



Legislation Text

File #: 23-481, **Version:** 1

Report regarding a resolution approving a services agreement with Nor-Cal Moving Services for the Civic Campus Phase 2 project. *(Jake Gilchrist, Director of Capital Projects)*

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving and authorize the City Manager to execute a services agreement with Nor-Cal Moving Services of Hayward, CA for the Civic Campus Phase 2: Library, Parks & Recreation and Community Theater/Council Chambers (pf 2207), in the amount not to exceed \$231,980.16.

BACKGROUND

The Civic Campus Phase 2: Library, Parks & Recreation and Community Theater/Council Chambers project includes the move of Library and Parks and Recreation from their existing Main Library and Municipal Services Building (MSB) facilities to the new Library, Parks and Recreation Center. The move includes the Main Library's existing 75,000+ books, CDs and DVDs display and promotional items, staff offices, equipment and artwork, and Parks & Recreation's exercise equipment, kitchen necessities, display and promotional items, staff offices, pianos, musical instruments, art pieces, event supplies, and assorted equipment.

Staff issued a Request for Proposal (RFP) for moving services on April 12, 2023, available on the City of South San Francisco online procurement portal. The RFP was also advertised in the San Mateo Daily Journal. Kitchell CEM (KCEM), the construction management team on the project, held a mandatory site visit for both buildings, Main Library and MSB on April 19, 2023. Five moving companies participated in the site visit. Following the tour there were two RFP addenda issued to clarify the questions by the interested vendors.

Selection of the vendor for moving services is not based on the lowest bidder, but on the company's expertise, experience, and qualifications.

Three proposals were received on the due date of Tuesday May 9, 2023.

- Corovan
- Crown Worldwide Moving and Storage
- Nor-Cal Moving Services

After initial review of the proposals, it was determined two of the proposals, Corovan and Crown, lacked the required information which were outlined in the RFP. After consulting with the City Attorney, staff requested the two vendors provide the required information. One vendor, Corovan, provided the information by the due date of May 18, 2023. Since Crown did not provide the information, their proposal was deemed non-responsive. City staff and KCEM reviewed and scored the submitted proposals from Nor-Cal Moving Services (bid \$231,980.16) and Corovan Moving and Storage (bid \$234,018.31) separately and independently. A committee comprised of representatives from the Library and Parks and Recreation departments interviewed both vendors, Corovan and Nor-Cal, on Friday June 2, 2023. The selection committee unanimously selected

Nor-Cal Moving Services as the best qualified and valued company due to their detailed responses to interview questions regarding working on projects of similar size and scope as well as their process for working with staff on setting priorities and planning the move.

FISCAL IMPACT

The contract cost of \$231,980.16 is included as part of the overall budget of \$101,000,000 for pf2207 presented to City Council on November 9, 2020. This contract does not require an additional funding appropriation.

RELATIONSHIP TO STRATEGIC PLAN

This project aligns with Priority #2, Quality of Life, in the City's Strategic Plan: Build the Civic Campus, a New Library, Parks and Recreation Facility and a public park.

CONCLUSION

Staff recommends the City Council adopt a resolution approving and authorizing the City Manager to execute a services agreement with Nor-Cal Moving Services.

Attachments:

- A. Attachment 1 - Proposal
- B. Attachment 2 - Fee