GSA
GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST SCHEDULE

MAS (Multiple Award Schedule) Professional Services
FSC/PSC Code: R499

Contract Number
GS-10F-0158U

Contract Period
March 10, 2008 - March 9, 2023

Contractor
INTERIOR ARCHITECTS, INC.
600 New Hampshire Avenue NW, Suite 200
Washington, DC 20037
TEL 202.945.6500
FAX 202.945.6501
www.interiorarchitects.com

Business Size
Large Business

Contract Administration Contacts
Mr. Rawls “Pepper” Morgan
p.morgan@interiorarchitects.com

Ms. Sharon Thayer
s.thayer@interiorarchitects.com

Price list current as of Modification # PS-A812 effective April 14, 2020.
1a. Awarded Special Item Numbers (SINs) with appropriate cross-reference to item descriptions and awarded price(s).
   • 541611: Management and financial consulting, acquisition and grants management support, and business program and project management services.
   • OLM: Order-Level Materials (OLM).

   Please see pages 8-11 for a detailed description of awarded special item numbers and related services provided by Interior Architects, Inc. (IA).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.
   Not applicable.

1c. Hourly rates.
   Please see pages 12-13 for a complete list of labor categories and corresponding hourly rates.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic coverage (delivery area).
   Domestic only.

5. Point(s) of production (city, county, and State or foreign country).
   Not applicable.

6. Discount from list prices or statement of net price.
   Government net prices are shown on the preceding pricelist.

7. Quantity discounts.
   None offered.

8. Prompt payment terms.
   • 0%, net 30 days.
   • Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
   Yes, accepted.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
   Not accepted.

10. Foreign items (list items by country of origin).
    Not applicable.

11a. Time of delivery.
    Determined by individual orders.

11b. Expedited Delivery.
    Determined by individual orders.

11c. Overnight and 2-day delivery.
    Determined by individual orders.

11d. Urgent requirements.
    Determined by individual orders. Please contact the contract administration representative to determine faster delivery.

12. F.O.B. point(s).
    FOB destination.
CUSTOMER INFORMATION

13a. Ordering address.
Interior Architects, Inc.
600 New Hampshire Avenue NW
Suite 200
Washington, DC 20037
Tel: 202.945.6500
Fax: 202.945.6501
www.interiorarchitects.com

Contract Administration Contacts
Rawls “Pepper” Morgan
Project Director/Principal
p.morgan@interiorarchitects.com

Sharon Thayer
Regional Finance Director/Principal
s.thayer@interiorarchitects.com

13b. Ordering procedures.
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.
Interior Architects, Inc.
500 Sansome Street
8th Floor
San Francisco, CA 94111
Tel: 415.434.3305

15. Warranty provision.
Not applicable.

16. Export packing charges, if applicable.
Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
Not applicable.

18. Terms and conditions of rental, maintenance, and repair (if applicable).
Not applicable.

19. Terms and conditions of installation (if applicable).
Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
Not applicable.

20a. Terms and conditions for any other services (if applicable).
Not applicable.

21. List of service and distribution points (if applicable).
Not applicable.

22. List of participating dealers (if applicable).
Not applicable.

23. Preventive maintenance (if applicable).
Not applicable.
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

With a focus on people-centric design, IA is committed to creating environments that empower individuals and communities. Through our Ecos Studio, IA expands our knowledge and services and contributes to a Net Zero future. IA employs sustainable practices in all of our 23 global locations and designs and builds sustainable and economical spaces for our clients. We conduct internal sustainability and wellness efforts for our professionals and contribute to the sustainable welfare of the communities where we live and work.

IA pursues partnerships to promote sustainable and wellness practices with like-minded clients. We communicate with a focus on sustainability to encourage the understating of its importance. IA researches and incorporates carbon reduction/neutral strategies for our own business operation practices as well as through our design solutions for our clients’ operational practices.

At IA, we strive to implement strategies that:

- Optimize occupancy cost.
- Improve productivity.
- Enhance the quality of worklife.
- Enable change and innovation.

The priorities of these four objectives may vary from project to project, but they are vital considerations for all IA projects.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

All online content is compliant with section 508. IA’s website is www.interiorarchitects.com.

25. Data Universal Number System (DUNS) number.

130517766.


IA’s registration is active in the System for Award Management.
DESCRIPTION OF AWARDED SINS AND SERVICES

Large Category: Professional Services  
Subcategory: Business Administrative Services  
GENERAL DESCRIPTION OF SIN 541611

Consulting services that provide assessment and improvement recommendations for business operations, management and workplace. Subject matter examples are:

- Strategic planning and implementation processes.
- Workflow improvements, current conditions assessments, and transition plans to future state.
- Organizational structure and mission assessment.
- Facilitation, surveys, and focus groups.
- Asset/portfolio assessment related to financial performance, utilization, and efficiencies.
- Benchmarking, program metrics, and workplace management standards and guidelines.

