



REQUEST FOR PROPOSAL

Moving/Move Management and Furniture Services

Public Charter School Facility Expansion

About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. We opened our elementary campus in August 2013 where we currently serve approximately 260 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college, and beyond.

Please visit www.achievementprep.org to learn more about us.

Achievement Prep is soliciting proposals for **moving/move management and furniture services** following the *expansion of a public charter school facility* ("Project").

PROJECT DESCRIPTION

The Project will consist of moving services and furniture procurement following expansion of Achievement Prep's Wahler Place Campus, a 45,000 sq. ft. facility located at 908 Wahler Place SE, Washington, DC 20032. The new building at the existing site will be completed in December 2015 and the current middle school (4th - 8th grades) campus will move into the new building on the existing site in January 2016. The move will occur over the winter holiday break (December 19th - January 3rd), with all move-in and assembly completed no later than January 4th, 2016. The scope of the Project includes but is not limited to: moving approximately 60% of exiting furniture from the current to the new facility on the same site; moving and storage of approximately 20% of existing furniture for 6 months; discarding 20% of existing furniture; and procuring furniture for the expansion classrooms, cafeteria, health suite, gymnasium, administrative offices, teacher workspaces, specialized instruction classrooms (art, music, science, and media lab), resource rooms (special education, math specialist, and reading specialist), conference room, and reception area.

Achievement Prep is looking for itemized pricing options that include moving and installing current furniture, packing and boxing books and supplies, and the facilitation of new furniture purchases, delivery, and installation.

SCOPE OF WORK

Vendor may provide moving services only or furniture services only. However, preference will be given to those that can provide both services:



Moving Services

- Dismantle and assemble/install existing furniture to be moved. School consists primarily of:
 - 20 classrooms (4th - 8th grade)
 - 3 specialized instruction classrooms (art, music, and science)
 - Media Lab
 - Assembly Space
 - Cafeteria
 - Kitchen (with 2 refrigerators and 2 reheating ovens)
 - Teachers' Lounge
 - 4 Teacher Workrooms
 - 5 Resource Rooms (3 special education/behavior support, 1 reading specialist, and 1 math specialist)
 - Health Suite
 - Gymnasium
 - Reception Area
 - Conference Room
 - 8 Administrative Offices
 - 2 Storage Rooms
- Provide packing materials and boxes
- Provide personnel to assist staff in packing the week of December 14th - 18th
- Dispose of unwanted furniture
- Create method for tracking furniture during move to new building
- Move furniture from current building to new building at the 908 Wahler Place SE site over winter break (December 19th - January 3rd) with exact dates coordinated with Achievement Prep and the new building's construction team
- Move and assemble furniture in proper locations within new facility no later than January 4th, 2016

Furniture Services

- Identify best vendor (i.e. high quality, reasonable price, reliability) for purchase of attached furniture needs
- Document furniture selections and complete furniture orders
- Track order, ensure arrival at new facility, and coordinate move to the new site (including holding new furniture in warehouse, if arrival occurs before the move date)
- Manage furniture delivery and installation at new site

PRE-QUALIFICATION

All bidders must have prior experience providing professional moving services and furniture installation in accordance with applicable codes, standards, rules, and regulations in the District of Columbia. A special emphasis is placed on bidders with prior experience with school moves.

FORM OF PROPOSAL

Proposals should consist of the following information:

- Statement of interest in the Project

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- Point of contact for this RFP process with name, address, telephone number, email address, and website for the firm
- Firm details including history, number of employees, number of trucks available, and Certified Business Enterprise (CBE) information, if applicable
- Resumes of personnel for the Project, their proposed roles, and availability
- Descriptions of similar projects within the last three years with the following details:
 - Project name and description, school name, and location
 - Reference contact name and phone number
 - Comment on issues of interest
- Fee structure and fee range proposed for the Project, inclusive of:
 - Itemized costs of moving services and moving supplies, including costs of supporting teachers/staff in packing rooms; please also include any additional labor costs should the new elevator not yet be operational
 - Itemized costs, with 2-3 options, for new furniture selection and purchase (see attachment)
 - Itemized costs of services for managing new furniture purchase and delivery
- Description of the process and procedures for managing the move and coordinating with school leadership
- Overall project timeline to include:
 - Packing protocol for teacher/staff training
 - When supplies will be made available to teachers/staff to begin packing
 - Assisting teachers/staff in packing December 14th - 18th
 - Furniture selection and ordering
 - Move schedule
- Confirmation of availability for furniture procurement process (to begin immediately after the contract is signed and executed)
- Signature of a duly authorized principal
- Other terms and conditions

