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August 13, 2014

**ADDENDUM NO. 1 TO
REQUEST FOR PROPOSAL (RFP)
FOR
MOVE COORDINATION SERVICES
DATED JULY 25, 2014**

Dear Consultant:

This letter is Addendum No. 1 to the Request for Proposal (RFP) for Move Coordination Services dated July 25, 2014. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change(s)</u>
1.	RFP, Section I, BAHA and Project Description, Subarticle C, Project Description, page 2	Approximately 250 staff from MTC, 70 staff from ABAG at 101 8th Street, Oakland, and 270 staff from 939 Ellis Street, San Francisco, or almost 600 total staff will be moved. <i>Consultants should assume that one (1) computer and (1) telephone device will be moved for each staff person from each agency, and the equivalent of twenty (20) standard server racks 42U of equipment will need to be relocated between the three agencies.</i>
2.	RFP, Appendix A, Preliminary Scope of Work, Item 10, Post Move, page 19	Maintain on-site presence (with several movers) on multiple floors for up a period of <i>five (5) working days</i> FBD to assist resolving move in-adjustments, earthquake bracing, trash, box/cart removal and scheduling necessary follow-up actions.
3.	RFP, Appendix D-1, Insurance Requirements, page 47	Yes (√) Please certify by checking the box below that required coverages will be provided within <i>ten (10) five-(5) days of BAHA's notice to firm that it wishes to contract with the firm.</i>

Questions and Answers regarding this RFP are enclosed with this Addendum. The remaining provisions of the RFP, dated July 25, 2014, remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

STEVE HEMINGER
Executive Director

ALIX BOCKELMAN
Deputy Executive Director, Policy

ANDREW B. FREMIER
Deputy Executive Director, Operations

Any questions concerning this addendum to the RFQ should be directed to Robert Hoffman,
Project Manager, at (510) 817-5723 or rhoftman@mtc.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Heminger for". The signature is written in a cursive, flowing style.

Steve Heminger
Executive Director

SH: DR

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**REQUEST FOR PROPOSAL (RFP) FOR MOVE COORDINATION SERVICES
DATED JULY 25, 2014**

QUESTION & ANSWER DOCUMENT

Q1: Are there restrictions on what time the physical move can happen?

A1: The City of San Francisco noise ordinance limits construction noise to the hours of 8:00 p.m. and 7:00 a.m., 7 days a week. For more specific details of any San Francisco noise limitations on moving please see section 2908 at:
<https://www.sfdph.org/dph/files/EHSdocs/ehsNoise/NoiseOrd.pdf>.

Deliveries and exterior work should be limited to within the hours of 7:00 a.m. and 8:00 p.m. Work inside 375 Beale Street, San Francisco, CA is not an issue if it is not loud demolition.

In terms of coordinating with the construction firm, the BAHA Project Manager will determine if it is better to stagger the hours so as not to interfere with base construction work. Generally, the construction firm works from 7:00 a.m. to 3:00 p.m.

Proposers should propose a specific move schedule and hours.

Q2: What phone system does MTC have?

A2: MTC has Cisco Systems Unified Communications, VoIP. The move coordinator will only be responsible for the labeling, packaging, and transportation of the computing equipment.

Q3: For the technology disconnect and reconnect, how should firms cost this out, should we assume that one computer per person will be required?

A3: See Addenda #1, item #1.

Q4: Who will decide on the move company?

A4: BAHA and the selected move coordinator will mutually select the moving firm and specialty movers. Contracts for moving services will be issued by BAHA. The move coordinator will be responsible for providing advice to BAHA on moving firms (general and specialty), and will be required to provide oversight and management of any such movers.

Q5: Will the agencies be taking their current Audio/Visual (A/V) equipment to the new building?

A5: That is still to be determined (TBD). BAHA will work with the selected move coordination firm to make the final determination as to whether to move the existing equipment.

Q6: Post move coverage, how long for punch list items?

A6: See Addenda #1, item #2.

Q7: Will Information Technology (IT) services be shut down completely or will there be a redundant system?

A7: The move coordinator will only be responsible for the labeling, packaging, and transportation of the computing equipment. Shutdown/restart and migration planning will be performed by others.

Q8: Is there a potential conflict of interest if I've had prior working relationships with the A&E firm, etc. currently working on the project?

A8: No.

Q9: Will the agencies be combining supply rooms?

A9: Yes. Regular office supplies will be kept in shared supply rooms. Each agency will maintain separate locations for specialized and unique items.

Q10: Will MTC be taking its current copiers to the new building?

A10: MTC will not be moving their copiers and the Air District and ABAG plan is still TBD. If copiers are moved, in most cases the copier vendor will be required to move them to maintain the warranty.

Q11: Will there be shared file space in the new building?

A11: Yes, however, each agency will have limited shared file space.

Q12: Will the move coordinator be required to do a file survey?

A12: The BAHA Project Manager will work with the selected move coordinator to determine the final Scope of Work (SOW), and BAHA expects that a file survey will be included in the final SOW to assist agencies with reduction and relocation efforts.

Q13: Will the agencies require files with Personally Identifiable Information (PII) to be secured / sealed when moved?

A13: Yes.

Q14: Will the agencies require the restoration of any of the vacated spaces?

A14: That is still TBD. If such restoration is requested it will be included in a SOW.

Q15: Who will handle cubicle signage?

A15: That is still TBD, but the move coordinator should be sure to include cubicle signage in the master move schedule as a task to be completed.

Q16: Please confirm that most of the provisions of Appendix G, Project Stabilization Agreement (PSA) do not apply to professional services.

A16: The PSA included in the RFP as Appendix G is for Proposer reference. It is the Proposers responsibility to comply with any/all applicable provisions of the PSA.

Q17: Is the budget listed in Section III, Article C, Budget of the RFP only for professional services, or does it include the costs for move services?

A17: The budget amount listed in Section III, Article C, Budget of the RFP is only for

professional move coordination services.

Q18: Are part time 1099 staff considered sub consultants?

A18: BAHA does not make determinations on how Proposers should characterize 1099 staff.

Q19: Regarding Section II, Proposer Minimum Qualifications, are projects completed outside of the San Francisco Bay Area, but within the continental United States acceptable?

A19: As per Section II, Proposer Minimum Qualifications, Proposers are required to “*Provide a minimum of two (2) prior projects in the San Francisco Bay Area or California, within the last ten (10) years.*”

Q20: Is it possible to add additional junior staff (yet to be identified) after the award of the project?

A20: Yes.

Q21: During the mandatory proposers conference and walk through several numbers of servers were discussed, one was 40 and the other was approximately 20 as some equipment will be new and pre-installed prior to the move. Please confirm that Proposers should use the number of 40 servers to be relocated for bidding purposes.

A21: See Addenda #1, Item #1.

Q22: Will the IT disconnect/reconnect vendor be responsible for anything prior to move day such as, inventorying equipment, rack or cabinet layout design (usually in Visio), labeling equipment per design layout, or will this be handled by your internal IT Department?

A22: Exact responsibilities are still TBD, but BAHA expects the majority of the IT relocation for all sites will be handled by BAHA staff and existing technology contractors.

Q23: Please confirm that the selected move coordinator will be responsible for finding an Environmental Health Safety (EHS) vendor to move chemicals unable to be relocated by a commercial moving company as well as any other EHS issues related to the move, and that the Air Quality District does not have its own vendor.

A23: The Air District does not have a relationship with an EHS vendor. The selected move coordinator will be responsible for providing this aspect of the move.