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## Firm Overview

**CRA Architecture, Inc.** represents one of the most highly qualified and experienced firms in providing professional space planning and comprehensive furniture management services to federal agencies through multi-year IDIQ contracts. **CRA Architecture's** management and staff has an eighteen year relationship with GSA, as well as an unequaled expertise in programming, space planning, pre-design studies, and interior design work including finish and furniture selections.

**CRA Architecture, Inc. (CRA), is a small business, woman-owned,** full service architectural firm offering complete architectural, planning, interior design and facilities management services to both private and governmental entities.

**CRA's** expertise in performing facility surveys, pre-design studies, producing agency special requirements, programming, space planning, construction documents, interior design, and construction administration has earned it national recognition with a national client base. **CRA Architecture, Inc.** is an industry leader in the development of programmatic requirements, workstation designs and space plans through IQ contracts. **CRA's** highly qualified staff produces work in a cost effective and timely manner. The fact that 85% of **CRA's** work is from repeat clients truly exemplifies project success and client satisfaction.

## Scope of Services Offered

### 712-1 PROJECT MANAGEMENT (FURNITURE/FURNISHINGS)

CRA will provide services that include comprehensive management support for projects covering design, reconfiguration, relocation, and re-sizing of office space and similar facilities.

- DEVELOPMENT OF PROJECT MANAGEMENT PLANS AND IMPLEMENTATION STRATEGIES.
- DEVELOPMENT, MANAGEMENT, AND COORDINATION OF PROJECT PHASING.
- IDENTIFICATION OF SIGNIFICANT ISSUES RELATED TO THE PROJECT.
- ASSISTANCE IN THE PREPARATION OF BUDGET REQUIREMENTS FOR THE DESIGN, ACQUISITION, DELIVERY AND INSTALLATION OF FURNISHINGS AND EQUIPMENT.
- MANAGEMENT OF INTERIOR DESIGN PROCESS.
- ENSURING COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS.
- OVERSIGHT OF DELIVERIES AND INSTALLATIONS TO ENSURE ADHERENCE TO SCOPE OF WORK, INSTALLATION STANDARDS AND ACCURATE PLACEMENT OF FURNITURE ACCORDING TO PLAN.
- MANAGEMENT OF LOGISTICS OF INTERIOR RENOVATIONS AND FURNITURE INSTALLATION.
- DETERMINATION OF FEASIBILITY BY SPACE FORECASTING AND BUILDING ANALYSES.

<b>Labor/Task Category</b>	<b>Commercial Hourly Rate</b>	<b>Per Unit</b>	<b>Government Hourly Rate</b>	<b>Applicable Gov't Discount</b>	<b>Government Hourly Rate w/IFF</b>
<b>Principal</b>	<b>\$165.00</b>	_____	<b>\$132.00</b>	<b>20%</b>	<b>\$132.99</b>
<b>Contract Manager</b>	<b>\$145.00</b>	_____	<b>\$118.90</b>	<b>18%</b>	<b>\$119.79</b>
<b>Team Leader</b>	<b>\$100.00</b>	_____	<b>\$ 82.00</b>	<b>18%</b>	<b>\$ 82.62</b>
<b>Interior Designer</b>	<b>\$ 82.00</b>	_____	<b>\$ 69.70</b>	<b>15%</b>	<b>\$ 79.22</b>
<b>CADD Draftsperson</b>	<b>\$ 80.00</b>	_____	<b>\$ 68.00</b>	<b>15%</b>	<b>\$ 68.51</b>
<b>Administrative</b>	<b>\$ 60.00</b>	_____	<b>\$ 52.80</b>	<b>12%</b>	<b>\$ 53.20</b>

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## 712-4 DESIGN LAYOUT

CRA will provide services that cover complete design, space planning, and interior consultation

- 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 UPON 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 PARTIES, SUCH AS ELECTRICIANS, FURNITURE INSTALLERS, ETC.
- DEVELOPMENT OF FURNITURE, FURNISHINGS AND EQUIPMENT SPECIFICATIONS.
- COORDINATION AND OBTAINING PLAN APPROVAL BY THE CUSTOMER AGENCY AND SUB-COMPONENTS.

