



Federal Supply Service

Authorized Federal Supply Schedule Price List
Comprehensive Furniture Management Services

Solicitation No. 3FNC-B3-003001-B

FSC Group 71, Part II, Section K

Sin 712-4, Design/Layout

Contract Number: GS-29F-0001U

Contract Period: October 3, 2007 - October 2, 2012

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712-4: Furniture Design Layout - Specific Work to be Performed:

Furniture Design/Layout: Services provide customers with complete interior design, space planning, and furniture consultation.

To qualify for the furniture design/layout SIN, offered services must include:

- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/data requirements.*
- Formulation of design solutions;*
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.*
- Providing documentation in printed and electronic formats.*
- Production of drawings and other documentation containing sufficient detail of design intent for use by all other parties, such as electricians, furniture installers, etc.*
- Development of furniture, furnishings and equipment specifications.*
- Coordination and obtaining plan approval by the customer agency and its sub-components.*

Design/Layout Services Overview

ASD provides ongoing planning solutions after evaluating the client's program requirements. We can provide furniture inventory of existing furniture as well as looking at options for the client and developing new standards.

ASD will coordinate, in conjunction with the designated furniture vendor, the selection and specification of new office furnishings including workstations, case goods, conference tables, chairs, and file cabinets. ASD will identify and assist in evaluating and selecting new furniture standards.

We will prepare a preliminary estimate of furnishing costs for your review and approval prior to proceeding with detailed specifications. Upon your approval, we will finalize specifications, and, in concert with the interior design of your new offices, present our proposed selections.

The scope of new furniture purchases will be reviewed, and, if required, ASD will select and specify new furnishings for purchase and installation by your designated furniture vendor. As a professional services firm, ASD does not purchase materials or products directly. However, we will negotiate on your behalf and leverage our considerable, national specification power for your benefit.

ASD has been working with clients to evaluate work flow needs since the 1960's when we co-authored "Designing the Automated Office". ASD developed National Standards for Aetna in the early 1970's. In addition, ASD has authored numerous design guides and standards for the Federal Government.

ASD QUALIFICATIONS

Firm Size

101 people

History

Established in 1963, ASD has evolved into a multi-disciplinary design firm offering interior design and architectural services to a variety of government, corporate, financial, restaurant & hospitality, retail, medical and institutional clients.

ASD currently maintains offices in Atlanta, Tampa, Jacksonville, Cleveland, Washington D.C, Birmingham, San Francisco and South Florida providing services on a local level, as well as to our numerous national/regional clients.

ASD is committed to integrated and contextual design. We provide design services based on each of our client's needs and culture. We are committed to translating the needs and functional requirements of our client's into the built environment.

Design Philosophy

ASD's design philosophy is based on Contextual and Integrated Design. Contextual design means that each design is unique to the client and the site conditions. Integrated design is ASD's ability to blend all aspects of architecture, interiors and graphics into an "architecturally branded" environment. ASD understands the importance of developing a built environment that reflects and responds to the culture and philosophy of our client. Our approach to the design process identifies and supports your objectives while recognizing and celebrating the values that drive your organization's culture.

ASD QUALIFICATIONS

ASD offers the following services:

Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/data requirements:

1. Produce a document which quantifies numbers of staff, typical workspace needs, growth projections, adjacency requirements and ancillary space requirements which will become the basis for all future planning of your existing or new office space
2. Produce a programming questionnaire tailored to the client's needs
3. Conduct interviews with key personnel to review the questionnaires
4. Tour your existing facility with key personnel to obtain a complete understanding of the agency
5. Analyze this data and use applied experience to quantify and qualify this information
6. Review the preliminary finding with the agency and make revisions to the program based on the agency's comments
7. Produce a final written programming document illustrating the results of the programming process

Formulation of Design Solutions:

1. Develop detailed space plans based on the findings of the programming phase
2. Prepare "bubble diagrams" illustrating departmental stacking and adjacencies
3. After approval of the stacking diagrams, develop full schematic plans showing all workstations and ancillary spaces required by the program
4. Conduct review meetings with the client and include revisions to the plan based on their comments

Development of detailed plans based on the service provider's evaluation and proposed design solutions:

1. Conduct a meeting with key personnel of the agency to define an aesthetic direction along with the proposed budget for the project
2. Develop an architectural design concept for the space
3. Present the concept in a review meeting with the client
4. Presentation will include all drawings necessary to illustrate the architectural design of the space, building wall treatments, floor treatments, millwork design, ceiling treatments and lighting, etc.
5. Present samples of proposed finishes for all surfaces
6. Present value engineering (budget) alternates to be included in the construction documents, if required
7. Based on the client's comments, revise the design and conduct a review meeting

Providing documentation in printed and electronic formats:

1. ASD will provide both electronic and printed documents for client review.

Production of drawings and other documentation containing sufficient detail or design intent for use by all other parties, such as electricians, furniture installers, etc.:

1. ASD will provide comprehensive drawings to convey overall design intent. Drawings to include dimensioned furniture plans showing code clearances and any electrical required for furniture installation. Additionally, all drawings required to show finishes, lighting, etc.

