Activating a new facility is a process that requires months of planning and often limited time for implementation. A significant component of activation is furniture, fixture and equipment (FF&E) procurement and installation. Gilbane TPM's team of transition experts works with clients nationwide in activating their new facilities and planning for, procuring and overseeing the installation of FF&E. We take great pride in leading activation services and can integrate into the process at several different points throughout a project, depending on each client's needs. Gilbane TPM works with owner representatives, design firms or whomever is responsible for FF&E selections and specifications to monitor orders, lead times and delivery dates, manage delivery and installation plans and schedules, establish building access and routes, and provide on-site management of delivery, installation, inspection and punch-lists. Our proven process assesses operational impacts and proactively identifies and resolves potential issues to eliminate surprises and impacts to budgets and schedules.

HIGHLIGHTED BELOW ARE SOME OF OUR RECENT FF&E CLIENTS

The value we bring is not just our understanding of the activities requiring completion, but our expertise in flawlessly executing each activity to eliminate surprises.
Facilitating the Procurement Process
- Attend programming sessions for FF&E
- Review and validate FF&E specifications
- Develop FF&E procurement request for proposal (RFP)
- Finalize list of RFP recipients
- Execute pricing process
- Obtain client representative sign-off on recommended bidder and pricing
- Prepare early authorization of funds request for FF&E
- Execute purchase orders/contracts
- Manage submittals/approvals of FF&E

Tracking Shipping and Receiving
- Develop FF&E activation plan with delivery, vendor, loading dock, elevator, rubbish removal, staging and installation requirements
- Produce spreadsheets, drawings and other documentation for installer use prior to and during installation
- Monitor FF&E production and delivery lead times
- Orient and prepare FF&E delivery/installation vendors to execute activation plan

Managing On-site Delivery and Installation
- Pre-installation walkthrough and inspection
- On-site management of delivery, move and installation
- Post-installation walkthrough and inspection
- Facilitate vendor punch-list and monitor its completion
- Administer back charges, as required
- Administer operations and maintenance materials
- Conduct lessons learned session(s)

Specialty Items
- Manage amenity special equipment such as fitness, game room, commercial kitchen and outdoor recreational items along with any grab and go appliances
- Coordinate off-site staging and storage
- Artwork
- Audio-visual equipment
Gilbane’s Transition Planning & Management Services in HIGHER EDUCATION

Gilbane Transition Planning & Management (Gilbane TPM) has more than 20 years of experience providing transition, relocation and activation management services for higher education institutions including public and private universities, colleges and community colleges. We are well-versed in supporting every facility type from academic spaces to student services, dormitories and specialized research and lab facilities. We understand the unique schedule and budget restrictions of activating and occupying higher education facilities and work with the project team and faculty to create a detailed and achievable plan that enables academics to remain the highest priority. Acting as the client’s objective advocate, Gilbane TPM assists universities with furniture, fixtures and equipment procurement, vendor management, delivery and installation. Gilbane’s TPM services will ensure a seamless occupancy of new and renovated facilities and that budgets and schedules are met or improved upon.

HIGHLIGHTED BELOW ARE SOME OF OUR RECENT HIGHER EDUCATION CLIENTS

With your expert help and advice, the move was a huge success. You were there to watch equipment being loaded, unloaded, and then delivered to the labs. You did a fabulous job with communication and coordination. I couldn’t be happier with the services you provided. This was the best use of money on the project!

– EDWARD NELSON
VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY
ASSOCIATE DEAN, COLLEGE OF ENGINEERING

Science, Technology, Engineering and Math Facilities

Our team is especially adept at supporting the activation and occupancy of science, technology, engineering and math (STEM) facilities. We apply our expertise gained in working with the public and private life sciences industry to achieve a safe and methodical relocation of specialty equipment, research in place, laboratories, principal investigators and their staff. Our approach includes orientation, training and real-time testing activities to ensure your faculty and staff are comfortable accepting and working in their new environment while minimizing disruption, managing risk and keeping productivity at the highest level.