

# Integrated Design Group

General Services Administration  
Authorized Federal Supply Schedule Price



**Facilities Maintenance & Management** under GSA Schedule 03FAC  
GSA Contract Number: GS-21F-032CA

**Facilities Maintenance and Management Consulting**  
Special Item Number (SIN) 811-006

**Energy Consulting**  
Special Item Number (SIN) 871-211



States and municipalities can use this contract to procure services to prepare for and recover from major disasters.

**Contract Base Period:** March 4, 2015 to March 3, 2020  
**Size:** Small Business

**Integrated Design Group, Inc.**  
133 Federal Street  
Boston, MA 02110  
617-338-1177  
[www.idgroupae.com](http://www.idgroupae.com)

Contact: [CFowler@idgroupae.com](mailto:CFowler@idgroupae.com)

*On-line access to contact ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).*

## TABLE OF CONTENTS

SECTION 1	Company Overview
SECTION 2	Contract Scope
SECTION 3	Advantages of GSA Schedule Contracts
SECTION 4	Pricing
SECTION 5	Position Descriptions
SECTION 6	Customer Information
SECTION 7	Contact Us

## SECTION 1 Company Overview

Founded with commitment to form a company that can solve problems others do not, **Integrated Design Group** is an architecture and engineering consulting firm where innovation and creative problem solving are the rule, not the exception. With our unique melding of multidisciplinary professionals, the company takes on a wide variety of project types and sizes where the teamwork has the most impact.

A good example is a building owned by Citizens Bank in East Providence, Rhode Island. In that facility, the company has worked on and off since 2004 providing consulting services on infrastructure projects that save energy and provide maintenance and management solutions that have saved the company millions of dollars over the past ten years.

The company's integrated platform has enabled it to prepare energy audits, full building assessments, master planning studies, design standards, site planning consulting, arch flash studies, cfd analyses, and preparation of drawings and specifications for all sorts of projects. These in turn have led to both innovative and more commonplace methods for energy saving and facilities management solutions. Among those are the use of photovoltaic cells, the employment of underground aquifers, and the specification of the most current mechanical solutions for building heating and cooling and electrical designs such as the utilization of 400V power in ways not previously used much in the USA.

### DISCIPLINES

Architecture, Engineering,  
Energy Consulting

### EXPERTISE

Critical Facilities, Facility  
Evaluations, Workplace  
Design, Master Planning,  
Infrastructure Upgrades

### SIZE

40+ Architects and Engineers

**FIGURE 1** - For a new building in Fort Worth, TX, photovoltaic panels integrate into the site.

**FIGURE 2** - Aquifer tanks for a mission critical facility in Omaha, NE.



FIGURE 1

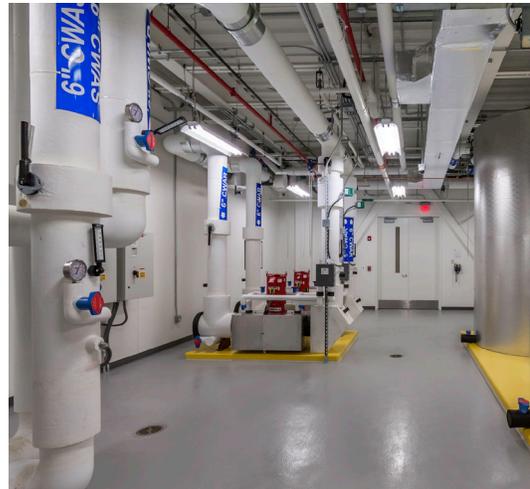


FIGURE 2

## SECTION 1 Company Overview, continued

Integrated Design possesses years of experience and skills to provide extensive facilities related services including:

- Aquifer and geo-thermal use assessment
- Building assessments (for energy, mechanical systems, electrical systems, architectural systems)
- BMS and DCIM Systems reviews
- CFD analyses
- Electrical Systems Design (controls, power distribution, generation)
- Environmental systems review and field assessments
- Fire Protection analysis and assessments
- LEED analysis and design
- Mechanical and plumbing system assessments and design (HVAC, chillers, central plants)
- TCO reviews

Integrated Design Group, Inc. provides cost effective consulting. Our team of architects and engineers work within many building types to help identify, assess, evaluate and implement facilities maintenance and management measures for multiple uses. The more technical the challenge, the more our integrated design team has the opportunity to shine.