ASD QUALIFICATIONS

Development of furniture, furnishings and equipment specifications:

1. Prepare a complete layout of all furniture to be used including: workstations, private office furniture, miscellaneous furniture and reused and reupholstered furniture, if applicable
2. Prepare an existing furniture inventory and reuse plan, if applicable
3. Assist in the development and documentation of furniture standards and plans for all areas as well as identify qualified furniture and fabric products and vendors.
4. Select and present proposed vendors that work with standards, and meet design objectives.
5. Prepare detailed specifications for all items selected to be purchased.
6. Prepare drawings and specifications for bidding of furniture.
7. Prepare and administer a competitive furniture bid, analyze the bids and prepare a written comparison and make recommendations for vendor selections.
8. Analyze the proposal responses, prepare a bid abstract and analysis of the pertinent issues and make a recommendation for the appropriate furniture vendor.

Coordination and obtaining plan approval by the customer agency and its sub-components:

Communication is the cornerstone of our effective management, essential to keeping a project running smoothly. We are fully committed to the principles of partnering. ASD has a track record on projects of using effective and timely communication to minimize conflicts and reduce surprises, while eliciting the support of all participants. We believe that an active dialog with all parties about design issues, decisions, and rationale is essential to (1) meeting the design schedule and (2) laying the foundation for long-term satisfaction with the facility.

Similar Projects

A diverse group of ASD projects, varying in size and scope, are underway across the country. We are currently working on several projects with repeat clients that request our services nationwide. These include multiple nationwide projects for KPMG, CBeyond, Bank of America and a national accounting firm.

Sustainable Approach

Currently with more than ten in-house LEED Accredited Professionals, sustainable design is an integral part of ASD's philosophy. We believe that merely obtaining certification should not in itself be the end goal, but rather, be a guideline to evaluate the sustainable design approach. Our practice is to address the site development (for ground up projects), water savings, energy efficiency, material selection and indoor environmental quality to promote a totally integrated space design in a cost effective manner. We believe the LEED design guidelines impact significantly the health and well being of the building occupants and endeavor to incorporate many of them in our projects whether they are pursuing LEED certification or not.

Recent LEED Projects

Navy Federal Credit Union, Bldg 1, Pensacola, FL
LEED NC Gold

SRA Arlington Consolidation, Arlington, VA
LEED-CI Silver (pending)

ASD QUALIFICATIONS

TLC Engineering for Architecture, Jacksonville, FL
LEED CI, Silver Certification
(First in the State of Florida)

Wyndham Vacation Ownership, Orlando, FL
LEED CI - Certified anticipated (Mid-2008)

Hourly Government Rates

President	\$100.00
Vice President	\$100.00
Associate	\$100.00
Senior Designer	\$ 95.00
Designer/Level II	\$ 85.00
Designer/Level I	\$ 75.00
Junior Designer	\$ 65.00
Administrative	\$ 55.00

*Pricing is inclusive of Industrial Funding Fee.'s culture.

- Prompt Payment Discount:** 2% - 20 Net 30 Days
- Minimum Order:** \$100.00
- Maximum Order:** \$500,000.00 per single order
- Delivery Time:** 30 Days ARO

EXPERIENCE



Coca-Cola Enterprises

Tampa, Florida

ASD provided full service interior design services for this project for Coca-Cola Enterprises, the world's largest bottler of Coca-Cola products. This space was built to accommodate the first phase of CCE's new Shared Services division. The client wanted an exciting, bright, high quality environment to house this initiative. .

Square Footage: 96,000 SF



Kforce Headquarters and Training Facility

Tampa, Florida

ASD designed the interiors of the headquarters facility for Kforce, personnel recruiting and staffing company. The project includes executive and corporate offices, the Tampa field office and an amenities floor including an interactive waiting area, an interviewing center, an employee breakroom, a fitness center and a training facility.

Square Footage: 130,000 SF



CB Richard Ellis

San Francisco, California

This real estate firm needed to consolidate their multiple offices in San Francisco to one location. After completely demolishing the existing interior architecture, ASD provided full service interior design and signage for the new space. We built all new offices, conference rooms and ancillary rooms as well as a reception and conferencing area..

Square Footage: 20,000 SF



GTE Federal Credit Union

Tampa, Florida

GTE Federal Credit Union, one of Florida's largest credit unions, retained ASD to design interior space consistent with their vision of a growing non-profit company dedicated to their customers. The headquarters has a four story building for staff and a separate data facility for the IT staff and computer room.

Square Footage: 145,000 SF

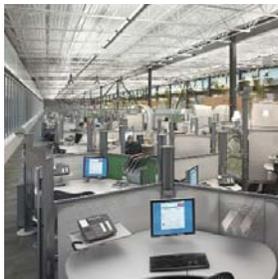


Macdill Federal Credit Union Headquarters

Tampa, Florida

ASD provided full interior design services for this project as part of a design/build team. ASD was retained at the programming stage of the project to verify the owner's spatial and functional needs, establish workspace standards and develop an efficient and flexible office layout for this growing credit union.

Square Footage: 150,000 SF



Navy Federal Credit Union - Heritage Oaks Commerce Park

Pensacola, Florida

ASD provided design services for this state-of-the-art call center and is currently designing two additional 150,000 SF buildings and a parking structure. The campus includes a call center, member services branch, training, conferencing, data center, fitness facilities, fitness trail, pond and food service facilities.

Square Footage: 62,000 SF