



## **City of Raleigh**

**Request for Proposals #**  
274-ESIFS-CITY HALL MOVE-2026-R

**Title**  
Move Management Services for Raleigh City Hall

**Proposal Due Date & Time:**  
Tuesday, January 20, 2026, at 3:00 PM EST  
**\*LATE PROPOSALS WILL NOT BE ACCEPTED\***

**Addendum No. 1**  
Issue Date: Monday, January 12, 2026

**Issuing Department**  
Engineering Services Department

**Division**  
Integrated Facility Services

**Direct all inquiries concerning this RFP to:** Willistine  
Hedgepeth, Business Services Supervisor Email:  
[Willisitne.Hedgepeth@Raleighnc.gov](mailto:Willisitne.Hedgepeth@Raleighnc.gov)

City of Raleigh  
Addendum No. 1 to RFP 274-ESIFS-CITY HALL MOVE-2026-R  
Title: Move Management Services for Raleigh City Hall

**Issue Date: Monday, January 12, 2026**

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

**Subject:** City of Raleigh Responses to Proposers' Questions

Below is the City of Raleigh's response to questions submitted by prospective proposers on January 7, 2026, as part of the RFP process.

- 1) What type of working relationship do you prefer—collaborative partnership or contractor-led execution?  
Please refer to RFP Section 4: SCOPE OF SERVICES, the City's preference is for a contractor-led execution model, with the selected Move Management firm serving as the primary move manager responsible for planning, coordination, and execution of all move activities. While certain elements remain City-led (IT, artwork, change management, records, and lease compliance), the firm must proactively coordinate and integrate schedules to ensure seamless overall execution.
  
- 2) Are there any sensitive issues or special circumstances we should know about?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution, which outlines requirements for the secure handling, storage, and access of sensitive records and assets, including confidentiality and security protocols.

**Additional Considerations:**

- Shared building resources (freight elevators, loading docks)
- Possible after-hours or weekend work
- Coordination across multiple departments and stakeholders

- Compliance with State and City record retention
  - Other sensitive issues may arise during the planning process as departments are engaged, and these may not be fully identified in the RFP at this time.
- 3) Can you provide floor plans for each current building?  
Due to their size, floor plans for each current City-owned building are not available for upload to the eVP site. Interested proposers may request them via email from Willistine Hedgepeth at [Willistine.Hedgepeth@raleighnc.gov](mailto:Willistine.Hedgepeth@raleighnc.gov). Please note that these are skeleton floor plates, not full construction plans, and may not reflect the most current layouts, as changes may have occurred since the renderings were created.
  - 4) Can you provide square footage for each current building?  
Please refer to the tables in the RFP Section 4: SCOPE OF SERVICES – 4.4 City-Owned Facilities and 4.5 Leased Facilities for square footage references.
  - 5) Can you provide staff counts by floor for each building being vacated?  
Staff counts by floor for each building being vacated are currently unavailable.
  - 6) Can you provide floor plans and space allocations for the new City Hall?  
Preliminary floor plans will be provided to the selected firm during project planning.
  - 7) Will the winning firm receive building access badges, or must all visits be coordinated?  
Access must be coordinated with City staff. Temporary access will be provided as needed to support planning and moving activities.
  - 8) How many departments are relocating?  
The City has twenty-one (21) departments and five (5) offices: Though seven (7) may not be included in the move.
  - 9) Will all planning occur between January 2026 and January 2027?  
The City has not defined a specific timeframe for when the planning phase must occur. The RFP establishes the required overall project completion date, rather than prescribing the duration or timing of individual phases. Proposers are responsible for proposing an appropriate planning schedule based on their recommended approach, demonstrating how planning activities align with commissioning and readiness milestones, and ensuring that the full scope of work is completed by the required deadline.
  - 10) What is the expected timeline between new City Hall substantial completion (July 2027) and required move completion?  
The target completion date for the physical relocation of employees and services is no later than July 31, 2027. Move execution will begin only after the new City Hall is

cleared for occupancy. The move management firm must coordinate with City staff to align with building readiness.

- 11) How many hours per week should the PM team be onsite?  
The RFP does not specify a required number of onsite hours. Proposers should determine and include in their proposal the level of onsite support they believe is necessary to effectively manage the move and meet the project requirements.
- 12) What is your preferred phasing approach for moving 1,100+ staff across 5 buildings to ensure reduced business impact?  
The phasing approach will be determined during planning in coordination with department and operational needs.
- 13) Do you have a preference for the number of move phases between January-June 2027?  
The number of phases will be determined during planning in coordination with department and operational needs.
- 14) Are there specific departments that must remain operational throughout the move?  
All departments must be able to maintain some level of business continuity throughout the move process.
- 15) Are there critical city functions or events that create blackout periods for moving?  
Unknown, this will be determined during planning in coordination with department and operational needs.
- 16) Do all five current buildings require decommissioning after moveout and if so, what are the decom requirements for each?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.9 Asset Removal Services at Vacated Leased Facilities. Asset removal applies to two leased facilities per lease agreements and may include restoration to original condition.
- 17) What is the exit timeline for the three owned buildings?  
Exit timing will align with the move schedule and departmental coordination to be completed by July 31, 2027.
- 18) Are any certifications or security clearances required?  
The City of Raleigh requires a qualified and experienced Move Management Firm to provide comprehensive planning, coordination, and execution, and removal decommissioning services. Vendors must comply with all City, building, and site-specific access and security requirements, including any background checks or badges needed for on-site work.
- 19) Do you need COI from both the PM firm and move vendors, or just move vendors?

