



Schedule

Contract GS-29F-0011S

**General Services Administration
Federal Supply Service
71 IIK - Comprehensive Furniture Management Services (CFMS)**



Metropolitan Architects & Planners, Inc. (MAP)
Mr. Devpal Duggal, President
1505 Prince Street, Suite 200, Alexandria, VA 22314
Tel 703.836.8100 Fax 703.836.4523 Email Dev@MetroArch.com

Contract Number: GS-29F-0011S

Contract Period: May 3, 2006 - May 2, 2011

Contract CFMS Schedule

Overview	2
<i>Procurement with CFMS</i>	
<i>Ordering</i>	
<i>Company</i>	
Company Information	3
Statement of Work - Overview (SINS)	4
GSA Awarded Pricing for CFMS Services	7
Labor/Task Descriptions	8
Terms & Conditions	10
Special Notice to Agencies	11
<i>Small Business Participation</i>	

Overview

Procurement with CFMS

Metropolitan Architects & Planners, Inc. (MAP) (a small business) offers a broad range of facilities-related services through the GSA **Comprehensive Furniture Management Services (CFMS) Schedule**, Contract Number GS-29F-0011S. This Schedule is a 5-year contract vehicle, commencing May 3, 2006.

SIN 712-1 Project Management

SIN 712-3 Reconfiguration/Relocation Management

SIN 712-4 Design/Layout

Ordering

To place an order with MAP, Inc.:

- Call 703.836.8100 or email Dev@MetroArch.com

OR

- Go to <http://www.gsa.gov/advantage> on your Internet browser
 - Login and enter Metropolitan Architects & Planners in the search window.
 - Select E-buy and request a quote.
 - GSA Advantage will walk you through preparing a Purchase Requisition/ Statement of Work, Request of Quotation (RFQ), and firm selection based on best value.

Company

MAP provides Management, Strategic Planning, Master Planning, Feasibility Studies, Programming, Design, Acquisition services, and IT integration for the built environment. From our Northern Virginia office, we deliver projects worldwide.

For more information, please contact:

Devpal S. Duggal, Principal
Metropolitan Architects & Planners, Inc.
1505 Prince Street, Suite 200
Alexandria VA 22314
703.836.8100
fax 703.836.4523
Dev@MetroArch.com



Reception, The Woodies Building

Company Information

Metropolitan Architects & Planners, Inc. (MAP) is an established planning and design firm (small business) focused on providing high quality programming, strategic planning and design services. MAP's mission is to facilitate evaluation and improvement of built environments to foster healthy and pleasant work conditions. The mission is of particular relevance to government sectors in effectively meeting their restructuring and right-sizing requirements. In addressing these requirements, MAP focuses on the creation and maintenance of highly productive environments that are geared toward minimizing life-cycle costs.

In an era when resources are finite and organizations are consistently in a state of flux, MAP provides its clients with thoughtful ordering of priorities that have produced viable solutions to complex planning and design challenges. MAP has successfully worked on numerous projects that optimized space, improved utilization and reduced rent for its clients.

While MAP's experience and expertise is invaluable, it is the quality of service and dedication to each project that separates us from our competitors, and elicits a high rate of repeat business. MAP's performance on the projects on its portfolio has been impeccable. The ability of our staff to understand the planning issues, functional requirements, cost implications and political realities embedded in each, has led to solutions that invariably exceed the expectations of our clients.

During MAP's 14 year history, MAP has developed multiple programs for office buildings and associated spaces that have resulted in forming the basis of building design. Commissions have resulted from programming to design of interiors, several of which have achieved or are in the process of attaining LEED™ certifications. MAP's experience in discerning cost responsibility towards tenant work vs. base building is extensive, and MAP has been involved in successfully supporting its clients in this area.

MAP's capabilities include the following:

- Project Management
- Feasibility Studies
- Strategic Planning
- Master Planning
- Programming and POR Development
- Facilities Planning
- Space Planning
- Test Fits
- Blocking & Stacking
- Interior Design
- Furniture Specifications
- Sustainable Design
- Design & Construction Document review
- Construction Monitoring



DISA, Skyline 7

Statement of Work

SIN 712-1 Project Management

Project Management services under this Special Item Number (SIN) shall include comprehensive support for implementing projects requiring reconfiguring, right-sizing, or down-sizing of office space or specialized spaces such as audio-visual centers, large assembly areas and laboratories.

The provision of furniture and furnishings related to each project is an outcome of a process that is initiated by understanding client needs for space, its function, budget and time. It is the coordination of the multi-faceted requirements of each project and implementation in a cost-effective manner that is achieved through this SIN. The successful installation of the final product is an outcome of careful prioritization of space completion, integration with the technology and building, timely delivery of products.