**FIGURE 3** - Mechanical room for a software development company in Natick, MA.

**FIGURE 4** - Roof top air handlers cool two floors of computer rooms for several data centers in Ashburn, VA.



FIGURE 3



FIGURE 4

## SECTION 2 **Contract Scope**

### General

Under our GSA Schedule Contract, Integrated Design Group can provide a wide range of support for federal agencies. State and local governments can use this contract to obtain Integrated Design Group support to prepare for or recover from major disasters.

### **SIN 811-006: FACILITIES MAINTENANCE AND MANAGEMENT CONSULTING**

*Federal agencies can order these services from Integrated Design Group under SIN 811-006. State and local agencies can procure Disaster Recovery services under SIN 811-006RC.*

Facilities Maintenance and Management Consulting Facilities consulting services that include, but are not limited to: the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions. Includes Smart Building Consulting.

### **SIN 871-211: ENERGY CONSULTING**

*Federal agencies can order these services from Integrated Design Group under SIN 871-211. State and local agencies can procure Disaster Recovery services under SIN 871-211RC.*

Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514.

Consulting services covered by this SIN include:

- Energy management or strategy
- Energy program planning and evaluations
- Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security
- Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star
- Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases Consulting on carbon emissions trading programs
- Consulting on where to obtain renewable energy credits/certificates Consulting on greenhouse gas measurement and management
- Strategic sustainability performance planning Consulting on obtaining high performance sustainable buildings.

## SECTION 3 Advantages of GSA Schedule Contracts

Do you need a quick, convenient, and cost-effective way to order services from Integrated Design Group? Our GSA Schedule contract provides an excellent solution.

It offers the following advantages:

- **Dramatic time savings.** You can typically complete the task order initiation process (as specified in FAR 8.405) very quickly—often in a matter of weeks.
- **Minimal administrative burden.** When you place an order with Integrated Design Group through our GSA Contract, the order will be considered to have been placed using “full and open competition.”
  - You are not required to synopsise the requirement ahead of time in FedBizOpps.
  - GSA has already determined that prices offered by GSA contractors are “fair and reasonable.”
  - All applicable federal procurement laws and regulations, including “small business” set-asides and other types of set-asides, already have been applied.
- **No dollar limits on task orders.**
- **Small Business credit.** Your agency will receive Small Business credit for all Task Orders issued to Integrated Design Group.
- **Flexibility.** For example, you can set up a “Blanket Purchase Agreement” (BPA) with Integrated Design Group, in the event that you do not know the precise amount or types of services that you would like purchase. You can use the BPA as an ordering device in which all of your offices can participate, allowing them to place orders directly.
- **Direct relationship with Integrated Design Group.**
  - GSA will not get involved in your selection process.
  - Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
  - Integrated Design Group will deliver services and submit invoices directly to your agency. You will remit payment directly to Integrated Design Group. GSA does not inject itself into the client/contractor relationship.

## SECTION 4 Pricing

The following prices are “net” (prices shown include all applicable discounts and are inclusive of the 0.75% Industrial Funding Fee).

### GSA HOURLY RATES FOR THE BASE PERIOD (SINS 811-006 AND 871-211)

Integrated Design Group Labor Category	GSA Price*
Principal-in-Charge	\$217.63
Subject Matter Expert	\$268.77
Project Manager	\$174.01
Sr. Architect	\$167.68
Architect	\$118.49
Sr. Architectural Designer	\$112.39
Architectural Designer	\$74.81
Sr. Mechanical Engineer	\$169.02
Mechanical Engineer	\$139.60
Sr. Mechanical Designer	\$118.49
Mechanical Designer	\$96.73
Sr. Electrical Engineer	\$169.02
Electrical Engineer	\$139.60
Sr. Electrical Designer	\$118.49
Electrical Designer	\$96.73
Administrative Assistant	\$70.28

\* These rates will escalate over time in accordance with the contract’s Economic Price Adjustment Clause (I-FSS-969).

## Pricing, continued

### QUANTITY DISCOUNT

The Quantity Discount is 1% for any individual Task Order under the GSA contract that is equal to or exceeds \$100,000 annually; 2% for any individual Task Order under the GSA contract that is equal to or exceeds \$200,000 annually, and 3% for any individual Task Order under the GSA contract that is equal to or exceeds \$500,000 annually.

If a Task Order initially does not qualify for a Quantity Discount and subsequently is amended to a value that makes it eligible, Integrated Design Group (ID) will begin to apply the applicable Quantity Discount as soon as administratively practical thereafter, but in no event later than for the first full month after the effective date of the amendment.

