



AGENDA

Audit, Facilities and Finance Committee

August 16, 2022 – 2:30 p.m.

James River Board Room – PlanRVA

Members of the public may observe the meeting on our YouTube Channel at www.youtube.com/PlanRVA

View our complete [Public Participation Guide](#) for other ways to participate. Register to attend the meeting virtually [here](#).

- 1. Welcome, Roll Call and Introductions**
- 2. New Office Space and Relocation Update- Ms. Heeter**
 - a. Moving and Storage Plan**

Action Item: Motion to authorize moving and storage plan as presented.

- b. Project Budget and Timeline**

Information item: Staff will review the status of the budget and timeline. Project Timeline is attached and a hard copy of the up to date budget will be provided in the meeting.

- 3. Other Items**
 - a. Future Meetings Schedule**

September 20th, 2:30 pm @ PlanRVA (Special Meeting)

October 25th, 1:30 pm @ the Current (Regular Meeting)

- with optional lunch and site visit before beginning at 12:30

January 24th, 1:30 pm @ the Current (Regular Meeting)

April 24th, 1:30 pm @ the Current (Regular Meeting)

- 4. Adjourn**

PlanRVA Moving and Storage Plan
Memorandum

To: Audit, Facilities and Finance Committee

From: Martha Heeter, Executive Director

Re: Office Space Relocation

As representative of PlanRVA, Thalhimer's project management team coordinated solicitation of quotations to fulfill PlanRVA's moving and storage needs as part of our office space relocation. We solicited proposals from three firms and received two quotations from local firms. Both met requirements and expectations and staff has selected the lower quote.

The following is a summary of the plan for moving and storage:

Packing and Moving:

Selected vendor to supply all necessary equipment and materials for packing and moving identified furniture and contents.

All furniture and packed contents will be moved to 424 Hull Street and stored in a secure location on site through coordination with the property owner at no charge.

At the time of occupancy, the vendor will move all furniture and contents to the new office to locations as tagged.

Storage:

Property owner has agreed to provide ~2,000 square feet for storage of PlanRVA furniture and contents at no charge.

PlanRVA will handle maintaining insurance coverage for all items and assuring the movement and placement of the contents placed in a tidy and secure manner at the designated location.

Estimated storage period is one month.

Decommission and E-Waste:

Staff is working currently to "clean out" archives, file, and storage areas with an effort to digitize records as much as possible and adhere to our records retention policies. We are also coordinating with the Virginia Department for Aging and Rehabilitative Services to determine if placement of personnel through the paid work experience program or other training and placement programs to help with archiving and library and records organization.

An organized list of items designated as surplus for disposal has posted online (<https://planrva.org/home/about-the-commission/purchasing-and-bids/>) for public viewing. PlanRVA staff and partner organizations are notified directly of the surplus list and provided instructions for claiming items.

The selected vendor will coordinate decommission and e-waste of all items identified as surplus for disposal not previously claimed and removed.

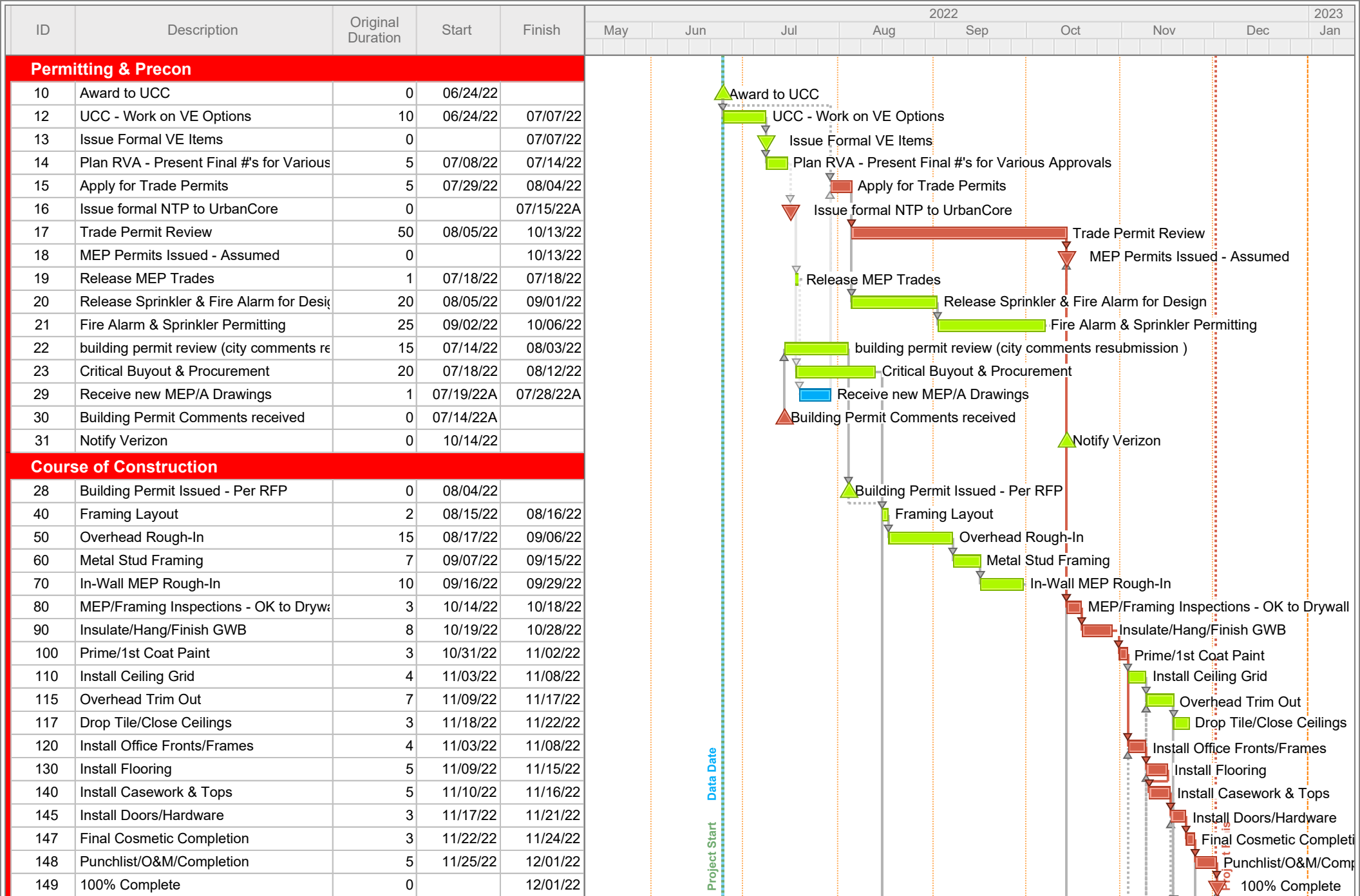
We are coordinating with the Stony Point property manager to schedule a pre-move walk through to review our decommission punch list in preparation for the move.

Specialty Items and Exceptions:

Specialty items including sensitive technology and AV equipment will be managed separately as follows:

- Cobb Technologies will handle relocation of the leased copier machines for storage.
- Productive AV will handle decommission of board room audio/visual equipment and will store all equipment at their site until time of installation at our new location.
- Proxios will decommission all IT and network equipment in our server room and address our wireless access points placed throughout the office space.

Total Budget for Moving and Storage Plan: \$25,000



Start Date: 06/24/22
 Finish Date: 12/01/22
 Data Date: 06/24/22
 Run Date: 08/03/22

Plan RVA UrbanCore Construction 8-1-22



