

**REQUEST FOR PROPOSAL**  
**Moving & Logistical Services in Support of**  
**Building Renovations and Expansion**  
**of 825 Tech Center Drive**

**Updated: March 29, 2025**

**Response Deadline:**

**April 11, 2025 at 3:00pm**

**CITY OF GAHANNA, OHIO**  
**200 South Hamilton**  
**Gahanna, OH 43230**  
**(614) 342-4000**

**Request for Proposal: 825-4**

**QUESTIONS & ANSWERS – AS OF MARCH 29, 2025**

- See the attached PowerPoint as presented at the walk-through
- See the furniture plans as published as part of the furniture RFP
  - Blue is furniture moving under this contact.
  - Smaller discrepancies may exists.
- What is the deadline for responding the RFP.
  - April 11, 2025 by 3:00pm
  - Forms on page 1 & 2 have been updated in the RFP publication
- Where can we find the submission forms listed in the RFP
  - There are no required submission forms (page 10 item 5.2) as part of this RFP.
  - You should have a response documents (bullet 1) and any appendices you choose (bullet 5)
- Are they going to release the entire building? Or in departments/phases?
  - 825 Tech Center Drive is likely to be released by floor starting with the top of the building and working our way to the first floor.
- Do any of the tables being moved have electric?
  - No
- Are the shelving units ganged together?
  - All existing shelving units are ganged together.
- Are the safes bolted to the floor?
  - The 2 largest safes are not. The two in the police department are and will need re installed at the new facility.
- Do we need to unbolt and re-bolt the safes?
  - Yes
- As far as office furniture when you say 45 desks, is the wall hung storage separately noted in the storage number or included as part of the desk number?
  - Only 3 existing wall hung overheads will be moved and reinstalled.
- Is the 911 call center moving?

- Yes but the furniture will remain in place.
- Are we doing any technology? Monitors and docking stations?
  - Smaller personal IT items will be moving. This move and install should be included in the Technology optional scope item.
- Will we move the plants?
  - No, our contractor will move plants.
- Are the plants part of a contract?
  - Yes
- Will the basement storage files be fireproof by then, or do we need to do that?
  - We will identify what is moving to offsite storage versus what is moving to 825. Anything moving offsite will not be the responsibility of this awarded vendor
- Does the elevator come down to the basement in City Hall?
  - Yes
- Is the IT workbench moving?
  - No
- Are the conference room TVs moving?
  - No
- Are you limiting the number of boxes individuals can have to move?
  - Yes – As discussed please plan on 2 per workstation employee and 4 for the 45 Desks that are moving. Also indicate an alternate price to add additional boxes.
- Will the box limit vary for office vs cubicle?
  - Cubicle 2
  - Office 4
- Will there be a box limit per department?
  - TBD – Will answer in next posting.
- How many cubbies are being moved from Building/Planning?
  - 4 Cubbies move from Planning\Building
    - 2 Large, 1 Medium, 1 Small
    - Will need lifted through the reception window (they do fit).
- Will the mounted racks holding the blueprints in the closet storage space need to be remounted at the new building?
  - Yes
- Will Engineering pack their own documents up?
  - Yes – The City will be responsible for packaging all paper records and materials that are moving.

