

**Resolution 2012-13: 49**  
**Move Manager Services Extension**

**By Board Chair Giess**

WHEREAS, the Rochester School Facilities Modernization Program Act ("School Modernization Act") established the Rochester Joint Schools Construction Board ("RJSCB"), a seven voting member board consisting of equal representation by the City of Rochester ("City") and the Rochester City School District ("District"), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB issued a Request for Proposals dated August 9, 2011 for Move Management Services (Resolution 2011-12: 8); and

WHEREAS, at the monthly meeting held on October 3, 2011, the RJSCB selected Vargas Associates as the finalist for Move Management Services (Resolution 2011-12: 31) and subsequently entered into an agreement with Vargas Associates entitled "Agreement Between Owner and Consultant" (the "Agreement"); and

WHEREAS, the Agreement includes a Scope of Work for the first five projects in Phase 1a of the Rochester Schools Modernization Program ("RSMP") (School 17, School 28, School 50, School 58, and Charlotte High School); and

WHEREAS, the RJSCB now wishes to extend the term of the Agreement and add certain additional services, including but not limited to: Move Management Services for Phase 1b projects (School 5, School 12, East High School, and Monroe High School), FF&E Consulting Services for the Phase 1a projects and the 1b projects, inventory services, and certain reimbursable allowances including dumpsters and packing materials such as boxes and labels; and

WHEREAS, based on the cost savings achieved through negotiations by the RJSCB's Executive Director and Program Manager with the Move Manager, the RJSCB believes that no further cost savings could be achieved by conducting a competitive hiring process; and

WHEREAS, based on the advice of the RJSCB's Executive Director and Program Manager, the RJSCB believes that the Move Manager has gained in-depth knowledge of the day-to-day operations of the RSMP and is best suited to address the move management needs of the RJSCB for the Phase 1a and Phase 1b projects, and therefore, the Move Manager's Agreement should be extended through December 31, 2013, to allow for the Move Manager's services, including these additional services, to continue; and

WHEREAS, at its October 11, 2012 meeting, the Committee (Committee members Castro and Board member Roulin) considered and discussed a proposal from the Move Manager, a copy of which is attached hereto, in an amount not to exceed \$382,485 (including a Not to Exceed reimbursable allowance in the amount of \$59,830 for dumpsters and packing materials) for 2012 and 2013 work items

only (the "Proposal"), and after due deliberation, it was agreed to forward the proposal to the full Board for review and approval;

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby accepts and approves the Proposal from the Move Manager for an extension through December 31, 2013 to the Agreement in an amount not to exceed \$382,485 (including a Not to Exceed reimbursable allowance in the amount of \$59,830 for dumpsters and packing materials).
2. The RJSCB's Chair is hereby authorized, in the name and on behalf of the RJSCB, to execute an amendment to the Agreement that is consistent with this approval and in an acceptable form to the Chair upon the advice of the RJSCB's General Counsel.

**Second by Member Brown**

**Approved 4-0 with Members Roulin and Underwood away**



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October 5, 2012

Tom:

Thank you for the opportunity to meet with you and the Gilbane / Savin team to discuss our proposal for additional services which will support the RSMP project with additional Move Management, Inventory Assessment and FF&E Coordination services. In follow-up to our meeting last week, we are providing costs associated with these services, which are outlined here below:

**MOVE MANAGEMENT SERVICES – School 5, School 12, Monroe High School, East High School,**

- Gather detailed requirements and document into a move matrix format
- Coordinate with district custodial supervisor on support required from custodial staff
- Coordinate with district IT on relocation / installation requirements for computers, printers, copiers, smart boards, laptop carts, phones, wireless hot spots and other technology related needs
- Coordinate with Central Kitchen / Aramark representatives on food service relocation requirements
- Work with Jerome Underwood on the facilitation of monthly 'all-principal' meetings
- Facilitate 'school specific' meetings to develop relocation plans and interface with school principals on school-specific requirements unique to their school
- Issue meetings minutes for 'all –principal' and 'school specific' meetings
- Create a relocation plan for each school
- Create comprehensive implementation schedule that coincides with construction dates, district cleaning requirements, technology installations, and district-wide school calendar
- Using 2012 RFP as a boiler plate, update the RFP with new dates and applicable scope of work, conduct move walk-thru, receive bids and recommend award to RJCSB Executive Director
- Create detailed move memo for each school's relocation (in and out)
- Coordinate with district packers on packing requirements, schedule, packing supplies
- Coordinate deliveries to the book depository
- On-site coordination during the physical relocation
- Create post- move punchlist and resolve items identified
- Coordinate removal of packing materials after un-packing of classrooms
- Disposal/recycling/auction coordination for school 28, 5, 12, Monroe HS only
- Warehouse labeling associated with storage for Summer 2013
- Update warehouse drawings associated with storage for Summer 2013
- ASSUMPTIONS: these schools will require a move into temporary storage, and then a move into their swing space; furniture at swing schools will remain in place; packers will be provided by the district; swing spaces finalized by January 1, 2013; relocation plans, including teacher classroom assignments are frozen for changes as of June 10<sup>th</sup> 2013.
- DOES NOT INCLUDE: Relocation work at/for Edison; additional work associated with changes after the freeze date of June 10<sup>th</sup>;