In *developing programmatic requirements in the production of a Facility Programming Report*, CRA will evaluate the customer's overall office and furniture requirements, existing inventory, space standards, work flow, and special space and/or electrical/data requirements. CRA's process for producing a programming report is as follows:

### **Orientation Meeting**

- Explain Project Approach to Client Agencies
- Establish Project Scope/Set Project Schedules
- Obtain Overall Project Criteria/Establish Points of Contract/Set Approval Process

### **Space Situation Survey/Organizational Analysis & Physical Walk-through and Data Collection (Questionnaires and Interviews)**

- Walk-through Existing Facilities to Assess User Requirements. Inclusive of acoustics, lighting, security, computer, support facilities and traffic patterns
- Review Standard Component Systems
- Review Existing Inventory Available for Re-use
- Collect, Verify, and Analyze Organizational Information
- Assemble and Review Information Documenting Existing Facility Usage and Constraints that may Subsequently Affect Planning Including Square Footages, Personnel Numbers, and Efficiency Ratios
- Conduct Interviews with Agency and Departmental Heads and Obtain Organizational Charts and Assign Codes to Each Department for Reference and Computer Input
- Collect, Verify and Analyze Organizational Information and Conduct Interviews with Department Heads and Other Specific Individuals To Obtain Flexibility and Expansion Projections, Human and Material Flow Patterns, General Space Allocations, Adjacency Requirements, Special Space and Equipment Requirements and Environmental Requirements (acoustics, lighting, heating, ventilation, cooling)
- Verify Accuracy of All Information with Agency Contact Point

### **Workstations Guidelines Development**

- Develop Prototypical Guidelines of Personnel Workstations or Private Offices. Plans Shall Depict Worksurfaces, Storage Components, Seating, Equipment, Dimensions and Square Footage Indications – Both In Plan and 3-D
- Identify All Components and Equipment Necessary Within Each Standard Work Area or Office and Identify Any Deviations

### **Facility Programming Report (Preliminary Draft Report)**

- Adjacency Studies: Diagrammatic Representations of Facility Adjacencies Based on Work and Paper Flow/Communications/Public Access Requirements
  - Matrix Diagrams Reflecting Interdepartmental (Department/Department) and Intradepartmental (Within Department) Interactions
  - Typical Workstations
  - Statistical Database Listings of All Primary and Support Space Requirements
  - Technical Requirements for Listed Spaces
  - Statement of Findings and Conclusions
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CRA will *formulate design solutions*. CRA's process for producing design solutions is as follows:

**Block Plan Layout**

- Translate Workstation and Space Distribution Guidelines Into Block Allocation Plans in Bubble Diagram Format for the Proposed Lease Space. These Drawings Depict Graphically the Square Footage Allocations for Specified Organizational Components
- Prepare Color Coded Alternative Allocation Plans Evaluating Future Contraction, Expansion, or Revision of Requirements

**Schematic Space Plan**

- Design Drawings to Scale Which Show In Outline Form:  
Workstations, Private Offices, Support Areas, Special Areas, and Circulation Patterns
- Special Construction Notes
- Research and Preliminary Selection(s) of All Interior Materials and Colors As Required
- Furnishings and Equipment

**Review and Comments**

- Corrections and Modifications Based Upon Client Comments

**Client Agency Approval**

**Hardline Design Intent Drawings**

- Dimensioned Construction / Demolition Plan:  
These Drawings Will Include Details as Necessary Regarding Special Features Relative to Architectural Design, Construction Notes and Architectural Millwork. These Drawings Will Also Include Door and Hardware Schedule Information Denoting Door Sizes, Hardware Types, Locations of Doors and Hardware To Be Removed and/or Added.
- Furniture / Equipment Plan:  
Drawings With Codes Referring to Furniture Inventory of Workstation Designs. These Will Include the Location of all Furniture and equipment To Be Placed In the Space. These Drawings Will Also Include Information Needed for A Systems Furniture Manufacturer To Develop An Order List of Components and To Install the Systems Furniture. Minimum Aisle Dimensions Shall Be Included As Well As Workstation Typicals Cross Referenced On The Plan.
- Telephone / Electrical Plan:  
These Drawings Will Include Locations of Telephone, Power and Data Requirements. They Will Show Existing Outlets, New Outlets, and Outlets To Be Removed. These Drawings Will Also Include Type and Locations of Computer Cabling and Fire Safety Elements.
- Reflected Ceiling Plan:  
These Drawings Will Include the type and Location of lighting Fixtures, Ceiling Registers, and Sprinkler Heads (if Applicable) As Well As Fire Safety Elements.
- Interior Finish Plan :  
Refinement and Selection of the Interior Materials and Colors Researched in the Schematic Phase and Their Documentation. These Drawings Will Include the Type and Locations of Finishes and Include All Finishes Listed In the Associated and Cross Referenced Finish Schedule.

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