- For Engineering, if all of the blueprint/large document storage cabinets will not go, will the contents still all go?
  - Please plan to move 9 flat file storage units and their content.
- How much of the Mayor's Court filing shelving will be moved?
  - Up to 21 feet of medical storage units.
  - No less than 15 feet of medical storage units.
- Will any Mayor's Court contents be moved if it doesn't fit on the shelf?
  - Some but only a limited profile
- As far as the private offices in police, is MSA including the furniture inventory to lay out existing furniture vs new?
  - Design team will make determination if the existing Police Sergeant desk setups will be moving and how they will be configured in the new space.
  - This will be known prior to award but it should be noted that these are not listed in the provided desk counts currently.
- In the sergeant space, is everything going from that space as it seems to fit well where it is?
  - We will determine exactly what is moving and what stays, see above.
- Are the floor to ceiling cabinets in the police basement caulked to the wall?
  - Yes, please provide an alternate price to move these.
- Is there an elevator to the police basement?
  - No
- Will the existing inventory list be shared out?
  - Counts will be shared not the entire inventory.
- I was sick during the site visit, is it possible to schedule a second site visit?
  - We cannot accommodate an individual tour however we did include the PowerPoint that was reviewed with the questions and answers document which is posted to our website.
- For boxes, are you wanting cardboard boxes or plastic rentable mobile move totes/tyga boxes?
  - Totes\tyga boxes
- I see counts of furniture listed for the police department, are there counts listed for the other departments?
  - Counts are overall counts not just the Police Department (that slide is mislabeled)
- Is there an inventory list of the items to be decommissioned?
  - This will be part of the planning process.
- Will you need tamper proof tape and zip ties for confidential files or are zip ties sufficient?
  - Zip Ties are fine

- Would you like to see a proposed plan for moving the evidence room with a police escort written out in our logistics section of the RFQ response?
  - Yes
- In decommission section there was a prompt *"Any items that are deemed to have monetary value will have to be disposed of in accordance with Ohio Revised Code"* How and who will determine value? What is the timeline for this?
  - This will be determined between the City and successful vendor. The cataloging can take place during the planning portion of this scope but the actual disposal would take place after the move is complete. Exact schedule TBD.
- Will this be held onsite at the City of Gahanna's old buildings after the relocation has occurred?
  - Likely an Online Auction
- Is there an offsite facility to hold this auction for people to be physically present?
  - No
- Will the selected vendor be responsible for inventorying all product for bidding?
  - Yes
- Will the auction be held online?
  - Yes
- What is the timeline for the auction?
  - See above
- How will we determine pricing for recycling/ donation/ decommissioning until we know how much product has been purchased at the auction?
  - This can be listed as an added cost to be determined post auction.
- Would this then become its own RFQ?
  - No
- Is it fair to assume each person listed in table 01 will have (2) monitors per person for monitor installation purposes?
  - Yes
- Would you like an option for Disconnection and Reconnection Services?
  - Yes
- Should this proposal be based solely on regular time, or should OT be included? Or will that be considered with revisions after the vendor selection has been made?

- Please price as regular time and indicate the OT escalator.
- Does Gahanna have a preferred schedule in mind that they can share with us while we build a potential schedule?
  - We are anticipating moving by the end of Q1. Based on the best information to date the move is likely not to take place till after January 1.
- If the space is going to be completed top floor first, but we have the police department and city hall on all three floors, is the general assumption going to be that we'll wait to move anything over until construction is finished?
  - Police will move all together and ideally be operating in the facility for 4-6 week prior to City Hall and the Senior Center moving. This could flip based on construction time lines. There is more flexibility with the City Hall side. Furniture itself would be built from the 3<sup>rd</sup> floor down.

# GAHANNA CIVIC CENTER

CO-CREATE THE FUTURE



MSA  DESIGN

 **ELFORD**

 **bakertilly**  
MUNICIPAL ADVISORS

## PROJECT OBJECTIVES

1. INVITING & APPROACHABLE
2. CREATE A CLEAR CIVIC PRESENCE
3. COMMUNITY & SERVICE FOCUSED
4. EFFICIENT IN PLANNING
5. ALLOW FOR FUTURE EXPANSION
6. SAFE & SECURE
7. MEETS ADDITION / RENOVATION SQ FT GOALS
8. MEETS PROGRAM GOALS
9. BUILDING RE-BRANDING / UNIQUE IDENTITY
10. DAYLIGHTING / QUALITY OF INTERIOR SPACES

