

STAFFELBACH

Comprehensive Furniture Management Services



Contract Holder

General Services Administration
Authorized Federal Supply Schedule Price List
FSC Group 71, Part II, Section K

Contract Number

GS-29F-0021T

Base Period

June 27, 2007 to June 26, 2012, plus 3 Option Periods of 5 years apiece

Special Item Numbers

712-1, 712-3, 712-4

Socioeconomic

Small Business

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For more information on ordering from GSA Schedule Contracts, go to www.gsa.gov.

STAFFELBACH

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Introduction to STAFFELBACH

STAFFELBACH is a specialized group of architects, designers, and facilities planners with a forty three year track record of satisfying clients. The firm has programmed and planned over sixty five million square feet of working environments and specializes in creating functional and efficient work environments for individuals, companies and corporations. As programming, planning and design specialists STAFFELBACH identifies the needs, goals and expectations of the workspace and develops comprehensive solutions that support changing business strategies.

The firm's long-standing design philosophy has remained constant through the years and is an ever-present goal:

"Through the thoughtful exploration of form, space, materials and resources, STAFFELBACH achieves functional spaces of quality, innovation and significance which express the firm's overall commitment to *EXCELLENCE FROM CONCEPT THROUGH REALIZATION.*"

Dedication to this philosophy and unequalled client service are key factors in the firm's accomplishments. By satisfying the client's goals, the firm satisfies its goals, thus achieving mutual success.

Services Offered under our GSA Contract

STAFFELBACH's mission is to create environments that exceptional people are excited by, and proud of, and therefore committed to and productive within. STAFFELBACH combines technical knowledge, experience, and advanced resources to provide comprehensive expertise in the following specialty areas.

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.

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.

712-4, Furniture Design/LayoutData

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

The Staffelbach Approach

- ✓ We solve problems.
- ✓ We are leaders of change.
- ✓ We work with our clients to implement change.
- ✓ We are a return on our clients' investments.
- ✓ We adhere to all administrative and contractual requirements on our government and private sector projects.
- ✓ We transfer skills and information on to our clients.
- ✓ We deliver results.

Examples of STAFFELBACH Projects

STAFFELBACH has a distinguished record of providing high-quality services for our clients. Here are some examples.

CASE HISTORY

Client: EMC Mortgage
a division of Bear, Stearns & Company, Inc.

Total Square Feet:

- Irving, Texas 80,000
- Irving, Texas 40,000
- Lake Vista 90,000
Lewisville, Texas

Project Description: Relocation of mortgage company corporate headquarters to a 120,000 square foot new office space in Irving, Texas. In 2005, EMC Mortgage's growth expanded their space requirements, and they acquired 90,000 square feet of additional space in Lewisville, Texas.

Services Provided:

- Master Planning
- Relocation Coordination
- Re-stacking Services
- Space Planning
- Interior Design
- FF&E Workspace Standards
- Field Verification
- Construction Documentation
- Bidding Construction Administration
- Security Coordination
- Technology Coordination
- Contract Administration
- Construction Management

Project Cost: \$20.00 to \$25.00 per square foot

Value Added: A dedicated project team consisting of Project Manager, Interior Designer, Project Planner and Architects is assigned to support all ongoing Bear Stearns & Company/EMC Mortgage requirements to ensure consistency in the work and to minimize project time.



Examples of STAFFELBACH Projects (cont'd.)

CASE HISTORY

Client: VERIZON (formerly GTE)
Location(s): Irving, Texas
Total Square Feet: Projects in excess of 5.5 million square feet
Construction Cost: Undisclosed

Description:

STAFFELBACH initiated its long standing client relationship with GTE in 1988 when it was retained to design their one million sf headquarters in Las Colinas. This project consisted of two complexes connected by a quarter mile long link, two dining facilities, two fitness facilities, retail, conferencing areas, television studio, physical plant, and office space and underground parking for over 3,300 employees. At the time this project was cited as “the largest corporate consolidation in American business history”.



