



Comprehensive
Relocation Solutions

ABOUT SIGNATURE SPACE

Who We Are . . .

Signature Space, LLC is a minority woman-owned, MBE and 8(a) certified firm established to provide relocation and furniture management services to corporate and government clients. Dee Jeter, the Principal of Signature Space, has over 25 years of experience in office administration, facilities and relocation management. In addition to their individual accomplishments, the Signature Space team has collaborated on many successful projects.

What we do . . .

Our focus is identifying critical tasks and assisting with the pre-planning necessary to ensure a successful move. Our core services include project master planning and scheduling, communication and change management, vendor coordination including selecting and supervising a mover, file and furniture management, technology transition, and resolving post-move issues. We also provide mover and furniture installation services through partnerships with extremely qualified local and national firms.

Small firm value . . .

At Signature Space, you don't have to sacrifice quality for value. The decision to keep the firm small, and overhead low, presents clients with a unique opportunity to secure premium relocation and furniture management planning at extremely competitive rates. At the same time, we have all the necessary skills, tools and resources to provide the total project management support you might expect from a much larger firm.

Our approach is collaborative and flexible, offering solutions and suggestions based on our experience with a varied client base. We have excellent relationships with the major moving and technology companies and work to build all parties involved in the relocation process into a cohesive, productive team.

Large firm results . . .

Signature Space staff have supported the projects of many clients in the DC metropolitan area and around the country. Our resume of completed relocation projects include planning and executing successful moves for Fortune 500 corporations, law firms, government agencies and technology firms. The growing list of companies that have benefited from the experience and expertise of our staff includes the General Services Administration, US Departments of Defense and Education, Center for Naval Analysis, Washington Gas and The MITRE Corporation.



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OBJECTIVES AND CORE SERVICES

We undertake each new project with the following objectives:

- ◆ To identify and effectively manage factors that affect your employees and your facility before, during and after relocation projects and ensure they are accomplished in accordance with the established move plan and maximum efficiency.
- ◆ To supplement, complement and extend client staff resources.
- ◆ To minimize disruption to your business activities and achieve a high level of employee satisfaction.
- ◆ To execute your move(s) within budget and on time.
- ◆ To provide a central point of contact to monitor move activities and maintain a constant flow of accurate communication.
- ◆ To coordinate the schedules of the entire Relocation Project Team to ensure all tasks are performed in a timely manner.

Our core services include:

Project Master Planning and scheduling	Computer disconnect/reconnect
Communications strategy & change management	Space planning and layouts
Inventory and furniture management	Coordinate transfer of key services
Vendor coordination & contract administration	Team meetings and documentation
File/library management and purge campaign	Data collection and management
Commercial moving and furniture installation	On-site move supervision
Post-move services	Furniture and equipment disposal



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PROJECT PROFILES

Client	Project Profile
US State Department (GSA) Washington, DC 2009	Relocation project for 900 staff. Project master planning and move sequencing. Mover, packing/unpacking and installation services. Communication plan and documentation. Move supervision and post-move services. Post-move cleaning services at origin and new buildings.
US Coast Guard (NPFC) Arlington, BA 2008 - 2009	Relocation of 120 staff to and from temporary swing space during phased renovation of permanent space. Relocation planning, construction management, new/reuse furniture management and mover services. Project planning including phasing plan and master schedule. Vendor coordination and mover management. Communication and documentation. Post move services including Help Desk and surplus disposal.
American Pharmacists Association Washington, DC 2009 and 2006	Renovation and relocation project relocating 140 staff to temporary space in downtown DC during renovation of existing building and back through years later. Project master planning and implementation. Furniture inventory and layout (AutoCad); file planning. Vendor coordination and mover selection/supervision. Communication and documentation. Move supervision and post-move services.
American Immigration Lawyers Association Washington, DC 2008	Relocation planning and furniture management. Project planning and coordination. Communication plan and documentation. Mover selection and supervision. Inventory new furniture. Disposal of surplus furniture and equipment.
US Department of Education Boston, MA 2005	Project management for relocation of Boston region Office. Project master planning and budgeting. Furniture management including inventory and supervision of procurement/installation. Vendor coordination and contract management, including mover selection and supervision. Communication and documentation. Post-move services, surplus disposal and building close-out.
The MITRE Corporation McLean, VA 2003, 2004, 2005, 2006, 2010	Several multi-phase construction, renovation and relocation projects involving a total of over 3,000 staff. Project Master planning and implementation. Migration and sequence planning to/from multiple buildings. Communication and documentation. Vendor coordination and contract management. Prepare RFPs and Contract administration. Furniture and file planning, including identifying re-use and layouts. Move supervision and post-move services.



