

# Building, Workspace, Relocation, and Expansion

*Presenters*

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2024, Rochester NY

# Presenters



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# Agenda

Change Management

Cost Projections

Funds for New Services/Equipment/Technology

Project Proposal for Sr Management

After Approval

Before & After - Hillsdale

Before & After - Nebraska-Lincoln

Before & After - Sacramento

# Change Management

- + Review operation assessing current needs of clients.
- + Alignment with current Mission Statement.
- + Barriers to efficient production.
- + People study - are they in the right place, are they engaged? Staff buy-in?
- + Identify new services or efficiencies that increase sales/revenue volume
- + Meet with customers
- + Meet with vendors
- + Analyze and review technology/equipment with team and begin process of change management that will aide in preparation for new services, products and gain in customer confidence and support.
- + Are there current contracts you can access for reduced bid time and lower pricing?
- + All should support your 5-year strategic plan.

# Cost Projections

- + Request estimated costs from your vendors for equipment and technology and detailed information.
- + Specification PDF's, installation requirements, videos, testimonials - available on Federal, State, Higher Education Contracts.
- + Equipment and/or technologies align with customers' needs and provides efficiencies in timely fashion.
- + Discuss with physical plant/facilities to attain estimate of project costs for building modifications, additional utilities, any specialized needs I.E. RO water.
- + Share all of this with internal accounting to prepare an ROI.

# Funding

- + Prepare cost/benefits analysis and the ROI
- + Review funding sources.
- + Review with your management team.
- + Prepare upper management by having discussions concerning what you're planning, why and progress.
- + Do you have funds for the entire process including modifications and contingencies?

# Prepare Proposal for Sr. Management

- + Write brief 1 - 2 page proposal including cost/benefits
- + Prepare a ROI that can be recovered from savings in cost reductions, efficiencies and new services and volumes in 5 years.
- + Show where you have Funds available, will you need additional?
- + Prepare Powerpoint presentation with technical information, brief video's, pictures that support the proposal.

# Cost Projections

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# After Approval

- + Work with Procurement to develop the proper specifications for the Request for Proposal
- + Work with Physical plant/Facilities to begin preparation of installation, utilities, moving, etc.
- + Once bid is awarded be sure to have Physical Plant Project team meet with Vendor's Installation team to make sure the two have shared the requirements.