Employees relocated to this facility from 12 states with over 20 different workspace standards being utilized in various locations. STAFFELBACH developed a programming questionnaire to obtain information from the various departments involved in the consolidation and relocation. STAFFELBACH developed 5 office and workspace standards to support the GTE organization; increasing flexibility and save space. From point of occupancy STAFFELBACH has maintained an ongoing relationship with GTE to provide facilities management services.



In 1996, STAFFELBACH was hired to manage a major expansion of 500,000 square feet in 5 buildings and developed new furniture standards to initiate GTE’s new partnership with Steelcase. Standards were developed for architectural finishes to maintain consistency in all facilities. STAFFELBACH coordinated for all programming efforts, developed a strategic master plan departmental locations, blocking and stacking of all floors, design, construction documents, construction administration and move / construction sequencing and planning. Once the space was built out in the various locations, STAFFELBACH then completed a total restack of the original headquarters with construction on many wings of the building. STAFFELBACH’s Project Director was responsible for the management of all aspects of this project, including all consultants and internal GTE departments.



In 1998 STAFFELBACH was retained to develop and manage the “GTE Metroplex Move Plan”; a major restack of approximately 1,000,000 square feet in 9 locations, and another restacking of the original headquarters.

Since 2001, STAFFELBACH has been involved in numerous restacks due to downsizing and consolidations. STAFFELBACH Designs has managed the design and implementation of over 3,060,000 square feet for Verizon.

Services Provided:

- Corporate Headquarters Relocation Coordination
- Master Planning and Restacking Services
- Programming
- Strategic Planning
- Space Planning
- Design Development
- Furniture Standards Development
- Project Management
- Field Verification
- Coordination with Furniture Dealers/Movers
- Construction Documents
- Construction Administration
- Move Planning
- Move Migration Strategy
- Move Coordination
- IT Interface

Examples of STAFFELBACH Projects (cont'd.)

CASE HISTORY

Client: CENTEX CORPORATION

Total Square Feet: 850,000 square feet

Project Description: Full service planning and design for operational, administrative, data center and the construction of office spaces. Maximum flexibility was gained through the re-evaluation of workspace standards and the introduction of moveable walls. Construction dollars were saved and increased flexibility for growth, expansion, change, and churn was gained.



Services Provided:

- Corporate Headquarters Relocation Coordination
- Master Planning
- Restacking Services
- Programming
- Space Planning
- Design Development
- Furniture Standards Development
- FF & E Coordination
- Project Management
- Field Verification
- Coordination with Furniture Dealers/Movers
- Coordination of Technology & Security Consultants
- Construction Documents
- Construction Administration
- Move Planning
- Move Migration Strategy
- Move Coordination

Challenges:

1. TO ESTABLISH CONSISTENT WORKSTATION AND OFFICE STANDARDS.

When STAFFELBACH started working with Centex, each company had their own standards and there was no consistency. Through programming efforts, we were able to develop workstation and office standard that were accepted by all of Centex Companies. Nine (9) different workstation sizes were reduced to two (2) and offices were reduced to two (2) standards, with the exception of the executives.

2. TO PROVIDE MAXIMUM FLEXIBILITY FOR FURNITURE RE-USE.

One solution that STAFFELBACH developed was the design of furniture standards that utilized the same components for workstations and private offices. This reduced the amount of inventory necessary for Centex to maintain and simplified ongoing changes for their Facilities Department.

3. TO MAXIMIZE REUSE OF EXISTING INVENTORY OF SYSTEMS FURNITURE PRODUCT INTO PLANNING AND DESIGN OF A NEW FACILITY.

STAFFELBACH worked to develop a phasing and move strategy that allowed Centex to reuse all existing product. Existing product from the warehouse was utilized, with panels being recovered to the new standard, new product was ordered as required, employees were relocated and the product they vacated was then relocated to the building for future growth stations. This reduced the furniture order, reused all inventory and eliminated the need for any double moves and the associated costs and down-time.

