



OTJ ARCHITECTS

1412 EYE STREET, NW
WASHINGTON, DC 20005
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COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

SCHEDULE HOLDER NUMBER: GS-29F-0012S
CONTRACT PERIOD: SEPTEMBER 30, 2011 – SEPTEMBER 30, 2016
NAICS: P-54130 (ARCHITECTURAL SERVICES)
S-54140 (INTERIOR DESIGN SERVICES)
PRICES LIST OR NET: NET
WEBSITE: [HTTP://WWW.OTJ.COM](http://www.otj.com)
SMALL BUSINESS

AWARDED SIN NUMBERS

712 1 PROJECT MANAGEMENT (FURNITURE/FURNISHINGS RELATED)
712 3 RECONFIGURATION/RELOCATION MANAGEMENT
(FURNITURE AND FURNITURE RELATED)
712 4 FURNITURE DESIGN/LAYOUT

CONTRACT TERMS AND CONDITIONS

PROMPT PAYMENT DISCOUNT TERMS: NONE (0%).
RATES ARE INCLUSIVE OF THE IFF (INDUSTRIAL FUNDING FEE)
OTJ ARCHITECTS IS REGISTERED WITH CCR AND ORCA

CONTRACT INFORMATION AND ORDERING INSTRUCTIONS

ACCOUNT REPRESENTATIVES

PRIMARY CONTACT

ANTHONY MARTIN
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SECONDARY CONTACT

LANCE JACCARD
PARTNER-IN-CHARGE
OTJ ARCHITECTS
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ORDERS SHOULD INCLUDE THE FOLLOWING:
STATEMENT OF WORK, PERIOD OF PERFORMANCE, ORGANIZATION
NAME AND ADDRESS, AND POINT OF CONTACT NAME, ADDRESS AND
PHONE NUMBER.

LABOR CATEGORIES



Services	OTJ Commercial Rate (per Hour)	OTJ GSA Rate (per Hour)
Principal-in-Charge	\$185.00/Hour	\$130.00/Hour
Principal	\$155.00/Hour	\$116.00/Hour
Senior Architect/Project Manager	\$115.00/Hour	\$108.00/Hour
Senior Designer	\$115.00/Hour	\$102.00/Hour
Project Architect	\$105.00/Hour	\$92.00/Hour
Project Designer	\$105.00/Hour	\$82.00/Hour

THE AVERAGE DISCOUNT IS 6% BASED ON OTJ ARCHITECTS' COMMERCIAL RATES.

COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

712.1 PROJECT MANAGEMENT (FURNITURE/FURNISHINGS RELATED)

Comprehensive support for the design, reconfiguration, relocation and increasing/downsizing of office space and similar facilities. Furniture, office equipment and furnishings included.

- Manage relocation and reconfiguration of office assets
- Identify critical paths maximizing efficient use of resources
- Supervise interior design process
- Develop and oversee the phasing of reconfiguration projects
- Coordinate deliveries and installations

712.3 RECONFIGURATION/RELOCATION MANAGEMENT (FURNITURE AND FURNITURE RELATED)

Services for reorganizing, consolidating, warehousing and/or opening new facilities. Furniture, office equipment and furnishings included.

- Develop and coordinate plans and schedules
- Install, move, disassemble and reassemble furniture
- Verify critical field dimensions
- Ensure accountability of items stored regardless of the length of time
- Warehouse furniture and furnishings

712.4 FURNITURE DESIGN/LAYOUT

Services for inclusive furniture consultations, interior design and product specifications. Furniture, office equipment and furnishings included.

- Evaluate your overall space and furniture requirements
- Formulate design solutions



CUSTOMER INFORMATION

1. JOB TITLES

PRINCIPAL-IN-CHARGE

FUNCTIONAL RESPONSIBILITY: In charge of the overall project and involved throughout the entire process. Including interviewing specified personnel and preparing the design schedule. The Principal-in-Charge will lead the team through all phases of the project and will develop overall design concepts and lead the preparation and presentation of the schematic design.

EDUCATION AND EXPERIENCE: Architectural degree and 15+ years of experience.

SENIOR PROJECT MANAGER/DIRECTOR

FUNCTIONAL RESPONSIBILITY: The Senior Project Manager/Director leads the teams and is responsible for the day-to-day running of the project. Participates in all meetings and presentations, and will be the primary contact during each phase of the project. The Senior Project Manager/Director will also be in charge of the production team that will document the functional, technical and aesthetic decisions of the project. Coordinates project engineers and other team members to ensure that all aspects of the project effort meet team standards.

EDUCATION AND EXPERIENCE: Architectural or Interior Design degree and 7+ years of experience.

PROJECT ARCHITECT

FUNCTIONAL RESPONSIBILITY: Assists with the design development and construction documents and verify the existing conditions of the space to ensure accuracy of the design and dimensions. Monitors effectiveness of space planning and design applications. Oversees all design and space planning requirements for projects, and manages/provides space planning analysis and documentation. Assists with coordinating technical consultants, such as Mechanical, Electrical, and Plumbing Engineers, Structural Engineers and provides technical assistance for the analysis of value engineering or design alternatives.

EDUCATION AND EXPERIENCE: Architectural degree and 3+ years of experience.

PROJECT DESIGNER

FUNCTIONAL RESPONSIBILITY: Assist with development space utilization improvements. Provide all deliverables, including the meeting minutes. Tasks include space planning, furniture layout, installation planning, existing product inventory and utilization. Additionally, the interior designer may prepare project documents including renderings, schedules, specifications, diagrams and other graphic materials.

EDUCATION AND EXPERIENCE: Interior Design degree and 3+ years of experience.



2. Maximum order:	\$500,000.00 (Negotiable above Max)
3. Minimum order:	\$500.00
4. Geographic coverage:	National
5. Point(s) of production:	Not applicable
6. Discount from list prices or statement of net price:	Not applicable
7. Quantity discounts:	Not applicable
8. Prompt payment terms:	45 days
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:	Not applicable
9b. Notification whether Government purchase cards are accepted or not above the micro-purchase threshold:	Not applicable
10. Foreign items (list items by country of origin):	Not applicable
11a. Time of delivery:	Not applicable
11b. Expedited Delivery:	Not applicable
11c. Overnight and 2-day delivery:	Not applicable
11d. Urgent Requirements:	Not applicable
12. F.O.B. point(s):	Not applicable
13a. Ordering address(es):	See above
13b. Ordering procedures:	See above
14. Payment address(es):	See above
15. Warranty provision:	3 years
16. Export packing charges, if applicable:	Not applicable
17. Terms of Government purchase card acceptance (thresholds above the micro-purchase level):	Not applicable
18. Terms rental, maintenance, and repair:	Not applicable
19. Terms and conditions of installation (if applicable):	Not applicable
20. Terms of repair parts indicating date of parts price lists and any discounts from list prices:	Not applicable
20a. Terms and conditions for any other services:	TBD
21. List of service and distribution points (if applicable):	Not applicable
22. List of participating dealers (if applicable):	Not applicable
23. Preventive maintenance (if applicable):	Not applicable
24a. Special attributes such as environmental attributes:	Determined by project
24b. Indicate that Section 508 compliance information is available on (EIT) supplies and services:	Not applicable
25. Data Universal Number System (DUNS) number:	#788229326
26. Notification regarding registration in Central Contractor Registration (CCR Database):	Not applicable