March 10, 2025

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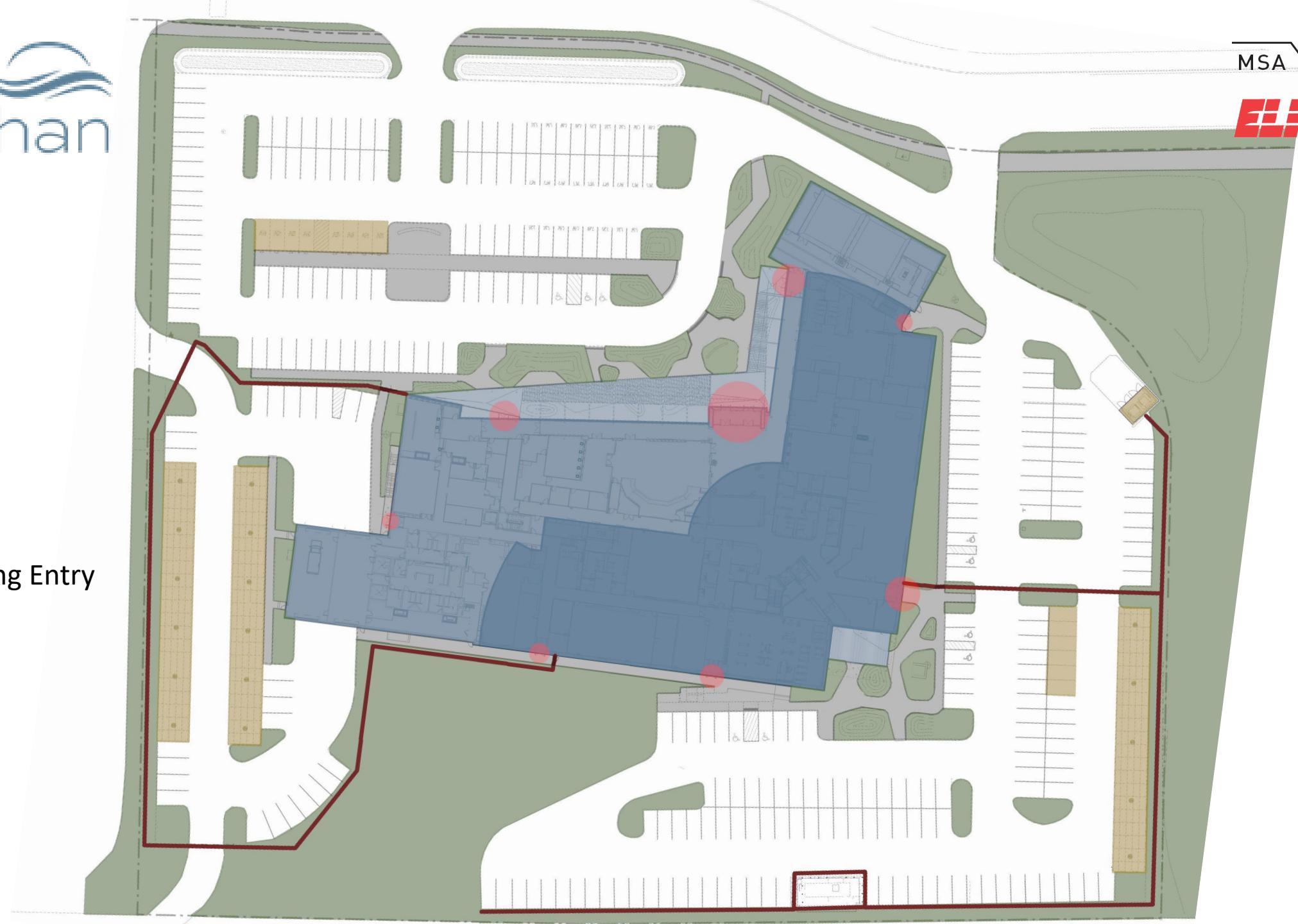


