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May 01, 2018

Peri Manns
Deputy Director of Engineering & Environmental Services
Durham County
120 East Parrish Street
Durham, NC 27701

Durham Administration Building - Move Services – Letter of Recommendation

Dear Mr. Manns:

As a part of the bid proposal process for move services CBRE Heery, Inc. developed a Request For Proposal (RFP), organized a scope review meeting, surveyed the existing 'FROM' building locations, the 'TO' building location and coordinated the proposal process for the Durham Administration Building relocation project.

On Friday, April 20, 2018, CBRE | Heery received a move proposal from Cameron & Cameron for this project. Proposal details are listed below:

CAMERON & CAMERON MOVE PROPOSAL SUMMARY

RESOURCE PLAN:		HOURLY RATE:
Manager		\$40/hour
Supervisor(s)		\$40/hour
Driver(s)		\$40/hour
Mover(s)		\$27.50/hour
Truck(s)		\$200/day
PACKING MATERIALS:		UNIT PRICE:
	QUANTITY	
Boxes	1292	\$4.75/each
Bubble Wrap	22	\$90/each
Tape Rolls	28	\$.90/each
Labels	1500	\$25/per roll of 500
Plastic crates	25	\$150/per 1-week rental
Flat file boxes	70	\$20/each
Computer bags	155	\$1.50/each
TOTAL MOVE COST		\$55,000.00

MOVE DURATION 10 days

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After review of this proposal, it appears that Cameron & Cameron understands the entire scope of work for the move requirements, as stated in the original Request For Proposal issued on April 9, 2018 and revised on April 17, 2018.

Their proposed hourly rates are comparable with other move companies in the Triangle Area and the packing material unit pricing is competitive. This pricing includes the cost for protective materials required in the existing buildings and new building during the move activities.

To confirm, Cameron & Cameron is prepared to have an average fifteen people on site during the move and will utilize two trucks per day for relocation activities.

With the proposal information provided, CBRE Heery, Inc. recommends the acceptance of the Cameron & Cameron move proposal for the Durham Administration Building relocation.

Sincerely,



Leisa Wilson
Sr. Project Manager
CBRE Heery, Inc.

Cc: Sara Gilbert

Enclosures: Request For Proposal (4/17/18), Cameron & Cameron Bid Proposal



DURHAM ADMINISTRATION BUILDING RELOCATION DURHAM COUNTY

April 9, 2018 (Rev. 4/17/18)

Re: Durham County
Durham Administration Building Relocation

CBRE Heery, Inc., as Project Manager on the above referenced project is requesting proposals for the post-construction relocation of (9) Durham County departments to the Durham Administration Building, located at 201 East Main Street, Durham, NC 27701. In addition, the move company will be responsible for removing and disposing of all remaining furniture items not claimed during the surplus furniture process.

DATE & TIME

Durham County and CBRE I Heery will receive proposals on **April 24, 2018 by 5:00 p.m.** for the relocation of the specified scope and items. Email proposals to:

Leisa Wilson, Project Manager, leisa.wilson@cbre.com
Peri Manns, Deputy Director of Engineering/Environmental Services, pmanns@dconc.gov

The move company bid proposal will be reviewed by Durham County. It will then be forwarded to the Board of County Commissioners for contract approval in May.

SCHEDULE

It is anticipated that post-construction moves will take a total of 7 days to complete. These moves are targeted to start on September 4th, 2018 and will be completed by September 25th, 2018. The (7) days of moves may or may not be consecutive as actual move dates have not yet been established. The moving company should be prepared to start each day's relocation no later than 8:30 a.m. and moves will run until the scope of work for that day is completed.

Project Contacts: Leisa Wilson, (919) 838-6755, leisa.wilson@cbre.com
Sara Gilbert, (919) 838-6755, sara.gilbert@cbre.com

SCOPE DEFINITION

Post-construction moves will include the relocation of (9) Durham County departments and approximately (155) staff – including boxes, equipment and miscellaneous furniture.

The following departments will be relocating from various buildings. The **"FROM"** locations are listed below:

- **201 Roxboro Street**
 - EMS Administration (3rd floor)
 - Dept. of Juvenile Justice & Delinquency (2nd floor)
- **120 Parrish Street**
 - Engineering (1st floor)



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- **200 East Main Street**
 - Engineering (4th floor)
 - Tax Administration (1st floor)
 - Register of Deeds (Ground floor)
- **721 Foster Street**
 - Soil & Water (2nd floor)
 - NC Forest Service (2nd floor)
- **To Be Determined**
 - Economic Development (TBD)
- **310 Dillard Street**
 - General Services (Ground floor)

Sequence Requirements:

