

REQUEST FOR PROPOSAL "RFP" PS20130786  
MOVE CONSULTANT & MOVE SERVICES FOR TENANT RELOCATION

QUESTIONS AND ANSWERS NO.2

ISSUED ON DECEMBER 6, 2013

Q1	<p>ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS, 1.2 Introduction and Scope of Work</p> <p>(1.2 b) "515 West 10th Avenue ("VanCity"), with Approximately 235 Staff;"</p> <p>(1.2 c) Table 1 - Tentative Move Schedule</p> <p>Wave #1 - 235 Staff - From Van City to 814 Richards St - Jan to Mar 2014 Wave #2 - 83 Staff - From Vancity to Cross Roads - Jan to Mar 2014</p> <p>QN 1: Is total number of staff in Van City 235 or 318? QN 2: If total staff in Van City is 235, is number of staff relocating to Richards St 152?</p>
A1	<p>QN1/QN2 - The total number of staff being relocated from Vancity is 318. The total number of I.T. staff moving to Richards is approximately 235. There are approximately 83 staff from <i>other</i> departments currently in Vancity moving to Crossroads.</p>
Q2	<p>ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS, 1.7 MOVE CONTRACTOR'S RESPONSIBILITIES DURING THE MOVE - PHASE II</p> <p>(1.7 d) "Loading, wrapping, moving and unloading of files to library carts. Please note that most files will be packed in to totes by City staff;"</p> <p>QN 1: Are files to be packed by City Staff in totes personal files at their respective work stations? QN 2: Are files in common areas (filing rooms) to be put in library carts?</p>
A2	<p>QN1 -Yes the files to be packed into totes by City Staff are their personal files from their existing workstations.</p> <p>QN2 -Files in common areas are to be packed by the movers and transported in whatever way is easiest and safest - library carts are acceptable.</p>
Q3	<p>RE: Amendment No. 3 ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS, 1.12 Introduction and Scope of Work, Table 1 - Tentative Move Schedule.</p> <p>QN 1: For Wave 1, could you please clarify number of staff moving from Crossroads to Richards St.?</p>
A3	<p>The number of staff moving from Crossroads to Richards is approximately 35.</p>

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Q4	<p>RE: Amendment No. 3 ANNEX 2 - LIST OF ITEMS TO BE MOVED, 814 RICHARDS STREET - MOVE #1: ESTIMATED IT ITEMS TO BE MOVED.</p> <p>QN 2: There is no mention of Totes needed for Crossroads staff - Wave 2 (Crossroads to Crossroads) and part of Wave 1 (Crossroads to Richards St) - Can you confirm this?</p> <p>QN 2a: If Totes are needed, please specify how many per staff at Crossroads?</p>
A4	<p>For the internal move of 135 at Crossroads, totes will be required. Please estimate 10 per person.</p> <p>For the relocation of staff from Crossroads to Richards, please also estimate 10 per person.</p>
Q5	<p>Annex 1 - Section 1.9 Consultant's Responsibilities for Services Post Move - Phase III        "The Consultant will be required to work with the Project Manager and other City staff to provide on-site coordination during the first week the staff is in the new location."</p> <p>QN 1:        Is the COV asking for on-site coordination the first morning staff has been moved into their new location? (Not an unreasonable request)? If so, perhaps the statement might be changed to reflect that there will be almost daily moves (i.e. 30-40 staff/day) and thus change the requirement and the consultant's time on site?</p>
A5	<p>As per Table 1, Wave 1 will be from January to March with 9 days of moving within that period. These moves will not be done on 9 consecutive days. On site coordination will be required on the 1<sup>st</sup> morning when staff have been moved into their new location, but we foresee the mover/move coordinators having to come back later in the week to deal with deficiencies, lost items, hanging white boards etc.</p>