MSA DESIGN

ELFORD

Gahan

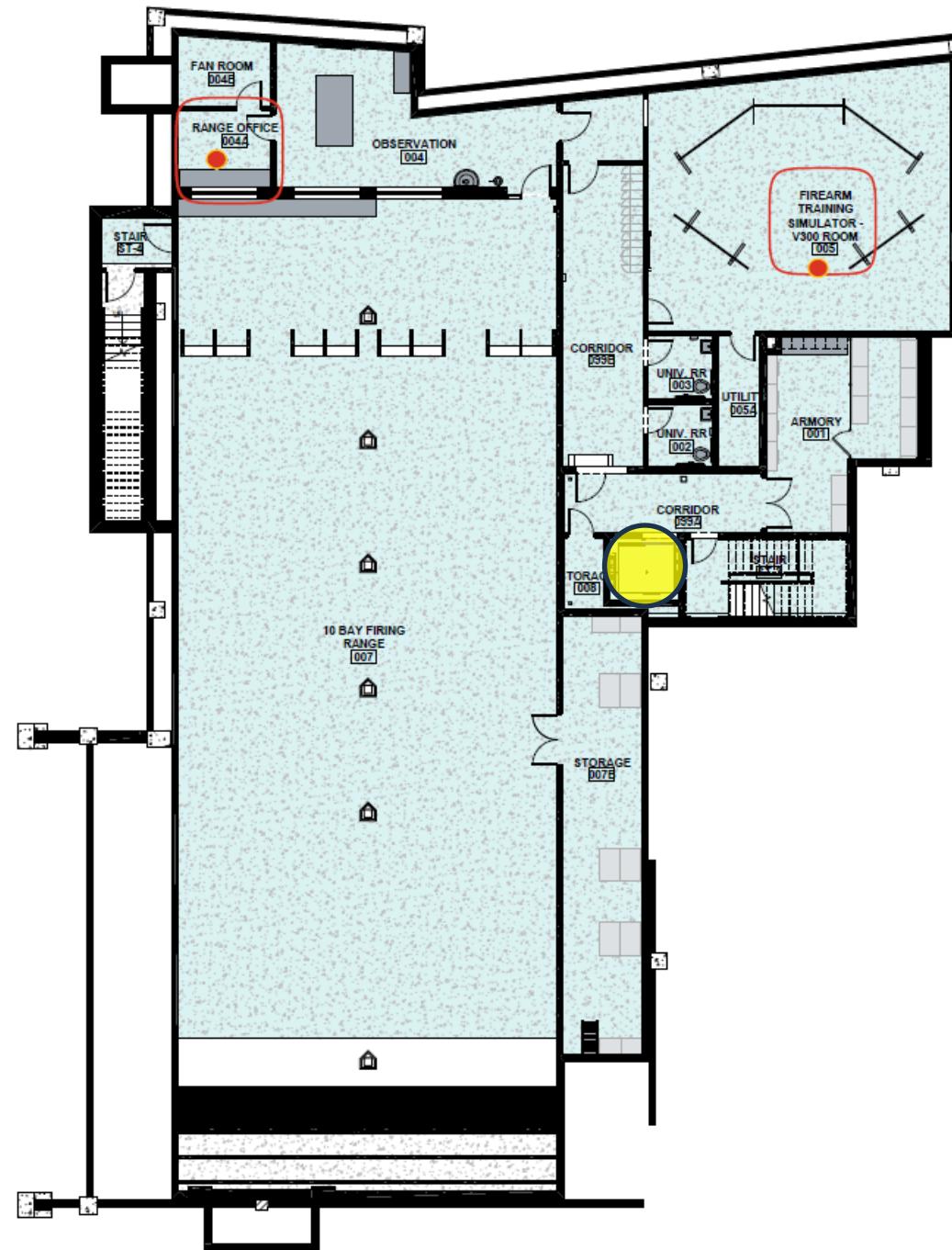
Building Entry





Elevators

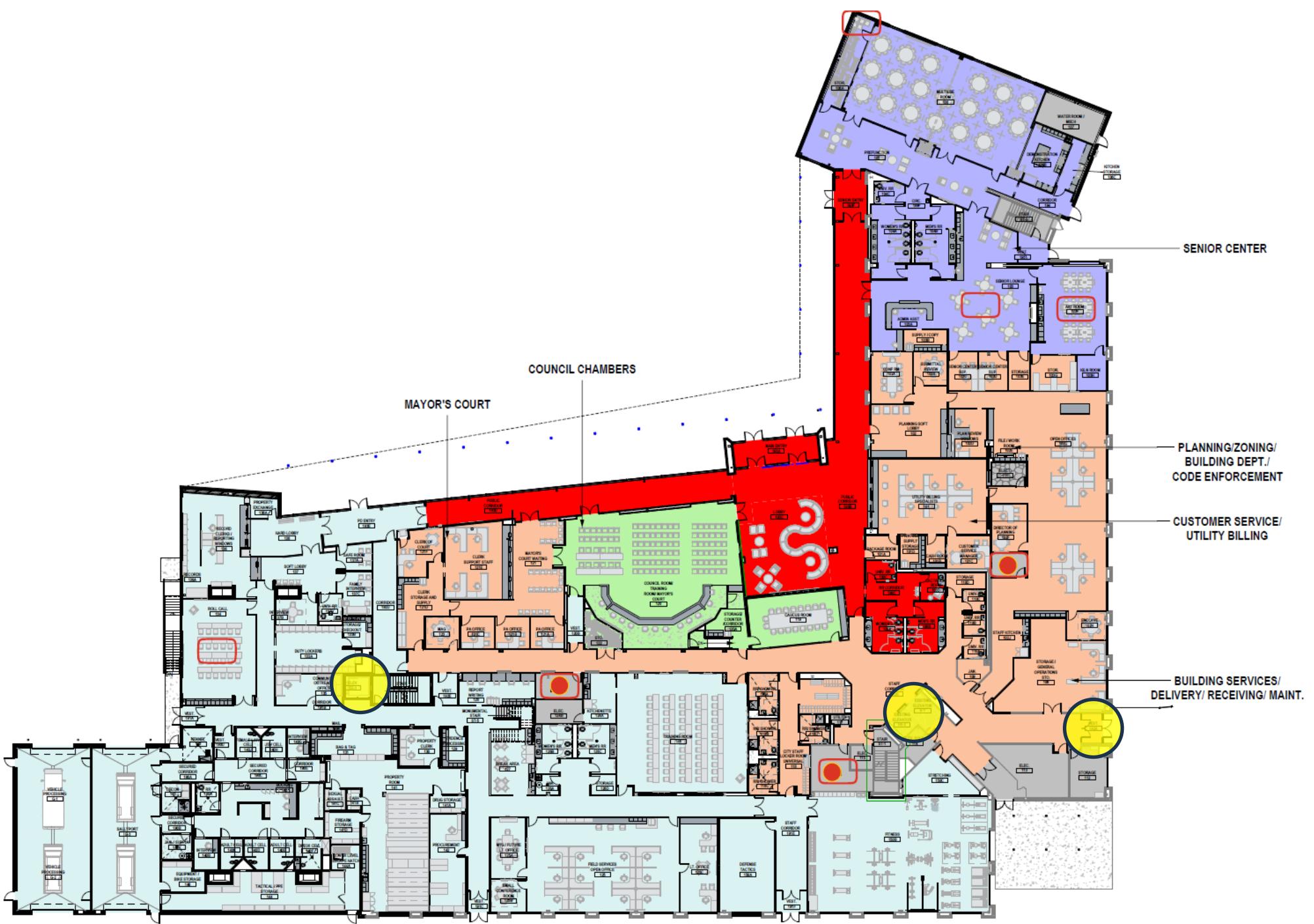