- Minimize the number of trips to the final location.
- The proposed sequence of moves is as follows:
 1. 201 Roxboro Street
 - EMS Administration 'TO' Admin. II, 6th floor
 - Dept. of Juvenile Justice & Delinquency 'TO' Admin. II, 6th floor
 2. 120 Parrish Street
 - Engineering 'TO' Admin. II, 5th floor
 3. 200 East Main Street
 - Engineering 'TO' Admin. II, 5th floor
 4. 721 Foster Street
 - Soil & Water 'TO' Admin. II, 5th floor
 - NC Forest Service 'TO' Admin. II, 5th floor
 5. To Be Determined
 - Economic Development 'TO' Admin. II, 4th floor
 6. 200 East Main Street
 - Tax Administration 'TO' Admin. II, 3rd floor
 - Register of Deeds 'TO' Admin. II, 2nd floor
 7. 310 Dillard Street
 - General Services 'TO' Admin. II, Ground floor

➤ Furniture Requirements:

- The majority of the existing furniture will not be relocated. Furniture to be moved will be labeled appropriately with a move label identifying the 'TO' location.

➤ Equipment Requirements:

- Office equipment, boxes and filing cabinet contents will be moving as noted during the mover walkthrough scheduled for 9:00am on April 13th, 2018.
- Computers will be disconnected, relocated and reconnected by Durham County IT. The moving company shall provide appropriate packing materials for this equipment – computer bags, bubble wrap and tape.



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- The moving company will be responsible for moving network printers and other miscellaneous office equipment as noted during the walkthrough.
- Because of existing contracts, CEI copiers and printers will be relocated by CEI.
- All necessary equipment to perform the move should be included in the move cost proposal. The moving company should also include a site visit to each location prior to the move to discuss moving requirements.
- Bid to include all required site and building protection materials for walls and floors in existing buildings. Acceptable interior protection materials and 1/4" Masonite, door and wall bumpers, blankets for elevators and carpet masking (clear plastic). The site protection plan needs to be approved by the Durham County and the City of Durham. At a minimum anticipate 1/4" plywood under truck wheels and under engine.

➤ Packing Material Requirements:

- Boxes, crates, bubble wrap, tape and labels will need to be provided by the moving company. An estimate for packing materials is listed below:
 - 120 East Parrish Street
 - Boxes = 160
 - Flat file boxes = 20
 - Bubble Wrap = 3 rolls
 - Tape = 6 rolls
 - 721 Foster Street
 - Boxes = 115
 - Bubble Wrap = 3 rolls
 - Tape = 3 rolls
 - 201 Roxboro Street
 - Boxes = 300
 - Bubble Wrap = 6 rolls
 - Tape = 6 rolls
 - 310 Dillard Street
 - Boxes = 6
 - Plastic crates = 25
 - Bubble Wrap = 1 roll
 - Tape = 1 roll
 - 200 East Main Street
 - Boxes = 711
 - Flat file boxes = 50
 - Bubble Wrap = 9 rolls
 - Tape = 12 rolls

Specialty boxes for flat files will need to be provided by the moving company. This box information is as follows: ULINE, Item # S-11213, 40 x 8 x50, 275lb. double wall FOL side.

- Move material deliveries should be planned for each department (9 total) location.



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DURHAM COUNTY**

➤ **Other Requirements:**

- The moving company will be required to make (10) trips to the Durham County warehouse to relocate items labeled for storage.
- Durham County personnel will be responsible for packing their offices and labeling equipment and furniture that should be relocated.
- Deed record books in the Register of Deeds office will require special attention. It will be the moving company's responsibility to pack these books - maintaining the order - relocate and unpack these books in the 'TO' location. Approximate number of regular sized deed books is 2,500. Approximate number of large size deed books is 160. Approximate number of extra-large sized deed books is 34.
- The move company will be required to provide plastic crates for General Services. This department will be relocating their Locksmith. This space contains small but heavy table-top equipment and parts and pieces.
- The EMS department has a large plotter that will be relocated by the moving company. This plotter will not fit in the elevator and must be stair-carried.
- The moving company proposal shall include labor, material, permits and transportation of all personnel to the identified locations.
- The move company will provide the same Lead Move Supervisor each move day for the duration of the project. The Lead is required to be present for the entire day of each day of the move.
- Empty box pick-up (when moves are complete) is required from the "TO" location, no more than two (2) times after the move. Coordinate dates for pick up with CBRE I Heery.
- The move company is responsible for daily collection, removal and storage of all re-usable packing materials from the site. Dispose of unusable materials properly.
- The move company is required to follow all safety protocols.
- The move company will work in harmony with Durham County and CBRE I Heery to follow the previously agreed upon sequencing/phasing. Any adjustments in sequencing will be reviewed and approved in advance by Durham County and CBRE I Heery.
- Movers will not be required to disconnect and reconnect computers or phones.
- There will be no changes in scope unless agreed to by Durham County in writing.
- Additional insurance in the amount of \$100,000 should be provided under the move company's coverage. This insurance shall be provided for additional coverage for several large plotters and other equipment that is relocating.