Key tasks that must be managed in any furniture project include (but are not limited to) the following:

- 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 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.



*Conference Room, One Potomac Yard
(still from computer animation)*

Statement of Work, continued

SIN 712-3 Reconfiguration/Relocation/Installation Management

When an organization is dynamic, as most are today, effective management of reconfiguration, relocation and installation is essential to providing that organization with an environment that best suits their new work processes. Regardless of the cause, it requires an in-depth assessment of existing spatial conditions, examination of functional relationships, inventory of existing furnishings and understanding of the desired goals.

All relocation/reconfiguration projects are sensitive as they involve movement of personnel from the familiar to the unfamiliar. This requires consensus building regarding space utilization and final locations of each space for both personal workstations and offices as well as joint-use spaces. In addition these projects require detailed migration planning, operational planning and environmental mitigation as the renovation is undertaken in an in-place situation.

MAP utilizes several facility management packages to record location of personnel, spaces, and support elements. This assists both MAP and its clients in tracking and implementing relocation projects.

Reconfiguration/relocation services include, but are not limited to:

- Development of reconfiguration/relocation plans and schedules.
- Coordination of reconfiguration/relocation plans and schedules with other professional crafts and trades persons.
- Development of furniture, furnishings, and equipment inventories.
- Oversight of furniture, furnishings, and equipment installations or reconfigurations.
- Development of employee transition guides and handbooks.
- Verification of critical field dimensions before installation.
- Installation, moving, disassembly and/or assembly of furniture and furnishings.
- Temporary and long term warehousing for furniture and furnishings ensuring proper accountability of items in storage.
- Development of migration plans.
- Environmental mitigation plan.
- Operational planning.
- Examination of space standards.



Emergency Operations Centers

Statement of Work, continued

SIN 712-4 Design/Layout

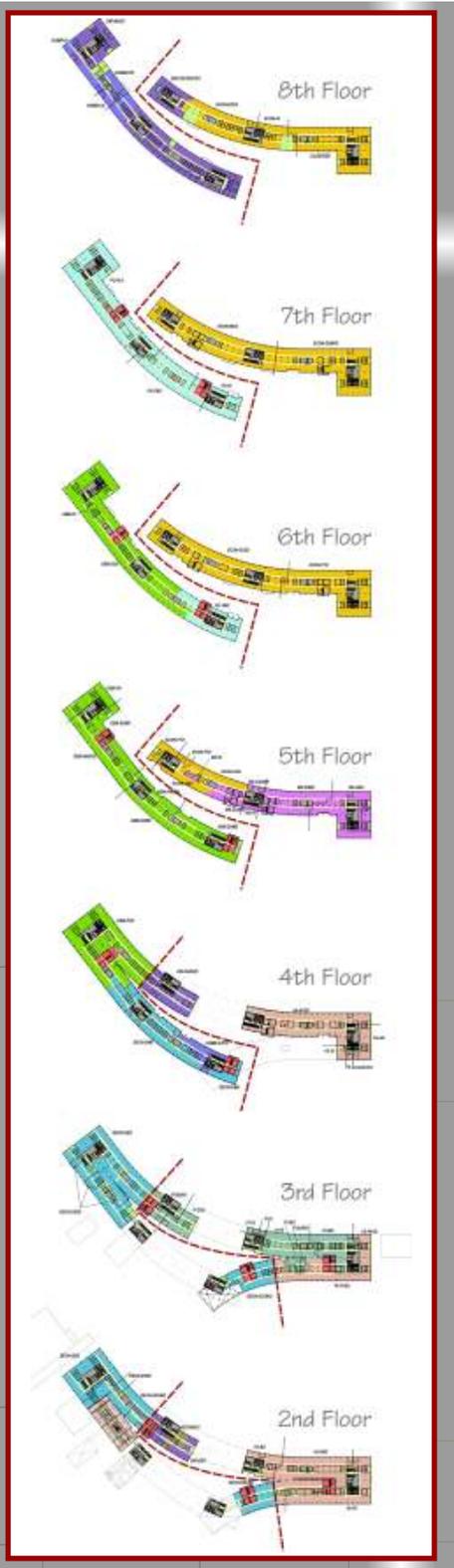
MAP has successfully completed numerous furniture design and layout projects that seamlessly integrate space, technology, environmental products and furnishings into a cohesive whole.

MAP possesses decades of experience in optimizing space utilization and effectively planning layouts that use appropriate segments of buildings in a suitable fashion. Our strength lies in the development of programmatic requirements for complex institutions and then locating its elements in buildings such that they achieve functional, spatial and operational goals.