Advantages of GSA Contracts for Comprehensive Furniture Management Services

Does your agency need the services of a contractor to help analyze space configuration issues, plan an office move, re-design existing space, or on other, related challenges? Would you like to select and activate a contractor quickly, while minimizing your administrative and paperwork burdens, and ensuring that you will pay fair and reasonable prices?

The GSA Schedule program for Comprehensive Furniture Management Services might be an excellent solution. Under this program, GSA has negotiated and signed contracts with many contractors—at favorable prices and with long periods of performance. The base period in STAFFELBACH's contract, for example, lasts until 2012, with options to extend the contract until 2027.

Any federal agency or department can order services under these task order-type contracts, using streamlined procedures. You can select a contractor, issue a task order, and have the contractor begin work, typically within a few weeks, for small projects or large, multi-million dollar efforts. There is no limit on the size of any task order.

Key advantages of using a GSA Comprehensive Furniture Management Services contractor include the following:

- Dozens of **highly qualified firms**, with task order contracts that are signed and in place. You choose which contractor will best meet your unique needs. GSA does not get involved in your selection process.
- Credit for achieving **socio-economic contracting goals**. If issue a GSA task order to STAFFELBACH, for example, your agency will receive full credit for making progress with respect to your agency's contracting goals for small business concerns.
- **Dramatic time savings**. You can typically select and activate a contractor within a few weeks.
- **Minimal administrative burden**. When you place an order with a GSA contractor, the order will be considered to have been placed using “full and open competition.”
 - You are not required to synopsise the requirement in FedBizOpps.
 - GSA has already determined that prices offered by GSA contractors are “fair and reasonable.”
 - All applicable federal procurement laws and regulations, including “small business” set-asides, already have been applied.
- **No dollar limits** on task orders.
- **Flexibility**. For example, you can set up a “Blanket Purchase Agreement” (BPA) with a GSA contractor, in the event that you do not know the precise timing and level of effort of individual tasks that you would like the contractor to perform. You can use a BPA as an ordering device that your offices nationwide can participate in, allowing them to place orders directly.
- **Direct relationship** with the contractor.
 - Your agency will *not* have to transfer funds to GSA and will *not* have to set up an interagency agreement.
 - Your contractor will deliver services and associated progress reports and invoices directly to your agency. GSA does not inject itself into your client/contractor relationship.
- GSA contractors have wide latitude to select and use **subcontractors**.

How to Issue a GSA Task Order—3 Easy Steps

It is relatively easy for agencies to use GSA Schedule contractors.

Agencies may work directly with approved GSA contractors such as STAFFELBACH. For orders under \$3,000, agencies can simply place an order with its contractor of choice. The following procedure is used to place orders above \$3,000.

There are 3 basic steps, which can be accomplished in a few weeks:

1. Prepare a Statement of Work and give it to your Contracting Officer (CO).
2. Select a GSA Schedule Contractor. For example, working with your CO, you can ask several Schedule Contractors to submit brief proposals and budgets within, say, 10 days. Or, you can compare the GSA Advantage catalogs (like this one) of at least 3 GSA contractors. You and your CO will select a contractor using “best value” criteria. Except in rare circumstances, your selection is not subject to protest.
3. Place your order directly with your selected contractor. The contractor can begin work immediately, and will send invoices directly to your agency. You do not need to transfer funds to GSA.

And remember: GSA does not get involved in your procurement process. You can, however, ask GSA for advice.

GSA Pricing

Labor Rates applicable to SINs 712-1, 712-3, and 712-4. All prices shown are inclusive of the 0.75% Industrial Funding Fee (IFF).

Labor Category	Government Rates	
	Task Orders that do not exceed \$150,000*	Task Orders that do exceed \$150,000**
Project Director	\$128.36	\$117.00
Project Manager	\$113.55	\$103.50
Sr. Project Architect	\$118.49	\$108.00
Project Designer	\$88.87	\$81.00
Ass't. Project Manager	\$88.87	\$81.00
Sr. Project Coordinator	\$83.93	\$76.50
Sr. Project Planner	\$86.89	\$79.20
Design Technician	\$71.09	\$64.80
Interior Designer	\$74.06	\$67.50
Junior Interior Designer	\$54.31	\$49.50

* This includes any individual GSA Task Order with a value that does not exceed \$150,000 per year in labor billings.