Please refer to RFP Section 4: SCOPE OF SERVICES – 4.10 Risk Management. The City will require a Certificate of Insurance (COI) from the selected prime Move Management firm. As the contract holder, the prime firm is responsible for all aspects of the project, including any subcontracted work, and must provide proof of insurance covering themselves.

- 20) What insurance requirements apply to our subcontractors and partners?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.10 Risk Management. Subcontractors performing physical work are not required to submit separate COIs directly to the City; ensuring adequate insurance coverage for all subcontractors is the responsibility of the prime firm.
- 21) Can you provide decommissioning requirements for each building (furniture removal, low voltage, patching, etc.)?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.9 Asset Removal Services at Vacated Leased Facilities.
- 22) What is the scope of IT equipment relocation (servers, telecommunications, specialized systems)?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation or relocation of technology equipment will be managed separately by the City’s Information Technology (IT) team.
- 23) Will the City's IT department handle network connectivity, or should the move contractor coordinate these services?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation or relocation of technology equipment will be managed separately by the City’s Information Technology (IT) team.
- 24) Are there mission-critical systems requiring specialized handling or immediate reconnection?  
Mission-critical systems, including any specialized handling or immediate reconnection requirements, will be managed separately by the City. The Move Management firm will not be responsible for these systems.
- 25) What specialized equipment, furniture, or fixtures require particular handling expertise?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. Only a limited selection of designated furniture or equipment will be moved to the new building. These specific items will be identified and communicated by the City in advance of the move.
- 26) Are there items requiring climate-controlled transport or special permitting?

There are no items requiring climate-controlled transport or special permitting as part of this move at this time.

- 27) What are the City's preferences for move scheduling (weekends, evenings, business hours)?  
Proposers should plan moves around standard business hours and coordinate with City teams to determine when evening, weekend, or off-hour moves may be necessary. The City prefers move activities to be scheduled in a manner that minimizes disruption to normal operations and ensures business continuity.
- 28) Are there peak service periods when certain departments cannot be relocated?  
Any peak service periods or departmental restrictions will be identified and coordinated during the planning phase. The Move Management firm should incorporate these considerations into their schedule to minimize disruption to City operations.
- 29) Will city staff assist with packing personal items and department-specific materials?  
Employees are responsible for packing their individual workstations and personal items. Assistance for department-specific materials will be determined during the planning phase in coordination with the City.
- 30) Will final space assignments and seating charts be available before move execution begins?  
Final space assignments and seating charts will be provided to the selected firm before move execution begins.
- 31) What level of furniture configuration and setup is expected in the new space?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. Only a limited selection of designated furniture or equipment will be moved to the new building. These specific items will be identified and communicated by the City in advance of the move.
- 32) Are there department-specific setup requirements or special accommodations needed?  
Any department-specific setup requirements or special accommodations will be identified during the planning phase. The Move Management firm should coordinate with the City and departments to ensure these needs are addressed during the move.
- 33) Do you prefer plastic totes (rental fee) or cardboard boxes (purchase) for moving?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. Standard banker boxes are to be used for individual staff move allocation. A standard banker box is suitable for letter/legal-sized documents or small personal items.
- 34) Can you share your project budget?

The City encourages proposers to develop and submit their own cost estimates based on the scope, assumptions, and methodology outlined in the RFP, regardless of the City's budget.

- 35) Do you need pricing broken down by each project phase (initiation, planning, inventory, communications, preparation, execution, support, decommissioning, closeout)?  
Please refer to RFP Section 2: PROPOSAL – 2.1.5 Section/Tab 5: Cost for criteria for the cost for and itemized cost breakdown to ensure alignment with the scope of work outlined in RFP Section 4: SCOPE OF SERVICES.
- 36) How should we handle travel reimbursements within "all-inclusive" pricing as this is typically billed at cost monthly?  
Please refer to RFP Section 2: PROPOSAL – 2.1.5 Section/Tab 5: Cost for criteria for the cost for and itemized cost breakdown. The City does not anticipate receiving separate monthly invoices for reimbursement for travel expenses. Proposers should account for all anticipated travel, lodging, meals, and related expenses necessary to perform the Scope of Services within their base cost proposal.
- 37) What constitutes "hidden charges" that must be avoided in the cost proposal?  
“Hidden charges” refer to any costs that are not clearly disclosed, itemized, and included in the proposer’s cost proposal but are reasonably necessary to perform the full scope of work described in Section 4: SCOPE OF SERVICES of the RFP. If a proposer identifies optional or out-of-scope services that are required to deliver the Scope of Services, those costs must be included in the base proposal.
- 38) Will you accept change orders if project scope differs from RFP assumptions?  
Any changes to the project scope or unforeseen conditions that impact cost or schedule will be handled in accordance with the contract’s change order provisions and will require prior written approval from the City. Proposers should submit pricing that closely reflects anticipated costs and appropriately incorporates contingency, as described in the RFP Section 2: PROPOSAL – 2.1.5 Section/Tab 5: Cost to help minimize the need for change orders.
- 39) What services beyond basic move management might be valuable (storage, disposal, surplus furniture coordination)?  
Proposers may include additional services they believe add value, such as temporary storage, disposal, or surplus furniture coordination, provided these services are clearly described, aligned with the Scope of Services, and included in the base proposal.
- 40) What level of coordination is expected with the New City Hall construction team?  
Direct coordination with the New City Hall construction team is not expected. City staff will notify the selected firm when spaces are safe and approved for occupancy and when move activities may proceed.

