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Urban Redevelopment Authority
of Pittsburgh

ura.org

REQUEST FOR PROPOSALS (RFP) Office Relocation Services

RFP Issue Date: Monday, July 1, 2019

Proposal Due Date: Thursday, August 1, 2019 at 3:00 p.m. ET

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
REQUEST FOR PROPOSALS (RFP)
URA OFFICE RELOCATION SERVICES
Issued on Monday, July 1, 2019

1. OBJECTIVE

The Urban Redevelopment Authority of Pittsburgh (URA) is requesting proposals from office relocation and moving companies to provide office relocation project management and moving services related to the relocation of URA offices from 200 Ross Street to the new location at 412 Boulevard of the Allies, formerly 420 Boulevard of the Allies, described in detail below.

2. BACKGROUND

Project Description

The URA is requesting proposals from office moving professionals to project manage and relocate the URA's offices. The goal is to maximize productivity and minimize downtime for a seamless relocation. Relocation is expected to take place in October/November 2019.

The URA is currently located at 200 Ross Street in Pittsburgh's Central Business District. The organization has approximately 100 employees within 12 departments. 200 Ross Street is 13 floors in total; the URA is located on the 6th, 10th, 11th, 12th, and 13th floors, and has a storage area in the basement. The URA currently occupies approximately 30,250 square feet. Existing floor plans are attached as Exhibit A. There are two (2) passenger elevators that will be available for use.

The URA's new offices are located approximately two blocks away at 412 Boulevard of the Allies, formerly 420 Boulevard of the Allies. The new location is nine stories total, and the URA will be relocated on the 8th and 9th floors. The URA's new space is approximately 30,700 square feet. Floor plans of the new offices are attached as Exhibit B. A rear loading dock and one (1) passenger elevators will be available for use.

Project management services will include a complete organizational move strategy; assistance with departmental prioritization; and determination of an efficient timeline. A coordinator, who will serve as the point of contact during all phases, is ideal.

Moving services needed include, but are not limited to:

- Relocation consultation
- Relocation management and scheduling
- Packing, protection, and moving of various office furniture, art work, files, and supplies; An estimated list of items to be moved is attached as Exhibit C
- Disconnection and protected transport of computer equipment and office technology
- Protected transport of 7-8 servers in an enclosure

- Removal and disposal of remaining furniture and waste; It is the URA's goal to sell, donate, and/or recycle any remaining furniture to reduce contributions to the landfill
- Post-relocation support

Moving services are expected to take place in the evening and/or weekend.

Additional Considerations

The selected respondent will provide all labor, including supervision, tools, materials, equipment, licenses, permits, and incidentals required and/or implied for the complete and satisfactory performance of moving services from 200 Ross Street to 412 Boulevard of the Allies.

The selected respondent will ensure that property at both buildings is properly prepped and protected for safe moving. Furthermore, the selected respondent assumes all responsibility for damaged or lost property and must resolve any such issue within 30 days of discovery through replacement, repair, or reimbursement. The selected respondent must work with a URA representative in doing so.

The selected respondent must carry insurance coverage as described in Exhibit D.

3. PROPOSAL

Interested parties are requested to submit a detailed proposal package that clearly defines the relevant experience of the proposed staff, methods and strategy to carry out the project scope of work, as well as a fee proposal.

Each proposal must include the following:

- A. **Title Page**
This should include the firm's name, contact person and contact information.
- B. **Table of Contents**
- C. **Primary Qualification (limit to 1 page)**
Provide a brief narrative that explains why your firm is well qualified to work on the project.
- D. **Firm Profile (limit to 1 page)**
Provide a brief profile of your firm.
- E. **Experience (limit to 3 pages)**
 - Briefly describe the relevant experience of key personnel.
 - Describe a previous professional office relocation of an organization of similar size and scope.

- Provide three (3) client references you worked with on similar projects. Include the reference's name, title, address, and direct telephone number.

F. **Methodology (limit to 2 pages)**

Describe your firm's overall approach to the project including but not limited to:

- Project management and coordination
- Packing and protection of property to be moved
- Approach to moving computers and other technology
- Approach to disposing of any property that will not be relocated
- A sample moving plan including timeline

G. **Insurance**

Describe your property insurance coverage and fees.

H. **Costs**

Provide an overall budget, and describe your preferred fee structure rates. Please note any other factors that you deem significant. Please describe your firm's willingness to consider alternative fee structures in particular matters (e.g., fixed fees in lieu of hourly rates for particular services).

I. **Minority and Women-Owned Business Enterprise (MWBE) Requirements**

The URA has a long history of diversity and inclusion within all of its programs and other activities. The URA encourages the full participation of minority and women business owners and professionals in this effort. The URA requires that all respondents demonstrate a good faith effort to MWBE participation in work performed in connection with URA projects. For the purpose of this RFP, the URA has set forth a goal of 25% minority and 10% women-owned business participation.

An MWBE narrative needs to be included with the respondent's proposal. See Exhibit E for MWBE Narrative Requirements. MWBE participation can be satisfied by:

- Ownership/Partnership of firm
- Use of minority or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.
- Subcontracting with firms owned and controlled by minorities and/or women; If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal.

The respondent's narrative should also indicate whether the respondent's firm is an MWBE and include an overview of the firm's strategy toward MWBE participation, in general.

Any questions about MWBE requirements should be directed to mwbe@ura.org.

4. PRE-PROPOSAL MEETING

A pre-proposal meeting for all firms wishing to submit a proposal will be held:

Monday, July 15, 2019, at 2:00 p.m. ET

Wherrett Room
200 Ross Street, 13th Floor
Pittsburgh, PA 15219

The pre-proposal meeting will include a brief overview and tour of the URA's current offices and future office space, followed by a Question and Answer Session. It is recommended that a representative from each company wishing to submit a proposal be in attendance.

5. QUESTIONS

All questions regarding this RFP should be submitted through the Public Purchase platform. See instructions on registering for and accessing Public Purchase in Exhibit F.

Inquiries related to MWBE participation should be directed by email to mwbe@ura.org.

6. SUBMISSION

Proposal must be submitted through Public Purchase, on or before 3:00 p.m. ET, Thursday, August 1, 2019.

7. SELECTION CRITERIA

A. Process: The selection of any responsive firm(s) will be made by the URA Board of Directors after receiving the recommendations of the URA's staff and/or any applicable selection committee. Such selection will be based on the nature and quality of the responding firm's responses to the Proposal Scope and Submission Requirements described above. The URA reserves the right to request that any respondent meet with URA staff and/or a selection committee in a formal interview.

B. Conflicts of Interest: Responsive firms and their team members must have no conflicts of interest with regards to any other work performed by the respondent for the URA, the City of Pittsburgh, or any related entity.

C. RFP Compliance: All responsive firms must adhere to the instructions contained in this RFP in preparing the submitted proposal.

D. Waiver of Defects: The URA shall be the sole judge as to which respondent(s) best meet the selection criteria. The URA reserves the right to reject any or all proposals submitted. The URA reserves the right to reject any proposal for failure to comply with the requirements of this RFP. The URA further reserves the right, in its sole discretion, to waive any

such defect(s) or failure(s). Submission of a response indicates acceptance by the firm of the conditions contained in this RFP.

E. Nondiscrimination: Each responsive firm agrees not to discriminate, whether in employment, contracting or otherwise, in violation of any federal, state, or local law and/or on the basis of sexual orientation, gender identity and/or gender expression.