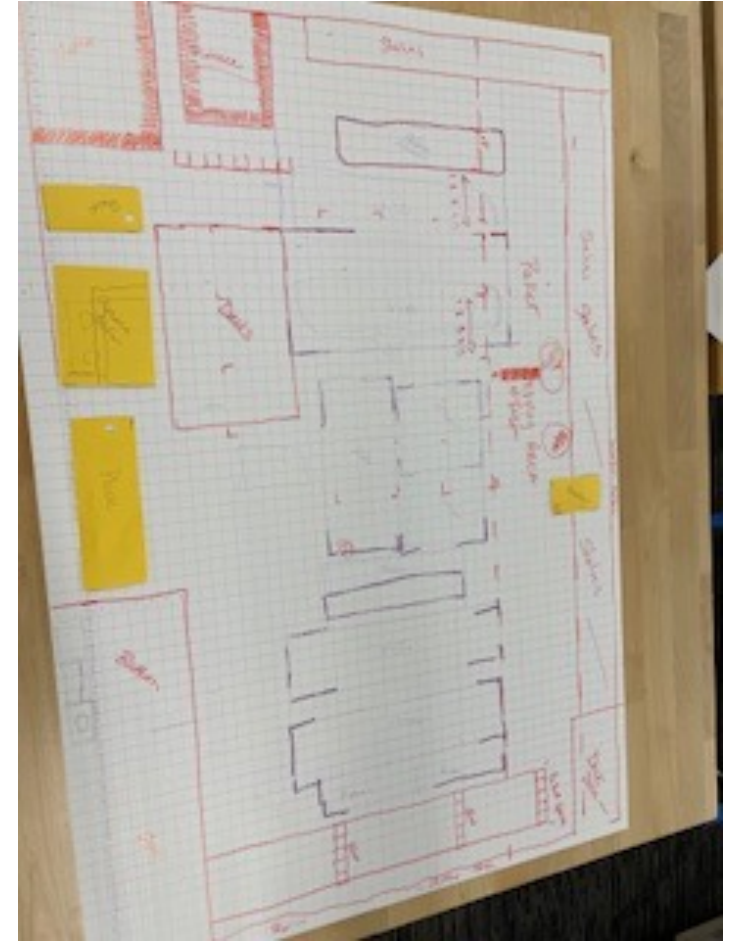
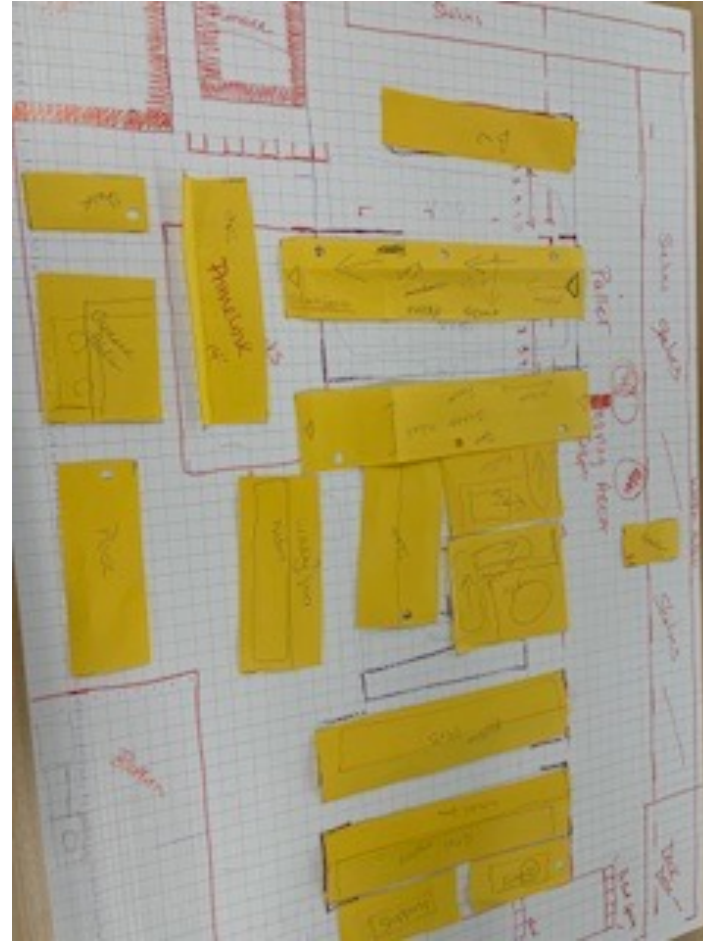
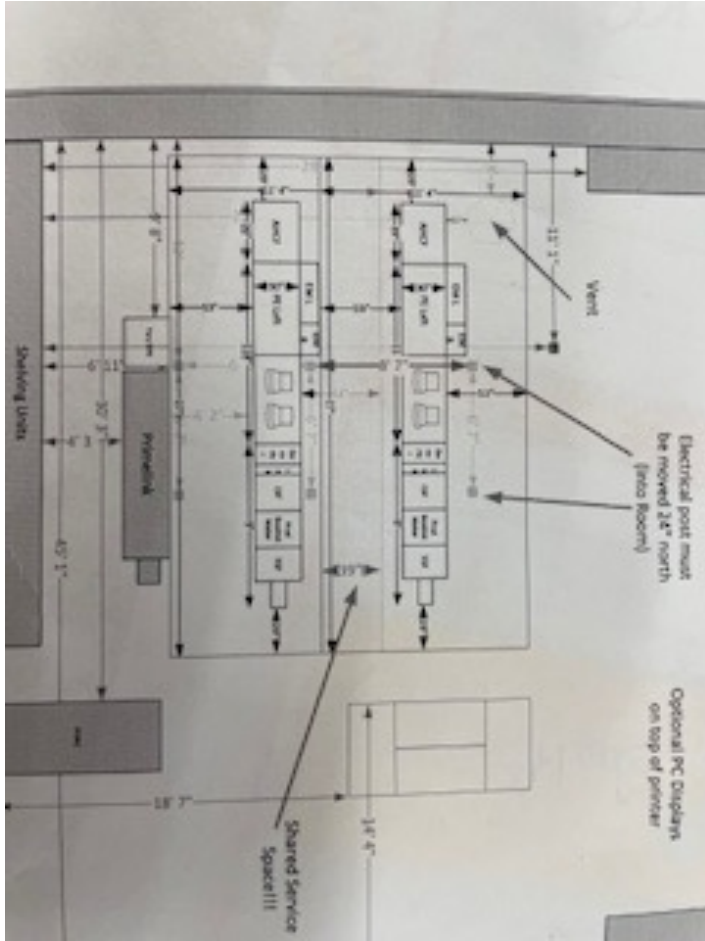
**NOTE:** both will over-estimate and you will have a tough position trying to keep costs from mushrooming. ***You must be very involved.***