- 41) Will the City coordinate with other contractors (cleaning, security, utilities), or should we include this coordination?  
The City will coordinate any required messaging with existing contractors (including cleaning, security, and utilities) related to the move. The selected firm should coordinate its activities in alignment with City direction.
- 42) Are there preferred or pre-qualified vendors we should incorporate into our team?  
The selected Move Management firm is responsible for managing the move and may include any qualified vendors it deems appropriate as subcontractors.
- 43) Who will serve as the primary City contact during move execution?  
Primary City liaison(s) and contact information will be identified once a contract has been executed with the selected firm.
- 44) What reporting frequency and format does the City prefer for progress updates?  
The City does not prescribe a specific reporting frequency or format. Proposers should define in their proposal a reporting approach that clearly communicates project progress, milestones, risks, and issues, and that can be coordinated with City stakeholders to meet their needs throughout the project.
- 45) How should we coordinate with department heads and individual staff members?  
Coordination with department heads and individual staff members will be defined and refined during the planning phase in collaboration with the City.
- 46) Should the PM firm and move vendor bill separately to Raleigh, or should the move vendor bill through the PM firm?  
The City will execute a contract with one (1) prime Move Management firm. All invoices for project services, including work performed by any subcontractors, must be submitted by the prime firm as the contract holder. The prime firm is responsible for managing subcontractors and ensuring their payment. The City will receive invoices exclusively from the prime Move Management firm under the terms of the awarded contract.
- 47) Do you have an existing master service agreement with any move vendors?  
The City does not currently have a Master Services Agreement (MSA) specifically for move management services. While the City may utilize cooperative purchasing agreements or state contract vehicles for other needs, no existing MSA covers the scope outlined in this RFP.
- 48) What backup plans should be in place if weather or other factors delay critical activities?  
Proposers should include contingency and risk mitigation plans to address potential delays from weather or other unforeseen factors. These plans should ensure that

critical activities can be rescheduled or adjusted without impacting the overall project timeline and completion date.

- 49) Are there temporary workspace options if phased moves require interim arrangements?  
There should be no need for temporary workspaces or interim arrangements as part of the phased move process.
- 50) How should we handle potential delays in New City Hall completion?  
Proposers should account for potential delays in New City Hall completion by building flexibility into their move schedule and coordinating closely with the City. Any adjustments to timelines, phased moves, or resource allocation should be managed to ensure alignment with final occupancy and commissioning milestones.
- 51) What documentation is required for tracking and accountability of moved items?  
Proposers should provide a system for tracking and documenting all moved items to ensure accountability, security, and proper handling. This may include but not limited to inventories, labeling, chain-of-custody records, and move logs that allow the City to verify relocation of assets, sensitive records, and designated furniture in accordance with the RFP requirements.
- 52) How should damaged or missing items be reported and resolved?  
Damaged or missing items should be documented, tracked, and reported to the City for resolution. The Move Management firm should maintain records of these items, support investigations if needed, and assist in coordinating corrective actions.
- 53) What disposal or donation processes exist for surplus items?  
Disposal or donation of surplus items should be coordinated with the City's Procurement team and conducted in accordance with City surplus property and procurement policies. Please see the referenced contact information and link below from the City's website.
- Phone: 919-996-3240  
Email: [SurplusDisposal@raleighnc.gov](mailto:SurplusDisposal@raleighnc.gov)
- LINK: [Surplus Equipment | Raleighnc.gov](#)
- 54) Are there specific case studies or project types most relevant for our experience section?  
Proposers should highlight experience that closely aligns in size, complexity, and scope, including large, multi-site, phased relocations with contractor-led execution.
- 55) What level of detail is expected in the project approach methodology?

Proposers should clearly detail their project approach methodology in their proposal, including how they will plan, coordinate, and execute the full scope of work. The level of detail should be sufficient to demonstrate the proposer’s understanding of the project requirements and their ability to successfully deliver the services outlined in the RFP.