The services provided are all-encompassing and include detailed programming (inclusive of developing furniture/furnishing standards), building housing plans, migration plans, schematic designs, design development documents, and RFQ's for furniture and furnishings that match and integrate with space plans and building infrastructure. The design and layouts are specifically focused on specifications of fit-out and furnishing materials to achieve sustainable design.

Services cover complete design, space planning, and interior consultation and 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 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.



Census Bureau Headquarters
Housing Plan

GSA Awarded Pricing for CFMS Professional Services

Effective January 25,2008

Labor/Task Category	Government Rate
Principal	\$ 124.12
Senior Architect/Senior Project Manager	\$ 114.95
Senior Interior Designer	\$ 112.79
Project Manager	\$ 86.89
Space Planner	\$ 74.47
Interior Designer	\$ 77.60
Programmer	\$ 74.47
CAD/Technical Support	\$ 56.42
Administrative Support	\$ 47.39



The Colorado Building

Labor Category Descriptions

Principal

- Post-Graduate Degrees in Architecture/Planning.
- Responsible for contracts, project planning, client presentations and negotiations. Guidance to Project Managers and Teams.

Senior Architect / Senior Project Manager

- Bachelor's degree in Architecture with license or Post-Graduate degree in Architecture/Planning. LEED™ certified.
- Responsible for directing multiple teams of Architects, Engineers, and Cost Estimators in complex multi-disciplinary jobs. Handles multiple task orders. Direct Teams of 5-7 in-house professionals. Capable of communicating with clients and coordinating projects with users, consultants and team.

Senior Interior Designer

- Degree in Interior Design, NCIDQ certified.
- Responsible for planning, design and interior architecture of large office spaces. Guides team of space planners and interior designers to collect, program, space plan and design interiors. Responsible for selection of sustainable materials, lighting, and coordination with base building finishes. Gives presentations to clients and obtains approvals.

Project Manager

- Degree in Architecture/Planning or Interior Design.
- Responsible for managing one to two projects at a time. Directs teams of 2-3 employees and coordinates with consultants and clients. Has a working knowledge of planning and design process, requirements development, conceptual and design development.



Cafeteria

Labor Category Descriptions, continued

Space Planner

- 4-year degree in Architecture or Interior Design.
- Responsible for surveying space to be planned, preparing drawings of as existing situation, code issues, preparation of Program of Requirements, development of space standards, and layout of spaces.

Interior Designer

- Degree in architecture, interior design. NCIDQ preferred.
- Responsible for conducting research on interior materials, working knowledge of LEED criteria and selection of appropriate materials for various types of spaces. Conversant with different types of furniture systems and case-goods.

Programmer

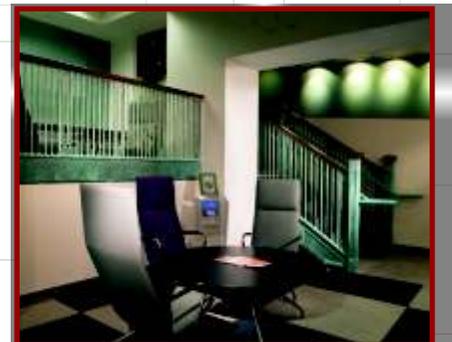
- Degree/Diploma in Architecture, Interior Design, Social Sciences or Computer Programming.
- Responsible for development of Program of Requirements for various types of spaces. Capable of developing survey instruments, such as questionnaires, data analysis, and determination of needs. Develops databases for large organizations based on information collected.

CAD/Technical Support

- Undergraduate degree or technical certificate in respective disciplines such as architecture, interior design, programming, engineering, etc.
- Responsible for space surveys, development of presentation boards, development of design documents using CAD. Capable of doing web research on materials, have analytical capability using spreadsheets, and software such as CorelDraw, AutoCAD, 3D Studio, etc.

Administrative Support

- Minimum of AA degree in a business related field.
- Responsible for clerical work related to projects including, word processing, filing, documentation, etc.



Reference Area, The Woodies Building

Terms & Conditions

Metropolitan Architects & Planners, Inc. is a small business concern.

The SINs awarded under this GSA contract number are 712-1, 712-3, and 712-4.

Contractor's pricing is based on hourly rates for Services. No products are offered.

Contract Period: Base contract of five (5) years commencing May 3, 2006, with three (3) five (5) year options.

Geographic Coverage: Contract will provide both domestic and overseas delivery.

Offered Pricing: see page 7

Payment Terms: 1% 20 days, Net 30 days.

Delivery: 30 days ARO

Maximum Order: \$500,000 per single order

Minimum Order: \$100



The Ariel Rios Building

Special Notice to Agencies: *Small Business Participation*

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three GSA schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items of the same delivered price will satisfy the requirement(s).



Cafeteria Media Wall