the Request for Proposals.
6. Prices should be extended in decimal, not fraction, to be net and shall include delivery and transportation charges fully prepaid by the Contractor to the destination specified in the Request for Proposals and subject only to cash discount.
7. Pursuant to Sections 12-412 and 12-412(1) of the Connecticut General Statutes, the City of New London is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the proposal prices.
8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

Standard Request for Proposals (RFP) and Contract Terms and Conditions (con't)

9. By its submission the Proposer represents that the proposal is not made in connection with any other Proposer submitting a proposal for the same commodity or commodities and is in all respects fair and without collusion or fraud.
10. All proposals will be opened and read publicly and upon award are subject to public inspection.

Guaranty or Surety

11. Bid bonds, performance bonds, and labor and material bonds will be required as specified below. Guaranty or surety may be in the form of certified check. Bonds must meet the following requirements: Corporation – must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all of the partners and indicate they are “doing business as”; Individual – must be signed by the owner and indicated as “Owner”. The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over the signature. Signatures of two (2) witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Bid Bond – Ten percent (10%) due at time of bid for all contract services and public works/construction projects that exceed twenty thousand dollars (\$20,000.00)

Performance Bond – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

Labor and Material Payment Bonds – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

Award

12. Award of this contract will be made to the lowest responsible, qualified proposer and will be based on net cost and City specifications. The City of New London reserves the right to reject any and all bids or parts thereof, to waive any informality and to award this contract to other than the low proposer and to make multiple awards if deemed in the best interest of the City.
13. The City of New London may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
14. The Purchasing Agent may correct inaccurate awards resulting from clerical or administrative errors.

Other Requirements

15. The City has an employment preference goal that jobs be offered to local residents on public prevailing wage projects with thresholds great than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a participating workforce comprised of twenty-five (25%) local residents of New London County, CT, with residents of the City of New London, CT getting a priority representing fifty percent (50%) of said participation, which will include twenty-five percent (25%) female and minority.
16. The City has an employee training preference goal that apprenticeship opportunities be made available for state licensed trades on public prevailing wage projects with thresholds greater than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a minimum of ten percent (10%) of the workforce per state licensed trade as apprentices and, of this number, a minimum of fifty percent (50) shall be in the first year of apprenticeship training.

Contract

17. The existence of a contract shall be determined in accordance with the requirements set forth above.
18. The Contractor shall not assign or otherwise dispose its contract or its right, title or interest, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City of New London.
19. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the City of New London to purchase these commodities or services on the open market. The contractor agrees to promptly reimburse the City of New London for excess cost of these purchases. The purchases will be deducted from the contracted quantities.
20. The Contractor agrees to hold the City of New London harmless from liability of any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the Contract; Guarantee its products against defective material or workmanship; repair damages of any kind, for which it is responsible to the premises or equipment, to its own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc., and to give all notices and comply with all requirements of the City of New London, the State of Connecticut and the U.S. Government.
21. Insurance requirements generally apply to contract services, professional services and public works improvement/construction projects. The Contractor will carry commercial general liability insurance to protect the City of New London from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage – One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

Products or Completed Operations - One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

Professional Liability (Errors and Omissions) Coverage appropriate to the contractor's operations – Two million dollars (\$2,000,000.00) each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City of New London property) – One million dollars (\$1,000,000.00) combined single limit for each accident.

Workers' Compensation Coverage - Will be in accordance with State of Connecticut requirements at the time of Proposal.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

All insurance policies shall be endorsed to the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London, and any other

insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

22. Notwithstanding any provision or language in this contract to the contrary, the Mayor may, without cause, terminate this contract for the City's convenience upon approval by the City Council, whenever he/she determines that such termination is in the best interest of the City of New London. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City of New London for purposes of correspondence or by hand

delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City of New London all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the City of New London. In the event of such termination, the contractor shall be entitled to reasonable compensation as determined by the Mayor, however, no compensation for lost profits shall be allowed.

Delivery

23. All products and equipment delivered must be new unless otherwise stated in the proposal specifications.
24. All deliveries will be to the locations specified by the City of New London. The City of New London does not have a loading dock therefore all Contractors will be responsible for inside delivery without assistance from City of New London personnel.
25. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.
26. Charges against a Contractor shall be deducted from current obligations. Money paid to the City of New London shall be payable to the Treasurer, City of New London.

