



## MOVE MANAGEMENT SERVICES PROPOSAL

**To:** Robert Slie, Oxford School Building Committee Chairman  
**From:** Karen DePersia, Construction Solutions Group  
**Date:** March 18, 2020

**Subject: MOVE MANAGEMENT SERVICES PROPOSAL**  
For Oxford Middle School  
40 Great Oak Road, Oxford, CT  
CT Project #108-0043N

Construction Solutions Group is pleased to submit this proposal to provide Move Management Services to the Town of Oxford to perform services necessary to ensure a successful move into the new Oxford Middle School. We will coordinate the procurement, delivery and placement of new furnishings, technology equipment as well as all furnishings and equipment and contents to be moved from the existing Great Oak Middle School at 50 Great Oak Road.

The scope of work included in this proposal will include the following:

### **Move Strategy:**

Develop move strategy to interface with the construction schedule, include move phases, and a task timeline identifying all critical path activities.

### **Move Administration:**

Facilitate on-going communication with all stakeholders; Middle School staff and administration, Board of Education, School Building Committee, Construction Manager, vendors, and move contractor.  
Conduct periodic move meetings with staff and vendors. Prepare and distribute move meeting minutes.  
Prepare, present and distribute Staff Move Manual.  
Facilitate required tasks and action items.

### **Budget**

Maintain move budget cost worksheet. Review and approve vendor invoicing, facilitate invoice processing.

### **Schedule**

Schedule and coordinate all move related activities. Prepare and maintain master move schedule to include a task timeline, move phasing, vendor move schedules.  
Manage and update the move schedule, integrate with construction progress, FF&E deliveries, relocation activities, technology, data and phone line installation, audio-visual systems and training. Show events, tasks, responsibilities and milestones.

### **Move Contractor**

Facilitate move contractor selection (Through bid process or CT State Contract selection)  
Prepare detailed move contractor responsibilities and scope of services and reconcile with proposed cost.  
Provide on-site vendor oversight throughout the move process.



**Pre-Move Activities**

Prepare and distribute move logistics plans; site and building access, temporary signage, delivery instructions, designate staging/assembly areas.  
Confirm vendor delivery schedule, adjust as necessary to accommodate delays.

**Move Activities**

Provide on-site representation throughout the move process.  
Manage and facilitate delivery and installation and placement of FF&E, Technology equipment, and contents from existing middle school. Review, validate and sign-off on all vendor deliveries.

**Technology**

Work with Oxford BOE Technology to coordinate delivery and installation of Owner purchased IT equipment; PCs, Printers, telephone system devices, and peripherals.  
Receive and inspect all items for damage, prepare a punch list and manage the resolution of all items.

**Post Move Activities**

Conduct post-move walk-throughs. Inspect all items for damage, verify quantities and prepare a comprehensive FF&E Punch List.  
Facilitate timely completion of FF&E Punch List items.  
Establish and man a 'Help Desk' for staff assistance following move completion.  
Review all FF&E invoices and recommend acceptance and/or rejection of payment.

Our proposed scope of work does not include move coordination of scheduled activity at the existing Great Oak Middle School at 50 Great Oak Road.

**We propose to perform the outlined services for a lump sum fee of Sixty-two thousand four hundred dollars (\$62,400.00).**

If this proposal meets with your approval, please sign and return a copy of this proposal to Construction Solutions Group, LLC. We are prepared to begin work immediately upon receipt of the signed agreement.

Sincerely,

Karen DePersia  
Construction Solutions Group, LLC

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Authorized Signature

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Printed name, title

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Date