



City of Haverhill Dr. Albert B. Consentino Middle School 685 Washington Street, Haverhill, MA		
RFQ / RFP Issue Date:	April 4, 2025	
Proposal Due Date:	<u>No Later Than</u> April 18, 2025	at 5:00 PM
Pre-Proposal Meeting /	April 11, 2025	Not Mandatory

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I. PROJECT OVERVIEW

A. Project Background

On behalf of the City of Haverhill, Colliers Project Leaders is seeking qualified and experienced Move Manager to submit a proposal for Move Management services for the Dr. Albert B. Consentino Middle School project.

The Dr. Albert Consentino Middle School project is currently under construction and building completion expected in June 2026. The project is comprised of 3 phases, construction of the new building in phase 1, north and south entry sitework during phase 2, and demolition and site work in phase 3. The new Consentino middle school is located adjacent to the existing school at the rear of the property. The new Consentino school is 183,128 GSF and will hold 1,080 students grades 5 through 8. Demolition of the existing middle school building and site work will follow once students and faculty have moved into the new school.

B. Project Scope Description

The Consentino Middle School consists of classrooms, offices, science labs, gymnasium, cafetorium, art and music rooms, and technology rooms. The new school consists of one 4-story building where the conventional classrooms reside, and entry through one 2-story building where the mechanical, gymnasium, kitchen, cafetorium, and other recreational facilities are located. Access to the new school will be determined during the site visit and a route proposed to move items from existing school building to new school building.

As part of the move coordination, items will be tagged for donation, storage, or removal by the School Department and the remainder of items will be demolished as part of the school demolition project. Classroom, office and storage areas will need to be identified as part of the walk-through with the administration to determine which spaces will require items to be moved. The majority of items will be teacher's personal items and classroom supplies.

*musical instruments, art supplies, paper supplies, etc.

C. Project Schedule

It is the intent of Colliers Project Leaders in conjunction with The City of Haverhill to authorize the selected firm to perform the Commercial Moving services as outlined above as shown in **Exhibit A** and as outlined below:

Tentative Milestones for the Project are as follows:

- | | |
|---|-----------------------------------|
| 1. <u>Commercial Moving Services Firm Selection</u> | Anticipated to be 5/2/2025 |
| 2. <u>Mover Move Items Out of Existing School</u> | 6/10/2026 – 6/19/2026 |
| 3. <u>Mover Move Items Into New School</u> | 6/10/2026 - 6/19/2026 |

May 29 – June 10, 2026

Owner move-in, soft opening, ribbon cutting

II. SELECTION PROCESS

A. Review Process

The Owner is utilizing a combination of written qualifications, proposal evaluation, and fee to select a Move Management Services firm for this project. Proposals are being requested and anticipated to be received from multiple firms. The Contract holder, Colliers Project Leaders, in conjunction with the Awarding Authority's, City of Haverhill, approval, will review these written proposals (inclusive of fee proposals) to make their final selection.

B. Evaluation Criteria

The following criteria, listed in random order, are likely to be considered in evaluating and selecting firms to be interviewed based upon written proposal submissions:

1. Experience of firm with similar projects
2. Experience of proposed assigned staff and/or sub-contractors
3. Comprehensiveness of services
4. Project approach and organization
5. Fee for services
 - a. The proposal shall indicate, premium charges, if any, for Saturday or Sunday / Holiday work.

III. SCOPE OF SERVICES

A. Commercial Moving Services

The scope of services will include moving all items listed on the existing inventory provided. Additional items to be moved will include all classroom items, personal belongings and any additional miscellaneous tagged items by the School Department. Mover to provide all color coded tags, boxes, wrapping and tape materials for the packing purposes.

B. Agreement

The successful firm will enter into a subcontract with Colliers Project Leaders. This RFP and the proposal provided by the Commercial Moving Services firm shall be referenced in the Subcontractor Agreement. The proposals shall include all services as described in this RFP.

C. Pre-Proposal Meeting and Site Visit Requirements

Pre-proposal briefing and site visit is mandatory. All proposers must attend the pre-proposal briefing at the proposed Project site at the designated time and location listed in this RFQ/ RFP. By submitting a proposal, each proposer represents that it has thoroughly examined and has become familiar with the scope of work outlined in this RFQ / RFP and it can perform the Work to achieve the Owner's objectives. Such full knowledge includes any knowledge arising from the pre-proposal briefing, visiting the site, examining the Project area and thoroughly familiarizing itself with all conditions of the property.

