The WorkPlace, Inc.

Office Relocation RFP

REQUEST FOR PROPOSAL (RFP)
Office Relocation Services

RFP Issue Date: Thursday, February 20, 2020

Proposal Due Date: Friday, March 20, 2020 at 3:00 p.m. ET
1. **OBJECTIVE**

The WorkPlace, Inc. (WPI) is requesting proposals from office relocation and moving companies to provide office relocation project management and moving services related to the relocation of THE WORKPLACE, INC. offices from 350 Fairfield Ave Bridgeport, Connecticut, third, fourth and sixth floor to the new location at 1000 Lafayette St. Bridgeport, Connecticut, fifth floor described in detail below.

2. **BACKGROUND**

Project Description

THE WORKPLACE, INC. is requesting proposals from office moving professionals to project manage and relocate the WORKPLACE, INC.’s offices. The goal is to maximize productivity and minimize downtime for a seamless relocation. Relocation is expected to take place in early June 2020.

THE WORKPLACE, INC. is currently located at 350 Fairfield Ave Bridgeport, Connecticut. The organization has approximately 75 employees located on three floors. The WORKPLACE, INC. is located on the 3rd, 4th, and 6th floors and currently occupies approximately 15,000 square feet. There are three (3) passenger elevators that will be available for use at 350 Fairfield Ave and one freight elevator available at 1000 Lafayette.

THE WORKPLACE, INC.’s new offices are located approximately two blocks away at 1000 Lafayette St. The new location is eleven stories total, and the WORKPLACE, INC. will be relocated on the 5th floor. THE WORKPLACE, INC.’s new space is approximately 15,000 square feet. Floor plans of the new offices will be available. There is ample room for moving trucks to load and unload at both sites.

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;
- Viewing of current items can be made by appointment prior to submitting bids.
• Disconnection and protected transport of computer equipment and office technology
  Protected transport of 3 or 4 servers in an enclosure
• Removal and disposal of remaining furniture and waste; It is the WORKPLACE, INC.’s goal
to sell, donate, and/or recycle any remaining furniture

Moving services may 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 350 Fairfield Ave to 1000 Lafayette Blvd.

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 15 days of discovery through
replacement, repair, or reimbursement. The selected respondent must work with a WORKPLACE,
INC. representative in doing so.

The selected respondent must carry a minimum level of insurance equal to $1,000,000 in
liability, $50,000 of contents, and workers compensation covering all employees.

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. Primary Qualification (limit to 1 page)
   Provide a brief narrative that explains why your firm is well qualified to work on the
   project.

C. Firm Profile (limit to 1 page)
   Provide a brief profile of your firm.

D. Experience (limit to 1 page)
   • Briefly describe the relevant experience of key personnel.
• Describe a previous professional office relocation of an organization of similar size and scope.
• Provide two (2) client references you worked with on similar projects. Include the reference’s name, title, address, and direct telephone number.

E. Methodology (limit to 1 page)
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

F. Insurance
Describe your property insurance coverage and carrier.

G. 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 matters (e.g., fixed fees in lieu of hourly rates for particular services).

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

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.

C. PRE-PROPOSAL MEETING
A pre-proposal visitation for any firms wishing to submit a proposal can be arranged during the period of February 24 to March 13, 2020 by calling Gino Venditti at 203-610-8508.
The pre-proposal meeting will include a brief overview and tour of THE WORKPLACE, INC.’s current offices and future office space. It is recommended that a representative from each company wishing to submit a proposal set up a visitation.

D. **QUESTIONS**

All questions regarding this RFP should be submitted by contacting Gino Venditti via email at gvenditti@workplace.org or by calling 203-610-8508.

E. **SUBMISSION**

Proposals must be submitted to gvenditti@workplace.org on or before 3:00 p.m. ET, Friday, March 20, 2020.

F. **SELECTION CRITERIA**

   A. **Process:** The selection of any responsive firm(s) will be made by THE WORKPLACE, INC. 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 WORKPLACE, INC. reserves the right to request that any respondent meet with THE WORKPLACE, INC. 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 WORKPLACE, INC.

   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 WORKPLACE, INC. shall be the sole judge as to which respondent(s) best meet the selection criteria. THE WORKPLACE, INC. reserves the right to reject any or all proposals submitted. THE WORKPLACE, INC. reserves the right to reject any proposal for failure to comply with the requirements of this RFP. THE WORKPLACE, INC. 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.

END OF PROPOSAL