If a Task Order is eligible for one Quantity Discount and is subsequently amended to a value that makes it eligible for a higher Quantity Discount, ID will begin to apply the higher Quantity Discount as soon as administratively practical thereafter, but in no event later than for the first full month after the effective date of the amendment. Under no circumstances will ID offer a retroactive Quantity Discount. Only one Quantity Discount can be in effect for any given period. These discounts are not additive.

### SERVICE CONTRACT ACT MATRIX

The Service Contract Act (SCA) is applicable to this contract and it includes the following SCA applicable labor category.

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Assistant**	01311 - Secretary I	2005-2255

\*\* The Service Contract Act (SCA) is applicable to this contract and it includes an SCA applicable labor category. The price for the indicated (\*\*) SCA labor category is based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## SECTION 5 **Position Descriptions**

### **PRINCIPAL-IN-CHARGE**

**Functional Responsibilities:** Is responsible to form, build and maintain relationships with potential and existing clients. Ultimately responsible to maintain the vision and success of projects. Conveys vision and goals of projects to senior staff and project managers. Serves as mentor for managers of the firm. Responsible for assisting with project production, concepts, and quality.

**Minimum Years of Experience:** 15 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** None

### **SUBJECT MATTER EXPERT**

**Functional Responsibilities:** Is an industry leader in his or her areas of specialty. Understands industry design standards and trends. Writes articles and papers, and gives presentations on subject expertise. Helps clients establish goals and program for projects. Is involved with planning and developing conceptual solutions for projects. Oversees projects through process completion and assists with quality assurance. Independently carries out complex assignments that require new or improved techniques or procedures. Functions as a staff advisor and consultant for a technical specialty, a type of facility or equipment, or a program function. Serves as mentors for discipline-specific staff. May supervise, coordinate, and/or review the work of other professionals who assist in specific assignments. Plans and conducts work requiring judgment regarding the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Independently performs most assignments with instructions as to the general results expected.

**Minimum Years of Experience:** 15 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** Registered Professional Engineer or Architect

### **PROJECT MANAGER**

**Functional Responsibilities:** Has overall responsibility on a variety of projects or project teams and for all phases. Develops and maintains client relations and is the main client interface. Assures projects goals are being met and manages scheduling of the project both internal and external team members. Manages small and mid-size projects, and applies his or her skills in facilities maintenance, utilities, or energy efficiency. Handles the financial aspects of the

## Position Descriptions, continued

project. Is mentored by a senior project manager, principal and or operations manager.

**Minimum Years of Experience:** 8 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** Professional Registration (Professional Engineer or Registered Architect) or Project Management Professional (PMP) Certification

### SENIOR ARCHITECT

**Functional Responsibilities:** Has overall responsibility on a variety of projects or project teams, including client contact, scheduling, and budgeting. Assists senior management in staffing projections and departmental initiatives. Effectively works with the Client to establish program and ultimately the project goals. Has a management or technical focus and is responsible for major project activities. Can take significant portions of a project from concept through completion, and directly participates in particularly challenging facilities maintenance, utilities, or energy efficiency issues. Is the discipline lead and works with project manager and client to successfully meet the goals of the project. Manages team to meet schedules, quality, and budgets. Keeps Group Leaders informed of schedules and personnel requirements. Works with Group Leaders and subject matter experts for technical issues and Total Quality Management (TQM). Mentors and develops teams.

**Minimum Years of Experience:** 10 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Architecture

**Training or Certification Requirements:** Registered Architect

### ARCHITECT

**Functional Responsibilities:** Responsible for daily activities or technical development of projects. Works independently or under direction to define and solve issues related to facilities maintenance, utilities, or energy efficiency, depending on project complexity. Is responsible for the project including, QA/QC, organization, coordination, schedule, budget and maintaining project goals.

**Minimum Years of Experience:** 5 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Architecture

**Training or Certification Requirements:** Registered Architect

### SENIOR ARCHITECTURAL DESIGNER

**Functional Responsibilities:** Capable of handling the intent of comments provided by senior technical staff members, and incorporates the comments into deliverables. Performs calculations (e.g., for energy efficiency projects), and organizes deliverables and mentors

## Position Descriptions, continued

designers. Develops technical solutions under minimum supervision of senior staff members.

**Minimum Years of Experience:** 5 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** None.

**Substitution Factor:** Five additional years of experience can be substituted for a Bachelor's Degree.

### ARCHITECTURAL DESIGNER

**Functional Responsibilities:** Capable of handling the intent of comments provided by senior technical staff members, and incorporates the comments into deliverables. Performs preliminary calculations (e.g., for energy savings; maintenance costs), and organizes deliverables. Develops technical solutions under supervision of senior staff members.