IV. INSTRUCTIONS FOR SUBMISSION OF COMMERCIAL MOVING SERVICES PROPOSAL

A. Submission Logistics

One (1) electronic copy (PDF format) of each firm's proposal must be received at the following address on or before 5:00 PM on **4/18/2025**.

Angela Campbell
Colliers Project Leaders
Angela.Campbell@collierseng.com

Questions regarding this request for proposal should be in writing and directed to Angela Campbell, Owner's Project Manager, Colliers Project Leaders by **4/18/2025** at 5:00PM.

Answers are to be distributed to all proposers by **4/25/2025** by 5:00 via Addenda. Please clearly mark all proposals with the following:

"Haverhill Consentino Middle School Move Management Services - **Proposal**"

B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Proposal Form:** All proposals must be submitted on the Proposal Form provided for that purpose herein. Contract will be awarded to the lowest responsive and responsible proposer as determined by the Haverhill School Building Committee for the total proposed price. All blank spaces shall be filled in, in ink or typewritten. Proposals that are received without all spaces filled in may be rejected.
2. **Qualifications and References Form:** Proposers must complete and submit the Qualification and References Form included herein. Proposers must be in business a minimum of five (5) years from the release date of this document, without interruption as a Commercial Moving Service Company to be considered a qualified bidder.
3. **Insurance:** The successful Proposer must keep in force, at its sole cost and expense, liability insurance for the proposed project.
4. **Insurance:**

The insurance carried by the Vendor shall be written for not less than the limits of liability required by law or the following limits, whichever is greater:

State and Federal Workman's Compensation: Statutory requirements in accordance with the laws of the Commonwealth of Massachusetts.

General Liability:

a. Commercial General Liability Insurance ("CGL") with policy limits of not less than \$1,000,000 for each occurrence and at least \$2,000,000 in aggregate for bodily injury and property damage to third parties arising out of operations covered by this Agreement. Such insurance shall include, but not be limited to, coverage for contractual liability in respect of obligations assumed hereunder,

property damage, and shall provide for severability of interests. Subconsultant shall maintain completed operations coverage for a period of three (3) years after completion of services under this Agreement.

b. Automobile Liability Insurance ("Auto") covering bodily injury (including death) and property damage to third parties arising out of the use of any vehicle used by Subconsultant in the performance of this Agreement, including owned (if any), leased, hired, borrowed and/or non-owned vehicles on site or off site. The Auto insurance shall have a combined single limit of liability not less than \$1,000,000. If any hazardous substances are transported coverage must include an MCS-90 endorsement and Motor Carriers Act of 1980 coverage applicable in the jurisdiction where the operations of the insured are performed.

c. Workers' Compensation and Employer's Liability or other employment related coverages shall be obtained and maintained by Subconsultant as required by state and/or federal law. However, if Subconsultant's services require them to go on-site, Worker's Compensation is required, even if exempt by state law.

d. Excess/Umbrella coverage with limits of at least \$5,000,000 each occurrence, following form over Commercial General Liability and Automobile Liability, with subrogation waived. An Umbrella or Excess policy may be used to meet CGL, and Auto insurance requirements stated above. An Umbrella or excess policy may also be used to meet limits of required insurance below if the policy explicitly extends to those coverages.

e. If applicable to the Services, Subconsultant shall provide Professional Liability Insurance ("E&O") protecting the Subconsultant from claims for damages due to negligent act, errors or omissions arising out of performance of Subconsultant's professional services. The E&O insurance shall have a limit of liability not less than \$2,000,000 per claim and \$4,000,000 aggregate.

f. If Subconsultant's Services in Exhibit A include soil excavation, earth moving or subsurface investigation, then Contractor's Pollution Liability Insurance with limits not less than \$2,000,000 per occurrence or claim/ annual aggregate.

g. When Subconsultant's Services involve access to any media, data, surveys, records, reports, or any other documents produced or used under this Agreement, then Valuable Papers and Records Insurance must be maintained in an amount to insurance against any loss whatsoever and must have limits sufficient to pay for re-creation and/or reconstruction of such documents.

h. If flying or operating unmanned aerial systems, Subconsultant will procure and maintain aircraft unmanned aerial systems (Drone liability) insurance of not less than \$2,000,000 per occurrence.