SUBMISSION OF PROPOSAL

Proposals should be submitted by email to bids@achievementprep.org, with "RFP Moving and Furniture Services" in the subject line, with a size limit of 7 MB. Submission of paper copies is optional. Paper copies can be sent to:

Maya Martin
Chief of Staff
Achievement Prep
Network Office
908 Wahler Place SE
Washington, DC 20032

SELECTION SCHEDULE

RFP distribution: Friday, September 18, 2015

Submission deadline: Friday, October 2, 2015 – 5:00 PM EST

Achievement Prep Network Office

908 Wahler Pl. SE Washington, DC 20032 | 202.562.1214 office | 202.562.1219 fax

achievementprep.org



Interviews may be scheduled. Candidates will be notified of interview timing and nature, if applicable during this process. Achievement Prep reserves the right to reject any proposals at any point during the selection process. Achievement Prep also reserves the right to approve all sub-consultants, subcontractors and project team members. The contract will be awarded to the firm, which in Achievement Prep's judgment, best represents the interests of Achievement Prep.

QUESTIONS

Please address questions concerning this RFP to:

Maya Martin
Chief of Staff
Achievement Prep
Network Office
908 Wahler Place SE
Washington, DC 20032

202.562.1214

202.562.1219 (fax)

mmartin@achievementprep.org (email)



Furniture Needs

We welcome 2-3 options with itemized pricing of same/similar items for comparison.

20 - 4th through 8th grade classrooms, each to contain:

- 30 Hon SmartLink desks
- 30 Hon SmartLink chairs
- Materials table
- White board
- Bulletin board
- 3 bookshelves

**Note: Achievement Prep currently has 225 Hon SmartLink desks and 80 SmartLink chairs in good condition.*

4 Teacher Workrooms with:

- Desks with cabinets for up to 60 teachers total (in all 4 workrooms)
- Individual storage units for up to 60 teachers total (in all 4 workrooms)
- Rolling chairs for up to 60 teachers total (in all 4 workrooms)

8 Administrative Offices with:

- Desks for up to 12 administrators total (in all 8 offices)
- Individual mobile filing cabinets for up to 12 administrators total (in all 8 offices)
- Individual bookshelves for up to 12 administrators total (in all 8 offices)
- Rolling chairs for up to 12 administrators total (in all 8 offices)
- 2 guest chairs for each of the 12 administrators (in all 8 offices)

Art Room with:

- Art tables to sit 30 scholars
- 3 large art storage cabinets

Music Room with:

- 30 chairs with flip tables
- 3 large music storage cabinets
- 30 music stands

Science Lab with:

- Science tables to seat 30
- 30 chairs

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- 3 bookshelves
- 3 large storage cabinets

Media Lab with:

- 15 chairs

5 Resource Rooms (special education, math specialist, and reading specialist), each to contain:

- 2 U-shaped tables
- 3 bookshelves
- 2 bean bags
- 10 scholar chairs
- 2 teacher chairs

Health Suite with:

- 2 cots
- Lockable refrigerator with ice maker/ice trays
- Locking medicine cabinet
- Desk with lockable drawers
- Four drawer locking filing cabinet
- Movable privacy partitions

Main Office with:

- 2 rolling chairs
- File cabinets for scholar records

Conference Room with:

- Large rectangular or oval table
- 8 conference room chairs (rolling or stationary)

Gymnasium with:

- Storage carts or units for sports equipment

Cafeteria with:

- Adequate seating for up to 200 - 4th through 8th grade scholars at any given time
With a preference for round tables