

MEMORANDUM

To: CRA Board

From: Eva E. Hamori, *Senior Project Planner*, STV | DPM

Date: December 16, 2020

Re: 93-99 Bishop Allen Drive Storage Facility Selection

CC: Carlos Peralta, Erica Schwarz, Tom Evans

INTRODUCTION

As part of the 93-99 Bishop Allen Drive renovation project, most tenants have opted to store their furniture and other items at offsite storage as the building must be emptied for the construction to take place. Items not moving into swing space will be kept in storage for the duration of the construction period. STV|DPM and CRA have worked together to procure bids for a storage facility under the Chapter 30B Real Property regulations.

CONTRACT SCOPE

The CRA sought a qualified storage facility to provide storage space for approximately 15 truckloads, an estimated 13,500 cubic feet, of furniture and belongings from the ten tenants who seek to put all or a portion of their items in storage. Two tenants have opted to self-move and self-store their items. *Please see the attached matrix for a breakdown of each tenant's disposition.*

It should be noted that the truckload and cubic feet amounts are an estimate provided by the selected mover. Based on that estimate, the storage facilities then estimated the amount of labor it would take to pack and put away (and later retrieve) as well as the amount of space or number of storage pallet space the items would take up.

RFP PROCESS

Date	Activity	Additional Detail
Oct. 21, 2020	Submit Advertisement to Central Register	Submitted by Eva Hamori, STV DPM
Oct. 28, 2020	Advertisements run in Central Register & Boston Globe	Submitted by Ellen Shore, CRA
Oct. 28, 2020	Storage RFP uploaded to CRA website	By Carlos Peralta, CRA
Nov. 4, 2020	Advertisement runs in Boston Globe	Submitted by Ellen Shore, CRA
Nov. 12, 2020	Amendment to RFP uploaded to CRA website	By Carlos Peralta, CRA
Nov. 29, 2020	Response Deadline	

Dec. 1, 2020	Virtual public opening of responses	3 Responses were received
Dec. 4, 2020	Visit to Sterling Warehouse	By C. Peralta, CRA & E. Hamori, STV DPM
Dec. 16, 2020	Board vote on recommended firm	

BID RESULTS

There were three bids received from the following storage warehouses (listed in alphabetical order):

*Olympia Moving and Storage
Sterling Corporation
Wakefield Moving and Storage*

It should be noted that each of these companies function as an open-shop (non-union) moving company with their own storage warehouse facilities.

Entering into an agreement with a storage vendor is a critical path item, since the selected union mover, SPRY Moving, will begin delivering tenant belongings to the storage warehouse on Monday, December 28th and concluding on Tuesday, December 29th.

CONTRACT TERM

The CRA expects to enter into a contract that will start in December 28, 2020 and conclude before December 31, 2021. The submitted bids cover a nine-month storage term. This contract also includes the move of items back to the storage facility dock for the selected mover to pick up and return the items to Bishop Allen Drive after the renovation is complete.

RECOMMENDATION

It is recommended that CRA enter into a contract with Sterling Corporation due to their score on the attached Weight Contractor Selection Form. Sterling is a qualified vendor who submitted the lowest estimated price. *Please see attached Selection Form.*

CRA BOARD MOTION

Motion: *To approve the contract for off-site tenant storage with Sterling Corporation in Chelmsford, MA for an amount not to exceed \$45,000.*

ATTACHEMENTS

- Short Term Storage Space RFP
- Short Term Storage Space RFP Amendment dated 11/12/20
- 93-99 Bishop Allen Drive Tenant Disposition Matrix
- Weighted Contractor Selection Form

RFP

Short Term Storage Space *For Furniture, Office Equipment & Boxes*

FOR THE 93-99 BISHOP ALLEN DRIVE RENOVATION PROJECT

Cambridge Redevelopment Authority (CRA) seeking proposals from a commercial storage facility to provide 13,500 cubic feet of short-term storage space. The facility must be a secure, insured, climate-controlled, and manned storage warehouse.

The CRA adheres to the City of Cambridge's commitments to contracting and sub-contracting to Minority and Women Owned Business. The CRA reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the CRA.

The successful respondent (the "Respondent") must be an Equal Opportunity Employer.

Copies of the Request for Proposals may be downloaded from the CRA website at:
www.CambridgeRedevelopment.org/jobs-contracting on and after **October 29, 2020**.

Responses will be accepted starting on Monday, November 1, 2020 via email and with the last response expected no later than November 30, 2020. All proposals will become public information. The CRA will hold a public Zoom meeting on Tuesday, December 1st at 10:00 am to record the name of each respondent to date and the storage facility being offered. Those wishing to attend the proposal opening meetings must email CPeralta@CambridgeRedevelopment.org by Friday, November 27th.