Colliers Project Leaders and the City of Haverhill, its officials, officers, agents, servants, and employees, shall be named as an Additional Insured on all liability policies. The party to whom the contract is awarded shall furnish proof of such coverage to the Awarding Authority, in the form the applicable endorsement(s) from the Testing Agency's Insurance Carrier, at the time of execution of the contract.

The fee must be based on the contractual terms of the Owner/Consultant Agreement included in Appendices. Any objections to the contract terms **MUST BE IDENTIFIED WITHIN THE PROPOSAL SUBMISSION.**

V. GENERAL TERMS AND CONDITIONS

A. Introduction

1. Any and all modifications to the RFP must be written and not oral.
2. Colliers Project Leaders and the City of Haverhill reserves the right to reject any and all proposals in whole or in part or to waive any informality in selection if it is determined to be in the best interest of the City.
3. Proposals may be held by Colliers Project Leaders and the Haverhill Consentino School Building Committee for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing the bids and investigating the qualifications of the proposing firm prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform Colliers Project Leaders and the City of Haverhill of information concerning any:
 - a. Arbitrations and litigation.
 - b. Criminal proceedings.
 - c. State or local ethics law, regulation, ordinance and /or policy violations.
6. Colliers Project Leaders reserves its right to request additional information from proposers, subsequent to the opening of proposals.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the property of Colliers Project Leaders and will not be returned.
9. The proposer is presumed to have full knowledge of the RFP and any addenda, the project scope or work to be done, and all applicable laws.
10. By submitting a bid the proposer certifies that s/he has familiarized him/herself with all local conditions affecting the cost of work. The proposer shall be responsible for carrying out all work required to properly execute the Contract, regardless of any unanticipated conditions which may arise during the performance of contractual work. No claim for extra compensation or extension of time will be allowed on account of actual conditions inconsistent with those assumed.
11. All bids shall be based on the work items and requirements set forth in this RFP and further defined in the **Pre-Bid Walkthrough**. It is the responsibility of the proposer, before submission of a bid, to familiarize him/herself with the specifications, to field verify all quantities during the pre-bid walkthrough, and to investigate in detail the sites (during the pre-bid walkthrough) at which the proposed work is to be performed.
12. The work of this contract shall be completed in accordance with the Project Move Schedule contained within this RFP.

13. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon Colliers Project Leaders or the City of Haverhill any obligations. A proposer has rights, and Colliers Project Leaders has obligations, only if and when a contract is executed by the Colliers Project Leaders and the proposer.
14. By offering a submission to this RFP the respondent certifies that it has not divulged to, discussed or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever.
15. The Contract documents shall consist of the following documents:
 - a. The Owner-Contractor Agreement will be a subcontract Issued by the Owner;
 - b. The Colliers Project Leaders Request for Qualifications and Proposals;
 - c. Any addenda issued;
 - d. The Bid Response of the CONTRACTOR submitted for this Project and accompanying documents and certifications;
 - e. Certificate(s) of Insurance submitted by the CONTRACTOR in connection with this Project;
16. The Owner-Contractor Agreement, together with the other documents enumerated in this Article, will constitute the entire Agreement between Colliers Project Leaders and the CONTRACTOR.

B. Contract Supervision and Administration

1. The work of this contract shall be carried out under the direction of Colliers Project Leaders and/or their designated representative.
2. The Contractor shall be required to communicate on a regular basis with the Owners Representative or his designee in regard to the completion of work schedules.

C. Conditions of the Work

1. The Contractor shall perform the services in complete accordance with the Scope of Services. The Contractor acknowledges and agrees that the sites designated herein are operated by the School in a manner of the highest quality and that the Contractor shall perform its services in accordance with the highest quality and in accordance with the highest professional standards of skill, care, diligence and timeliness, and subject to the direction of the Owners representative. All services to be performed by the Contractor shall be performed by qualified personnel and the Contractor shall remove from the project any personnel whose employment thereon shall be objected to by the Owner or Owners Representative.
2. The Contractor shall perform its services in coordination with the operations of City of Haverhill as well as other operations of the School at the site and with any party engaged by the Owner in connection with the sites. The Contractor agrees to coordinate its services with such other work and cooperate with such separate parties, all as directed by the Owner or the Owners Representative.
3. The work must be completed in a continuous uninterrupted operation. The Contractor must use sufficient workforce and adequate equipment to complete all the necessary work requirements within a minimum period of time.

