

**THE UNIVERSITY OF CONNECTICUT**

**PROPOSAL CLARIFICATION #4**

**September 10, 2009**

**DUE DATE:** September 15, 2009  
**TIME:** 2:00 p.m.  
**PROJECT:** Move Management Services  
**PROJECT NO:** 901132  
**LOCATION:** University of Connecticut  
Capital Projects & Contract Administration  
31 LeDoyt Road  
Storrs, CT  
Attn: Mary Kate Sullivan

Please note the following clarifications:

- 1. The University of Connecticut's RFI Log dated September 10, 2009. Attached.**
- 2. The Data Center Relocation Requirements. Attached.**

**Qualifications of Firm**

- A. Request for Proposal (RFP) will be considered only from those firms or persons with a demonstrated and substantial history of experience in successfully providing analyses and studies in the areas identified in this request whose requirements are similar in size and scope to those of the University. Preference will be given to firms with such confirmed experience.
- B. Prospective firms must be prepared to provide any evidence of experience, performance ability and/or financial surety the University deems necessary to fully establish the performance capabilities represented in their RFP.
- C. The University will reject the RFP of any firm and void any award resulting from this Request to any firm who makes any material misrepresentation in their RFP.

University of Connecticut

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Mary Kate Sullivan, Purchasing Agent II  
Capital Project & Contract Administration

PROJECT NAME HERE

9/10/2009 9:40

Request for Proposal  
for Move Management  
Services

Project No: 901132

| <u>RFI No.</u> | <u>Question</u>   | <u>Response</u>  |
|----------------|---|--|
| 1              | The Move Manager, per RFP Section F.2 is responsible for coordinating the disconnection and reconnection of the data center equipment. Is the physical disconnect/reconnect being handled by UCHC IT & Telecom Departments?   | Data Center disconnect & reconnection will be by UCHC. See attached data center relocation specifications.   |
| 2              | Is the Move Manager responsible for (Reference Section E.2) assessing any damage and preparing Punchlist on new furniture install, which is being overseen by Goody Clancy(from Project Description)?   | No, By Goody Clancy  |
| 3              | Does Office Equipment (Reference RFP Section E.1) include personal computer equipment and phones, as well as printers, copiers, faxes, shredders, etc.?   | Yes with the exception of the phones. New phones will be provided and installed by UCHC  |
| 4              | What is Materials Management's role in coordinating on surplus furniture, lab and office equipment for disposition/turn-over of origin space(s)? (Reference RFP Sec. D.3) What is Move Manager's role beyond initial review?  | All items and equipment that has been selected to not move to 400 Farmington Ave. will stay at it's existing location and will be evaluated and surplus by UCHC.   |
| 5              | Please confirm whether targeted re-use furniture has been space plan verified to new layout. Space Planning appears to be part of RFP Section D.1 while developing proposed locations.  | Re-use furniture has been verified to fit into new spaces.   |
| 6              | Are programming and corresponding CAD work considered part of Move Management scope? (Reference RFP Sections B.1 and D.1)   | Yes  |
| 7              | How is the interfacing planned for the Move Manager and the construction team? This would be for communicating programming requirements, confirming critical hold to dimensions and/or specifications, as well as obtaining schedule information.   | A pre-move coordination meeting will be held with the CM (FIP). Goody Clancy is confirming critical hold dimensions during construction. Schedule information will be provided by UCHC for coordination. |
| 8              | Have the relocation activities been determined to be conducted as a single move, a pre-move and move or a multi-phased move?  | It will be a multi phased move. See attached new data center information.  |
| 9              | Please confirm Move Manager is responsible for managing the completion of furniture and moved related Punchlist items versus just creation of the Punchlist for someone else to manage completion. (Ref.RFP Sec.E.2)  | The move manager is responsible for managing the completion of the move, preparing a move punch list and ensuring move punch list items have been addressed.   |
| 10             | Can we be provided with all relocating groups' existing floor plan(s)? Can we be provided with current proposed layout for new locations within 400 Farmington Avenue (i.e. furniture layout)? Can we be provided with any proposed electrical and/or equipment layout? (These will be used for pricing.) | Yes, existing location floor plans and 400 Farmington Ave. floor plans will be provided to the firm that is awarded the project.   |
| 11             | Can you provide us with a document identifying relocating departmental head counts?   | Genetics & Develop. Biology = 70<br>Stem Cell Core = 10<br>CCAM = 88<br>Technology Incubator Labs = 44<br>Animal Facility = 4  |
| 12             | Are participants required to complete any prequalification forms or procedures? All forms on webiste seem relevant to construction contractors.   | Only the forms that are part of this RFP need to be completed.   |
| 13             | Is the move single or multiple phase?   | It will be a multi phased move. See attached new data center information.  |
| 14             | Are there time restrictions on move?  | Not at this time   |
| 15             | Verify that there is no scope at all related to new furniture. No oversight, no coordination, no end use specification gathering ect.   | All new furniture Design, installation oversite & punch list is by Goody.  |