- 56) **Should financial stability documentation focus on particular aspects of our firm's financial health?**  
Proposers should include financial stability documentation that demonstrates their firm’s overall financial health and ability to successfully perform the scope of work. Documentation should be sufficient to show fiscal stability, capacity to manage a project of this size and duration, and the ability to meet contractual obligations.
- 57) **Are there specific contract terms or conditions beyond those in the sample agreement?**  
Contract terms and conditions are subject to change between the RFP issuance and final contract negotiation. Proposers should base their responses on the sample agreement provided, understanding that certain terms may be revised or updated during negotiations.
- 58) **What transition planning is expected between contract award and move execution?**  
Transition planning should focus on organizing resources and coordinating with City teams to prepare for move execution. Proposers are responsible for developing a transition plan that ensures a smooth start once the new City Hall is ready for occupancy.
- 59) **Move initiation and timing** Within the contract period ending July 31, 2027, will the City direct when each phase of the move occurs, or is the mover expected to initiate work at its discretion once under contract?  
Move activities will be planned and initiated by the Move Management firm in conjunction with City direction. While the firm will lead scheduling and execution, all phases of the move must align with City approvals, operational needs, and readiness milestones within the contract period ending July 31, 2027.
- 60) **Move sequencing and notice** Who will determine the order of moves (by building, floor, or department), and how much advance notice will be provided prior to each phase?  
The order of moves will be determined collaboratively between the Move Management firm and the City to establish the best prioritization for business continuity and building operations.
- 61) **Anticipated move schedule** Is there an anticipated overall moving schedule or phased timeline available, even if preliminary?

There is no predetermined phased timeline for the move; however, all move activities must be completed by July 31, 2027.

- 62) **Phase completion expectations** For each phase of the move, will there be a required completion timeframe that would dictate crew size and daily production expectations? All moves must be completed by July 31, 2027. Scheduling, including determination of crew size and daily production, should be developed by the Move Management firm as part of the planning phase and project approach.
- 63) **Employee presence during moves** Will employees be fully vacated from their workspaces during their scheduled move phase, or should we expect departments to remain partially operational during the move? Departments may remain partially operational during their move phase. The Move Management firm should plan and coordinate activities to minimize disruption while accommodating continued departmental operations as needed.
- 64) **On-site point of contact** Will there be a designated City representative present at both the origin and destination sites during each phase to provide direction and answer item placement related questions in real time? Primary City liaisons and their contact information will be identified once a contract has been executed with the selected firm.
- 65) **Furniture placement guidance** Will furniture layouts, cubicle configurations, and desk placements be clearly defined in advance, or will the mover be expected to interpret layouts on site? Furniture layouts, cubicle configurations, and desk placements will be shared with the selected firm.
- 66) **Elevator and loading dock access** Will freight elevators and loading docks be reserved exclusively for moving operations during scheduled move windows? Exclusive use cannot be guaranteed. Access will be scheduled and coordinated with building management, including possible use of after-hours or weekend time blocks.
- 67) **Permitted work hours** Are moves permitted after hours, or on weekends, and are there any building, security, or labor restrictions we should be aware of? Moves may be permitted after hours or on weekends with prior City approval. Proposers should plan for any building, security, or labor restrictions in coordination with the City to ensure compliance and minimize disruption.
- 68) **Preferred move approach** Does the City have a preferred approach for executing the move, such as building by building, floor by floor, or department by department? The City does not have a prescribed approach for executing the move. The Move Management firm is expected to propose a schedule in coordination with the City that

ensures efficiency, minimizes disruption, and aligns with City priorities and operational needs.

- 69) **Staffing expectations** Is there a preferred or maximum number of movers permitted in a building or on a floor at any one time?

The City has not established a preferred or maximum number of movers per building or floor. The Move Management firm should determine appropriate staffing levels to safely and efficiently execute each phase while minimizing disruption to ongoing operations.

- 70) **Third-party subcontracted work** Are there any portions of the scope that will require third party vendors, such as electrical, low voltage, IT, HVAC, fire systems, or specialty rigging, that are outside the mover's responsibility?

For City-owned facilities, the Move Management firm is not responsible for third-party services such as IT, electrical, HVAC, or fire systems. For leased facilities, coordination with the City's IT, Facilities & Operations, and Real Estate teams is required to address these activities in compliance with lease requirements, if applicable.

- 71) **IT and technology responsibilities** Please clarify responsibility for disconnecting, transporting, reconnecting, and validating IT and technology equipment, including workstations, monitors, servers, and audiovisual systems.

The City's Information Technology (IT) team is responsible for disconnecting, transporting, reconnecting, and validating all IT and technology equipment. The Move Management firm should coordinate move logistics to align with IT's schedule.

- 72) **Packing responsibilities** Are we expected to pack everything other than specific personal items, and will any unpacking be required? Also, would disposal of the packing materials be required?

Employees are responsible for packing up their individual workstations and/or offices. No unpacking will be required.

Disposal of packing materials will be required as part of the punch list and closeout of the physical move process.

- 73) **Records and sensitive materials** Are there any special handling, security, or chain-of-custody requirements for sensitive records or materials?

The Move Management firm must follow all security and chain-of-custody protocols for sensitive records and materials, including HR, legal, clerk, financial, and other confidential documents. Detailed requirements will be provided and coordinated with City departments during the planning phase.