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GSA SCHEDULE RATES AND TERMS

Schedule 71 II K
Comprehensive Furniture Management
GS-29F-0012U

<u>Labor/Task Category</u>	<u>Government Hourly Rate</u>
Relocation Director	\$ 91.77
Senior Project Manager	\$ 81.58
Project Manager	\$ 71.38
Relocation Coordinator	\$ 56.08
Administrative Assistant	\$ 45.89
Move Supervisor	\$ 40.79
Sr. Furniture Specialist (CAD)	\$ 81.58
Furniture Specialist	\$ 71.38
Inventory Clerk	\$ 50.98
Sr. IT Manager/IT Consultant	\$ 91.77
IT Manager	\$ 81.58
IT Technician	\$ 61.18

Prompt Payment Term:	Net 30 days
FOB:	Destination
Maximum Order:	\$500,000



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CONTACT INFORMATION

Administration

Signature Space, LLC
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Operations

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**SIGNATURE SPACE, LLC
LABOR CATEGORY DESCRIPTIONS**

Relocation Director

Minimum Experience and Education: Minimum of seven (7) years of experience in the supervision and development of complex planning, management, and technical solutions for major relocation projects with at least four years of supervisory responsibilities. BA/BS degree in related field or equivalent specialized work experience.

Functional Responsibility: This is a company manager that plans, directs, coordinates, the management and operation of major programs and projects that include office relocations, an office facility or warehouse facility and ensures adequate resources are available and tasks are fully staffed with personnel, equipment and support to meet the client requirements. Oversees, supervises and directs all planning, tasks and deliverables of all on-site and off-site personnel for multiple agency projects involving multiple task orders. Reviews and surveys all applicable site-conditions and ensures all contract performance, personnel resources, equipment and services are provided in full contract compliance and meet all OSHA Standards.

Senior Project Manager

Minimum Experience and Education: Minimum of five (5) years of experience in the supervision, management, operations, and maintenance services related to office relocation and/or furniture management projects, with at least two years of supervisory responsibilities. A BA/BS degree or equivalent specialized experience is required.

Functional Responsibility: Comprehensive project management support, oversight, and supervisory services for the design reconfiguration, relocation, increasing, or downsizing of office spaces for facilities and relocation services. Manages and oversees the efforts with respect to administering facilities and program services to support project and task order requirements. Maintains day-to-day contact with the agency customer for planning and executing the project. Responsible for budgeting, project forecasting, project resources, project quality, timeliness of work and deliverables.

Project Manager:

Minimum Experience and Education: Minimum of three (3) years of experience in the supervision, management, operations, and maintenance services related to office relocation and/or furniture management projects, with at least two years of supervisory or team leadership responsibilities. A BA/BS degree or equivalent specialized experience is required.

Functional Responsibility: Manages and oversees the efforts with respect to administering facility or project services to support task orders. Plans schedules, organizes, supervises and controls the work to be performed and interfaces with the agency point of contact/project leader on a day-to-day basis. Ensures all contract performance is conducted in compliance with defined scope of work, contract terms and applicable state and federal regulations.

Relocation Coordinator

Minimum Experience and Education: Minimum of one (1) year specialized experience in relocation planning and scheduling or related field. An AA degree or equivalent specialized experience is required.

Functional Responsibility: Works with senior project team in supporting the client project manager and agency requirements. Responsible for assisting with moving budgets, development of move sequence schedule, and furniture, systems and equipment reuse plans. Provides support services for scope of work and specifications, maintains records of the move and provides onsite support for communication briefings, moves and post-move services. Prepares communications and reports and maintains records of the move, any damages and corrective actions as a result of the move and related relocation services.