Saving Clause

27. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The contractor will give written notice of the cause and probable duration of any such delay.

Advertising

28. Contractors may not reference sales to the City of New London for advertising and promotional purposes without prior approval of the City of New London.

Rights

29. The City of New London has sole and exclusive right and title to all printed material produced for the City of New London and the Contractor shall not copyright the printed matter produced under this contract.
30. The Contractor assigns to the City of New London all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the Connecticut General Statutes. This assignment occurs when the contractor is awarded the contract.
31. The Contractor agrees that it is in compliance with all applicable federal, state and local regulations, including but not limited to Connecticut General Statutes Section 7-148i. The Contractor also agrees that it will hold the City of New London harmless and indemnify the City of New London from any action which may arise out of any act by the Contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.
32. This contract is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provision of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

REQUEST FOR PROPOSAL

For

Move Management Services

for

New London Multi Magnet High School
State Project #095-0090 RNV/MAG

City of New London Bid # 2021 – 09

RFP Issue Date:	<u>February 7, 2021</u>
Pre-Proposal Meeting:	<u>February 10, 2021 at 2:30 pm</u>
RFIs Due:	<u>February 19, 2021@12:00 pm</u>
RFI Responses:	<u>February 22 to 26, 2021</u>
Qualifications/Proposals Due:	<u>March 8, 2021, 12:00 pm</u>
Contract Award:	<u>April 26, 2021</u>

QUESTIONS: Contact Diana I. McNeil, AIA, Project Executive CREC Construction Services via email at dmcneil@crec.org. No questions will be accepted after February 19, 2021.

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EXHIBITS

Exhibit A – References Form

Exhibit B – Proposal Fee Bid Form

Exhibit C – Recent or Pending Litigation Form or Statement

Exhibit D - City of New London forms

- Non Collusion Affidavit of Prime Bidder
- Non Collusion Affidavit of Subcontractor
- Affirmative Action Policy Statement
- Certification of bidder regarding Equal Employment Opportunity
- Certification of Non-Segregated Facilities

Exhibit E - City of New London Contract (Sample)

ARTICLE I. INVITATION TO SUBMIT

The City of New London (CONL) and the School Building and Maintenance Committee (SMBC), seeks Proposals from responsible, experienced consultants to perform cost effective Move Management Services for the New London Multi-Magnet High School Campus. The existing High School is located at 490 Jefferson Avenue, New London, CT 06320.

- **REGISTRATION**

In order for your proposal to be considered, you must register immediately with the Office of New London Purchasing Agent by returning the Acknowledgment form via email: JChapman@newlondonct.org. Hard copy Proposals should be addressed and delivered to:

Attention: Julie Chapman, Purchasing Agent
Cc: Diana I. McNeil, AIA Project Executive
New London Multi-Magnet High School, Additions & Renovations
State Project # 095-0090 RNV/MAG
13 Masonic Street, 2nd Floor
New London, CT 06320

All proposals shall be delivered by: March 8, 2021 @ 12:00 p.m.

Each proposer's qualifications, fee proposals shall be submitted with qualifications in a separate, sealed envelope. Please clearly mark the fee proposal envelope "fee proposal" and include the firm name and "State Project # 095-0090, March 8, 2021".

An electronic copy shall also be submitted. Please place the fee proposal in a separate, clearly labeled electronic folder from the qualifications.

A non-mandatory pre-proposal meeting for all interested Proposers will be held on February 10, 2021, 2:30 p.m. at the New London High School Auditorium. Safe COVID 19 practices will be implemented.

Digital proposals to be emailed to David Ferris (DFerris@Antinozzi.com), Brittney Dishian (BDishian@Antinozzi.com), Julie Chapman (JChapman@newlondonct.org) and Diana McNeil (DMcneil@crec.org). Four (4) Hard Copy Proposals are required to be delivered no later than March 8, 2021 **at 12:00 pm**. All firms submitting proposals will be notified of the City of New London's decision. Proposals received later than the Proposal Deadline **will not be** considered and will be returned unopened. Amendments to, or withdrawals of Proposals received later than the Proposal Deadline **will not be** considered.