Basement Floor





Elevators

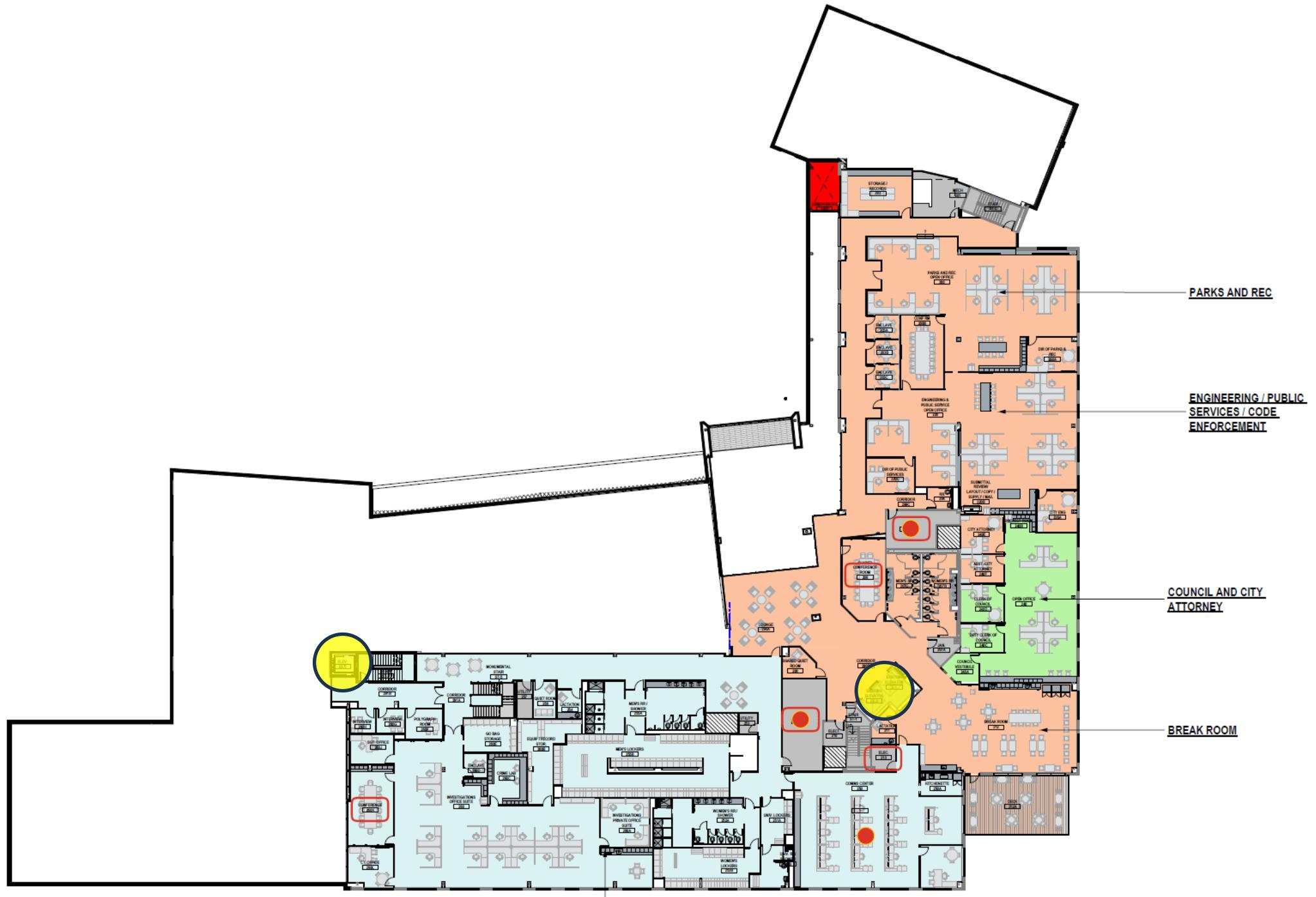
First Floor