** This includes any individual GSA Task Order with a value that exceeds \$150,000 per year in labor billings. Note: If an individual GSA Task Order is initially issued at a value that does not exceed \$150,000 per year and is later modified to a value that exceeds \$150,000 per year, the Quantity Discount rates will be applied from that time forward. STAFFELBACH will not offer retroactive rebates in such cases. For example, if a GSA Task Order was initially worth \$100,000 per year STAFFELBACH would apply the rates shown in the first column of rates. If the ordering agency subsequently modifies the Task Order and its value is increased to \$200,000 per year, STAFFELBACH would begin applying the rates shown in the second column of rates as soon as administratively feasible thereafter. STAFFELBACH would not provide any type of a rebate associated with invoices that STAFFELBACH had already submitted, nor for services already provided but not yet invoiced.

Labor Category Descriptions

Project Director. Responsible for effective senior-level project management duties involving complex project work within the firm. Key contact and direct link to the client on behalf of the firm and takes responsibility for the firm's success through excellence in performance.

Directs one or more projects through the required phases by continuing and timely communication with the client's representative and the firm's team members. Defines the project and its phases, and develops a set of tasks to accomplish the work. Coordinates and monitors the tasks to complete the project on schedule, within budget. Exhibits role model leadership.

Participates and leads Project Management Forum sessions to encourage excellent project management activity.

Accountable to the President for Management and Marketing issues and to the Creative Principal for design direction and design quality control where appropriate.

Key areas of responsibility include:

- A. Prepare task order proposals and budgets.
- B. Participate in selection of project team.
- C. Develop and maintain the trust and confidence of clients.
- D. Maintain ongoing client communications with notes, letters, and timely formal and informal progress reports.
- E. Organize project processes and functions, and establish effective task plan for delegation.
- F. Coordinate work and assign tasks to team members.
- G. Provide feedback and constructive criticism on team members' project performance to the individual team members on a regular basis.
- H. Ensure project proceeds in accordance to contract.
- I. Anticipate problems, resolve conflicts, avoid unnecessary crises.
- J. Remain "in control" and "in charge" at all times in project development.
- K. Review project material prior to presentations and meetings.
- L. Conduct team and client meetings.
- M. Execute modifications to task orders and requests for additional services, and communicate changes in project requirements and or services required to team members and client.
- N. Monitor in-house maintenance of project files and documents.
- O. Prepare agendas for project meetings.
- P. Ensure project adheres to the firm's standards of quality, design and management.
- Q. Ensure project meets schedule and budget.
- R. Ensure project meets client's expectations and achieves client satisfaction.
- S. Prepare regular status reports for Accounting and Management as required.
- T. Review time sheets of team members and approve overtime hours for hourly staff.
- U. Review client invoice charges prior to distribution.

- V. Conduct employee reviews of team members as required and provide information to Administration for periodic reviews.

Job Qualifications

- Strongly motivated to achieve high expectations.
- Is committed to the firm's organizational goals.
- Accepts responsibility for own decisions.
- Takes responsibility for coaching and leadership of staff.
- Effective in time management and organization.
- Works harmoniously and effectively with others.
- Understands importance of team building and effective delegation.

Project Manager. Responsible for effective project management duties within the firm. Key contact and direct link to the client on behalf of the firm and takes responsibility for the firm's success through excellence in performance.

Directs one or more projects through the required phases by continuing and timely communication with the client's representative and the firm's team members. Defines the project and its phases, and develops a set of tasks to accomplish the work. Coordinates and monitors the tasks to complete the project on schedule, and within budget. Exhibits role model leadership.

Accountable for management issues for design direction and design quality control.

