

South Bay Cities Council of Governments

October 24, 2019

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

SUBJECT: Office Move Update and Approval of Related Expenditures

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND

The lease for the SBCCOG's current office expires on November 30, 2019 and staff must vacate by that date. In preparation for the move to 2355 Crenshaw Boulevard in Torrance (corner of Crenshaw and Sepulveda Boulevards), the following are updates, schedule, and action items:

Lease Agreement – The lease agreement was fully executed by the Landlord on September 5, 2019.

- *Vacating Current Space* – The SBCCOG continues to prepare for Maritz, the Sublandlord, to potentially dismantle and remove the systems furniture (cubes) starting as early as November 11, 2019.
 - Files: Work continues on review and electronic archival of all paper documents while maintaining compliance with the SBCCOG's adopted record retention schedule. A team of volunteers are helping with the scanning.
 - SCAG video conference: SCAG will move and setup this equipment at new location; there will be no ability to have video conferencing from Nov. 22, 2019 to move in.
- *Preparing New Space* – It is anticipated that the space will not be available for occupancy until late January 2020 with operations starting Feb. 3. Staff met with the building architect on October 2nd to review space plans, select suite finishes, and provide comments. Permitting is expected to begin the week of October 7th, followed by construction bidding, buildout, and completion (see schedule below). As a result of this revised timeline, the SBCCOG is developing a plan for continued operations for the month of December 2019 and January 2020.
- *Temporary Office Space* – Through the generosity of Councilmember Buscaino, his Deputy Chief of Staff Jacob Haik has made available an office on the 5th floor of their building in San Pedro at no charge. Jacob has said that we can have the space starting in November through February. The available space is furnished and large enough to house most if not all SBCCOG staff members, as well as staff meetings (not Steering Committee or Board meetings). Staff is exploring options for temporary internet connections.
- *Office Furniture* – Staff is reviewing several options to furnish the new office:
 - Purchase new furniture; very rough preliminary estimate is \$25,000 (would eliminate move budget).

Pros of buying new:

- Clean and uniform office look
- Stackable furniture allowing maximized use of space
- Eliminates the need to coordinate movers, temporary storage, additional move-in activities, and some related expenses (The longer the delay to move in, the more desirable this option may be.)
- New furniture can be delivered upon completion of the new office

Cons of buying new: may be more expensive than using existing furniture even with the moving costs.

- Maritz furniture; Staff is working with Maritz to evaluate the ability and benefit of obtaining some of the existing used furniture; which must be requested from Maritz and may not be available. It is important to note that certain items, such as conference room and workspace furniture, will need to be purchased. There are models of new furniture that can facilitate a more flexible layout necessary to accommodate the new location's smaller size as well as a need to replace workstations currently being used in the office cubicles.
- *Movers* – SBCCOG staff has received quotes from five separate moving services. The chart below provides approximate costs and storage as provided by movers (not stand-alone storage facilities). Due to the gap between November 30 and the move-in date, items moved will require two moves (current space to temporary office/storage and then again to new office). This situation doubles the moving costs and are reflected in the chart below. These quotes are based on moving the existing furniture owned by Maritz and used by the SBCCOG staff except for the cubicle furniture (Maritz has stated that it is not available). The quotes have been grouped by services so that more accurate comparisons can be made. The quotes will be revised once a decision on furniture is made. In addition, City of Torrance offered storage space at their City Yard and staff is reviewing this option.

Company	Move Quote	Storage Quote	Total Quote
Alexander's Mobility Services	\$17,190	Not provided	\$17,190
King Office Services	\$9,959	Not provided	\$9,959
Company	Move Quote	Storage Quote	Total Quote
Mover Services, Inc.	\$7,722	\$435	\$8,157
All American Movers, Inc.	\$12,300	\$1,500	\$13,800
Company	Move Quote	Storage Quote	Total Quote
Starving Students	\$286.38/hr 3hr minimum	NA	\$859.14+

Recommendation - Due to the move schedule constraints, staff is recommending approval to contract with Mover Services, Inc. based on quote comparison and recommendations from the real estate broker and new landlord. This approval will allow staff adequate time to secure a move date and process the required paperwork.

- *Relocation of I.T. Network and Connected Devices* – SBCCOG staff is working with I.T. consultants to coordinate site visit(s) and install timeline. I.T. consultants have been made aware of the delay of the move-in date and are working with staff to explore bridged service options if timeline and scope of work exceeds original expectations.

- South Bay Fiber Network (SBFN) – SBCCOG staff has worked with our contractor and the landlord and we can connect the new office to the SBFN.

ESTIMATED CALENDAR – projected key dates

- Oct. 9: Construction plans completed
- Oct. 15: Staff to compile request of Maritz owned furniture
- Oct. 24: Finalize mover contract
- Nov. 8: Plan check review completed
- Nov. 11: Current office prepared so that systems furniture (cubes) can be removed
- Nov. 22: Office completely packed
- Dec. 1-31: Order furniture (if needed)
- Jan. 15-22: Office construction completed
- Jan. 1-31: I.T. set up
- Jan. 27-31: Move in office furniture
- Feb. 3: First workday in new office

BUDGET

Below is the estimated budget and balance based on information currently available. The chart will be updated as actual costs are incurred and any additional items are identified. Due to the impact of the furniture purchase on moving firm estimates and vice versa, an estimate of \$25,000 was included for a combined move/furniture purchase expense. All of these are not to exceed estimates.

Budget Category	Estimate	Actual
Security Deposit – Park Del Amo	\$13,362.39	\$13,362.39
I.T.	\$22,977.00	
Moving Costs	\$11,000.00 (not to exceed)	
New office furniture (maximum estimate)	\$25,000.00	
TOTALS:	\$72,339.39	\$13,362.39
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$27,660.61	\$86,637.61
Other items to be included in the budget:		
Additional construction upgrades – Park Del Amo (such as sound insulation, additional cabinetry in Board room, etc.)	TBD	
Signage Removal at Maritz Building	TBD	

RECOMMENDATION

The Steering Committee recommends that the Board approve the cost of moving, not to exceed \$11,000 with direction to staff that they work with the movers already contact to get their hourly rates and look at their reviews before proceeding with a selected mover.

Newly Approved Configuration

Oct. 2019

