



REQUEST FOR PROPOSALS (RFP 18-5)
RESIDENTIAL MOVING SERVICES

Housing Authority of the City of Texarkana, Texas (HATT)
21 June 2018

1. OVERVIEW OF RFP AND DEADLINES

This Request for Proposals (RFP) is issued for residential moving services by the Housing Authority of the City of Texarkana, Texas (HATT) for 100% of its public housing units (Bright Street Apartments, Hampton Homes, Robison Terrace, Scattered Sites, and Williams Homes)

DEADLINE FOR SUBMISSION OF PROPOSALS IS:

Date: Tuesday, 10 July 2018
Time: 2:00PM Central Standard Time
Place: Housing Authority of the City of Texarkana, Texas
1611 N. Robison Road
Texarkana, Texas 75501
Attention: Tarisha Duson, Procurement Officer
tduson@texarkanaha.org

Respondents are required to submit two original copies and an electronic copy via email of their Proposal.

Inspection of Premises: Respondents may schedule an appointment to inspect the premises of the subject move no later than 2:00PM Central Standard Time on Thursday 28 June 2018 by contacting Tarisha Duson at HATT at the following email address:
tduson@texarkanaha.org.

Any Questions regarding the RFP 18-5 must be submitted in writing via email to Ms. Duson by the same deadline.

2. THE DEVELOPMENT

The Development: The HATT request moving and option storage services in accordance with 49 CFR Part 24 of the Uniform Act (URA), for 100% of its public housing units:

- **AMP 112 – Bright Street**
 - 20 units
 - 14 – 3 bedroom units
 - 6 – 4 bedroom units
- **AMP 025 – Hampton Homes**
 - 50 units
 - 10 – 1 bedroom units
 - 14 – 2 bedroom units
 - 26 – 3 bedroom units
 - Hampton Homes includes a management office/community space)
- **AMP 037 – Scattered Sites**
 - 42 units
 - 42 – 1 bedroom units
 - 4 locations scattered throughout the area (Allan, Wood, Akin, Pine)
- **AMP 689 – Robison Terrace(Elderly/Disabled)**
 - 130 units
 - 126 – 1 bedroom units
 - 4 – 2 bedroom units
 - Robison Terrace includes a management office, community space, and clinic
- **AMP 689 – Williams Homes I (Elderly/Disabled)**
 - 30 units
 - 30 – 1 bedroom units
- **AMP 689 – Williams Homes II (Elderly/Disabled)**
 - 22 units
 - 22 – 1 bedroom units

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Residents will need to be relocated temporarily to other HATT sites to enable the HATT to undertake a significant phased renovation of the property. It is estimated that the period of relocation will last approximately four months, accomplished in four one-month phases, subject to actual construction scheduling. We anticipate relocation will begin in October 2018 and be complete within a four- to six-month period.

Approximately 80% of the units are currently occupied. The HATT plans to renovate vacant units first, relocate tenants from occupied units to those completed units, then renovate the newly vacated units, and continue in this fashion until all units have been renovated and all tenants relocated.

3. MOVING SERVICES

The HATT is requesting Proposals from moving companies to provide a full range of moving and optional storage services. The selected moving company will be contracted to move tenant's belongings from their current unit to the designated newly renovated unit on site. Each resident will be moved temporarily and then back to their newly renovated unit.

In addition to the services described above, please break out what the hourly fee would be to provide packing assistance if needed as well as hourly rates for other additional moving services such as storage fee services

NOTE: This is the approximate plan and some things may change from the time of proposal to the time of implementation.

Interested respondents should be able to provide all of the following services:

1. Provide all labor, materials and equipment necessary to accomplish resident relocation in accordance with the anticipated construction schedule. The selected moving company will receive notice once households are ready to move and a vacant unit is available; the mover will be required to move the designated households within 48 hours of receiving such notice. A move must be accomplished within one calendar day so that a household can occupy its new unit by the evening of the moving day.
2. Provide at least two training sessions on the most effective way of packing, labeling of boxes, etc.
3. Provide packing supplies such as boxes of multiple sizes, tape, labels, bubble and paper packaging, etc.

4. Provide packing assistance and storage services if needed.
5. Assemble and disassemble large furniture such as bed frames, entertainment centers, etc.
6. Have the capacity to provide temporary storage if needed.
7. Provide general liability insurance as well as insurance coverage for resident property damaged or lost during the move and temporary storage, if applicable.
8. Pricing and fees quoted in Proposal must be valid for at least 60 days from the date of the Proposal submission.

4. PROPOSAL CONTENT

Respondents should have extensive experience providing moving services with residential multi-family properties of similar size and scope.

Proposals should include the following information:

1. Statement of your firms' qualifications in completing this scope of work described above.
2. Fee for scope of work described above broken out on a per unit basis.
3. Fees for additional packing or moving services including storage services, if applicable, broken out by rate.
4. Separate line item which includes fees for the moving and storage of office space.
5. Evidence of required liability, car/ truck and workers comp insurance.

5. EVALUATION OF PROPOSALS

Respondent Firms should submit Proposals that contain the following:

- 1. Description of Company Qualifications and Capacity.** Please submit evidence of your company's qualifications and capacity, including information on projects of similar scope and size, project references, as well as evidence of required insurance.

Maximum score for Company's Qualifications: 50 points

- 2. Fee.** Please submit all-inclusive fee for services required above, broken down as a price per move per apartment unit. Please also submit hourly rates for any additional packing or moving services.

Maximum score for Fees and Rates: 50 points

Maximum Total Score for Proposal: 100 POINTS

The HATT will award the contract to the highest scoring responsive and responsible proposer, and reserves the right to make multiple awards or no award, at the sole discretion of the HATT.

-END OF REQUEST FOR PROPOSAL-