



**GENERAL SERVICES ADMINISTRATION**  
Comprehensive Furniture Management Services

**IBI GROUP OF VIRGINIA**

Federal Supply Service  
Authorized Federal Supply Schedule Price List  
Federal Supply Group 71, Part 2, Section K

**Contract Number:**  
GS-29F-0013N

**Contract Period:**  
February 11, 2013 –  
February 10, 2018

**Supplement #:**  
None

**Contractor Location:**  
IBI Group of Virginia  
1505 Prince Street, Suite 200  
Alexandria, VA 22314

**Point of Contact for  
Contract Administration and Ordering:**

James Loucks, Office Director  
IBI Group of Virginia  
1505 Prince Street, Suite 200  
Alexandria, VA 22314  
703.836.9600  
james.loucks@ibigroup.com

**Business Size:**  
Large

**DUNS Number:**  
079301832

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [www.GSAAvantage.gov](http://www.GSAAvantage.gov)

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





## Awarded SIN Item Descriptions

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### **(SIN) 712 1 Project Management (Furniture and Furnishing Related)**

IBI Group will provide GSA customers with comprehensive furniture management support services for projects including design, reconfiguration, relocation, and increasing/downsizing of office space and similar facilities. Furniture, office equipment, and furnishings are included.

#### GSA AWARDED PRICING:

<u>Labor Category</u>	<u>GSA Hourly Rates*</u>
Principal	\$140.81
Project Manager	\$106.55
Senior Architect	\$ 95.01
Senior Designer	\$100.98
Staff Architect	\$ 87.48
Staff Designer	\$ 87.48
CAD/Technical	\$ 53.50
Graphic Designer	\$ 40.81
Clerical/Technical	\$ 55.62

### **(SIN) 712 4 Furniture Design/Layout**

IBI Group will provide GSA customers with comprehensive furniture management support services for projects including inclusive furniture consultations, interior design and product specifications. Furniture, office equipment, and furnishings are included.

#### GSA AWARDED PRICING:

<u>Labor Category</u>	<u>GSA Hourly Rates*</u>
Principal	\$140.81
Project Manager	\$106.55
Senior Architect	\$ 95.01
Senior Designer	\$100.98
Staff Architect	\$ 87.48
Staff Designer	\$ 87.48
CAD/Technical	\$ 53.50
Graphic Designer	\$ 40.81
Clerical/Technical	\$ 55.62





## Labor Categories & Rates

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### **PRINCIPAL**

**RATE: \$140.81**

*Experience:* Minimum of 10 years of experience running a firm.

*Duties:* Responsible for formulating the task order pricing and negotiation with the Government. He is responsible for the contract for the contract administration and employees assigned to the various tasks. The Principal work closely with the COR during the life of the contract. The principal will provide oversight and quality control for all task orders issued against this contract.

### **PROJECT MANAGER**

**RATE: \$106.55**

*Experience:* Minimum of 7 years of experience. Bachelor's degree is required from a related field such as architecture, business management, interior design, behavioral science, organizational management, or real estate.

*Duties:* The PM shall be in charge of individual task orders and responsible to the Principal and to the Government Task Order Manager for the successful completion of all work required by any task order. The PM can be responsible for more than one task order. The PM should have the following knowledge, skills and abilities.

- Expert knowledge of the strategic planning and design process, including all phases from strategic visioning, development of program requirements (POR), conceptual design, design development, contract documents, and purchasing preparation.
- Expert knowledge of contract administration and project management tools.
- Ability to communicate effectively, orally and in writing. Experience in preparing written reports, correspondence, and in briefing clients and management personnel.
- Mature judgment and excellent problem-solving skills.
- Familiarity with the Federal Acquisition Regulations (FAR).

### **SENIOR ARCHITECT**

**RATE: \$95.01**

*Experience:* Minimum 7 years of experience. Bachelor's Degree (or higher), from an accredited architectural/engineering college. State license required.