Service exclusions:

- Inherently governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the contracting officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.
- Personal services as defined in FAR 37.104 are prohibited.
INTEGRATED CONSULTING SERVICES
IA provides a comprehensive range of strategic analysis services to a wide range of government client types including administrative, law enforcement, scientific/research, and tactical functions. IA has a broad history of experience with strategic workplace and portfolio planning to assist organizations with better aligning their connection between their business, workspace, and real estate. IA's design, strategy, experiential graphics, and sustainability/wellness services and processes have been refined over the many years of use, and has been successfully executed with many clients, including GSA and private corporations. IA conducts the comprehensive analysis of relevant portfolio assessment factors such as lease expiration, utilization rates, mission requirements, workplace technology, and security.

Through the strategic planning process, IA partners with agencies to develop a real estate plan that meets federal planning requirements within prospectus limits, appropriated budgets and funding schedules. IA's integrated consulting services provided under SIN 541611 are listed below.

Portfolio Assessment
• Portfolio evaluation.
• Benchmarking and best practices.
• Building, site and location assessment.
• Acquisition and disposition strategies.
• Lease consolidation analysis.
• Development and adaptive reuse assessment.
• Workplace expansion/reduction studies and simulation.
• Move management planning.
• Define financial and physical performance criteria.
• Workplace program audits and evaluations.
• Project cost and spending forecast.
• Space tracking of leases, floor plans, occupancy, equipment and costs.

Procurement Process - Real Estate and Workplace Planning
• Develop RLP technical requirements and performance criteria for base building and tenant improvements.
• Technical advisor for client agency during the RLP development, review of procurement offer and offer assessment.
• Development of delineated areas, site and building selection criteria.
• RFP/RFQ preparation for planning and design contractors.

Space Requirements Development
• Advisor on strategic workplace development, changes in workplace technology including IT, AV, and security systems.
• Advise and manage work process, and organizational change.
• Program of requirements (POR).
• Current conditions assessment and metrics.
• Macro level program verification.
• Design guidelines for site, building and interiors.
• Space standards evaluation and development (individual, shared, and support space.
• Workplace management policies.
• Organization and work process assessment.
• Modeling of new work processes and occupancy, effects on workplace use.
• Wayfinding and signage assessment.

Sustainable/Wellness Design
• Provide a strategic overview of effective sustainable and wellness policies.
• Establish program and policies.
• Define implementation programs and educational programs.
• LEED vs. alternative sustainable programs, advantages/disadvantages, and cost implications.
**Alternative Work Strategies**

- Define an alternative work environment for the client user groups.
- Assess telework programs, policies, and impacts on facilities, technology, and current culture. Define changes to make the program meet strategic management objectives.
- Assess desk sharing/hotel ing occupancy strategies, provide industry benchmarks and forecast client potential.
- Workplace policy and technology assessments needed for successful alternative workplace implementation.

**Strategic Communications**

- Change management and communications strategies.
- Define a communication program, methods, schedule, and delivery methods.
- Content development to support the communications program at executive, middle management, and staff levels.
- Communication plans for external or internal audiences.
- Facilitate outreach programs for change management programs.
- Facilitate staff engagements and focus groups.
- Communication packaging for new workplace initiatives.
INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES
IA takes a holistic approach to workplace development. When developing a plan, we assess, analyze, and define opportunities to gain efficiencies in mission implementation. Workplace development plans encompass client goals, budgets, resource allocation, the business plan, and future vision. The plan undergoes a constant assessment/evaluation and improvement cycle during development.

Today’s workplace is a valued asset that—with the right strategic foundation—can bolster staff productivity and collaboration, encourage and support a variety of work modes, enhance wellness, and much more. Gaining a nuanced understanding of the organization’s culture, its business drivers, what it does, and how its people work together is an important component of any effort. The strategy is a deliberate approach that maps out the direction of a given initiative.

The old adage “plan the work, then work the plan” summarizes our strategic approach. An organization aspiring to create, refine, or reinvent its workplace must start by defining where it is today, and then establish the vision of where it wants to go—the strategic plan is the roadmap to get there. IA is expert in helping clients navigate this process. Our plans assess:

PLACE
The physical work environment.

CULTURE
Values, icons and ideology of the client organization.

PROCESSES
Methodologies to foster work flow.

PRACTICES
Work policies and guidelines, such as desk sharing or wellness strategies.

SERVICES
Amenities and resources that support every day operations, including break areas, IT, print shop, etc.

PROTOCOLS
Guidelines for behavior in the workplace, such as deterring speaker calls in an open office.

TECHNOLOGY
The infrastructure, software and devices that facilitate work.

GOVERNANCE
Strategy development, delivery team(s), leadership sponsorship, approach and implementation plans, evaluation tools, workplace delivery, and management resources.
IA’s process includes risk assessment that identifies outcomes associated with no action or situations where the status quo remains. Budgets are assessed relative time and limits—what can be accomplished with the funding available in the fiscals year limits. What contracting events drive spending needs or limit implementation? How do government funding cycles affect multi-year project implementation? Where are limited resources best allocated to achieve maximum benefit? The plan assesses various scenarios and provides recommendations to maximize return on investment.

