

WHAT IS A RELOCATION CONCIERGE, AND DO THEY REALLY ADD VALUE TO YOUR PROJECT?

By Shawn O'Neil, Argosy Management Group, LLC

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Let's get one thing out of the way right up front: a Relocation Concierge is not some made-up millennial job description.

A Relocation Concierge is an expert that you partner with when you are considering moving or expanding your office. They are the ones who crunch the numbers, draw up the timeline, coordinate all the subcontractors, and develop the move plan. They'll be the one qualified to answer the question, "What's the most cost effective way to transition to a new space?".

A top-notch Relocation Concierge has the connections for everything – space planners, IT/data center relocation, phone and furniture procurement, contractors, rigging services, and so much more. They know the right vendor for every job, and the right price that should be charged. Any client that thinks they can vet the vendors and negotiate a better price as their own general contractor might better think twice. Just the risk management liability alone is enough to make you scramble to find a relocation concierge ASAP.

And here's the best part: including a Relocation Concierge on a project benefits the landlord by protecting the integrity of the real estate, and benefits the tenant by protecting their security deposit. It's a win-win for everyone!

So what responsibilities can a Relocation Concierge take off your plate?

- ▶ Relocation plan & objectives
- ▶ Goals & budgeting
- ▶ Timelines
- ▶ Space evaluation & planning
- ▶ Asset inventory/furniture analysis
- ▶ Furniture Liquidation & Procurement
- ▶ Transportation & Logistics
- ▶ Contents move plan and asset liquidation
- ▶ IT/Data center migration
- ▶ Phone system/cabling
- ▶ Facility Decommissioning

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So what is the takeaway from all of this? Simply that companies that focus all their time and effort on the “hard costs” of relocation or expansion will be blindsided by the much more important “soft costs” of a transition. There are the obvious hard costs associated with any move – packing, moving, etc. But then there are the less tangible soft costs you need to consider – lost productivity, efficiencies of timing/scheduling, IT testing, risk management, etc. A Relocation Concierge minimizes your company’s exposure to lost revenue by reducing the distraction to your core business and curtailing down time. You’re an expert at what you do, so why not let a Relocation Concierge handle all the logistic details for you!

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ABOUT ARGOSY MANAGEMENT GROUP, LLC

Argosy Management Group (AMG) is a leader in office relocation and logistics project/move management. AMG services companies throughout the U.S. and worldwide. AMG delivers a wide range of comprehensive services: move management and transition planning, space planning and furniture needs, office and industrial relocation and liquidation, storage solutions and asset management, furniture disassembly and installation, IT/data center relocation, and rigging services.



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