Please direct any and all questions or information requests concerning this RFP via email to Julie Chapman, Purchasing Agent, JChapman@newlondonct.org and Cc: Diana I. McNeil, DMcneil@crec.org. Questions or information requests should be made no later than: February 19, 2021 at 12:00 pm. A written request does not in any way waive a Bidder's responsibility to obtain all the information necessary to answer the RFP.

For additional details, refer to the City of New London, Purchasing Agent's **Invitation to Bid**, Specifications and Proposal Documents.

ARTICLE II. PROJECT DESCRIPTION

The New London Muti-Magnet High School project is an additions and alterations multi-phased construction project located at 490 Jefferson Avenue, New London, CT 06320. The project budget is \$108,000,000 dollars. At completion, the campus will consist of 173,900 square feet of renovated as new building plus 54,900 square feet of additions, for a total of 228,800 square feet. Adjacent and included in the overall campus is the 61,965

square foot existing STEM building, completed over a decade ago and receiving minimal improvements. The total campus enrollment at its peak is projected to be 1631 students in grades 6 (Arts Pathway only) through 12.

The main programmatic areas include Arts wing additions surrounding the Auditorium and a Physical Education addition adjacent to the Gymnasium. A Cafeteria and Culinary arts two-story wing are adjacent to the four story wing housing mostly classrooms. The three story STEM building will be connected to the rest of the building by an enclosed connector.

The plans may be reviewed at the office of the project architect, Antinozzi Associates, at 271 Fairfield Avenue in Bridgeport, CT. An electronic version of the plans may also be viewed at the Printer's or New London's website.

The Printer is as follows:

BLU-PRINTS Unlimited, Inc.
20 Howard Street New London, CT 06320
Phone: (860) 444-6564 Fax: (860) 444-6089
ATTN: Patricia Todd EMAIL: plots@bpurepro.com

ARTICLE III. SCOPE OF MOVE MANAGEMENT SERVICES

The work consists of management and coordination of the relocation and installation of new and existing furniture, fixtures and equipment ("FF&E") and technology ("Tech"), into all project spaces occupied by students, faculty and staff at New London Multi-Magnet High School. The Consultant shall perform move management services and related coordination activities functioning as the point of contact for all move relate services, reporting directly to CREC's Owner Representative. Work with and provide move management coordination activities services to consultants on the Project, including Antinozzi Associates, Architect of record, Newfield+Downes, Construction Manager and facilities personnel from New London Public Schools (NLPS).

The Consultant in the performance of such services shall designate a single point of contact person to coordinate each scheduled move, and be available at all times as needed or required by the move parameters. As part of the foregoing services, the move manager shall perform and/or provide related services, including, without limitation, the following:

A. Project Construction Phasing Schedule:

1. Perform Move Management Services pursuant to and in accordance with the project's multi-phased construction schedule. A link to the phasing schedule is provided as part of this RFP.
2. The project construction-phasing schedule provides for an orderly progression of the construction work. In the performance of the Move Management Services, the consultant shall work cooperatively with the Construction Manager during all the phases of delivery, installation, relocation and set up of FF&E and Technology to insure that all deadlines for substantial completion, punch list and occupancy are met.
3. Collaborate with the Construction Manager and provide input regarding revisions to the project construction-phasing schedule, if necessary to meet the Move Management Services.
4. Show detailed sequencing of events, tasks, responsibilities and milestones of the FF&E and Technology delivery, relocation, installation and training activities at NLHS.

The Construction Phasing Schedule consists of six phases C1 to C6. Below are the end dates for each construction phase and the start of the delivery of FFE and Technology for each of the areas indicated.

- a. 7/21-8/13: Phase C1, FFE/IT Delivery to areas; cafeteria, kitchen, culinary, mechanical areas (ground level) and locker areas, administration, band rooms, dance studios, musical areas, chorus and art areas (main level). Walk-thru, punch list and closeout.
- b. 8/13/21: Phase C2, FFE/IT Delivery to areas; gymnasium, hallway, gym lobby (main level). Walk-thru, punch list and closeout.
- c. 12/1/21: Phase C3, FFE/IT Delivery to areas; arts, graphics, ceramics (ground level). Walk-thru, punch list and closeout.
- d. 1/1/23: Phase C4, FFE/IT Delivery to areas; auditorium/entrance, stage and auxiliary rooms, sports medicine, scenery workshop, social worker suite(main level). Walk-thru, punch list and closeout.
- e. 1/1/23: Phase C5, FFE/IT Delivery to areas; North Tower classrooms (ground to fourth level). Walk-thru, punch list and closeout.
- f. 8/1/23: Phase C6, FFE Delivery to areas; South Tower classrooms (ground to fourth level). Walk-thru, punch list and closeout.