IA’s integrated business program support services provided under SIN 541611 are listed below.

**Project Charter**
- Develop project goals and objectives.
- Define roles and responsibilities.
- Assign accountabilities and reporting structures.
- Define leadership participation.
- Structure communication protocols.
- Define success in terms of cost, time and business goals.
- Define the system and procedures for managing/documenting objectives, budgets and schedules.

**Definition of Program Requirements**
- Process development for requirements collection.
- Lead development for collection approach, scope, and methodologies.
- Provide oversight to the processes and activities.
- Manage event sequences and activities.
- Identify transition challenges from current to future state, including cultural, technology, policy, and budgetary.
- Resolve inconsistencies and missing data sets.
- Manage schedules, resource demands, and activity budgets.
- Forecast outcomes and how they relate back to project objects, cause and effect matrix correlated to business objectives.

**Alternative Strategy Options**
- Define alternative strategies in the context of the organization.
- Develop and refine strategy options and scenarios, expected outcomes.
- Assess financial performance.
- Facilitate review and assessment, provide materials to support the review process.
- Provide advisor services to leadership.
- Based on forecast outcomes, make recommendations that meet the project objectives.

**Implementation Oversight**
- Prepare the statement of work, define various contractors’ roles and responsibilities.
- Coordinate the selection process.
- Advise on proposal review, assist with structuring the evaluation review and provide recommendations for selection.
- Onboard the contractors with background and status briefings.
- Provide oversight to contractor services.
- Design document assessments for POR and lease compliance.
- Make recommendations for project enhancements to meet budget, schedule, program, and lease requirements.
# LABOR CATEGORY DESCRIPTIONS AND RATES FOR AWARDED SINS

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Responsibility</th>
<th>Min. Education</th>
<th>Min. Years of Experience</th>
<th>Hourly Rate (includes IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Works directly with senior level clients to set project strategic agenda. Has overall responsibility for IA’s commitment to the client. He/she drives the project team and ensures that appropriate resources are allocated to the assignment and that the team is meeting the designated objectives for delivering a successful project in the context of best practices. Operating as the client’s advocate, the Principal attends all key meetings and presentations.</td>
<td>Bachelor’s Degree</td>
<td>20</td>
<td>$220</td>
</tr>
<tr>
<td>Senior Strategist</td>
<td>Expert with extensive knowledge on integrated strategy, solutions and methodology leading to a successful assignment. The Senior Strategist develops practical applications for workplace transformation strategies. He/she evaluates and presents analysis and solutions to the client. These applications integrate the diverse elements of place, time and technology with work processes and human resource concerns.</td>
<td>Bachelor’s Degree</td>
<td>15</td>
<td>$155</td>
</tr>
<tr>
<td>Strategist / Change Management Coordinator</td>
<td>The Strategist/Change Management Coordinator guides the client through an exploration of how employees are actually operating and offers solutions based on extensive data collection. He/she is knowledgeable, experienced and capable of developing and presenting solutions. He/she will capture statistical information that indicates the amount of space actually required for each job function, which includes interviewing employees at all levels of the client’s organization in order to achieve a thorough understanding of the specific ways in which each job function operates. The collected data is used to propose strategic methods for planning a space that supports and enhances individual work efforts with maximum space efficiency. The Strategist also develops and coordinates the change management program. He/she is an expert facilitator who has extensive experience working with individuals and groups to help manage organizational change. He/she facilitate three different areas, including: adapting to change, controlling change, and effecting change. Having a proactive approach to dealing with change is at the core of all three aspects.</td>
<td>Bachelor’s Degree</td>
<td>8-10</td>
<td>$120</td>
</tr>
<tr>
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<tr>
<td>Senior Analyst</td>
<td>The senior analyst is a leader with extensive experience in applying analytical principals and solutions that help define the project objectives and direction. He/she provides leadership to the project team resolves complex problems and directs the activities of other analysts and staff as necessary.</td>
<td>Bachelor's Degree</td>
<td>8</td>
<td>$115</td>
</tr>
<tr>
<td>Analyst</td>
<td>The analyst is responsible for data collection, interviewing, testing and the creation of performance measurements as it relates to the client's work process, demographics and physical environment. This data is used as support in the development of the strategic plan.</td>
<td>Bachelor's Degree</td>
<td>4</td>
<td>$95</td>
</tr>
<tr>
<td>Junior Analyst</td>
<td>Junior Analysts understand the principals and methodologies involved with addressing the client’s needs. They support the more seasoned analysts and assist with data collection, data analysis, testing and measurements to support the assignment.</td>
<td>Background in Design</td>
<td>2</td>
<td>$80</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards (SCLS) is applicable to this contract and as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.