➤ **Post Move Surplus, Recycling and Disposal:**

- Durham County will conduct a GovDeals auction to reduce the quantity of surplus furniture disposal at the existing locations.
- Furniture items belonging to the State will follow State surplus guidelines.
- All remaining furniture after the auction will be removed by the moving company. Surplus furniture will be delivered to the recycling center or will be disposed of properly.
- This scope of work will be estimated at a later date and will be issued under a separate contract.



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ATTACHMENTS

- A. Move Matrix (draft)
- B. Durham Administration Building floor plan



**DURHAM ADMINISTRATION BUILDING RELOCATION
DURHAM COUNTY**

MOVING SERVICES

Project #: 1801000

Post-construction moves are targeted to start on September 4th, 2018 and will be completed by September 25th, 2018. The moves will include relocation of faculty, staff, miscellaneous furniture, equipment, large plotters and boxes as identified during the pre-bid meeting.

COST PROPOSAL

The cost for the services mentioned above and as described in the walk-through on April 13th, 2018 shall be provided. The scope of work is to include the identified packing materials, all labor for move material distribution and moves, transportation, tools, equipment, expenses, permits and any other costs incurred by the moving company for the move. The quoted cost must be a not to exceed lump sum proposal for the specified move. Hourly rates will be utilized to calculate additional fees should changes in scope occur.

The Resource Plan staff quantity should reflect the typical crew size at the peak of the move.

RESOURCE PLAN:

	Staff Quantity	Hourly Rate
Supervisor(s)	_____	\$ _____
Driver(s)	_____	\$ _____
Mover(s)	_____	\$ _____
Truck(s)	_____	\$ _____

PACKING MATERIALS:

	Base Bid Quantity	Unit Price
Boxes	1292	\$ _____
Plastic crates	25	_____
Flat file boxes	70	_____
Bubble wrap (1/2"x250'x2' roll)	22	\$ _____
Tape rolls	28	\$ _____
Labels (6 different colors)	1500	\$ _____

\$100,000 ADDITIONAL INSURANCE COST:

\$ _____

TOTAL MOVE SCOPE COST

\$ _____

PROPOSED DURATION OF POST-CONSTRUCTION MOVE

7 days



**DURHAM ADMINISTRATION BUILDING RELOCATION
DURHAM COUNTY**

By signature on this page, the vendor certifies that he/she is aware of all prevailing conditions at the work location(s). In addition, the vendor agrees to repair or compensate Durham County for any damage to walls, floors, elevators, etc. in new and existing building(s).

(Moving Company Representative)

(Date)

Please email proposal to both:

Peri Manns
Deputy Director of Engineering
Durham County
Email: pmanns@dconc.gov

Leisa Wilson
Project Manager
CBRE | Heery, Inc.
Email: leisa.wilson@cbre.com



**DURHAM ADMINISTRATION BUILDING RELOCATION
DURHAM COUNTY**

MOVING SERVICES

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The Resource Plan staff quantity should reflect the typical crew size at the peak of the move.

RESOURCE PLAN:

- Supervisor(s)
- Driver(s)
- Mover(s)
- Truck(s)

Staff Quantity	Hourly Rate
1	\$ 40.00
1	\$ 40.00
1 each	\$ 27.50
1 each	\$ 200.00 per day

PACKING MATERIALS:

- Boxes
- Plastic crates
- Flat file boxes
- Bubble wrap (1/2"x250'x2' roll)
- Tape rolls
- Labels (6 different colors)
- Computer bags

Base Bid Quantity	Unit Price
1292	\$ 4.75 each
25	150.00 one week Rental
70	20.00 each
22	\$ 90.00 per roll
28	\$.90 each
1500	\$ 25.00 per 500 Roll
155	\$ 1.50 each

TOTAL MOVE SCOPE COST

\$ 55,000.00

PROPOSED DURATION OF POST-CONSTRUCTION MOVE

~~7 days~~
10 days



**DURHAM ADMINISTRATION BUILDING RELOCATION
DURHAM COUNTY**

By signature on this page, the vendor certifies that he/she is aware of all prevailing conditions at the work location(s). In addition, the vendor agrees to repair or compensate Durham County for any damage to walls, floors, elevators, etc. in new and existing building(s).

Bernie Cameron Sr

4-20-18

(Moving Company Representative)

(Date)

Please email proposal to both:

Peri Manns
Deputy Director of Engineering
Durham County
Email: pmanns@dconc.gov

Leisa Wilson
Project Manager
CBRE | Heery, Inc.
Email: leisa.wilson@cbre.com