The status of this RFP will be updated at: www.cambridgeredevelopment.org/jobs-contracting

Respondents interested in receiving RFP addenda and updates must provide a working email address to CPeralta@CambridgeRedevelopment.org.

1. CONTEXT

In October 2019 the CRA purchased the building at 93-99 Bishop Allen Drive in the Central Square neighborhood of Cambridge, Massachusetts. The building is home to eleven Cambridge-based non-profit organizations who occupy approximately 14,000 square feet of usable space. In the next year, the CRA will conduct a multi-million dollar improvement project in the building. All tenants will need to temporarily relocate during the 6 – 8 month construction period. Seven of the tenants will be sending some or all of their furniture, equipment and belongings to storage during the construction period.

The RFP is being issued consistent with the CRA's Procurement Policy, and the requirements for services procurements set forth in M.G.L. Chapter 30B. The most advantageous offers from responsive and responsible proposers, taking into consideration all evaluation criteria and price, will be selected to provide short term storage space.

2. PROPOSAL SUBMISSION GUIDELINES

Responses will be received starting on November 1, 2020. The proposal process will remain open until the CRA's needs for office relocation space has been met, expected no later than November 30, 2020. This RFP may be satisfied by multiple respondents. No decision will be made to enter into any contracts for space under this RFP before November 30, 2020.

To submit a proposal respondents must **provide one electronic response** marked "[Your Firm Name] Bishop Allen Drive Storage Space" to Carlos Peralta, at CPeralta@CambridgeRedevelopment.org **on or after November 1, 2020**. The response may be emailed or provided via a weblink through Dropbox, Google Drive or similar site that CRA staff can access. You will receive an email confirmation of receipt of your submission within one business day. Delivery to any other CRA staff person does not constitute compliance with this paragraph. It is the responsibility of the applicant to assure proper delivery.

Respondents interested in receiving RFP addenda or information about when the process will close must provide a working email address to Carlos Peralta at CPeralta@CambridgeRedevelopment.org.

The CRA is not liable for any cost incurred by the respondents in the preparation of proposals. The CRA may request additional information in support of proposals after proposals are submitted.

Note: All selected proposers will be required to submit [a disclosure of beneficial interest](#) to the Division of Capital Assets Management and Maintenance (DCAMM) as required by MGL chapter 7C, section 38 before signing a storage space agreement with the CRA.

3. DURATION OF AGREEMENT

The storage space rental contract is expected to last for nine months, from Monday, December 28, 2020 to September 30, 2021 (the "Term"). The CRA will prioritize proposals which allow for flexibility by allowing for a month to month contract that may extend for up to six additional months.

4. STORAGE SPACE REQUIREMENTS

Core Requirements

The CRA seeks a short-term contract for approximately 13,500 total cubic feet of storage space. Successful respondents will offer space that meets the following Storage Space Requirements:

1. Space available under a short-term contract, for a minimum of 9 months, with the ability to extend a contract for up to 6 months or longer, at the original contract rate.
2. A minimum 13,500 cubic feet to be provided, to accommodate the furniture, equipment, move boxes and miscellaneous items. We would like all the items to remain together in
3. The storage facility must be located in the Greater Boston Area – within a 30-mile radius of 93-99 Bishop Allen Drive, with priority given to locations closer to Cambridge.
4. The storage facility must be secure and manned by staff.
5. The facility should be climate-controlled, with a temperate climate between 55- and 85-degrees Fahrenheit.
6. The storage facility must be adequately insured and must provide a Certificate of Insurance as evidence of same. The CRA reserves to the right to assess the insurance limits to their comfort level.
7. While it is not anticipated that any of the CRA tenants will need to access their inventory while it is in storage, access to storage items must be guaranteed during the full term of the contract. If there is a cost for each occurrence of access, detail must be provided.
8. The selected facility must have a loading dock or loading area which allows for the smooth transfer of the storage inventory from the mover who delivers the items to the facility and then in September 2021 for mover who will pick up and remove the inventory.
9. The storage facility must have staff on hand capable of inventorying the storage items, carefully preparing it for storage and safely putting it away.
10. Additionally, the storage facility must have staff on hand to pull the storage items and bring them to the facility dock or loading area for retrieval by a selected mover at the end of the storage period.

5. EVALUATION AND SELECTION CRITERIA

The CRA has determined that the selection of the most advantageous proposal requires comparison of the core requirements in addition to the costs.

CRA Staff and their designees will evaluate each RFP response in order to be ready to make their selection.

As part of the evaluation process, the CRA will rank respondents meeting the following characteristics more favorably:

- Provides all of the Core Requirements listed in Section 4.
- Storage services are one of their main businesses.
- Offers a total storage rental cost that is competitive as compared to other respondents for comparable space, including any cost per cubic foot.

See Respondent Scoring Chart on next page.

