



# RELOCATION MANAGEMENT

Strategic Solutions for Workplace Transitions

*GSA HHS Strawbridge Building  
Renovation and Relocation Project, Philadelphia, PA  
Services Provided: Construction Management,  
Relocation Planning, Move Management*

## ABOUT AFG

Founded in 1990 as a Woman-Owned Business, AFG Group, Inc. (AFG) specializes in supporting the Design, Construction and Facility Programs of portfolio owners and managers across the public and private sectors.

In addition to Relocation Management, AFG provides an extensive set of services which include the initial project identification and the management of designs, construction, assets, interior spaces and workplace strategies.

**Just as the workplace has evolved... so has “Relocation Management”**

Technology, mobility, worker demographics and rapidly changing workplace strategies have driven organizations to re-envision their definition of the “office”, tear down walls, eliminate “cubes” and reduce their footprint.

Comprehensive planning must occur early to ensure that both the successful outcomes envisioned are achieved, and that there is a seamless integration of people, space and place.

Incorporating Relocation Management Services from AFG into your Facility Transition Strategy will allow you to optimize downtimes, internal resources, and communications with your stakeholders, for a solution that makes sense.



[www.afgcm.com/services](http://www.afgcm.com/services)

## AFG PROVIDES AWARD-WINNING SERVICES

**GSA HHS STRAWBRIDGE BUILDING RENOVATION AND CONSOLIDATION, PHILADELPHIA, PA** - AFG and the General Services Administration (GSA) provided services for the consolidation and relocation of 320 HHS personnel from the 120,00 SF spaces in the Public Ledger Building into 2 floors of this historic building. The \$10.0M Renovation and Consolidation project earned the 2018 CMAA Mid-Atlantic Chapter Project of the Year.

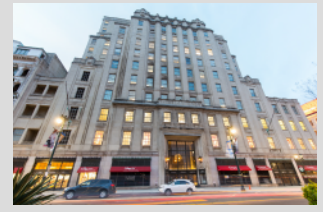


Photo: Strawbridge Building, Philadelphia, PA



Photo: Mary E. Switzer Federal Building, Washington, DC

**GSA HHS MARY E. SWITZER FEDERAL BUILDING CONSOLIDATION, WASHINGTON, DC** - In one of the largest GSA consolidation projects of 2016, 1,600 employees, 11 HHS facility sites, 5 HHS Divisions, and over 40 stakeholders counted on AFG and GSA to seamlessly execute the \$49.4M project. Finished under-budget, the project won the CMAA National Capital Chapter 2017 Construction Management Excellence Award for our construction and relocation services.

## RELOCATION PLANNING

### OPERATIONAL READINESS

- Leadership & Staff Engagement
- Risk Management Workshops
- Network, Wifi & Telecom
- Data & Audio Visual
- Food Service & Pantry Areas
- Security, Access and Surveillance
- Communications & Change Strategies
- Client / Project Feedback Tools
- FF&E New & Reuse Strategies
- Integrated Schedule Development
- Vendor Scope of Work Development
- Procurement Support
- Installation Management
- All-Hands / Town Hall Presentations
- Work Group Coordination
- Asset Inventory Implementation / Coordination
- Site Dimension Verification
- POR Review Workshops

### LOGISTICS & MOVE MANAGEMENT

- Lessor Schedule / Logistics Coordination
- Move Phasing Plan
- Loading Dock and Security Coordination
- Technology (Tel/Data/AV) Interface Coordination
- FF&E Installation Management
- On-Site Move Supervision Command Center
- Site Logistics Evaluation Plan
- Secure Facility Logistics
- Move Event Detail Schedule
- Building Orientation Guide
- Move Group Coordination
- Third Party Vendor Move Coordination
- Move Event Manifest Documentation
- Punchlist / Damage Resolution Tracking
- Post-Move Solution Center

### DECOMMISSIONING

- Space Restoration Coordination
- Furniture/IT Liquidation



## PERSONNEL EXPERIENCE