- 74) **Asset disposition** Can the City provide an estimated list or quantity of furniture, equipment, or materials designated for disposal, recycling, or liquidation rather than relocation?  
The City is unable to provide an estimated list or quantity at this time. Asset removal and disposal for vacated leased facilities must be completed by the Move Management firm in accordance with lease/owner terms and City direction.
- 75) **Temporary or swing storage** Is temporary, or swing storage anticipated at any point during the project, and if so, what duration and security requirements should be assumed?  
Temporary or swing storage is not anticipated as part of the move management project for City-owned facilities. For leased facilities, the duration and disposition process for surplus items is not yet known; therefore, proposers should account for this uncertainty and include any necessary assumptions, options, or considerations related to temporary or swing storage for these facilities.
- 76) **Employee counts and floor plans** Can the City provide current employee counts by building, floor, and department, along with destination floor plans showing how departments will be assigned in the new City Hall?  
Current employee counts by building, floor, and department, along with destination floor plans showing department assignments in the new City Hall, will be provided to the selected firm.
- 77) **Changes and delays** If there are changes to headcount, inventory, scheduling, or delays related to building readiness or occupancy, how will those changes be addressed from a scope and pricing standpoint?  
Please refer to RFP Section 2: PROPOSAL – 2.1.5 Section/Tab 5: Cost. Any changes should be addressed through contingency planning. Proposers should include appropriate contingency considerations in their proposal to account for potential adjustments while maintaining the overall project scope and schedule.
- 78) **Invoicing and payment terms** What is the City’s preferred invoicing structure and payment timeline? Specifically, should invoices be submitted per move phase, monthly, or upon completion of defined milestones, and what is the standard payment term after invoice approval?  
The City has not prescribed a specific invoicing structure. Proposers may propose a schedule as part of their approach. Standard City payment terms apply following invoice approval, and invoicing should align with the City’s terms and conditions linked below.
- LINK: [Terms and Conditions](#)
- 79) **Quote Clarification** Does the City have a preferred format for how pricing should be presented, such as broken out by department, floor, building, or move wave?

Additionally, please clarify how the City would like contingencies and potential change orders to be identified and presented within the quote.

Please refer to RFP Section 2: PROPOSAL – 2.1.5, Section/Tab 5: Cost for the required criteria and format for cost proposals, including the itemized cost breakdown. This section also provides guidance on identifying contingencies.

- 80) Will multiple firms be selected for different buildings if deemed appropriate? Additionally, is each building considered a separate project, or are all buildings collectively treated as a single project?  
The City intends to select one (1) primary Move Management firm to oversee the effort. All buildings are collectively treated as a single project for purposes of project management and physical relocation.
- 81) Is the brokerage required to sign the cover letter? Additionally, do you require information regarding any subcontractors we may engage as part of the project?  
The prime proposer (brokerage) must sign the cover letter. Additionally, proposers should disclose any subcontractors they plan to engage as part of the project, including their roles and qualifications, as part of the submission
- 82) With respect to the assignment of responsibilities, are we required to provide the names and roles of specific individuals, or is it sufficient to indicate the number of personnel who will be assigned?  
Proposers should identify the number of personnel and their roles assigned to the project. Providing specific names is optional at the proposal stage, though the City may request names and resumes for key personnel during later negotiations or prior to contract execution.
- 83) If personnel assignments are provided, may this list be updated or modified at a later date?  
Personnel assignments submitted with the proposal may be updated or modified after award, subject to City approval, as long as the replacements meet the required qualifications and the overall project approach and staffing levels remain consistent.
- 84) Will information regarding organizational systems for handling sensitive or confidential filings be provided in advance?  
Information regarding organizational systems for handling sensitive or confidential filings will be provided and clarified during the planning phase as the move management team engages with City departments.
- 85) Could you please confirm whether the estimate of three boxes per person includes office filing materials, or if this estimate applies only to personal items?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. This allowance applies only to individual employee items and does not include additional packing or transport needs for divisions or departments.

- 86) Will the City of Raleigh be providing an electrician to handle all disconnections/reconnections?  
The City does not anticipate the need for any disconnections or reconnections as part of this project. However, if such needs are identified during the move, the City's Facilities & Operations team will be notified and will address these items in City-owned facilities.
- 87) The employee relocation is contents move only, correct? If there is any furniture being relocated? If so, can an inventory list be provided?  
Very few furniture items are anticipated to be moved; however, there may be instances where certain departments will need existing file cabinets transported to the new building. Any such items will be inventoried in advance of the move.
- 88) Will an inventory list be provided for the furniture removal from the leased buildings?  
It is the responsibility of the Move Management firm to develop and maintain an inventory list for furniture and other items being removed from the leased buildings.
- 89) Background Checks / Security Clearance - what does this process look like?  
Background checks are not required for this project. Any security clearance or building access will be coordinated through City staff in accordance with City security procedures.
- 90) U.S. Citizens vs. Non-U.S. Citizens - what are the requirements?  
The awarded firm must agree to be in compliance with the federal E-Verify program as required by North Carolina General Statute Chapter 64, Article 2 (Verification of Work Authorization). Please refer to RFP Appendix IV SAMPLE CONTRACT where this is addressed in Section 21. E – Verify.  
  
