

MEMORANDUM

To: CRA Board
From: Erica Schwarz
Date: October 21, 2020
Re: 93-99 Bishop Allen Drive Moving Company Selection

INTRODUCTION

Over the last ten months, CRA staff have been advancing plans for a major renovation of the recently purchased CRA property at 93-99 Bishop Allen Drive. Staff are now preparing for the construction phase of the project, including identifying a moving company to enable the building to be vacant during the construction phase. Staff from the CRA, TSNE and the CRA's Owner's Project Manager, STV|DPM, have held numerous meetings with the current building tenants in order to prepare for their temporary relocation. Some tenants are planning to work remotely until returning to the building after the renovations. Four organizations have requested swing space for a portion of their staff and the CRA has coordinated a search to locate suitable space for each organization.

Items not moving to swing spaces will be kept in storage for the duration of the construction period. STV|DPM, working with CRA staff, are now conducting a procurement process for a storage facility.

STV|DPM led the procurement process for the moving company, working closely with CRA staff. The team utilized the 'written quotes' procurement method under Chapter 30B for services estimated to cost between \$10,000 and \$50,000.

CONTRACT SCOPE – MOVING COMPANY

The CRA sought a qualified moving company to provide a not to exceed quote for moving furniture, equipment, and other belongings of all tenants out of 93-99 Bishop Allen Drive. Items will be delivered either into swing spaces that have been identified for four tenants, or to the dock of a storage facility.

RFQ PROCESS: MOVING COMPANY

Date	Activity	Additional Detail
October 2, 2020	Solicitation of written quotes	
October 8, 2020	Site Visit	3 firms attended the site visit.

October 13, 2020	Deadline for Questions	
October 14, 2020	Questions Answered	
October 16, 2020	Response Deadline	3 Responses were received.
October 21, 2020	Board vote on recommended firm	

BID RESULTS

There were three responses received. All three responses come from firms who have been determined to be qualified to complete the scope (listed in alphabetical order):

- ABC Moving
- American Moving and Storage
- SPRY Moving

Responses varied in their breakdown of cost and in some unique elements that were included in the fees, requiring STV|DPM to conduct additional analysis and review in order to understand which response provides the lowest fee for the service required. Because all firms who responded are otherwise qualified, identification of the lowest fee remains the only outstanding consideration as of the drafting of this memo. By the time of the CRA Board meeting on October 21st, CRA staff will have a specific recommendation to offer to the Board. Entering into a contract with a mover by early November has become a critical path item in order to keep the construction project on time.

CONTRACT TERM

The CRA expects to enter into a contract that will start in early November, 2020 and conclude December 31, 2021. This contract does not include returning items to the newly renovated building. The CRA will enter into a new contract for return moving services in 2021.

CRA BOARD MOTION

To authorize the Executive Director to enter into a service contract with [firm name to be provided during CRA Board Meeting] for tenant moving services during the construction phase at 93-99 Bishop Allen Drive.