FF&E COORDINATION - 1A (17, 50, 28, Charlotte HS, YMLA, 58)  
- 1B (School 5, School 12, Monroe HS, Edison HS)

This portion of the proposal will provide FF&E coordination to bring together the re-use of existing furniture and the intent to purchase new furniture – across all of the phase 1a schools. This work is truly our core competency, and our staff of Interior Designers have the skill set required to drill down on the intense details this work will require. We are versed in classroom furniture, library furniture and office systems furniture. This portion of work is significant in size, incorporating over 700,000 square feet of furniture programming, assurance to specifications, order placement, master scheduling, and installation logistics.

Our approach will be to conduct joint meetings with the Architects, FF&E designers, Gilbane/Saving and RCSD to discuss the guidelines around re-use, standards that will be used, associated documentation from the Architect, output documentation of Vargas Associates, processes, roles/responsibilities, schedules, and deadlines.

Our development of a comprehensive detailed schedule to pull all of the purchasing needs under one consolidated effort will ensure the project is receiving the best pricing possible due to the quantities being ordered. Our team will also create a comprehensive furniture purchase/reuse program which details where the furniture is coming from when it is in its final location at the renovated school. This intricate level of detail will bring resolution and direction to all parties involved that have been seeking clarity as to how the joint application of new and existing furniture will be implemented.

These services will include the following:

- Meet with district facilities to review furniture standards and specifications
- Initial coordination with Gilbane, Architects, Furniture Companies to understand progress to date
- Conduct up to (4) group meetings with the architects on phase 1a schools
- Conduct up to (2) off-line meetings with architect and principal (12 meetings total)
- Prepare meetings minutes for above meetings
- Work with architects and principals to:
  - Determine areas that require new furniture due to incremental SF
  - Determine areas that require new furniture due to key elements (i.e.library)
  - Determine items to be re-used from existing inventory
  - Confirm new purchases fit within budget allowance for new furniture
- Collaborate with FF&E designers to create final summary of furniture that will be purchased for each school
- Consolidate the purchases of all ten schools into master program for suppliers to quote product (also ensures deepest state contract discount) – well in excess of 1 million sf of space
- Coordinate with suppliers to ensure quotes are accurate prior to order placement
- Coordinate with suppliers on lead times, delivery dates, installation to point of use
- Coordinate with A&E firms on placement and access to electrical and data for open plan workstations
- Work with Gilbane/T. Renauto on PO's being issued to suppliers
- Create 3-ring warranty binder for each school principal which will include the furniture ordered and warranties of these items; create duplicate binders for RCSD Facilities
- Oversee delivery and installation of new furniture at each school
- Disposition of excess furniture including coordination with district facilities and principals, coordinate with mover (internal) to remove items and stage by dock for disposal/recycling/auction, coordinate with district facilities on auction process for items going to auction; Tim Lockwood to handle interface with auction company and buyers; Frank Pavone to handle photos and posting items for auction; schedule deliveries to recycling company; use of large containers for efficiency, coordinate ordering of dumpsters/containers for non-recyclable items, on-site coordination on days of removal and delivery for disposal and/or recycle
- ASSUMPTIONS: Architects to provide initial outline of planned purchases and projected costs associated with these purchases. Does not include new technology equipment, gymnasium equipment, handling of damaged items; YMLA returns to Charlotte High School; all FF&E work happens at the same time to realize associated cost efficiencies; Gilbane interns available to help as needed;
- DOES NOT INCLUDE: FF&E support for East High School; bar-code labeling of new furnishings

**Exhibit B**

**Rates for Additional Services**

**See attached.**

MOVE MANAGEMENT

MOVE MANAGEMENT for School 5	\$69,000
• Out & back in	
• Temporary storage of contents only	
• 640 students into Jefferson; 825 students back to school 5	
• 147Ksf includes basement storage areas	
MOVE MANAGEMENT for East High School	\$64,150
• Relocation of 7 <sup>th</sup> and 8 <sup>th</sup> grades to Martin Street	
• 1 <sup>st</sup> and 2 <sup>nd</sup> floors not required to support 2013-14 enrollment	
• Out & back in	
• Temporary storage of contents only	
• 600 students	
• Internal moves at East HS to be completed by CM	
MOVE MANAGEMENT for Monroe High School (OPTIONAL)	\$127,900
• Swing space at Marshall High School	
• 2014 Summer move	
• Temporary storage of contents only	
• 282,480 current sf	
• 1200 students into swing; 1100 back to Monroe HS	
• Out & back in	
MOVE MANAGEMENT for School 12 (OPTIONAL)	\$62,700
• Out & back in	
• Temporary storage of contents only	
• Swing space at Franklin	
• 103,000sf	
DUMPSTER ALLOWANCE	\$10,000
• To support disposal of items not being recycled or auctioned	