Move Supervisor

Minimum Experience and Education: Minimum of at least three (3) years of comparable and relevant experience including two years of supervisory experience for relocations of offices, furniture and a variety of systems. A High School Diploma or General Equivalency Diploma is required.

Functional Responsibility: Services as a team leader and member providing onsite supervision, and support and management for the onsite project. Responsible for monitoring move activity and performance of vendor services related to furniture, equipment and mover.

Senior Furniture Specialist (CAD)

Minimum Experience and Education: Minimum of five (5) years of design experience in government and commercial office furniture, furnishings and interior design or related services. A BA/BS degree in interior design or related field is required.

Functional Responsibility: Provide government and commercial interior design with a focus on programming, space planning, specifications and design detailing utilizing the following interior design software: AutoCAD Release, Vector Works, ArchiCad, Quark, PageMaker, Photoshop, Netscape Composer and Microsoft Office.

Furniture Specialist

Minimum Experience and Education: Minimum of at least three (3) years of comparable and relevant experience including two years of supervisory experience for installing, assembly and disassembly of a variety of systems. A BA/BS degree or equivalent specialized experience is required.

Functional Experience: Manage, plan, direct and oversee the supervision of personnel and resources for the relocation, installation, assembly and disassembly services in support of a variety of systems, modular furniture and shelving, computer components, etc., according to design plans provided

Inventory Clerk

Minimum Experience and Education: Minimum of at least two (2) years of comparable and relevant inventory and asset management experience including one year of specialized experience for relocations of offices, furniture and a variety of laboratory and computer systems. An AA degree or equivalent specialized experience is required.

Functional Responsibility: Responsible for development of inventory, asset, and security management plans for protection and accountability of all resources, for moves within and between agency locations. Maintains budgets and furniture and equipment inventory and logs. Inventory all assets before and after moves; maintain control logs and records damages and/or any incidents. Coordinates and manages subcontractors asset accountability involved in relocations projects.

Senior IT Manager

Minimum Experience and Education: Minimum of six (6) years of experience in the supervision, management, operations, and maintenance services related to complex information technology (IT), major IT systems, programs and systems facilities. A BA/BS degree in appropriate field or equivalent specialized experience is required.

Functional Responsibility: Comprehensive program management support, oversight, and supervisory services for the IT design reconfiguration, relocation, increasing, or downsizing of office spaces for facilities and relocation services. Manages and oversees the efforts with respect to IT systems, facilities and program services to support IT projects and task order requirements. Responsible for budgeting, project forecasting, project resources, project quality, timeliness of work and quality of deliverables.

IT Manager

Minimum Experience and Education: Minimum of five (5) years of experience in the supervision, management, operation and maintenance services related to complex information technology (IT), major IT systems, programs and systems facilities. A BA/BS or MS degree in appropriate field or equivalent specialized experience is required.

Functional Responsibility: Comprehensive project management responsibility for overseeing the entire major IT projects and provides leadership, direction, supervision, management skills, techniques and implementation strategies for major, complex projects that involve moving and relocation of IT systems facilities. Maintains day-to-day contact with the agency customer for planning and executing the project.

IT Technician

Minimum Experience and Education: Minimum of four (4) years of experience in the engineering architecture, design, installation, relocation and related services to setup and support information technology (IT) major systems. A BA/BS or MS degree in appropriate field or equivalent specialized experience is required.

Functional Responsibility: Responsible for the overall relocation and system installation for IT systems, office space, furniture requirements, space standards, office environment, workflow, and special space or electrical/data requirements. Provide the primary direction for compliance with government interior designs, space planning specifications and accuracy of design solutions for facilitating IT major systems and system configurations.

Administrative Assistant

Minimum Experience and Education: Minimum of three (3) years of specialized administrative experience in relocation planning services or related field. A High School Diploma or a General Equivalency Diploma is required.

Functional Responsibility: Serves as a member of a team member providing administrative assistance and support preparing graphical, or other documentation and input from various sources for briefings, reports and task order administrative deliverables.