PROJECT NAME HERE

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| 16 | 5 departments are named. Does that mean there are 5 more coordinators or are the smaller groups w/more coordinators? How many?   | Each dept. will have one or more coordinators assigned. They will be individual dept. coordination meetings.  |
| 17 | There are 10 Viweekly meetings is this intended to mean there si one every other week? Is the expectation that all end users will be meeting on biweekly basis             | Meetings will need to be scheduled when dept. coordinators are available and all dept's are available to meet on the same day. The intent is to have all dept. coordination meeting on one day which equates to 10 - 8 hr.meetings                    |
| 18 | Will data center move be day of move or earlier? Are there more than one data center?  | See attached data center relocation specifications. There is only one data center which is CCAM's   |
| 19 | How much office fruniture will be revised? What types of furniture are being revised? Is lab furniture being revised? If so, is it moving the day of or before the move?   | The only existing office furniture that is be moved to 400 Farmington is 11 offices and one conference room consisting of free standing pieces (desk, chair credenza, file cabinets, printers, faxes etc..)   |
| 20 | If equipment requires special handling, who coordinates vendors? Are there existing vendors and maintenance contracts?   | Each dept. will be responisbale for coordinating special equipment that needs special handling. Packaging of the special equipment will be coordinated by the dept. and be done by the equip. vendor. Moving of crated equip. needs to be determined. |
| 21 | Who coordinates with construction/space planning group to place the moving items on the plan and assume proper infrastructure is in place?                                 | Re-use furniture and equipment plan is to be prepared by the move management firm per section D.1 of the RFP. UCHC and Goody Clancy will review plan to verify correct infrastructure is in place.  |
| 22 | How much lab equipment is there? Any specialty items requiring long lead times?  | The intent of the walk-thru was to provide a sense of how much equipment needs to be moved. There are no long lead time items at this time.   |
| 23 | Who is responsible for decommissioning the equipment before the move?  | UCHC Lab Safety Dept. & each dept.  |
| 24 | What does Uconn team consist of and what are their responsibilities?   | Key Team Members: Kevin Norton - UCHC Project Manager (Lead contact person) Mike Feely - Goody Clancy Project Architect Peter Autuno - FIP Project Manager Department Coordinators - TBD  |
| 25 | Is the overall inventory relieived from the departments of just the items moving? Dos the move management firm physically inventory to provide UCHC materials management?  | Received from the departements. The move management firm is required to coordinate the inventory list with the departments and generate a inventory list of all imes that are being moved or are staying at their existing locations                  |
| 26 | Does laboratory equipment refer to furniture type equipment or Lab Equipment? What is the Quantity of each furniture, lab or office equipment?                             | The intent of the walk-thru was to provide a sense of how much equipment needs to be moved. See response comment #19.   |
| 27 | Describe UCHC 's role in the move process. Do they do any data gathering? Do they communicate with end users? Do they do recording etc.?                                   | UCHC's role is to assure the move management firm is providing the required scope of services, move coordination is be planned out properly and effectivley and the users needs and concerns are being addressed.                                     |
| 28 | What is meant by disco/reccd corrdinators? Does this mean the move management firm finds vendor or that we monitor the process or something in between?                    | The move management firm will be required to assist UCHC in obtaining a proposal from Nationwide and will be required to oversee and direct nationwide on behalf of UCHC.   |
| 29 | The employee database is mentioned but not an equipement database. Who manages the equipment database and what is the move managemnt firm's involvement with the database? | Move management firm needs to develop the equipment form the information received from department meetings.   |
| 30 | Are there any chemical or biological materials moving? If so, who is coordinating the vendors? Are there existing vendors?   | UCHC lab safety dept. and departments will be responsible for identifying and moving chemicals or biological materials. A coordination meeting will be held with UCHC lab safety to procedures.   |
| 31 | What about immediate post move problem resolution-what is needed? Is it just a walkthru process or do we need post move presence?  | A post move meetiing wil be required with each of the dept. coordinators to review any problems that need addressing.   |

LISTED BELOW ARE THE DATA CENTER RELOVATION REQUIREMENTS FOR THE MOVE MANAGEMENT SERVICES PROJECT NO: 901132

1. The datacenter equipment to be moved (several hundred servers, switches, and auxiliary gear) will be moved as entire 42U height rack units. These are on casters, will be weighing between 1000 and 3000 lbs each (depending on the type of hardware in them), and must be transported vertically (max tilt allowed of 15 degrees).
2. There will be a total of 12 rack units to be moved. This will need to be scheduled as 3 separate moves, 4 racks during each move.
3. The first move must be scheduled *\*after\** all IT and telecom equipment has been verified as functional, and at least 2 weeks *\*before\** moving *\*any\** laboratories or offices.
4. Prior to the first move, 2 hardwired 480V PDUs must be installed and functional in the new datacenter location. These will be ordered by CCAM next year and will be delivered directly to the new location.
5. The second move can be scheduled at any time during the moving of the various labs and offices. The third move must be scheduled any time thereafter, but at least two weeks after the second move.
6. Disconnection of 10 of the racks prior to moving and reconnection in the new location will be handled by CCAM staff. All that is needed is that the self-contained, disconnected racks are being physically moved from one location to the other.
7. Disconnection and reconnection of 2 of the racks (which will be scheduled as part of the second move) must be done by, and coordinated with, UCHC electricians (these are 480V triphase hardwired 40 KW UPS/PDUs).