

Case Study: Department of Commerce (DOC) Headquarters Consolidation and Relocation Services

Client

U.S. Department of Commerce (DOC)

Location

Herbert C. Hoover Building (HCHB), Washington, DC

Project Overview

TPM Group provided comprehensive office relocation and moving services within the Herbert C. Hoover Building (HCHB) to support the Department of Commerce's multi-phase renovation and construction effort. The project involved relocating employees, government-owned furnishings, office equipment, telecommunications systems, and specialized electronic equipment across multiple floors while maintaining continuity of government operations.

The moves included tenant relocations from existing spaces into newly renovated areas spanning the Basement through the 7th Floor, as well as relocations to temporary swing spaces within the HCHB and backfilling of vacant areas as required.

Scope of Work

TPM Group was responsible for delivering all personnel, equipment, materials, transportation, supervision, and non-personal services necessary to execute the relocation effort safely, efficiently, and in compliance with DOC requirements. Services included, but were not limited to:

- Relocation of tenants within HCHB to renovated and swing space areas
- Disassembly and reassembly of government-owned furniture per approved installation plans
- Preparation, transportation, and reinstallation of office furniture, files, and equipment
- Protection and handling of all Government Property throughout the relocation process
- Site preparation to prevent damage to building interiors and exteriors during moves

Move Options Provided

- **Move Option 1:** Relocation of tenants from their current locations within HCHB to Phase 4 renovated spaces (Basement through 7th Floor), including backfilling vacant spaces outside the renovated areas
- **Move Option 2:** Relocation from construction zones and other HCHB areas to temporary swing spaces within the building

Furniture Services

- **Furniture Option 1:** Disassembly of furniture once spaces were vacated
- **Furniture Option 2:** Reassembly and installation in accordance with approved reinstallation space plans

Key Tasks and Deliverables

- Submission of a detailed, phased move schedule for DOC approval at least 30 days prior to move activities or as directed by the Contracting Officer's Representative (COR)
- Provision and distribution of approximately **5,000 crates/banker boxes** to employees
- Packing, labeling, moving, and unpacking employee belongings as required
- Relocation of approximately **550 office chairs**
- Disconnection, packing, transport, and reconnection of approximately **550 telephones and computer workstations**, including all power and data cabling
- Disconnection, transport, and reconnection of printers, fax machines, copiers, and multifunctional devices
- Handling and transport of specialty equipment, safes, shelving systems, high-density filing systems, and library shelving
- Protection of floors, doors, hallways, stairs, entrances, and exits prior to move operations

Challenges

- Working within an occupied federal facility while minimizing disruption to daily operations
- Coordinating large-scale, phased relocations across multiple floors
- Safely transporting sensitive government equipment and archival records
- Ensuring compliance with DOC property protection and security requirements

TPM Group's Approach

TPM Group applied proven federal relocation expertise and detailed logistical planning to ensure orderly execution throughout all move phases. All furniture, equipment, and contents were carefully protected during loading, transport, unloading, and installation. TPM Group also prepared loading docks and interior pathways to mitigate risk of damage to parking areas, sidewalks, stairways, and building interiors.

When employees were unable to pack their own belongings, TPM Group personnel provided full-service packing and labeling to ensure accurate delivery to destination workstations.

Results and Outcomes

- Successfully completed large-scale, multi-floor office relocations within HCHB
- Ensured continuous DOC operations during all move activities
- Protected all Government Property with no reported damage
- Delivered moves in accordance with approved schedules and DOC requirements
- Supported DOC's renovation and modernization efforts with minimal disruption

Summary

Through careful planning, skilled execution, and attention to detail, TPM Group successfully supported the Department of Commerce's headquarters renovation by providing reliable, secure, and efficient relocation services. This project demonstrates TPM Group's capability to manage complex federal relocations involving sensitive equipment, high personnel volumes, and active government facilities.