B. Project Initiation:

1. Obtain and review a full set of FF&E and Tech. Construction Documents, produced by Antinozzi Associates, dated October 15, 2020, and review the scope of the Furniture, fixtures, equipment and technology equipment for the entire building.
2. Identify roles and responsibilities for all FF&E activities to ensure successful Move Management Services.
3. Identify and define all move management activities in the following phases: (i) scope, (ii) planning, (iii) move, (iv) post move, and (v) close out.
4. Plan, manage, coordinate, and revise the overall strategy and detailed specifics of FF&E and Technology delivery, inspection, installation, training, punch list, clean up and close out.
5. Meet with key project members to identify project requirements, structure and actions to enhance effectiveness.
6. Meet with New London Public Schools (NLPS) facilities team to coordinate all Move Management activities and confirm occupancy deadlines for each project phased area.
7. Coordinated with NLPS facilities team and staff all packing and relocation activities for FF&E and Technology from existing spaces to new spaces, within the building.
8. Hire movers to perform move and installation for each project phase. Provide CREC copies of all procurement documents, via bid and/or state contract for closeout and audit purposes.
9. Include a description of its safety program, including provisions for COVID 19.

C. Project Communication:

1. Set up a communication plan outlining the move management process.
2. Prior to FF&E and IT delivery to the project site, initiate a kick off meeting with CREC, the project Architects, NLPS facilities staff and Construction Manager to discuss the Construction Phasing and Move Management Schedules, upcoming events, critical issues or potential conflicts.

3. Once FF&E and IT deliveries commence, conduct on-site regular meetings with CREC, Construction Manager, Project architect and NLPS facilities to discuss the Move Management and Construction Phasing Schedule, upcoming events and critical issues.
4. Document and distribute meeting minutes and agendas including a summary of all critical issues reviewed and proposed action items.
5. Track Move Management Services expenditures against CREC's Master budget. Review and verify all moving contractor and/or vendor requests for payment and/or invoices, including, FF&E and Technology requests, against purchase orders. Recommend to CREC either the payment or rejection thereof.
6. Identify the quantity, location, origin, destination and timeframe for all dumpsters needed to support all Move Management Services activities.

D. New and Used FF&E Move Management:

1. Conduct, direct and supervise the coordination, delivery, installation, set-up and clean-up of the FF&E and Technology from the existing spaces to new spaces within NLHS.
2. Create a vendor delivery schedule for all new FF&E and IT items that does not exceed the time limits set forth in the Project Construction Phasing Schedule. Communicate and confirm acceptance of such vendor delivery schedule with all awarded FF&E and IT vendors.
3. Manage the vendor delivery schedule and provide the Construction Manager with notice of any impacts to the Project Construction Phasing Schedule.
4. Provide protection of interior and exterior building finishes. Ensure protection is maintained during all FF&E and IT delivery and installations. This may include, without limitation, sidewalk and asphalt protection as well as floors, walls and corner protectors, etc.
5. Coordinate area(s) for deliveries and staging of FF&E and IT at the project site with the Construction Manager, NLPS and CREC.
6. Ensure that all vendors performing Move Management Services properly remove and dispose of all packaging materials from the project's building and site. The building and site must be cleaned of all debris on a daily basis.
7. Print directional and room occupant signs throughout the building to assist with placement of FF&E and IT. Insure that there is a copy of all FF&E and IT plans and specifications on the project site at all times for reference by all vendors.
8. Sign for, validate quantities of delivered FF&E and IT items, prepare, and maintain a detailed summary of all delivered and missing items.
9. Consult with appropriate NLHS facility staff and project architect to resolve FF&E/IT placement conflicts within the existing building or additions.
10. Manage placement of non-FF&E and school supply deliveries at every phase.
11. Inspect all items for damage and if damaged include such items in punch list for repair and/or replacement prior to final payment. Contact the appropriate vendor and manage the resolution of all punch list items.