# Hillsdale College

Space Planning for  
Xerox Iridesse and  
KM Accuriopress C1200  
Plockmatic -BM5035  
Mimaki UCJV 300-160  
Graphtec FC9000  
Horizon Perfectbinder

FY 2023-2024

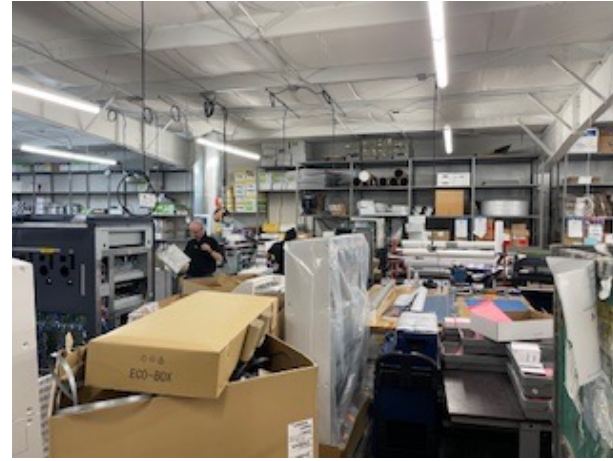
# Planning



# Planning



# Installation



# **University Nebraska - Lincoln**

Installation of KM1

2023

# Planning



# Installation Video





## Ribbon Cutting





# Sacramento State

Front office window replacement and  
asbestos abatement project.