*“Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.”*
- 91) Vehicle Registration - Is this required?  
The Move Management firm is required to ensure that all vehicles and drivers used for the project have valid registrations, licenses, and any required permits in accordance with applicable laws and regulations.
- 92) Parking - What does this expense typically look like for a 26ft truck?

Inquiries regarding parking should be directed to the City's Transportation Department.

Phone: 919-996-3996

Email: [raleighparking@raleighnc.gov](mailto:raleighparking@raleighnc.gov)

- 93) City of Raleigh IT Team will handle all IT/Monitor moving and connections, correct? Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation or relocation of technology equipment will be managed separately by the City's Information Technology (IT) team.
- 94) How may we access the EVP in order to review any addenda that may have been issued?  
Instructions on how to access and search eVP are as follows:
- Go to the [North Carolina Electronic Vendor Portal](#)
  - Select "Browse Solicitations"
  - Expand the "Filters" drop down
  - Under Department select "City of Raleigh" and click "Apply"
  - Scroll down to see all City of Raleigh bid opportunities
  - Please note you have the ability to search using "Keyword search" where you can enter in the RFP Number: 274-ESIFS-CITY HALL MOVE-2026-R
- 95) Will multiple firms be selected for different buildings if deemed appropriate? Additionally, is each building considered a separate project, or are all buildings collectively treated as a single project?  
The City intends to select one (1) primary Move Management firm to oversee the effort. All buildings are collectively treated as a single project for purposes of project management and physical relocation.
- 96) Is the brokerage required to sign the cover letter? Additionally, do you require information regarding any subcontractors we may engage as part of the project?  
The prime proposer (brokerage) must sign the cover letter. Additionally, proposers should disclose any subcontractors they plan to engage as part of the project, including their roles and qualifications, as part of the submission.
- 97) With respect to the assignment of responsibilities, are we required to provide the names and roles of specific individuals, or is it sufficient to indicate the number of personnel who will be assigned?  
Proposers should identify the number of personnel and their roles assigned to the project. Providing specific names is optional at the proposal stage, though the City may request names and resumes for key personnel during later negotiations or prior to contract execution.

- 98) If personnel assignments are provided, may this list be updated or modified at a later date?  
Personnel assignments submitted with the proposal may be updated or modified after award, subject to City approval, as long as the replacements meet the required qualifications and the overall project approach and staffing levels remain consistent.
- 99) Will information regarding organizational systems for handling sensitive or confidential filings be provided in advance?  
Information regarding organizational systems for handling sensitive or confidential filings will be provided and clarified during the planning phase as the move management team engages with City departments.
- 100) Could you please confirm whether the estimate of three boxes per person includes office filing materials, or if this estimate applies only to personal items?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. This allowance applies only to individual employee items and does not include additional packing or transport needs for divisions or departments.
- 101) Lastly, could you please confirm whether the firm will be responsible for completing the proposal, or if this responsibility rests with the submitting firm?  
The responsibility for completing and submitting the proposal rests with the firm that will serve as the prime Move Management firm, which will hold the contract with the City and be responsible for managing the project.
- 102) Is there a page limit on the RFP responses?  
No, there is no page limit for RFP responses.
- 103) For leased facilities, may proposers include an allowance for decommissioning activities such as removal of furniture, equipment, and contents, as well as cleaning and basic repairs (to address standard lease close-out requirements)? Any landlord requirements outside this anticipated scope could then be coordinated with the City of Raleigh as a potential additional service or unforeseen cost.  
Proposers should include all costs for standard removal of assets and disposal—such as furniture, equipment, and contents in their base budget. Any landlord-specific requirements beyond this scope should be coordinated with the City and may be addressed using contingency funds as described in the RFP.
- 104) Will the City of Raleigh be responsible for the removal of all low-voltage cables, power whips/poles, and any water lines to appliances in the leased buildings?  
For leased facilities, coordination with the City's IT, Facilities & Operations, and Real Estate teams is required to address these activities in compliance with lease requirements, if applicable.

- 105) Will the City of Raleigh be responsible for the removal of any low-voltage cables, power whips/poles, and any water lines to appliances that need to be removed in the owned buildings?  
For City-Owned facilities, coordination with the City's IT, and Facilities & Operations teams is required to address these activities, if applicable.
- 106) Is e-waste included in this RFP or will it be handled by the City's IT team?  
IT equipment e-waste will be handled by the City's Information Technology (IT) team.
- 107) Please confirm that there is no physical moving of IT equipment, AV equipment, or artwork as part of this RFP.  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation or relocation of technology equipment will be managed separately by the City's Information Technology (IT) team.
- All coordination related to the inventorying, handling, relocation, and installation of artwork will be managed by the City's PRCR Arts.
- 108) Please confirm that the furniture and assets from the three (3) City-owned facilities will remain in place.  
As part of this phase of the moving process, furniture and assets in the three (3) City-owned facilities will remain in place. Any relocation or disposition of those assets will be addressed under a future phase following completion of the move.
- 109) Please confirm that all excess furniture from two (2) leased locations at 127 Hargett and 421 Fayetteville St. should be disassembled and moved out of these locations.  
Excess furniture from the two leased locations will be removed and disassembled in accordance with lease/owner requirements and City direction as part of the asset removal and lease turnover process.
- 110) Will excess items be inventoried and listed on auction site by Move Manager? If so, will the City of Raleigh provide an email address for management of this service?  
Disposal, auction, or donation of surplus items should be coordinated with the City's Procurement team and conducted in accordance with City surplus property and procurement policies. Please see the referenced contact information and link below from the City's website.

