

Agenda Item 3

TO: Bay Area Headquarters Authority

DATE: October 3, 2014

FR: Executive Director

W. I. 9130

RE: Contract – Move Coordinator Services: Relocation Connections Inc. (\$400,000)

This item would authorize the Executive Director or designee to negotiate and enter into a contract with Relocation Connections Inc. to coordinate the relocation of the Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG) and Bay Area Air Quality Management District (BAAQMD) to the Regional Agency Headquarters Facility at 375 Beale Street, San Francisco. The scope includes planning for the relocation of approximately 600 staff from two different locations, a laboratory, and information technology equipment and infrastructure. The estimated cost of the contract is not to exceed \$400,000 (including contingency) and does not include the physical move services which will be procured separately with the assistance of the selected consultant (Move Coordinator).

Background

As part of its agreements with the partner agencies, BAHA is obligated to provide move coordination and move services for agency partners (ABAG, BAAQMD and MTC). BAHA will work in conjunction with the recommended firm to ensure that each agency’s relocation needs are met.

On July 25, 2014, BAHA issued a Request for Proposal (RFP) and received proposals from two (2) move coordination firms, Relocation Connections Inc. and Ronin Project Consulting. The proposed scope of work includes an initial assessment, asset inventory, relocation planning and scheduling, budgeting, and coordination of the physical moves. The Move Coordinator will also assist with the procurement, pricing and selection of the physical mover(s) and other related services. All work will be completed for a December 2015 move-in.

Consultant Selection Process

A five-member evaluation panel comprised of representatives from BAHA and each partner agency evaluated proposals based on experience and qualifications, approach to completing the project, cost, written and oral communications and references. Interviews were held with each firm. Team’s overall final scores based on their written proposals, interviews and references are summarized below:

Proposer	Relocation Connections Inc.	Ronin Project Consulting
Experience (max 30 points)	26	21
Approach (max 30 points)	27	17
Cost (max 20 points)	19	9
Communication (max 10 points)	8	4
References (max 10 points)	9	8
Total (max 100 points)	89	58
Pricing	\$340,135	\$480,000

**The pricing excludes moving company costs*

The evaluation panel unanimously recommends Relocation Connections, Inc. as the consultant most advantageous to BAHA based on the evaluation criteria stated in the RFP for the following reasons:

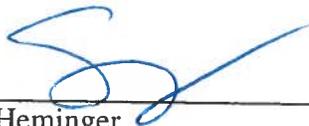
- Founded in 1989, Relocation Connections Inc. is a commercial Move Coordinator and project management firm. It has had extensive experience in large, government and specialty moves.
- The Project Team includes experienced professionals with a portfolio of similar size multi-location projects including AAA Northern California, Nevada & Utah (1,000 employees), PG&E (950 employees), Citibank (400 employees) and State Fund (750 employees).
- The written proposal and project plan were very thorough and detailed.
- The proposed cost is approximately 30% less than the proposal submitted by Ronin Project Consulting.

Upon approval of the contract award, staff will enter into negotiations with the recommended move coordination firm to finalize the schedule, scope of work and project plan.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to:

To negotiate and enter into a professional services agreement with Relocation Connections Inc. to provide move coordination services for the relocation of the partner agencies to the 375 Beale Street building through December 31, 2015, in an amount not to exceed \$400,000 for such contract, which includes an approximate 18% contingency for changes to the scope of work, with an option to extend the contract for up to three (3) additional one-year periods for additional move coordination services, subject to mutually agreeable pricing and the allocation of funding in future BAHA budgets.



Steve Heminger

SH:ml

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Consultant Contract

Consultant: Relocation Connections Inc. (San Ramon)

Work Project Title: 375 Beale Street Move Coordination Services

Purpose of Project: Provide services to relocate partner agencies to 375 Beale Street

Brief Scope of Work: Provide planning and coordination services related to the relocation of the partner agencies to the 375 Beale Street.

Project Cost Not to Exceed: \$400,000 comprising of \$340,135 plus a contingency of \$59,865

Funding Source: BAHA FY 2014-15 Budget

Fiscal Impact: Funding is included in BAHA's FY 2014-15 Budget

Motion by Committee: That the Executive Director, or his designee, is authorized to negotiate and enter into a professional services agreement with Relocation Connections Inc. to provide move coordination services for the relocation of the partner agencies to the 375 Beale Street building through December 31, 2015, with an option to extend the contract for up to three (3) additional one-year periods subject to mutually agreeable pricing and the allocation of funding in future BAHA budgets, as described in the Executive Director's memorandum dated October 3, 2014, and the Treasurer and Auditor is directed to set aside funds in the amount of \$400,000 for such contract.

BAHA Chair: _____
Amy Rein Worth

Approved: Date: October 8, 2014