*Duties:* The Senior Architect is in charge of coordinating a team effort to complete a project promptly and successfully and is an integral part of the process from beginning to end. They create designs to meet client specifications, create and propose budget and time estimations, and act as an intermediary between the client and the architect team. The following skills and abilities are required:

- Ability to communicate effectively, orally and in writing. Experience in preparing written reports, correspondence, and in briefing clients and management personnel.
- Knowledge of local and national codes, of construction methods and techniques.
- CAD proficiency is required along with experience in CSI uniform drawing system, and the development of contract documents.
- Ability to interpret engineering/ architectural plans and specifications, and coordinate them.
- Familiarity with modern construction products (i.e., quality, uses and applications).
- Familiarity with sustainable design and development practices. Experience with LEED is preferred.
- Familiarity with removal/disposal of hazardous materials such as asbestos, PCBs, etc.



## Labor Categories & Rates

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### SENIOR DESIGNER

**RATE: \$100.98**

*Experience:* Minimum 7 years of experience. Bachelor's degree from an accredited institution in interior design or architecture. State license in interior design or architecture is required for senior planners. NCIDQ certification is preferred.

*Duties:* Responsible for the strategic planning and development of program of requirements (POR) including strategic goal and visioning sessions with customer management, discovery and data collection, interview techniques and development of survey instruments, data analysis and testing concepts, determination of needs, and framing or stating the problem. Also, responsible for conceptual and schematic design, blocking and stacking, design development, and contract documents. The following knowledge, skills and abilities are required.

- Mature judgment in problem solving and creative thinking
- Ability to communicate effectively, orally and in writing. Experience in preparing written reports, correspondence, and in briefing clients and management personnel.
- Skilled in facilitation long and complex meeting.
- CAD proficiency is required along with experience in field measurement and verification, blocking & stacking, space layouts, CSI uniform drawing system, and contracts documents.
- Ability to interpret architectural/ engineering plans and specifications.
- Experience with ASTM Serviceability Rating Scales and LEED is preferred.

### STAFF ARCHITECT

**RATE: \$87.48**

*Experience:* Minimum of 3 years. Bachelor's degree from an accredited institution in interior design or architecture. NCIDQ certification is preferred.

*Duties:* The following knowledge, skills and abilities are required.

- Mature judgment in problem solving and creative thinking
- Ability to communicate effectively, orally and in writing. Experience in preparing specifications, presentation boards, budget spreadsheets, and in briefing clients and management personnel.
- Proficiency in working in CAD is preferred
- Outstanding creative abilities in manipulating space, form, color and texture
- Experience with Federal Supply Schedules & Government procurement methods is required.
- Ability to interpret architectural/ engineering plans and specifications.
- Knowledge of the LEED rating system is preferred.

### STAFF DESIGNER

**RATE: \$87.48**

*Experience:* Minimum of 3 years. Bachelor's degree from an accredited institution in interior design or architecture.

*Duties:* Primary role is to support the project team using a wide range of developing professional skills. Work is focused to portions of a project's broader scope and contributes to the documentation and development of design and technical tasks.

- Conducting research, data collection, preparing presentations, report writing, constructing models, calculations, basic analysis, and other tasks
- Understanding of requirements to complete the project through all required phases
- Effectively utilizes resources across the organization to address project requirements



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**CAD/TECHNICAL****RATE: \$53.50**

- Experience:* Two to three years specialized experience. Bachelor's degree from appropriate college.
- Duties:* Personnel serving in support positions (i.e., "junior" personnel). Includes but is not limited to CAD technician, graphic designer, junior architects, engineers, inspectors, programmers, space planners, etc. They must possess the appropriate level of knowledge, skills and abilities in their respective disciplines (see senior or journeyman descriptions above).

**GRAPHIC DESIGNER****RATE: \$40.81**

- Experience:* Minimum of four years of specialized experience. Bachelor's degree from appropriate college.
- Duties:* Implements graphic components of a strategic communications package. Utilizes design software applications to communicate design concepts. Coordinates conceptualization, presentation materials output, detailing and artwork production. Highly proficient with multiple design software applications and possess i

**CLERICAL/TECHNICAL****RATE: \$55.62**

- Experience:* Two to four years experience in related areas.
- Duties:* Performs typing, filing, organizing duties related to supporting project teams. Has skills in word processing, database and spreadsheet applications needed to fulfill duties. Helps project managers process invoices and other account management needs.