	Highly Advantageous	Advantageous	Non-Advantageous
Meets the Core Space Requirements listed in Section 4	Meets all of the requirements, including a location in Cambridge.	Meets all of the Requirements, but space is located within 30 miles of Cambridge.	Does not meet one or more of the Office Space requirements
Facility Management	Provides professional facility management services for storage space	Provides professional facility management services for storage space	Does not provide professional facility management services for storage space
Total fees for a 9-month contract	The proposed total costs for a 9-month contract, including total fees, are lower than those of other respondents' fees, for comparable space.	The proposed total costs for a 9-month contract, including total fees, are similar than those of other respondents' fees, for comparable space.	The proposed total costs for a 9-month contract, including total fees, are significantly higher than those of other respondents' fees, for comparable space.
Additional fees for extending on a month-to-month basis for up to 6 months	The additional cost to extend up to an additional 6 months is lower than those of other respondents' fees, for comparable space.	The additional cost extend up to an additional 6 months is similar than those of other respondents' fees, for comparable space.	The additional cost to extend up to an additional 6 months is significantly higher than those of other respondents' fees, for comparable space.

6. RFP SUBMISSION REQUIREMENTS

In order to qualify for the work on this project, Respondents must submit a proposal which adheres to the format outlined below and includes all information requested in this section.

Respondents are required to submit the following information via email attachment or an email that includes a web link to Carlos Peralta at CPeralta@CambridgeRedevelopment.org.

The written part of your proposal, not including photos and the required forms listed in Part 5 below, must not exceed 5 pages. The total electronic file size must not exceed 10MB.

Part 1: Description of Facility Owner

Provide a brief overview of the facility owner including:

- Name of facility owner
- Total square footage of commercial storage space at the proposed location
- Total years in operation to date as a storage location
- If the property owner is a MWBE (Minority of Women Owned Business Enterprise)

Part 2: Space Description

Provide a written overview of the storage space available, including:

- Address, including which floor(s) contain the storage space being offered
- Hours of operation
- Climate control systems
- Security systems
- Number of staff onsite
- Photo(s) of storage space

Part 4: Fee Structure

Describe the proposed storage fees and any other charges expected under the contract.

Describe if the site may be contracted month to month basis, and what the terms for extending the contract from 9 months to a longer term may be.

Part 5: Forms

Complete and provide the Non-Collusion, Non-Discrimination, and Tax/Employment Statements forms provided in Appendix B

7. OTHER PROVISIONS

CONTRACT TERMS AND CONDITIONS

The following terms will be required to be included in a written storage contract with successful respondent, to be signed by the CRA and the successful respondent before the inventory is delivered to the storage space:

- Statement that the party to the contract and the party to receive notices under the contract will be the Cambridge Redevelopment Authority.
- The address, location, size and general description of the storage space to be provided under contract.

- The duration of the contract, including options for extension
- The storage fee structure, including for any periods of extension, when payments are due and how payment may be made, and any additional fees.
- Specification of what will constitute cause to terminate the contract, what notice must be provided prior to termination and what opportunity must be granted to correct a problem.
- The contract must prohibit any activity that would constitute a violation of the Massachusetts Conflict of Interest Law
- Specify that the contract constitutes the entire agreement and that there are not agreements other than those incorporate within it.
- The respondent will be required to complete a certificate of tax compliance and [provide a disclosure of beneficial interests](#) to the Massachusetts Division of Asset Management and Maintenance (DCAMM) in order to enter into a rental contract with the CRA

ARBITRATION

Unless otherwise stipulated herein, all claims, disputes, and other matters in question, arising out of this Agreement, between the parties to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder or any other manner, any additional person or a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Respondents, the CRA and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law.

Notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

CONFLICT OF LAWS, ASSIGNMENT & INTEGRATION CLAUSES

Unless otherwise specified, this Agreement shall be governed by the law of the City of Cambridge and the Commonwealth of Massachusetts.

The Respondents, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party with respect to all covenants of the Agreement. Neither the Owner nor the Respondent shall assign, sublet, or transfer any interest in the Agreement without the written consent of the other.

The Agreement will represent the entire and integrated Agreement between the Owner and the Respondents and supersedes all prior negotiation, representations, or agreements; either written or oral. The Agreement may be amended only by written instrument signed by both the Owner and the Respondents.

APPENDICES

A. Non-Collusion, Non-Discrimination, Tax/Employment Statements

A. NON-COLLUSION, NON-DISCRIMINATION, and TAX/EMPLOYMENT STATEMENTS

NON-COLLUSION STATEMENT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the RFQ response, to prevent any person from responding nor to include anyone to refrain from responding, and that this response is made without reference to any other response and without any agreement, understanding or combination with any other person in reference to such response.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RFQ FOR THE CRA ARE TRUE AND CORRECT.