**Minimum Years of Experience:** 1 year

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** None.

**Substitution Factor:** Five additional years of experience can be substituted for a Bachelor's Degree.

### SENIOR MECHANICAL ENGINEER

**Functional Responsibilities:** Has overall responsibility on a variety of projects or project teams, including client contact, scheduling, and budgeting. Assists senior management in staffing projections and departmental initiatives. Has a management or technical focus and is responsible for major project activities. Can take significant portions of a project from concept through completion to define and solve issues related to facilities maintenance regarding mechanical systems including heating and ventilation equipment and associated energy efficiency. Is the discipline lead and works with project manager and client to successfully meet the goals of the project. Manage architectural team to meet schedules, quality, and budgets. Keep group leaders informed of schedules and personnel requirements. Mentors and develops teams.

**Minimum Years of Experience:** 10 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Engineering

**Training or Certification Requirements:** Registered Professional Engineer

### MECHANICAL ENGINEER

**Functional Responsibilities:** Responsible for daily activities or technical development of

## Position Descriptions, continued

projects. Has a design or technical focus and is responsible for project activities. Can take significant portions of a project from concept through completion for issues related to facilities maintenance regarding mechanical systems including heating and ventilation equipment and associated energy efficiency. Has good documentation skills. Can effectively communicate with team and client.

**Minimum Years of Experience:** 5 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Engineering

**Training or Certification Requirements:** Registered Professional Engineer

### SENIOR MECHANICAL DESIGNER

**Functional Responsibilities:** Capable of handling the intent of comments provided by senior technical staff members, and incorporates the comments into deliverables. Performs preliminary calculations (e.g., for energy efficiency projects on mechanical systems), and organizes deliverables. Develops technical solutions under minimum supervision of senior staff members.

**Minimum Years of Experience:** 5 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Engineering

**Training or Certification Requirements:** Registered Professional Engineer

**Substitution Factor:** Five additional years of experience can be substituted for a Bachelor's Degree..

### MECHANICAL DESIGNER

**Functional Responsibilities:** Capable of handling the intent of comments provided by senior technical staff members, and incorporates the comments into deliverables. Performs preliminary calculations (e.g., for energy efficiency projects on mechanical systems), and organizes deliverables. Develops technical solutions under supervision of senior staff members.

**Minimum Years of Experience:** 1 year

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** None.

**Substitution Factor:** Five additional years of experience can be substituted for a Bachelor's Degree.

### SENIOR ELECTRICAL ENGINEER

**Functional Responsibilities:** Has overall responsibility on a variety of projects or project teams, including client contact, scheduling, and budgeting. Assists senior management in staffing projections and departmental initiatives. Has a management or technical focus and is

## Position Descriptions, continued

responsible for major project activities. Can take significant portions of a project from concept through completion to define and solve issues related to facilities maintenance regarding electrical system from incoming utilities through the facility along with associated energy efficiency. Is the discipline lead and works with project manager and client to successfully meet the goals of the project. Manage architectural team to meet schedules, quality, and budgets. Keeps group leaders informed of schedules and personnel requirements. Mentors and develops teams.

**Minimum Years of Experience:** 10 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Engineering

**Training or Certification Requirements:** Registered Professional Engineer

### ELECTRICAL ENGINEER

**Functional Responsibilities:** Responsible for daily activities or technical development of projects. Has a design or technical focus and is responsible for project activities. Can take significant portions of a project from concept through completion for issues related to facilities maintenance regarding electrical system from incoming utilities through the facility along with associated energy efficiency. Has good documentation skills. Can effectively communicate with team and client.

**Minimum Years of Experience:** 5 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Engineering

**Training or Certification Requirements:** Registered Professional Engineer

### SENIOR ELECTRICAL DESIGNER

**Functional Responsibilities:** Capable of handling the intent of comments provided by senior technical staff members, and incorporates the comments into deliverables. Performs preliminary calculations (e.g., for energy efficiency projects concentrating on electrical systems), and organizes deliverables. Develops technical solutions under minimum supervision of senior staff members.

**Minimum Years of Experience:** 5 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree in Engineering

**Training or Certification Requirements:** None

**Substitution Factor:** Five additional years of experience can be substituted for a Bachelor's Degree.

## Position Descriptions, continued

### **ELECTRICAL DESIGNER**

**Functional Responsibilities:** Capable of handling the intent of comments provided by senior technical staff members, and incorporates the comments into deliverables. Performs preliminary calculations (e.g., for energy efficiency projects concentrating on electrical systems), and organizes deliverables. Develops technical solutions under supervision of senior staff members.