Phone: 919-996-3240

Email: [SurplusDisposal@raleighnc.gov](mailto:SurplusDisposal@raleighnc.gov)

LINK: [Surplus Equipment | Raleighnc.gov](https://www.raleighnc.gov/procurement/surplus-equipment)

- 111) I wanted to make sure I understood correctly yesterday during the meeting that we were not moving any furniture only boxes to the new building. Is this correct?  
Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. Only a limited selection of designated furniture or equipment will be moved to the new building. These specific items will be identified and communicated in advance of the move.
- 112) On the asset removal portion when will we know the disposition pathways, would the expectations be that we hold items on our trucks till a decision is made?  
Disposition pathways for asset removal will be determined by the City and communicated to the selected Move Management firm as decisions are made. At this time, the City cannot advise on where items should be stored while awaiting a disposition decision. Proposers should account for this uncertainty in their planning approach and identify how such situations would be managed if they arise.
- 113) Section 4.9 will there be City oversight/input while completing the “categorization of assets to determine appropriate disposition pathways, including surplus, auction, liquidation, or environmentally responsible disposal.” Who determines keep/go surplus?  
Disposal, auction, or donation of surplus items should be coordinated with the City’s Procurement team and conducted in accordance with City surplus property and procurement policies. Please see the referenced contact information and link below from the City’s website.
- Phone: 919-996-3240  
Email: [SurplusDisposal@raleighnc.gov](mailto:SurplusDisposal@raleighnc.gov)
- LINK: [Surplus Equipment | Raleighnc.gov](#)
- 114) Regarding filing and paper files, will there be new shelving & files at the new facility or are existing to relocate?  
Shelving and filing cabinets for the new facility are included as part of the building upfit; however, there may be instances where certain departments will need existing file cabinets transported to the new building. Any such items will be inventoried in advance of the move. Relocating paper files may also be required as part of each division or department’s move. While the City is working to minimize paper files in accordance with retention requirements, some files will still need to be transferred.
- 115) Any evidence storage requiring police or sheriff presence?

There is no evidence storage requiring police or sheriff presence as part of this move; however, the Move Management firm must manage the secure handling, storage, and access of sensitive records—including human resources, legal, clerk, and financial documents—to ensure compliance, confidentiality, and operational integrity.

- 116) Any estimated quantity of exiting furniture / equipment relocating would allow equal submissions from all bidders. Will furniture be relocating from leased spaces, owned or both? How will the City provide scope of a) relocating existing furniture and b) quantity of items to be surplus.
- Only a limited selection of designated furniture and equipment will be moved to the new building. These items will be identified and communicated by the City in advance of the move. Surplus or disposal of other items will be managed by the Move Management firm in accordance with lease/owner requirements, with specific quantities for surplus inventory not available at this time.
- 117) Please confirm that the scope of work for the Move Management vendor to “prepare leased facilities for return in accordance with lease terms” as described in Section 4.9 entails the physical move of FF&E only, not IT/data or facility/construction items. The scope of work for preparing leased facilities for return is limited to the physical move and removal of furniture, fixtures, and equipment (FF&E). Leased facilities are not under City management; therefore, any activities related to IT/data, utilities, or facility or construction items will require coordination. The Move Management firm must coordinate with the City’s Information Technology, Facilities & Operations, and Real Estate teams to ensure these activities are addressed appropriately and in compliance with lease/owner requirements and City processes.
- 118) Does the City have electricians to disconnect any items relocating that are hardwired? No hardwired items are expected to be disconnected as part of this move. If disconnection is required, the Move Management firm must coordinate with the City’s Facilities & Operations team for City-owned facilities.
- 119) Will any workstations be relocated to the new facility? If so, will the design team confirm materials, product and layout/installation plan? Will workstation tear down, relocation and build back be part of the move vendor’s scope of work or the City furniture vendor?
- Only a limited selection of designated furniture and equipment will be moved to the new building. These items will be identified and communicated by the City in advance of the move.