- A. Prepare project proposals and fee structures.
- B. Coordinate work and assign tasks to team members.
- C. Develop and maintain the trust and confidence of clients.
- D. Maintain ongoing client communications with notes, letters, etc.
- E. Ensure effective completion of delegated tasks.
- F. Guide team members toward independent problem solving within a team approach.
- G. Ensure project meets critical issues as defined in program, and meets schedule and budget goals.
- H. Ensure project adheres to the firm's standards of quality, design and management
- I. Ensure project meets schedule, and stays within budget.
- J. Ensure project meets client's expectations and achieves client satisfaction.
- K. Ensure project proceeds in accordance to task order.
- L. Review time sheets of team members and approve overtime hours for hourly staff.
- M. Review client invoice charges prior to distribution.
- N. Prepare agendas for project meetings.
- O. Conduct regular reviews of phase and project development.
- P. Coordinate, supervise and motivate team members.
- Q. Anticipate problems, resolve conflicts, avoid unnecessary crises.
- R. Conduct team and client meetings.
- S. Direct preparation and production of conference memos and documentation of all project developments and decisions per the firm's policy to preserve the record.

- T. Communicate changes in project requirements and or services required to team members and client.
- U. Serve as a role model within the firm.

Job Qualifications

- Professional degree in Interior Design, Interior Architecture or Architecture
- Minimum 7 years interior design/interior architecture experience
- Accreditation desired
- Consistent, dependable, and conscientious, reliable and accurate
- High attention to detail and customer focus.
- Willing to do what it takes to achieve results.

Senior Project Architect. Responsible for interior/architectural technical development duties within the firm. Functions in a senior role in project development in the areas of management and direction of human resources related to interior architectural technical development.

Works closely with Project Managers in the direction and supervision of project work and in the direction of production of project materials and documents. Responsible for directing the construction administration phase of the project and for conveying the firm's philosophy on construction administration. Acts as a resource to the firm in guiding code compliance, technical architectural development and construction administration and coordinates with Project Managers to schedule and delegate these activities.

Directly accountable to the President and CEO. Key responsibilities include:

- A. Guide project team in understanding project requirements.
- B. Direct and supervise interior/architectural development and/or planning for project.
- C. Ensure that design and/or planning recommendations align with established program requirements, codes, TAS guidelines, budgets and architectural constraints.
- D. Be aware of all relevant codes and restrictions. Review drawings for compliance.
- E. Direct firm's ADA and Removal of Architecture Barrier compliance requirements.
- F. Seal drawings as required for the firm.
- G. Provide resource assistance, guidance and direction for project team.
- H. Interact with clients and consultants independently as required.
- I. Review and approve construction documents for technical accuracy, completeness, code compliance and quality standards.
- J. Review and approve construction administration policies and procedures.
- K. Direct the development of procedures and processes for the construction documentation and construction administration of projects.
- L. Monitor quality of construction documents and direct quality improvement programs.
Direct and participate in the training of staff personnel.
- M. Serve as an example of commitment, responsibility and authority.
- N. Enhance the corporate image of the firm.
- O. Convey the firm's standards for excellence and quality.

- P. Remain abreast of technological changes and pursue continuing education opportunities.
- Q. Motivate staff with positive attitude and enthusiasm.
- R. Encourage and inspire creativity, attention to detail and enhanced productivity in team members.

Job Qualifications

- Registered architect.
- Ten to fifteen years' experience.
- Displays leadership qualities.
- Meticulous with detail.
- Effective communication.
- Proactive.
- Attains results through positive actions.
- Team approach with staff and contractors.
- Able to coach and teach staff.
- Effective delegation.
- Assertive, firm, takes fair stand.

Project Designer. Assumes responsibility for the design and interior architectural development processes on the Firm's projects. Functions as a key element in project development in the areas of management and direction of human resources related to design. Directs design development from the broad overall perspective through the individual detail refinement.

Works closely with the Project Manager and Project Architect in the execution of project work and in the production of project design materials. Works closely with the Creative Director in the development and review of project conceptual design direction.