4. Unless otherwise authorized by City of Haverhill, the work shall be conducted between the hours of 7:00 a.m. and 7:00 p.m. on Monday through Friday. While School is in session, deliveries will be limited to between 9am and 2pm.
5. Without limitation of the Contractor's general obligations under this agreement, the Contractor agrees to adhere to the time schedules for performance of various elements of the services, if any, set forth in the Specifications. During the performance of its services, the Contractor shall perform its services promptly and as expeditiously as is consistent with professional skill and care. It shall be the obligation of the Contractor to request any information necessary to be provided by the Owner for the performance of the Contractor's services.
6. The Contractor shall be fully responsible to repair and restore to original condition any damage caused by the Contractor to any book, material, equipment, furnishing or building component during the performance of the work of this contract.
7. The General Contractor, Brait Construction, is responsible for the security of partially completed work until the project is finally accepted by the Owner.
8. All employees working on site must fill out a CORI form and be approved.

D. Authorization of and Payment for Work Performed

1. The Contractor will be paid in accordance with the prices submitted herein and upon accepted completion of the work authorized.
2. The Owner will use best efforts to pay within thirty (30) days of receipt of invoice or acceptance of work whichever date is later.
3. Payment will be conducted through Avetta. Move Manager will be required to join Avetta, if not already a member. Activation cost of \$299 and annual fee \$230 - \$1480 (depending on risk factor) will be incurred by the Move Manager.

E. Indemnification

The Contractor shall take all responsibility for the Work and take all precautions for preventing injuries to persons and property in or about the Work; shall bear all losses resulting to or on account of the amount or character of the Work. The Contractor shall pay or cause payment to be made for all labor performed or furnished and for all materials used or employed in carrying out this Contract. The Contractor shall assume the defense of, and indemnify and save harmless the Owner, and the Owner's officers and agents from all claims relating to labor performed or furnished and materials used or employed for the Work; to inventions, patents and patent rights used in and in doing the Work unless such patent infringement is due to a product or process specified by the Owner; to injuries to any person or corporation received or sustained by or from the Contractor and any employees, and subcontractors and employees, in doing the work, or in consequence of any improper materials, implements or labor used or employed therein; and to any act, omission or neglect of the Contractor and any employees therein.

F. Right to Annul or Terminate

1. Colliers Project Leaders and the City of Haverhill reserves the right to amend or terminate the RFP at its sole discretion, before or after receiving proposals.
2. If the work to be done under this Contract shall be abandoned, or if this Contract or any part thereof shall be assigned or transferred, without the previous written consent of Colliers Project Leaders, or if the Contract or any claim hereunder shall be assigned by the Contractor otherwise than as herein specified, or if at any time Colliers Project Leaders determines that the conditions herein specified as to the rate of progress are not fulfilled, or that the work or any part thereof, is unnecessarily or unreasonably delayed, or that the Contractor has violated any of the provisions of this Contract, Colliers Project Leaders may terminate the Contract and/or notify the Contractor to discontinue such work or such part thereof as Colliers Project Leaders may designate, and Colliers Project Leaders may thereupon by agreement or otherwise, as it may determine, complete the work, or any part thereof; and for such completion Colliers Project Leaders for itself or for its Contractor may take possession of and use or cause to be used in the completion of the work thereof any of such materials, apparatus, machinery, implements, and tools of every description as may be found upon said work. Termination pursuant to this paragraph shall not entitle the Contractor to any claim for damages on account thereof, nor shall it relieve the Contractor of any liability under this Contract.

Exhibit A

Timeline:

January 1 - March 16 - Final Cleaning

March 16, 2026 - Inspection for Substantial Completion

March 16 - 30, 2026 - GC to Submit for Substantial Completion/All Affidavits complete

March 18, 2026 - Temp Certificate of Occupancy, Phase 1 only

March 23 - April 17, 2026 - Furniture Installation

April 20/22, 2026 (TBD) - Teachers, staff allowed access to building for first time. teacher/staff appreciation

April 6 - 27, 2026 - Technology connections to furniture

May 29 – June 10, 2026 - Owner move-in, soft opening, ribbon cutting

June 10, 2026 (TBD) - Last Day of School

June 11- 19, 2026 - Movers: all classroom material, personal items, computers, salvaged items

July 1, 2026 - Start of Summer School, fully operational, Commissioning & balancing ongoing