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**Customer Information**

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Maximum Order:	\$500,000
Minimum Order:	\$100
Geographic Area:	Domestic, United States
Point of Production:	Alexandria, VA
Discount From List Prices:	All Prices are Net
Quantity Discount:	None
Prompt Payment Terms:	Net 30
Government Purchase Cards Accepted:	Yes, at or below micro-purchase threshold Yes, above micro-purchase threshold
Foreign Items:	N/A
Time of Delivery:	Per Task Order
Expedited Delivery:	N/A
Overnight and 2 Day Delivery:	N/A
Urgent Requirements:	N/A
FOB Point:	FOB Destination



## Customer Information

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Ordering Address:	1505 Prince Street, Suite 200, Alexandria, VA 22314
Ordering Procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
Payment Address:	1505 Prince Street, Suite 200, Alexandria, VA 22314
Warranty Provision:	N/A
Export Packing Charges:	N/A
Terms and Conditions of Government purchase card acceptance:	None
Specialty Attributes:	N/A
DUNS Number:	079301832
SAMS Registration:	Active

Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**

Terms and conditions of installation (if applicable). **N/A**

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**

Terms and conditions for any other services (if applicable). **N/A**

List of service and distribution points (if applicable). **N/A**

List of participating dealers (if applicable). **N/A**

Preventive maintenance (if applicable). **N/A**

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**

If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). **N/A**

Data Universal Number System (DUNS) number. **N/A**

Notification regarding registration in Central Contractor Registration (CCR) database. **N/A**



## Firm Profile

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IBI Group is a nationally respected design and architectural firm providing client centered strategic planning, programming, facilities planning and interior design services to a broad range of public sector and private institutions and agencies. The firm has served a wide spectrum of federal clients and is conversant in the planning and design of diverse space types including general and executive office space, conference and training rooms and courts and justice facilities. IBI Group has produced in excess of two million square feet of completed and occupied office space in the past five years. Our design services include the planning and specification of systems furniture products, case goods and millwork as well as full architectural/interior design of tenant and base building space. We have worked extensively within existing historic and mid twentieth century buildings and campuses and experience executing renovation and refurbishments within occupied space. This work has been coordinated with the replacement and improvement of mechanical, electrical and telecommunications systems. We currently provide services from 25 offices located across the United States including New York, Boston, Denver, Houston, Los Angeles, and more.

Throughout our history we have developed a strong reputation for our pre-design services as well as the quality of our built environments. Planning has been key to the success of our work and we apply a comprehensive planning process to our projects, regardless of scale. This expertise is particularly important within the federal design realm where feasibility studies, POR development, and programmatic analysis are central to the project development process. Recent work includes consolidation analysis and office mobility studies.

IBI Group is an industry leader in producing environmentally appropriate, sustainable design projects. We are practitioners of sustainable design with two LEED® Platinum Buildings in our portfolio and we bring this expertise to each assignment.

We are recognized nationally as a high-quality design firm recently winning a GSA National Award for a federal project in Puerto Rico.



*Federal Office Building Garage, San Juan, Puerto Rico*



## Services

IBI Group can provide our clients with the following expertise:

### Strategic Planning and Programming

Our staff has worked over the years with evolving organizations where issues of consolidation, reorganization and changes in business practices have precipitated rethinking facility use, allocations and locations. We have developed the expertise and technical tools to assist our clients in understanding and evaluating these impacts on their facilities.

Assignments typically include:

- Strategic space programming and projections
- Analysis of existing facilities including its best and most efficient use
- Space allocation modeling
- Options analysis
- Migration planning
- Work shop presentations

### Space Programming

IBI Group includes a highly skilled programming staff that has programmed and implemented major projects. Our programming is detailed to such an extent that it is useful not only in interim design and space planning but also in architectural and engineering design. Information is gathered through an interview process and maintained in a database that can also be used, going forward, as a valuable facilities tool.

Services include:

- Interviews with end users to determine space requirements
- Adjacency and workflow analysis
- Determination of all special space requirements
- Standards development and application
- Documentation of all programmatic requirements

### Feasibility Analysis

These services examine specific sites/programs to determine the viability of planning alternatives. They can include everything from due diligence investigation of potential lease facilities, to assisting in site selection for a major lease or acquisition.

These services often include:

- Building analysis
- Test fits
- Block & stack planning
- Scheduling and cost estimating



*Training Room, National Institutes of Health, Bethesda, MD*



*Executive Office, National Institutes of Health, Bethesda, MD*



## Services

### Design Services

Our design services range from schematic and layout preparation through fully coordinated architectural construction documents for bidding. All documents are prepared with the highest level of AutoCAD and/or REVIT proficiency.

