



## Work Type Definition: Move Coordination

### I. Description

This work type identifies consultant services for providing moving coordination for Hennepin County facility projects.

### II. Description of services to be provided by consultant

Typical project deliverables may include the following:

- Manage / provide furniture and move coordination services for new facilities and/or remodel and repair of existing facilities
- Coordinating with project managers and consultants on furnishings and moves
- Monitoring delivery and installation of furnishings and user group moves
- Coordination with county staff on changes affecting schedule costs related to furnishings and moves
- Coordination with HC building managers on move logistics and schedules
- Coordination of final completion and assist in development and execution of furnishings punch list items and final inspection
- Developing move instructions for packing / disposal of unwanted items
- Preparing move budgets and cost estimates
- Reviewing and coordinating orders for FFE