



## Spectrio | Oldsmar, Florida

### Project Summary

This 10K SF project included a 38 day full scope (shell to office) construction build that required close coordination of vendors working both on behalf of the General Contractor and Relocation Strategies. Like most firms, Spectrio was unable to be without internet and voice service at any time throughout the transition. With multiple locations nationally and multiple ISP's, the technology portion (including "last mile construction") of the scope required detailed planning at the onset of the project. Spectrio required existing work stations to be relocated and integrated with newly procured work stations. This constraint required a temporary operations center to be established for four working days at the origin site while the certificate of occupancy was obtained.

### Project Scope

- Construction Management
  - Architectural requirements gathering
  - Alternate finishes selection
  - Upgrade cost negotiation
  - Liaison between General Contractor and client
- Vendor Management
  - Furniture selection & coordination
    - Space planning
    - Finish selections
  - Low voltage cabling and infrastructure
    - IT hardware procurement
    - Racking procurement
    - Badge access
    - White noise & speaker
    - Camera monitoring & motion detection
    - Television procurement and installation
  - Mover services
    - Office
    - Warehouse
  - Space decommissioning
    - Used furnishing
    - Warehouse structure removal
- Move Management
  - ISP and voice service transfer
    - Level 3
    - Verizon / Frontier
    - Bright House
  - Shore-tel system server procurement, upgrade, & relocation
- Move Management cont'd-
  - Office services
    - Dex Imaging
    - Neo-Post
    - Water cooler
    - Pest control
    - City of Oldsmar Utilities
    - Shred-It
    - Janitorial service
    - HVAC cleaning
    - TECO
    - ADT
    - Appliance procurement
  - Temporary Operations
    - Work station build
    - Internet and voice service
    - VPN tunnels
    - Work from home management
  - Server room relocation
    - Space plan
    - Shut down, relocate, reboot, & validate
  - Move purge & move training
- Project Management
  - Schedule creation
  - Risk management
  - Budget creation & management
  - Communication planning
  - RFP management
  - Decision matrix creation
  - Price negotiation
  - Stakeholder management
    - Including property managers
  - On site management & supervision