March/April 2023

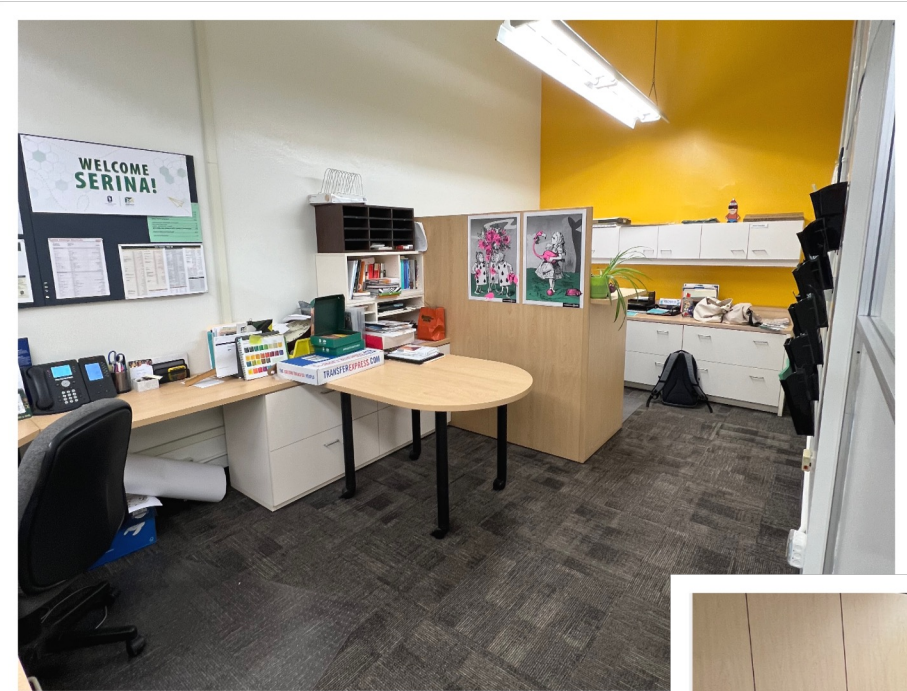
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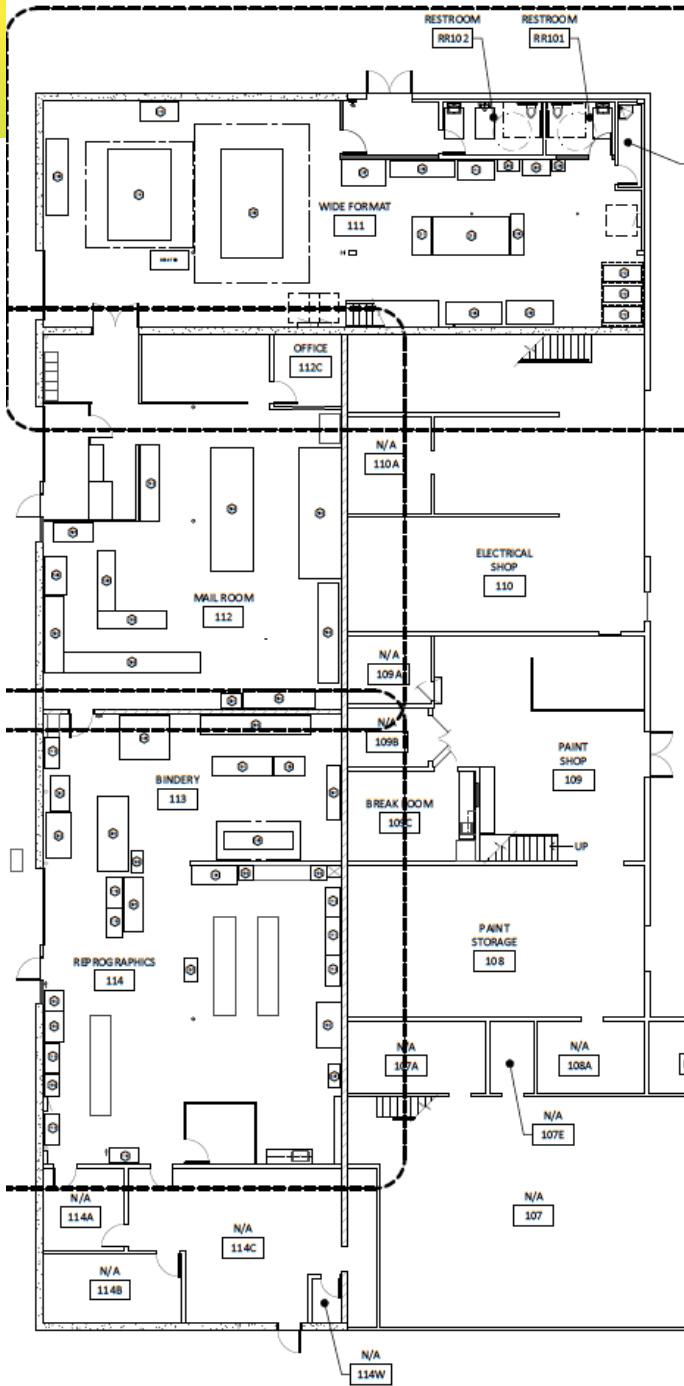


# Asbestos Abatement



# Asbestos Abatement "After"





# Sacramento State

Warehouse HVAC & Electrical  
for Wide format Expansion Project

Sept 2021 - ??? (June 2023)

# New AC Unit, Ductwork



# Spray Foam Insulation





# Electrical





# Questions