INVENTORY ASSESSMENT – School 5 and Edison

- Inventory existing assets at school 5
- Create new bar-code tags for furniture that does not have existing bar-code tags
- Create new room tags for classrooms that do not have existing or active bar-code tags
- Create Bar-Scan and Excel reports
- ASSUMPTIONS: no more than 50% of assets require new labels; downloading can be completed at Vargas Associates offices

INVENTORY for School 5	\$15,950
• Basement furniture to be cleaned out by district; not included	
INVENTORY for Edison	\$4,050
• 33KSF – 3 <sup>rd</sup> floor STEM	
INVENTORY – Monroe High School (OPTIONAL)	\$28,750
INVENTORY – School 12 (OPTIONAL)	\$14,250

FF&E COORDINATION

PHASE 1a	
FF&E – School 50	\$16,205
FF&E – School 17	\$16,870
FF&E – School 58	\$22,570
FF&E – School 28	\$13,785
FF&E – Charlotte Co-ed	\$21,670
FF&E – Charlotte YMLA	\$9,800

PHASE 1b	
FF&E – School 5	\$18,700
FF&E – School 12	\$16,770
FF&E – Monroe HS	\$27,215
F&E – Edison HS (33ksf only)	\$5,920

PACKING MATERIALS

- School 50,17,Charlotte – reuse boxes stored at Maynards
- School 28 – use NEW boxes stored at Maynards
- School 5, Edison, East – purchase of 6000, 2500, 8000 new boxes respectively (summer 2013)
- School 12 and Monroe – purchase 8000 and 12,000 new boxes respectively (summer 2014)
- Packing labels for school 50, 17, Charlotte – have in stock from 2012
- Packing labels for school 28, 5, East, Edison – purchase 200,000 labels (summer 2013)
- Packing labels for school 12, Monroe (summer 2014)
- ASSUMUPTIONS: supply costs for 2013 do not exceed 3% increase over 2012 costs; Monroe and School 12 not included in these quantities

PACKING MATERIALS – Summer 2013	\$49,830
• 16,500 boxes	
• 650 oversize boxes	
• 200,000 labels	
• 72 rolls of tape	
• Delivery charges – multiple boxes & labels based on 2012 costs	

PACKING MATERIALS – Summer 2014	\$59,845
• 20,000 boxes	
• 700 oversize boxes	
• 250,000 labels	
• 108 rolls of tape	
• Delivery charges – multiple boxes & labels based on 2012 costs	

Please contact me at your convenience with any questions you may have.

Best Regards,

Christine M. Vargas

Back-up on Vargas Associates Proposal

Dated 10.05.2012

Tom,

Per our request, here is our breakdown of costs. We ask that this be for your files, and not published with the public record of our proposal, as this detail is confidential in nature. Please contact me if you would like to discuss further.

Regards,

Christine Vargas

Move Management

PHASE Ia	\$65	\$75	\$80	
School 5	680		310	\$69,000
East High School	630		290	\$64,150
Monroe High School (Optional)	1260		575	\$127,900
School 12 (Optional)	620		280	\$62,700

Inventory Assessment

PHASE Ia	\$65	\$75	\$80	
School 5	190		45	\$15,950
Edison – (33ksf)	50		10	\$4,050
Monroe High School (Optional)	350		75	\$28,750
School 12 (Optional)	170		40	\$14,250

FF&E Coordination

PHASE Ia	\$65	\$75	\$80	
FF&E – School 50	47	90	80	\$16,205
FF&E – School 17	55	93	79	\$16,870
FF&E – School 58	89	115	102	\$22,570
FF&E – School 28	36	79	69	\$13,785
FF&E – Charlotte Co-ed	76	110	106	\$21,670
FF&E – Charlotte YMLA	43	39	51	\$9,800



FF&E Coordination (continued)

PHASE 1b	\$65	\$75	\$80	
FF&E – School 5	68	104	81	\$18,700
FF&E – School 12	57	91	78	\$16,770
FF&E – Monroe HS	107	156	107	\$ 27,215
F&E – Edison HS (33ksf only)	22	30	28	\$5,920

Packing Materials

PACKING MATERIALS – Summer 2013	\$49,830
• 16,500 boxes @ \$2.50 each	41,250
• 650 oversize boxes @ \$4.00 each	2,600
• 200,000 labels @ 0.023 each	4,600
• 72 rolls of tape @ \$2.50 each	180
• Delivery charges – multiple boxes & labels	1,200

PACKING MATERIALS – Summer 2014	\$59,845
• 20,000 boxes @ \$2.50 each	50,000
• 700 oversize boxes @ \$4.00 each	2,800
• 225,000 labels @ 0.023 each	5,175
• 108 rolls of tape @ \$2.50 each	270
• Delivery charges – multiple boxes & labels based on 2012 costs	1600

**Exhibit C**

**Designated Reimbursable Expenses and Limits**

<b><u>Expense</u></b>	<b><u>Maximum Amount to be Reimbursed</u></b>
Dumpsters	\$10,000
Packaging Materials (Summer 2013)	\$49,830