- 120) Are there any furniture plans of the new facility that can be shared prior to the RFP submission for better understanding of path of travel, egress, quantity of workspaces? Furniture layouts, cubicle configurations, and desk placements will be shared with the selected firm.
- 121) Will any flat files or drawing storage equipment be relocated?  
Filing cabinets for the new facility are included in the building upfit; however, there may be instances where certain departments will need existing file cabinets transported to the new building. Any such items will be inventoried in advance of the move. Relocating paper files may also be required as part of each division or department's move. While the City is working to minimize paper files in accordance with retention requirements, some files will still need to be transferred.
- 122) Will the relocation of the Varidesks be the responsibility of the IT move team or the mover?  
VARIDESK are not IT-related equipment. However, as noted in RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution, only a limited selection of designated furniture or equipment will be moved to the new building. These specific items will be identified and communicated by the City in advance of the move.
- 123) Who will review/evaluate the RFP submissions?  
RFP submissions will be reviewed and evaluated by a team of City staff designated for this purpose.
- 124) Unless provided otherwise, we will provide an estimated quantity of required pre-move milestone meetings with City and department stakeholders to take place during the planning phase. Is this acceptable to the City?  
Proposers should include the estimated quantity and schedule of pre-move milestone meetings with City and department stakeholders as part of their planning and project approach.
- 125) Confirm schedule discussed during the pre-bid meeting on Monday, January 5, 2026:
- a. Begin Move Management Planning on or about March 2026
  - b. Facility completed about December 2026
  - c. Facility Commissioning about January 2027
  - d. Begin Relocations on or about February/March 2027 through July 31, 2027.

The estimated completion of the new building is December 2026. All move activities must align with completion of the City Hall commissioning phase; however, the duration of commissioning is currently unknown. No move activities will commence until the City confirms the facility is ready for occupancy, and therefore a firm or fixed move start date cannot be established at this time.

- 126) What is the reasoning behind the July 31, 2027 end date? Should items a through c of the schedule slip out, is this date flexible to push out as well?

The July 31, 2027 end date reflects the City's target for completing all move activities. Any adjustments to this deadline due to unforeseen shifts in the schedule will be discussed and determined by City management on how to proceed.

- 127) Please confirm that the City will determine the move order for the departments.

The order of moves will be determined collaboratively between the Move Management firm and the City to establish the best prioritization for business continuity and building operations.

- 128) Based on the walkthrough, our understanding is that the City of Raleigh's in-house IT team will be responsible for the disconnection, reconnection, and physical relocation of all desktop IT equipment (including monitors, phones, keyboards, mice, and related peripherals). Please confirm whether this understanding is correct.

Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation or relocation of technology equipment will be managed separately by the City's Information Technology (IT) team.

- 129) Given the size and pace of this project, would the City like participating vendors to include, as an optional add-alternate, vendor-provided technicians to assist with IT disconnect/reconnect and physical relocation services to help maintain schedule and meet project timelines? If so, we can include a unit rate or allowance for this support should additional resources be required.

Please refer to Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation and relocation of technology equipment will be managed separately by the City's Information Technology (IT) team; therefore, there is no need for vendor-provided technicians to assist with IT-related tasks.

Additionally, refer to RFP Section 2: PROPOSAL – 2.1.5, Section/Tab 5: Cost for the required criteria and format for cost proposals, including the itemized cost breakdown and guidance on identifying contingencies.

- 130) Although the City of Raleigh will be providing IT disconnect/reconnect services, should the selected vendor provide materials for the packing and protection of IT equipment to ensure organization and security during transport? If so, we will include these necessary materials as an optional line item.

Please refer to RFP Section 4: SCOPE OF SERVICES – 4.8 Physical Move Execution. The installation and relocation of technology equipment will be managed separately by the City’s Information Technology (IT) team; therefore, there is no need for vendor-provided materials for packing and protection to assist with IT-related tasks.

Additionally, refer to RFP Section 2: PROPOSAL – 2.1.5, Section/Tab 5: Cost for the required criteria and format for cost proposals, including the itemized cost breakdown and guidance on identifying contingencies.

- 131) The RFP indicates that banker boxes are requested for this project. Given that some contents contain sensitive information and/or are confidential, would the City like the vendors to include security tape to be used when needed to ensure tamper resistance for banker boxes containing sensitive information?

Proposers should include costs for any materials or measures, such as security tape or other tamper-evident methods needed to ensure the secure and complete transfer of sensitive or confidential items in boxes to the new building.

- 132) To ensure continuity of City operations throughout the project, should we assume that the majority of the relocation activities, including the movement of contents, furniture/equipment, and decommissioning of the vacated spaces, will occur after-hours?

Proposers should plan moves around standard business hours and coordinate with City teams to determine when evening, weekend, or off-hour moves may be necessary. The City prefers move activities to be scheduled in a manner that minimizes disruption to normal operations and ensures business continuity.

- 133) Can the City of Raleigh please provide a total value of all assets involved in the relocation scope?

The City does not publicly disclose asset valuation information for security reasons. All items included in the relocation scope should be treated as high-value assets and handled with appropriate care, security, and protection throughout the move.

- 134) Do the sensitive records have backups in place? Are any of the records irreplaceable?  
Certain records are irreplaceable and must be handled with strict security, chain-of-custody, and confidentiality protocols during the move.
- 135) Are vendors held responsible for liquidated damages?  
Please refer to RFP Appendix IV SAMPLE CONTRACT for provisions related to liquidated damages. Any such requirements, if applicable, will be governed by the final contract executed with the selected firm.

Willistine Hedgepeth  
Business Services Supervisor

**SIGN BELOW AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_