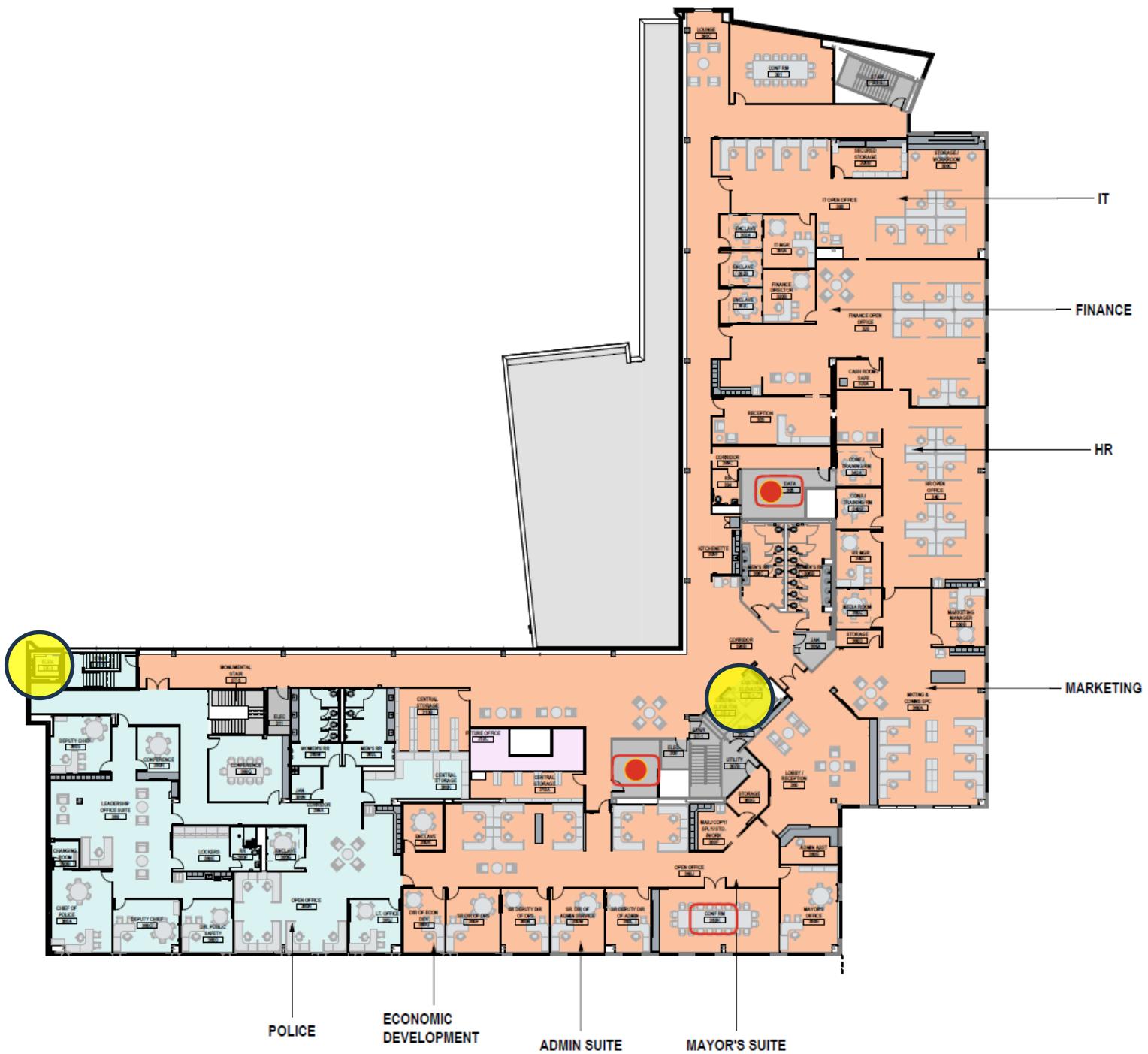
## Elevators

## Second Floor





## Elevators



## Furniture Movement

Desks	45
Chairs	230
Sm. Conf. Table	10
Training Tables	24
Shelving Units	110
Storage	55

(credenzas, file cabinets, overheads, etc.)