**Minimum Years of Experience:** 1 year

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** None.

**Substitution Factor:** Five additional years of experience can be substituted for a Bachelor's Degree.

### **ADMINISTRATIVE ASSISTANT**

**Functional Responsibilities:** Assists office manager and follows firm policies and procedures for maximum office productivity, and to ensure responsiveness to employee and client needs. Supports firm personnel with typing, filing, and travel arrangements. Monitors and enforces network files, folders and organization policies. Helps organize meetings.

**Minimum Years of Experience:** 0 years

**Minimum Educational/Degree Requirements:** Bachelor's Degree

**Training or Certification Requirements:** None

**Substitution Factor:** A High School diploma plus 2 years of experience can be substituted for a Bachelor's Degree.

## SECTION 6 **Customer Information**

- 1a.** Awarded Special Item Numbers (SINs):  
811-006, Facilities Maintenance and Management Consulting  
871-211, Energy Consulting
- 1b.** Prices: See "Prices" section, above.
- 1c.** Labor Category Descriptions: See "Position Descriptions" section, above.
- 2.** Maximum Order: \$1 million. Note: There is no limit on the size of any task order issued under a GSA Schedule contract. If the best value selection places your order over \$1 million for a task order, Integrated Design Group can decline the order.
- 3.** Minimum Order: \$100
- 4.** Geographic Coverage: Domestic.
- 5.** Points of Production: Same as company address.
- 6.** Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted). See "Prices" section, above.
- 7.** Quantity/Volume Discounts: See "Prices" section, above.
- 8.** Prompt Payment Terms: None.
- 9.** Government Purchase Cards: Accepted up to the micro-purchase threshold. Not accepted over the threshold, this can be negotiated on individual Task Orders.
- 10.** Foreign Items: None.
- 11a.** Time of Delivery: As specified in Task Orders.
- 11b.** Expedited Delivery: Contact Integrated Design Group.
- 11c.** Overnight and 2-day Delivery: Contact Integrated Design Group.
- 11d.** Urgent Requirements: Contact Integrated Design Group.
- 12.** F.O.B. point(s): Destination.
- 13a.** Ordering Address:  
Integrated Design Group, Inc.  
133 Federal Street  
Boston, MA 02110  
E-mail: CFowler@idgroupae.com  
Tel.: 617-338-1177 / Fax: 617-338-7717

## Customer Information, continued

- 13b.** Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage.
- 14.** Payment Address: Same as company address.
- 15.** Warranty Provision: Contractor's standard commercial warranty.
- 16.** Export Packing Charges (if applicable): N/A
- 17.** Terms and Conditions of Government Purchase Card Acceptance: Contact Integrated Design Group.
- 18.** Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A
- 19.** Terms and Conditions of Installation (if applicable): N/A
- 20.** Terms and Conditions for Any Other Services (if applicable): N/A
- 21.** List of Service and Distribution Points (if applicable): N/A
- 22.** List of Participating Dealers (if applicable): N/A
- 23.** Preventive Maintenance (if applicable): N/A
- 24a.** Environmental Attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25.** Data Universal Number System (DUNS) Number: 123269891
- 26.** Notification Regarding Registration in System for Award Management: Registered.

## SECTION 7 **Contact Us**

How can we be of service? Please give us a call or drop us a line:

### **Integrated Design Group, Inc.**

133 Federal Street  
Boston, MA 02110  
Tel.: 617-338-1177  
Fax: 617-338-7717  
[www.idgroupae.com](http://www.idgroupae.com)

### **FOR MORE INFORMATION, PLEASE CONTACT:**

#### **Robert Stein, AIA, LEED-AP**

Principal; Vice President  
Tel. 617-338-1177 x113  
E-mail: [rstein@idgroupae.com](mailto:rstein@idgroupae.com)

#### **Chad Fowler, AIA, LEED AP**

Principal; Architecture Group Leader  
Tel. 617-338-1177 x115  
E-mail: [cfowler@idgroupae.com](mailto:cfowler@idgroupae.com)

Thank you for your consideration.

## Integrated Design Group

[www.idgroupae.com](http://www.idgroupae.com)

[info@idgroupae.com](mailto:info@idgroupae.com)

Boston Headquarters

133 Federal Street, 5th Floor

Boston, MA 02110

Phone: 617.338.1177

Dallas

325 N. St. Paul Street, 18th Floor

Dallas, TX 75201

Phone: 972.717.1818

Tysons Corner

8000 Towers Crescent Drive,

Suite 1350

Vienna, VA 22182

Phone: 703.255.0010