US General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage!, a menu driven database system. The internet address for GSA’s Advantage is: http://www.gsaadvantage.gov.

MAS CATEGORY: FURNITURE AND FURNISHINGS, FURNITURE SERVICES SIN 541614CF

MAS CATEGORY: OFFICE MANAGEMENT, OFFICE SERVICES SIN 541614OR

ORDER LEVEL MATERIALS (OLM)

CONTRACT NUMBER: GS-29F-0011S
CONTRACT PERIOD: 5/4/2021 to 5/3/2026

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.

CONTRACTOR INFORMATION:

Metropolitan Architects and Planners, Inc.
1800 Diagonal Road, Suite 525
Alexandria, VA 22314
www.MetroArch.com

Mr. Devpal Duggal, President
Tel: 703.836.8100
Fax: 571.970.3635
Dev@MetroArch.com

Small Business
FEIN: 54-1639598
DUNS: 94-425-8086
NAICS: 541614

CONTENTS:

Customer Information Summary .............................................................. 2
Overview........................................................................................................3
Company Information..................................................................................4
Statement of Work .....................................................................................5
GSA Awarded Pricing for CFMS Professional Services .......................7
Labor Category Descriptions .................................................................8
Special Notice to Agencies: .................................................................10
### CUSTOMER INFORMATION SUMMARY

1. **Special Item Numbers:**
   - 541614CF Furniture and Furnishings, Furniture Services
   - 541614OR Office Management, Office Services
   - OLM Order Level Materials

2. **Maximum Single Order**
   - $250,000
   - $500,000

3. **Minimum Order**: $100

4. **Geographic Coverage**: Worldwide

5. **Points of Production**: Alexandria, VA and Washington, DC

6. **GSA Discount from List**: Net

7. **Quantity Discounts**: None

8. **Prompt Payment Terms**: 1% off in 20 days, Net 30

9. **Government Credit Card**: MAP will accept GPC for orders below and above the micro-purchase threshold.

10. **Foreign Items**: None

11. **Time of Delivery**:
   - a. Number of Days: As specified in each task order
   - b. Expedited: n/a
   - c. Overnight or 2-Day: n/a
   - d. Urgent Requirements: n/a

12. **FOB**: Destination

13. **Ordering Address**: Metropolitan Architects and Planners, Inc.
    1800 Diagonal Road, Suite 525
    Alexandria, VA  22314

14. **Payment Address**: Same

15. **Warranty**: Standard Commercial Warranty

16. **Export Packaging Charges**: n/a

17. **Terms of Government Credit Cards Accepted**: n/a

18. **Terms/Conditions of rental, maintenance, repair**: n/a

19. **Installation Services**: n/a

20. **Terms/Conditions for any other services**: n/a

21. **Service and Distribution Points**: n/a

22. **Participating Dealers**: n/a

23. **Preventive Maintenance**: n/a

24. **Special Attributes**:
   - a. Environmental: MAP has a reduce/reuse/recycle program
   - b. Section 508 compliance: On request

25. **DUNS number**: 94-425-8086

26. **Registration in in SAM database**: Yes
OVERVIEW

Procurement with MAS

Metropolitan Architects & Planners, Inc. (MAP) (a small business) offers a broad range of facilities-related services through the GSA Multiple Award Schedule, Contract Number GS-29F-0011S.

541614CF Furniture Management Services
Including but not limited to Project Management, Assets Management, and Furniture Design/Layout
(formerly SINs 712-1 and 712-4)

541614OR Office Relocation and Reconfiguration
Services include, but are not limited to, pre-move planning, migration planning, relocation planning, reorganizing, coordinating relocation and/or reconfiguration of existing office furniture, equipment, and related supplies.
(formerly SIN 712-3)

OLM Order Level Materials

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 and enter the contract number, without dashes (GS29F0011S) in the search bar.

Company

MAP provides Management, Strategic Planning, Master Planning, Feasibility Studies, Programming, Planning, Design, Furniture services, 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, President

Metropolitan Architects and Planners, Inc.
1800 Diagonal Road, Suite 525
Alexandria, VA  22314
Tel 703.836.8100
Fax 571.970.3635
Dev@MetroArch.com
COMPANY INFORMATION

Metropolitan Architects and Planners, Inc. (MAP) is an established planning and design firm (small business) 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’s goal is to create and maintain highly productive environments with an eye 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.

