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July 10, 2019

Ms. Brenda Hayes-Bright
Project Manager
Durham County Engineering & Environmental Services
201 East Main Street, 5th Floor, Suite 561
Durham, NC 27701

RE: Durham County – Admin II 7th Floor
Move Planning, Coordination and Implementation Support Services

Dear Ms. Hayes-Bright:

Completion of Admin II 7th floor renovation finalizes the consolidation of County functions in this facility. As with any community project, proper planning and coordination is key to a smooth execution. We thank you for the opportunity to support the County's efforts through providing move planning, surplus inventory for GovDeals auction and implementation coordination services. Due to our participation on previous Durham County moves, we are confident in our ability to provide the same seamless preparation and execution as in the previous projects.

We understand that these services will include coordination with Durham County personnel and its identified moving company. The project scope includes the relocation of two (2) departments totaling approximately thirty (30) personnel, associated boxes and equipment, and identified furniture pieces to Admin II from the following origin sites:

- Administration I located at 200 East Main Street to Administration II
 - Relocate Finance staff from the 4th Floor Mezzanine
 - Relocate Purchasing staff from the 1st Floor
 - Relocate Real Estate site maps from the 4th floor
- Administration II– internal moves
 - Relocate 4 Real Estate staff and support from the 5th floor to the 7th floor

CBRE | Heery's services to facilitate this project scope include the following:

Planning

- Move planning includes the development and coordination of a plan for relocation, creation of a move sequence aligned with departmental activities, while concurrently coordinating the activities of the move vendor, support personnel, and other vendors, as required. CBRE | Heery will work with the department staff to develop a move matrix. This matrix will include the "FROM" and "TO" locations including room numbers and other pertinent information about people, equipment, furniture and other items.
- Up to three (3) meetings with County personnel and others to identify move constraints, furniture, equipment, personnel, and other items for relocation; define relocation responsibilities, and review the move schedule, process and relocation instructions.

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- One (1) meeting with the selected move vendor to define the extents of the move scope and develop a logistics plan for relocation.

Commercial Move Scope

- CBRE | Heery will develop the commercial move scope and will coordinate with the County's contracted move vendor for a proposal. CBRE | Heery will also review move proposals and will provide a recommendation for acceptance.

Implementation

- Moves are targeted to occur after construction and new furniture installation is complete (August 2019). Implementation activities includes coordination of the move vendor and site supervision for the execution of the move sequence for all departments listed. Coordination activities include scheduling of packing material deliveries/pick-up, pre- and post- move walk-throughs, verification building protective measures are installed, on-site field supervision, punch list development and relocation follow-up.

GovDeals Furniture Coordination

- CBRE | Heery will conduct a furniture inventory of all surplus furniture and equipment identified by the County to be redistributed, sold, recycled and/or disposed of from the following sites:
 - 200 East Main Street – 4th and 4M Floors
- Provide analysis of the furniture inventory to determine product that may be acceptable for redistribution to other County Divisions, Non-Profits, and then the public through the GovDeals auction process. Suitable product will be photographed and tagged. Photographs will be separated for auction of individual pieces in the specified format for GovDeals (by item and rename by Furniture Type– Building – Floor – Room #). Heery will adhere to County policies and will provide the required file transfers for GovDeals posting.
- Identify product that is not auctioned on GovDeals to be divided into two categories – recycle or dispose. CBRE | Heery will work with the County and their contracted moving vendor to coordinate the process for removal of items containing recyclable material.

This lump sum proposal includes approximately 213 man hours for a planning fee totaling \$27,345. Our estimate of the time required is developed from project status as of the date of this proposal.

Project Tasks	Hours	Cost
Planning	55	\$7,450
Commercial Move Scope & Proposal	16	\$1,995
Implementation	24	\$3,200
GovDeals Furniture Coordination	118	\$14,700
Lump Sum Total	213	\$27,345

Assumptions in developing this fee proposal include:

1. Relocations will occur during normal business hours (Monday-Friday 8:00 a.m. - 6:00 p.m.). Prior to sequence development it is anticipated that the moves may take up to two (2) days for relocation. Delays and schedule changes could impact the overall move planning and implementation process; thus, requiring additional time.

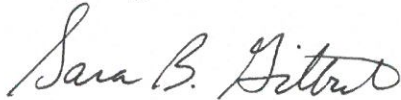
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2. Coordination with no more than two (2) move coordinators for the listed scope above.
3. New furniture product coordination and installation is provided by others. Pricing does not include space planning for existing furniture relocation to the new building.
4. GovDeals distribution of furniture will be coordinated by Durham County.
5. Our proposal is conditioned upon mutual agreement of contract terms and conditions applicable to the performance of our services.

We appreciate this opportunity to submit our proposal for professional services and look forward to working with you. Please contact me if you have any questions or if you need more information.

Sincerely,

CBRE | Heery, Inc.



Sara Gilbert, LEED® AP, NCIDQ Certified
Senior Project Manager

cc: Kimberly Williams
Rob Chomiak
File HII-1801001: B02-00