E. Technology Management:

1. Schedule the delivery and installation of all new and existing relocated technology equipment included in the FF&E and Tech. package, which includes, without limitation, network equipment, data closets, phones, audio-visual and recording equipment, smart boards and projectors.
2. Coordinate with the Construction Manager, project architect and NLHS staff for the staging area and imaging of all computers and technology equipment.

3. Inspect all items for damage and if damaged include such items in punch list for repair and/or replacement prior to final payment. Contact the appropriate vendor and manage the resolution of all punch list items.
4. Coordinate the operational dates of all respective systems with vendors, IT consultant and NLPS IT Department to ensure that all systems are functional by the occupancy date set forth in the Project Construction Phasing Schedule.

F. Post FF&E/Tech, Delivery, Installation and Disposition:

1. Schedule, coordinate and manage unpacking assistance for NLHS staff.
2. Schedule, organize and conduct phased area tours of NLHS for school staff.
3. Manage the disposition of packing boxes and materials from the building.
4. Schedule, coordinate and manage systems training for NLHS staff for smart boards/projectors, phone and A/V equipment and related equipment requiring training.
5. Set-up help desk to answer NLHS staff and faculty questions and address any concerns.
6. Maintain a list of all post-move issues and staff requests and review with the NLHS facilities manager, principal and CREC's Project Manager at bi-weekly meetings. Manage the resolution of all approved staff requests until project completion date.
7. Follow-up on all punch list items until project completion.
8. Collect, label and distribute all desk, file cabinet and storage cabinet keys to NLHS staff (for FF&E items only). Keying shall follow established NLHS protocol.
9. Perform final turn-over walkthrough with CREC Project Manager, the Project architect and NLHS principal and facilities manager after completion of all outstanding punch list items.
10. Document any damage to the building or site. Inform CREC, NLHS facilities staff, vendors and the Construction Manager. Include such damage in punch list for repair and/or replacement prior to final payment.
11. Coordinate with CREC and NLHS facilities manager to transition all equipment, passwords, testing, warranties and as built information.

In the performance of the Move Management Services the Contractor shall comply with all applicable laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel performing Move Management Services are familiar with all of the previously mentioned laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies specific to the CONL and NLPS, including any COVID 19 requirements at the time of services.

THE CITY OF NEW LONDON WILL REQUIRE THE SUCCESSFUL BIDDER TO EXECUTE THE CONTRACT THAT IS SUBSTANTIALLY IN THE FORM ATTACHED HERETO AS EXHIBIT E AND MADE A PART HEREOF. THE TERMS, CONDITIONS AND PROVISIONS OF THE CONTRACT ARE INCORPORATED INTO, AND MADE A PART OF THIS RFP. EACH BIDDER SHOULD BE THOROUGHLY FAMILIAR WITH ALL THE TERMS, CONDITIONS, AND PROVISIONS OF THE CONTRACT. THE SUCCESSFUL BIDDER SHALL BE DEEMED TO HAVE AGREED TO ACCEPT THE TERM AND CONDITIONS INCLUDED IN THE CONTRACT WITHOUT EXCEPTION.

ARTICLE IV. SUBMITTING A PROPOSAL

The written proposal is due on **March 8, 2021 at 12:00 p.m.** Firms are required to submit four (4) hard copies of their Qualifications to the address indicated in Article 1. Proposals to be clearly identified with the title; **New London Multi-Magnet High School Additions & Renovations, State Project #095-0090 RNV/MAG Attention: Julie Chapman, Purchasing Agent.** The fee proposal (Attachment B) must be in a clearly marked sealed envelope, separate from the qualifications.

One electronic copy must also be submitted (USB flash drive preferred). Please place the fee proposal in a separate electronic folder from the qualifications proposal, and clearly label each.

The proposal must be organized with the following minimum sections:

A. Qualifications:

Company Information – Please provide the following information:

- Name and Address of main Office and parent company (if any).
- Name and contact information of the principal contact person to receive notifications and to reply to inquiries.

Years of Service – How many years has the firm been engaged in services under the current name.

Relevant Experience – Provide descriptions of at least three (3) similar projects for which your company has provided Move Management Services. The description of each project should include pertinent information such as the project type (new construction, additions, and renovations), scope and size (facility area and project dollar value).