Dated this ____ day of _____, _____

Name of Organization

Title of Person Signing

Signature

NON-DISCRIMINATION STATEMENT

The Bidder agrees:

1. The Bidder shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.
2. The Bidder shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Bidder's obligations.
3. The Bidder shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The Bidder's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The Bidder shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Bidder's non-compliance with any provisions hereof and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name): _____

Title: _____

Date: _____

CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I _____ (Name) whose principal place of business is located at _____ (Address), do hereby certify that:

A. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.

B. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

C. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):

- 1. _____ employs fewer than fifty (50) full-time employees; or

- 2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or

- 3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Signed under the penalties of perjury this _____ day of _____, 202__.

Federal Identification Number: _____

Signed (type name): _____

Title: _____

Date: _____



RFP

Amendment 11/12/20

Short Term Storage Space For Furniture, Office Equipment & Boxes

FOR THE 93-99 BISHOP ALLEN DRIVE RENOVATION PROJECT

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AMENDMENT INFORMATION:

- In addition to the 13,500 cubic feet storage estimate metric, you may also use the load total for fifteen (15) moving straight truck loads of furniture, equipment and belongings which will need to be stored.
- Warehouse labor costs are to be at regular daytime hour rates, not overtime.
- SPRY Moving has been awarded the move portion of this project.
- The submission due date remains unchanged.

**CAMBRIDGE REDEVELOPMENT AUTHORITY
TENANT DISPOSITION MATRIX**

12/11/2020

TENANT NAME	ORIGIN BUILDING	ORIGIN FLOOR	MOVE DESTINATION						
			TEMP SPACE ADDRESS	TEMP SPACE FL	MOVE LABEL COLOR TEMP	MOVE LABEL COLOR STORAGE	STORAGE	BOTH	
SBN	93-99 Bishop Allen Drive	Lower Level	<i>Will self-move everything to their own storage space</i>					—	
Brattle	93-99 Bishop Allen Drive	Lower Level	<i>Will self-move everything to their own storage space</i>					—	
Green Cambridge	93-99 Bishop Allen Drive	Lower Level	255 Main Street	8th	Blue	Brown			X
Next Step Fund	93-99 Bishop Allen Drive	Lower Level				Brown		X	
Cambridge Camping	93-99 Bishop Allen Drive	Lower Level				Brown		X	
CCF	93-99 Bishop Allen Drive	First Floor				Purple		X	
Enroot	93-99 Bishop Allen Drive	First Floor				Purple		X	
Cambridge Redevelopment Common Area	93-99 Bishop Allen Drive	First Floor				Brown		X	
YPP	93-99 Bishop Allen Drive	First Floor				Purple		X	
BARCC	93-99 Bishop Allen Drive	Second Floor	552 Mass Ave, Suite 204	2nd	Green	Pink			X
BARCC	93-99 Bishop Allen Drive	Third Floor	552 Mass Ave, Suite 204	2nd	Green	Orange			X
YPP	93-99 Bishop Allen Drive	Third Floor				Orange		X	
Algebra Project	93-99 Bishop Allen Drive	Third Floor	255 Main Street	8th	Blue	Orange			X

**Weighted Contractor Selection Assistance Form
CAMBRIDGE REDEVELOPMENT AUTHORITY**

STORAGE FACILITY SERVICES

Date: 12/7/2020

Score: 1-5 (1 being lowest)

Weight: Percentage (of 100) that this evaluation criteria should be weighted.

Value: Fixed formula - score times weight

OLYMPIA	STERLING	WAKEFIELD
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EVALUATION CRITERIA:	WEIGHT:	SCORE:	VALUE:	SCORE:	VALUE:	SCORE:	VALUE:	COMMENTS:			
1	Price	50%	4	2	5	2.5	3	1.5	<i>Sterling \$40,080 Olympia \$53,010 Wakefield \$69,075</i>		
2	Qualified Facility	20%	5	1	5	1	5	1	<i>All facilities meet the requirements</i>		
3	Location of Storage Facility (within 30 miles of Cambridge)	20%	5	1	4	0.8	4.5	0.9	<i>Olympia is located in Watertown, Sterling in Chelmsford, and Wakefield in Peabody</i>		
4	Storage is one of their main businesses	10%	5	0.5	5	0.5	5	0.5	<i>All facilities meet the requirements</i>		
<i>(must equal 100%):</i>		100%			19	4.5	19	4.8	17.5	3.9	<i>Out of a possible score of 5</i>

NOTES:

All three of the respondents are reputable companies with whom STV|DPM has worked many times on the moving side of their businesses. We have limited experience with the storage side of their businesses.

A due diligence tour of the Sterling facility was conducted by Carlos Peralta of CRA and Eva Hamori of STV|DPM on Friday, December 4. The facility and systems were found to be more than satisfactory. Additionally, it should be noted that SPRY Moving (the selected mover) often voluntarily partners with Sterling on union/non-union assignments.