Since 1992, MAP has developed many programs for office buildings and associated spaces that have become the basis of building design. Commissions have resulted from programming to design of interiors, many achieving 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
- Facilities Planning
- Programming and POR Development
- Space Planning
- Test Fits
- Blocking & Stacking
- Interior Design - Furniture
- Furniture Specifications
- Sustainable Design
- Install Plan Review
- Furniture Installation QA/QC
STATEMENT OF WORK

541614CF  Furniture and Furnishings, Furniture Services

The provision of furniture and furnishings is a process initiated by first understanding the client’s needs for space, its function, budget and time. MAP coordinates the various requirements and provides efficient and cost-effective design and implementation plans.

With decades of experience, MAP optimizes space utilization and develops layouts that consider building configuration, furniture products and the functional requirements of the overall organization as well as its individual components. We plan for flexibility and integrate space, technology, sustainable design and furnishings into a cohesive whole.

Design services are all-encompassing and include detailed programming (inclusive of standards development), housing plans, migration plans, schematic designs, design development documents, and RFQ’s for furniture and furnishings that 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, workflow, and special space, Security, A/V and electrical/data requirements.
- Formulation of furniture design solutions and development of detailed plans based on selected vendor(s) and products.
- Production of detailed furniture design drawings and other documentation for use by all parties, such as electricians, furniture installers, etc.
- Development of furniture, furnishings and equipment specifications.
- Coordination of plan approvals by the customer agency and its sub-components.

MAP ensures a successful installation of the final products by carefully prioritizing space completion, building and technology, and timely deliveries, all of which is ensured by our experienced project managers and staff. 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, including phasing.
- Identification of significant issues related to the project.
- Preparation of budget requirements for the design, acquisition, delivery and installation of furnishings and equipment.
- Regulation and code compliance.
- 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.
STATEMENT OF WORK, CONTINUED

541614OR  Office Management, Office Services
   Relocating and/or reconfiguring existing office furniture, equipment, and related supplies.

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.
**GSA Awarded Pricing for MAS Professional Services**

Effective February 4, 2021

<table>
<thead>
<tr>
<th>Labor/Task Category</th>
<th>Government Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$ 150.20</td>
</tr>
<tr>
<td>Senior Project Manager/Senior Architect</td>
<td>$ 139.10</td>
</tr>
<tr>
<td>Senior Project Manager/Senior Interior Designer</td>
<td>$ 127.31</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$ 100.51</td>
</tr>
<tr>
<td>Space Planner</td>
<td>$ 89.34</td>
</tr>
<tr>
<td>Interior Designer</td>
<td>$ 89.34</td>
</tr>
<tr>
<td>Programmer</td>
<td>$ 89.34</td>
</tr>
<tr>
<td>CAD/Technical Support</td>
<td>$ 67.00</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>$ 53.61</td>
</tr>
</tbody>
</table>

**SCA Matrix**

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code/Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>01312 – Secretary II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>CAD Technical Support</td>
<td>30061 Draf ter/CAD Operator I</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated labor categories are 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).
LABOR CATEGORY DESCRIPTIONS

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

Senior Project Manager / Senior Architect
- 15 years of project management experience.
- Master’s degree in Planning or Bachelor’s degree in Architecture.
- Coordinates project team of architects, engineers, design professionals and specialty consultants. Handles task orders, workloads and client communication.
- Liaises with clients, users, and other stakeholders.

Senior Project Manager / Senior Interior Designer
- 15 years of project management experience.
- Degree in Interior Design or related field, preferred NCIDQ certified.
- Responsible for planning and design of fit-out of client’s facility. Guides team of space planners to collect program information, plan and design space and furniture.
- Responsible for selection of sustainable materials, lighting, and coordination with base building finishes. Gives presentations to clients and obtains approvals.

Project Manager
- 5 years of project management experience.
- Degree in Architecture, Planning or Interior Design with 5-7 years of experience.
- 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.

Space Planner
- 5 years of experience.
- Degree in Architecture, Interior Design or similar field.
- Responsible for surveying space, preparing drawings, examining code issues, preparation of Program of Requirements, development of space standards, and layout of spaces.
Labor Category Descriptions, continued

Interior Designer
- 5 years of experience.
- Degree in architecture, interior design or similar field. 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
- 5 years of experience.
- 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
- 1-3 years of experience.
- Undergraduate degree in disciplines such as architecture, interior design, programming, engineering, etc.
- Responsible for space surveys, research, analysis, production of presentations and development of design documents. Capable of working with standard office suites as well as database and space management software, and specialty packages such as CorelGraphics, AutoCAD, Revit, 3D Studio, etc.

Administrative Support
- 2-3 years of experience.
- Minimum of AA degree in a business-related field.
- Responsible for clerical work related to projects including contract administration, word processing, filing, invoicing, documentation, etc.
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).