Experience of Key Personnel – Provide resumes of key management personnel assigned and directly involved in the Move Management Services. Identify all staff and supervisors involved in the day-to-day operations. Include at a minimum: current job title, responsibilities, and areas of expertise. The CONL reserves the right to interview with the proposed move managers.

References – All Proposals shall include a list of the Bidder's minimum three (3) current or recent client's references, Exhibit A. The Bidder, by submitting a Proposal, hereby authorizes CONL, or its authorized agent, to contact the references listed on the References Form, without obtaining any other consent from the Bidder.

- Name of organization, contact information.
- Scope of Services.
- Dates when services were provided. Projects completed within the last five years are preferred.

Pending Litigations - As part of a Proposal, Bidders must disclose all recent or pending litigation in which such Bidder is named (either suing or being sued) and all threatened litigation, in form Exhibit C. The Bidder must disclose any instances where its contract was terminated, prior to the expiration date, and describe the circumstances regarding such termination.

Insurance – Provide a statement of coverage limits for Commercial General Liability and Errors and Omissions insurance in accordance with NL Contract requirements. All respondents demonstrating insurance coverage will be considered.

Addenda - Any modification to the Proposal Documents will be made by Addendum/Addenda, to be emailed to the addresses the CONL Purchasing Agent has on file. Each Bidder shall confirm it has received all Addenda by submitting a list, as part of a Proposal.

The submission of a Proposal is deemed an acknowledgment that the Bidder has full knowledge of, and agrees with the general specifications, conditions, and requirements of these Proposal Documents.

B. Fee Proposal:

In a separate sealed envelope, provide a lump sum fee for the scope of services described above, using the Bid Form provided as Attachment B. This fee is exclusive of the cost of hiring the movers.

A Proposal that does not comply with the Minimum Requirements shall be deemed unresponsive and maybe rejected by the CONL, in its sole and absolute discretion, and the Fee Proposal shall be returned unopened.

ARTICLE V. REVIEW AND SELECION PROCESS

The selection of the Move Manager is based on a three (3) step process. At the conclusion of this process, the selected Bidder will have successfully met all of the criteria and be deemed by the School Maintenance Building Committee (SMBC) selection sub-committee, in its sole and absolute discretion, as the most responsible, responsive, and lowest qualified Bidder.

1. Proposal Qualifications Review: The SMBC selection sub-committee shall review Qualification Proposals for compliance with the minimum requirements, format adherence, and quality of responses, experience etc., using a rating system to determine the most qualified. The Bidder's qualification total score is an average of all the scores submitted by each reviewer.
2. Proposal Fee Review: A Bidder's Proposal Fee will be ranked against all other Bidders who have submitted a Proposal. The Bidder with the lowest overall Proposal Fee will be ranked No.1 and so on, until all Bidders have been assigned a ranking. While the Fee Proposal is important, it will not be the sole factor considered in the selection of the move manager.

Qualification and fee rankings are combined and averaged to arrive at a list of the ranked Proposals, representing the most responsible, responsive and qualified Bidders.

The selection sub-committee may require one or more Bidders that it determines, in its sole and absolute discretion, are most qualified, to appear before the committee for interviews, at which time Bidders will present their qualifications, prior experiences, plans for implementation of the required Move Management Services and evidence of their ability to perform the work. After the interviews, the committee will evaluate and, in its sole discretion, recommend for award the Bidder who will best serve the interests of the project and the CONL.

3. Final Selection: The selection sub-committee will collectively evaluate ranked Qualifications, Fee Proposals and interviews (if needed) and select the firm representing the most responsible, responsive and qualified low Bidder for the Move Management Services.

Neither the City of New London, CREC Construction Services, nor any of their respective officers, directors, employees or authorized agents, shall be liable for any claims or damages resulting from the selection, non-selection or rejection of any proposal submitted in response to this RFQ/P.

The City of New London reserves the right to accept or reject any or all proposals, to waive deviations or technicalities and to award the contract to the bidder that the City in its sole discretion deems the most responsible qualified bidder, which may or may not be the lowest bidder.

The CONL reserves the right to reject any or all Proposals and re-solicit new Proposals until the award and execution of the contract for Move Management Services is finalized.

ARTICLE VI. DEFINITIONS

Unless otherwise defined herein, these definitions shall apply to the Proposal Documents and the Contract.

