

## Request for Qualifications (RFQ) for Moving Services

**NOTICE IS HEREBY GIVEN** that by way of this Request for Qualifications (“RFQ”), the Santa Rosa City School (“District”) is requesting Statements of Qualifications (“Responses”) to provide Moving Services (“Services”) for school sites and/or the District Office.

The District intends to prequalify a limited number of moving companies (“Consultant”) that can provide comprehensive moving services for the Santa Rosa City School District for various projects or summer moves as needed. The district has recently updated its Facilities Master Plan and is undergoing a School Consolidation process which will require the services of a qualified moving company to pursue capital improvements and aid in relocations related to each.

### Process for Submission of Statements of Qualifications

Each Statement of Qualifications submitted in response to this RFQ (“Submission”) should be emailed to [Facilities@srcs.k12.ca.us](mailto:Facilities@srcs.k12.ca.us)

All Statements of Qualifications are due no later than 2:00 pm on March 18, 2025

Any inquiries regarding this RFQ should be directed to the District at: [Facilities@srcs.k12.ca.us](mailto:Facilities@srcs.k12.ca.us)

Each submittal must conform and be responsive to the requirements set forth in this RFQ. The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to one or more respondent firms qualified for one or more of the District’s future projects. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

### Background

The Santa Rosa City School District (“District”) is seeking Statements of Qualifications (“SOQ”) from experienced entities to provide full moving services to aid in the relocation of classrooms or school sites as a result of School Consolidation, projects outlined as a part of Bond Measures C and G and other facilities improvement projects.

All companies submitting a Response to this RFQ and seeking to become a prequalified vendor for the District should be extremely familiar with all applicable regulations and industry guidelines especially as they apply to K-14 school sites. Consultants must demonstrate a minimum of five (5) years of relevant experience and professional success with similar services for education projects.

The District intends to maintain the pool of prequalified vendors based upon this RFQ process for a maximum of five (5) years. No contract will be entered into as a direct result of this RFQ process; the

District will solicit proposals from prequalified firms on a project by project basis and issue individual contracts by project.

### **Limitations**

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ.

The SOQs, and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal. 4th 1065, SOQs shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until either: (1) the District and the successful respondent have completed negotiations and entered into a future agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ.

### **Full Opportunity**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”), and shall be afforded full opportunity to submit SOQs in response to the RFQ/P and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical conditions, or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

### **Restrictions of Lobbying and Contacts**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens’ Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

### **Pool of Qualified Applicants**

The District intends to create and maintain a pool of qualified Moving Companies based upon this RFQ for a maximum of five (5) years. Additional vendors may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

### **Scope of Services**

The District is seeking the services of moving companies to provide moving services for the relocation of various school sites as related to school consolidation, as well as the relocation of classrooms as needed in relation to various facilities improvement projects or annual program changes.

The scope of requested services may include, but is not limited to:

- Packing and unpacking of furniture, electronics, and supplies.
- Disassembly and reassembly of office & classroom furniture, cubicles, and equipment.
- Safe transportation of computers, printers, and other sensitive electronic devices.
- Short-term or long-term storage options for excess equipment, furniture, and inventory during the move.
- Supply of packing materials, including boxes, bubble wrap, speed packs and packing peanuts.
- Supply of moving equipment such as box trucks, dollies, hand carts, masonite or other flooring protection, ramps, moving blankets, slides, stretch wrap, tie downs, etc.
- A project manager or move coordinator to oversee the entire moving process.
- Scheduling and managing logistics to minimize downtime during the move.
- Cleaning up the old office space after everything has been moved out.
- Removal of unwanted furniture or equipment from the old location.
- Assistance with managing and tracking inventory during the move.
- Labeling and categorizing items to ensure everything is accounted for during transportation.
- Secure handling and transportation of confidential files and paperwork.

### **Format Requirements**

Statements of Qualifications should be in PDF format and emailed per the instructions outlined under "Process for Submission of Statements of Qualifications".

### **Content Requirements**

#### **Cover Letter** (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer for the company. If the consulting company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your company is well suited for, and can meet, the District's needs.
- Respondents must include the following statement: *"[INSERT FIRM NAME] received a copy of the District's form of Professional Services Agreement ("Agreement") attached as Appendix 'A' to the RFQ. [INSERT FIRM'S NAME] has reviewed the indemnity provisions and professional liability*

*insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM'S NAME] has no objections to the use of the Agreement."*

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall sign and add the following language: *"By virtue of submission of this statement of Qualifications, [INSERT FIRM'S NAME] declares that all information provided is true and correct."*

### **Business Information**

- Company Name
- Address
- Telephone
- Website
- Name and email of main contact person.
- Federal Tax ID Number
- License or Registration Number
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support, etc.)
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

### **Relevant Qualifications**

- Describe the company's philosophy with regard to approach and experience related to Services outlined in the RFQ, and experience in working with a K-14 School District. Identify key elements to providing quality service and project delivery that would lead to a successful project completion.
- Describe your experience with meeting schedules and timelines. Include an example of how your firm has worked to expedite a schedule.
- Describe your firm's approach to quality control/assurance procedures

### **Relevant Project Experience**

- Provide a summary of the Company's relevant expertise and experience providing K-14 moving services. Vendors must demonstrate a minimum of five (5) years of relevant experience and professional success.