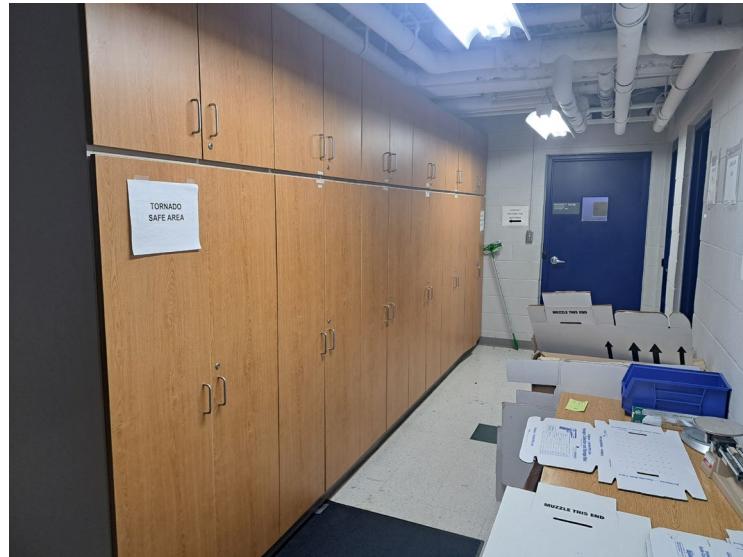
**White\Bulletin** 5 moving

(others to be hung)

**Lounge Sets** 2 sets  
(2 Chairs and Sm. Table)

## Equipment Movement

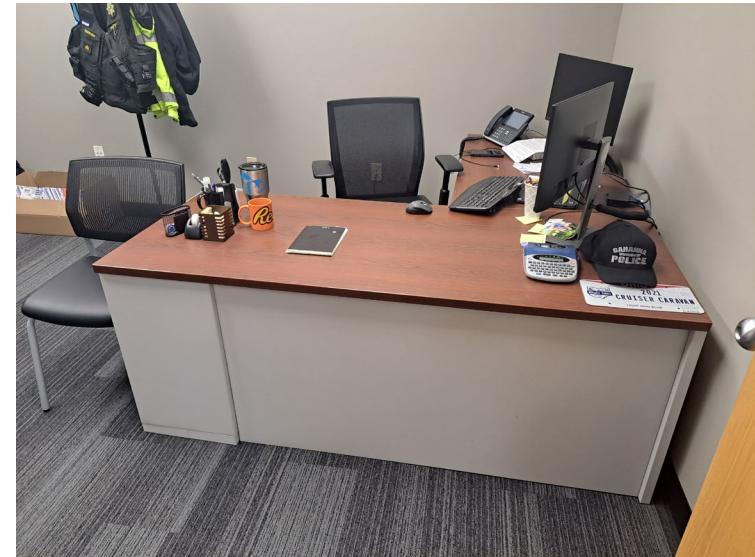
Plotters	2
Shredders	5
Shred Boxes	6
Safes	5
Gym Equipment	6 pieces
Misc. Office Eq.	



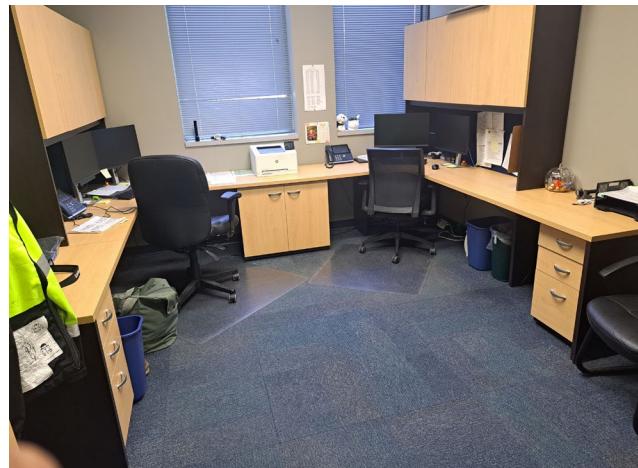
Supply Cabinets



Office Furniture



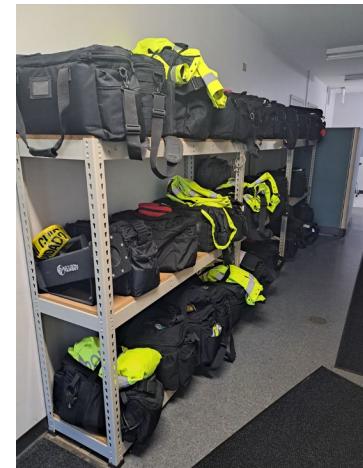
Office Furniture



Office Furniture



Office Furniture



Storage



Podium



Office Furniture



Office Furniture



Office Furniture



Kiln