“Addendum/Addenda” means written documents issued by the CONL Purchasing Office prior to the Proposal Deadline, which modify the RFP by additions, deletions, clarifications, or corrections.

“Bidder” means the consultant or firm who submits a Proposal.

“Contract” means the Move Management services agreement executed by and between the City of New London and the Bidder awarded the Move Management Services, which agreement shall be in the form attached hereto as Exhibit E and made part hereof.

“Contractor” means a Bidder who is selected to provide the Move Management Services and executes the Contract. There shall be one (1) Bidder selected to provide the Move Management Services and one (1) Contract awarded.

“Proposal” means a submission by a Bidder to provide Move Management Services that conform to the Proposal Documents.

“Proposal Documents” means the RFP, as amended by any Addendum or Addenda thereto, together with all exhibits, including the Contract. In the event of inconsistencies within or between parts of the Proposal Documents, or between the Proposal Documents and the applicable standards, as they relate to performance of the Move Management Services, the Contractor shall comply with the more stringent requirements; in accordance with the CONLs’ interpretation.

“Proposal Fee” means the lump sum fee, as shown in Exhibit B, at which the Bidder offers to perform the Move Management Services described in the Proposal Documents.

“Move Management Services” means collectively all move management services and conditions set forth in the Scope of work and Contract.

VII. GENERAL TERMS AND CONDITIONS

By submitting a Proposal, a Bidder is hereby deemed to have accepted and agreed to comply with ALL the terms and conditions of this RFP, including, without limitation, the following:

Acceptance or Rejection by CONL – CONL reserves the right to accept and/or reject any or all Proposals submitted for consideration to serve the best interests of CONL.

Ownership of Documents – All documents submitted in response to this RFP are to be the sole property of CONL.

Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a Contract awarded as a result of this RFP is to be the sole property of CONL unless stated otherwise in the RFP or the applicable Contract.

Timing and Sequence – Timing and sequence of events resulting from this RFP will ultimately be determined by the CONL.

Oral Agreements – There shall be no oral agreements or arrangements by and/or between a Bidder and the CONL related to this RFP.

Amending or Canceling Requests –CONL reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of CONL.

Rejection for Default or Misrepresentation – CONL reserves the right to reject a Bidder's Proposal if the Bidder is in default under any prior contract with CONL or has made misrepresentations in the Proposal.

Clerical Errors in Awards – CONL reserves the right to correct inaccurate awards of a Contract under this RFP resulting from clerical errors.

Rejection of Proposals – CONL reserves the right to reject Proposals if they limit or modify any of the terms and conditions and/or specifications of this RFP.

Changes to Proposals – No additions or changes to a Proposal will be allowed after submittal under this RFP.

Contract Requirements – The Proposal of a Bidder awarded a Contract under this RFP will become part of the Contract and may be amended/revise by CONL at their discretion.

Withdrawal of Submission – Negligence on the part of the Bidder in preparing the Proposal confers no right of withdrawal after the time fixed for the acceptance of the submission.

Assigning, Transferring of Agreement – The successful Bidder is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of an awarded Contract under this RFP without the prior consent and approval in writing by CONL, in its sole and absolute discretion.

Cost of Proposal Preparation – CONL shall not be responsible for any expenses incurred by the Bidder in preparing and submitting a Proposal. A Proposal shall provide a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Exhibit A - References

1. Name/Contact: _____

a. Scope of services: _____

b. Project referenced: _____

2. Name/Contact: _____

a. Scope of services: _____

Project referenced: _____

3. Name/Contact: _____

a. Scope of services: _____

Project referenced: _____

Exhibit B - BID FORM

(Submit in a sealed envelope, separate from the qualifications)

Move Management Fee (Lump Sum): _____

I/we, the undersigned, submit this Lump Sum bid for the project specified as **“State Project #095-0090 RNV/MAG, New London Multi - Magnet High School, issued February 7, 2021.”**

Signature: _____

Firm or Individual Name: _____

Date: _____

Exhibit C - Litigation FORM

I/we, the undersigned, affirm that our company has not been involved in recent (last five years) or pending litigation.

Signature: _____

Firm or Individual Name: _____

Date: _____

I/we, the undersigned, affirm that our company has been involved in recent (last five years) or is currently in pending litigation with the entities listed below.

Signature: _____

Firm or Individual Name: _____

Date: _____

Name: _____