Services we provide include:

- Site verification and preparation of base drawings
- Space planning
- Interior design
- Preparation of Design and Construction Documents
- Coordination of engineering and specialty fields
- Project management

### Furniture Services

We often work with clients who have pre-existing furniture standards, purchasing agreements or furniture inventories available. We are also ready to assist with all aspects of furniture selection, documentation or procurement that may be required.

Our furniture services may involve:

- Furniture evaluation, selection and specification
- Preparation of FF&E presentations
- Preparing and evaluating RFP's and proposals
- Tracking and managing the furniture procurement process
- Management of furniture installation and punch lists



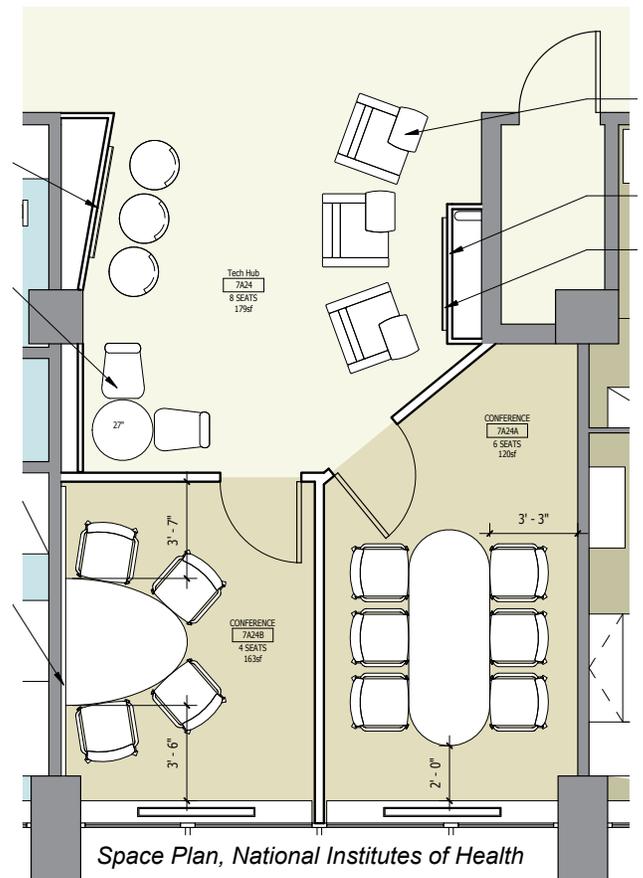
Judges Chamber, Moultrie Courthouse, Washington, D.C.

### Construction Contract Administration

IBI Group is ready to provide full construction contract administration services as required. We have staff experienced in the management, coordination and observation of all construction related activities.

Our services typically include:

- Assistance with the preparation of the construction contract and letters of intent
- Attending weekly construction meetings and task specific meetings
- Providing technical support as needed
- Reviewing submittals and shop drawings and submitting with appropriate comments
- Responding to RFI's
- Evaluating cost proposals
- Periodic site visits during construction
- Construction status reports and photo log
- Construction punch lists



Space Plan, National Institutes of Health



## Project Experience

A sample of IBI Group's client list:

- District of Columbia Courts System
- District of Columbia Government
- Fairfax County Government
- Federal Bureau of Investigation
- Immigration and Customs Enforcement
- National Institutes of Health | National Institute of Allergy and Infectious Diseases
- US Bureau of the Census
- US Department of Commerce
- US Department of Education
- US Department of Homeland Security
- US Department of State
- US Drug Enforcement Agency
- US Environmental Protection Agency
- US General Services Administration
- US Merchant Marine Academy
- US Patent and Trademark Office
- US Securities and Exchange Commission



*Law Library, Moultrie Courthouse, Washington, D.C.*

## Contact Information

### Account Representatives:

**Primary Contact:** Michael Kazan, Principal  
1505 Prince Street  
Alexandria, VA 22314  
703.836.9600  
michael.kazan@ibigroup.com

**Secondary Contact:** James Loucks, Managing Principal  
1505 Prince Street  
Alexandria, VA 22314  
703.836.9600 ext.202  
james.loucks@ibigroup.com



*Executive Office, EPA Headquarters, Washington, D.C.*