- Using Appendix B– Firm Project Experience Form, provide a minimum of fifteen (15) completed K-14 moving projects. Provide detailed descriptions of the projects, in particular note experience with the most complex or challenging services that were provided for your clients.
- Each project description should include the date(s), the scope of work or similar services that were performed, the name, title, address, and telephone number of a contact person who can be contacted for verification of information provided by the vendor.
- Furthermore, provide a list of all K-14 districts the firm has worked with (either directly or indirectly) in the last five (5) years including the vendor’s contact person at the District. Past performance of the vendor will be evaluated and Clients listed may be contacted for a reference.

### ***Project Team Summary***

- Please identify your company’s available team members, key personnel and staff members and their specific expertise and experiences, especially as it relates to K-14 projects.
- In addition, list all professional registration certification and/or license designations and numbers that are currently active in the State of California. Do not list any inactive registration and/or license designations.
- It is optional to provide information regarding any sub-contractors your firm traditionally does business with.

### ***Fee Schedule***

- Provide a fee schedule which includes hourly billing rates by position and typical markups. Fee schedule should include installer rates.
- Provide typical prices for supplies and additional equipment as listed under Scope of Services.
- Provide a typical estimate for a standard classroom (960 sq. ft.), and standard office space without cubicles (100 sq. ft.)

### ***Appendix***

- Project Experience Sheets
- Non-Collusion Form
- DIR Registration Form

### **Selection Process**

A Selection Committee will evaluate all submissions. Based upon the information presented in the submissions, the District’s Selection Committee will choose the most highly qualified firms to be included in the District’s pool of prequalified Architects for upcoming projects.

### **Selection Criteria**

Although not necessarily exhaustive of the criteria to be utilized, the District intends to use the following evaluation criteria in selecting the Consultant for the Project:

- Responsiveness to the RFQ: breadth and depth of response, completed Firm Information Form
- Firm Information: complete information regarding firm location, ownership, etc. Completed Firm Information Questionnaire (legal history, insurance coverage, safety record, disputes, termination, bankruptcy)

- Firm Project Experience: completed the form and demonstrates adequate and relevant experience, if applicable, proven experience in meeting schedules and deadlines, adequately addresses items noted on form
- Project Teams: has provided all team member descriptions with appropriate information, project experience noted, licenses noted, qualifications noted
- Current Workload & Availability: has adequate resources to support project, firm's support staff, project team and/or sub-consultants
- Firm Approach & Methodology: outlines a proposed methodology to be utilized in planning services; and evidence of ability to prioritize project and begin job in a timely fashion
- Fee: has provided a proposed fee, provided billing rates for team members, has competitive rates in comparison to others
- Firm located in District or Sonoma County
- Veteran owned firms and/or DVBE firm
- Completed Statement of Non-Conflict of Interest Form (Appendix C)
- Provided comments on Draft Agreement (if applicable)
- Client Reference Checks: satisfaction of prior/current clients, professional reputation of the firm, past experience working with District.

### **District Investigations**

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request the consulting company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available courses in addition to any documents or information submitted.

### **Interviews**

The District, at its sole discretion, may elect to interview selected firm(s) prior to consideration for future projects. For future projects the District may elect to interview one or more firms. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's project selection committee to review the suitability of the team for the specific future projects.

### **Final Determination and Award**

The District reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQ as non-responsive, and/or not to contract with any architectural services company for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or proposal in response to this RFQ, including any supporting materials.



The awarding of any future contract(s) is at the sole discretion of the District. This RFQ is specifically to select a prequalified pool of moving companies for future projects. The District may, at its option, determine to award contract(s) to any of the prequalified firms.

**RFQ Response Schedule Summary**

*The District reserves the right to change the dates on the schedule without prior notice for any reason.*

Release of RFQ: February 18, 2025

Deadline for Questions: March 10, 2025 no later than 5:00 pm

Deadline for Final Addendum: no later than 2:00 pm on March 13, 2025

Deadline for Submissions: no later than 2:00 pm on March 18, 2025

Tentative Board Approval: March 26, 2025



**Appendix A**  
**Santa Rosa City School District Professional Services Agreement**



**Appendix C**  
**Non-Collusion Form**

**Appendix D**  
**DIR Registration Form**