

**BAY AREA HEADQUARTERS AUTHORITY**

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Memorandum

Agenda Item 2c

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract - Mover Services: Alexander's Mobility Services (\$272,599 plus a \$54,520 contingency)

This memorandum requests the Authority's approval to enter into a contract with Alexander's Mobility Services in the amount of \$272,599, plus a 20% contingency of \$54,520, to provide physical move and relocation services for the Metropolitan Transportation Commission ("MTC"), Association of Bay Area Governments ("ABAG"), and the Bay Area Air Quality Management District ("Air District") to 375 Beale Street, for an initial term from November 1, 2015 to May 31, 2016, with an option to extend for an additional 18 months for move-related activities at 375 Beale Street.

Background

In October 2011, BAHA purchased 375 Beale Street, San Francisco, CA 94105 ("Beale") to serve as a regional agency headquarters facility for MTC, ABAG, and the Air District. BAHA is responsible for providing move coordination and physical relocation services for these agencies from their respective origin locations to Beale.

Approximately 600 public agency employees will move to Beale. MTC and ABAG plan to move approximately 323 employees, the MTC/ABAG technical library, the MTC law library, and computer servers from the MetroCenter building. The Air District plans to move approximately 277 employees, a law library, laboratory equipment, and hazardous chemicals from its Ellis Street building. Some existing furniture, file cabinets, shelving units and computer equipment is included in the proposed move inventory. It is expected that there will be two different moves over two different weekends in the January – March 2016 timeframe.

Procurement Process

On August 25, 2015, BAHA issued a Request for Proposal (RFP) for the physical move and relocation. An email advertising the availability of the RFP on MTC's website was sent to over 1,088 individuals/firms. BAHA received three proposals, from Alexander Mobility Services, Crown Worldwide Moving and Storage LLC and Nor-Cal Moving Services. The proposals were evaluated by a panel of representatives from BAHA, Air District, ABAG and two technical advisors.

Based on the initial evaluation, the panel entered into discussions with all three proposers. Discussion meetings were held on September 28, 2015 to identify and discuss deficiencies and

weaknesses in each proposal. Following discussions, on October 1, 2015, BAHA issued Addendum #2 and a Request for Best and Final Offer (BAFO) to all three proposers. In their BAFOs, the proposers were given the opportunity to revise their written proposals to address the concerns raised during discussions or to make any other changes.

The proposers' overall final scores based on the evaluation factors are summarized below:

Proposer	Alexander's (Hayward)	Crown (San Leandro)	Nor-Cal (Hayward)
Experience (max 30 points)	28.80	27.00	26.20
Cost Effectiveness (max 30 points)	28.40	26.40	19.40
Staffing/Equipment (max 30 points)	28.20	25.20	20.40
Communications (max 10 points)	9.00	5.60	6.20
Total (max 100 points)	94.40	84.20	72.20
Pricing	\$272,599	\$299,329	\$457,332

The panel recommends Alexander's Mobility Services (Alexander's) as the proposer most advantageous to BAHA based on the evaluation criteria stated in the RFP. Alexander's is highly qualified, with a demonstrated and proven history of successful experience handling multi-location moves similar in size and scope to this project. Subcontractor Top Gun Moving Specialist will provide additional labor to support the move. Alexander's also has a strong technical subcontractor, Advanced Chemical Transport, which is experienced and capable of handling the move of the Air District's laboratory equipment and hazardous chemicals. The team also came highly recommended from references received. Attachment A includes a summary of Alexander's and its project team's small business and disadvantaged business enterprise status.

The panel recommends including a 20% contract contingency in the amount of \$54,529 to account for additional scope of work or changes to the proposed move inventory contents.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designated representative to negotiate and enter into a contract with Alexander's Mobility Services in an amount not to exceed \$272,599 plus a 20% (\$54,520) contingency to be used by the Executive Director at his discretion for changes in the work, to provide physical move and relocation services for MTC, ABAG and the Air District from their respective origin locations to Beale, for an initial term from November 1, 2015 to May 31, 2016, with an option to extend for an additional 18 months for move-related activities at Beale.



Steve Heminger

SH: rh

Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Alexander's Mobility Services	Moving Company			X			X
Subcontractor	Top Gun Moving Specialists	Moving Company						X
Subcontractor	Advanced Chemical Transport	Hazardous Material Move			X	X	41669	

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Contract

Work Item No.: 9130

Contractor: Alexander's Mobility Services, Hayward, CA

Work Project Title: Mover Services

Purpose of Project: Physical move and relocation of MTC, ABAG, and Air District to Beale Street

Brief Scope of Work: Move MTC, ABAG, and Air District agencies to 375 Beale Street. Move encompasses approximately 600 total employees, MTC/ABAG Law and Technical Libraries, MTC/ABAG computer servers, Air District Law Library, and Air District Laboratory Equipment and Hazardous Chemicals.

Project Cost Not to Exceed: \$272,599 plus a contingency of \$54,520 to be used at the Executive Director's discretion.

Funding Source: FY 2015-16 BAHA Capital Budget

Fiscal Impact: Funding is included in the FY 2015-16 Capital Budget.

Motion by Authority: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Alexander's Mobility Services for the mover services as described above and in the Executive Director's Memorandum dated October 28, 2015, and to use contingency funds for changes in the work; and the Treasurer and Auditor is directed to set aside funds in an amount of \$272,599 for such contract and \$54,520 for the contract contingency.

BAHA Chair:

Dave Cortese, Chair

Approved:

Date: November 4, 2015