Directly accountable to the Project Manager and the Creative Director and with the Project Manager. Directs the efforts of the project team. Key responsibilities include:

Direct the design and interior architectural development of the project.

- A. Obtain Creative Director's input regarding conceptual design directions.
- B. Assist project team in understanding project design requirements and objectives.
- C. Direct and supervise the total creative design development for the project.
- D. Ensure that all design recommendations align with program requirements, project fee, budget and schedule.
- E. Work with Project Manager to develop Design Development task lists itemizing hours and manpower requirements.
- F. Provide resource assistance, guidance and direction for project team and design staff.
- G. Check work of Designers ensuring accuracy, efficiency and quality work product.
- H. Check construction documents for alignment with design intent
- I. Coordinate, organize and participate in design reviews with Creative Director and/or Principal-In-Charge and plan, orchestrate and direct design presentations to Clients.

- J. Interact with clients and consultants independently as required by Project Manager.
- K. Organize project design and interior architectural development processes.
- L. Establish priorities for schematic and design development phases.
- M. Delegate design tasks, monitoring their completion in accordance with pre-established time requirements.
- N. Maintain complete and comprehensive project files.
- O. Provide Project Manager with information necessary for master job files.
- P. Comply with the Firm's policies and procedures.
- Q. Serve as an example of commitment, responsibility and authority.
- R. Enhance the corporate image of the Firm.
- S. Convey the Firm's standards for excellence and quality.
- T. Remain abreast of technological changes and pursue continuing education opportunities.
- U. Motivate staff with positive attitude.
- V. Encourage and inspire creativity and enhanced productivity in team members.
- W. Guide team members toward independent problem solving within a team approach.

Job Qualifications

- Registered by the Texas Board of Architectural examiners as an Interior Designer.
- Strongly motivates to achieve high expectations.
- Accepts responsibility for work performed.
- Detailed oriented with strong skills organizational skills.
- Strong team playing skills.
- Reliable and accurate.
- Takes responsibility for coaching & leadership of staff.

Assistant Project Manager. Provides project development and project organizational work. Works closely with the Project Manager in carrying out project management duties and supports the Project Manager in client contact.

Assists in the coordination of project tasks to complete the project on schedule, within budget. Coordinates project work directly with the Project Manager and is directly accountable to the Project Manager in the execution of project tasks.

Works closely with the project team to execute project work. Responsibilities may include:

- A. Programming work; gathering, compiling and interpreting of information.
- B. CADD drafting.
- C. Presentation preparation.
- D. Feasibility studies work.
- E. Cost estimating/budget preparation.
- F. Space Planning.
- G. FF&E programs.
- H. Selection and specification of finishes, materials and interior architectural products.

- I. Client presentations and meetings.
- J. Delegation of tasks to team members and support services.
- K. Supervision of tasks to ensure efficient and accurate project process.
- L. Maintenance of Project Record.

Job Qualifications

- Consistent, dependable and conscientious
- Committed to the firm's organizational goals
- Effectively follows upon assignments
- Promotes harmony and teamwork
- Reliable and accurate

Senior Project Coordinator. Responsible for project management duties within the firm and for advanced project development and project organizational work. Key contact and direct link to the client on behalf of the firm and takes responsibility for the firm's success through excellence in performance.

Maintains a strategic view of the various projects and deadlines. Directs multiple projects through the required phases through timely communication with the client's representative and the firm's team members. Defines the project and its phases, and develop a set of tasks to accomplish the work. Effectively delegates, coordinates and monitors the tasks to complete the project on schedule, and within budget.

Directly accountable to the President for performance results in the execution of projects tasks and participates in the firm's Project Management Forum. Key responsibilities include:

- A. Gather programming information.
- B. Space planning.
- C. Prepare budget pricing documents.
- D. Prepare construction documents.
- E. Delegation and supervision of tasks to team members and support services.
- F. Define project requirements and phases required by client in a pro-active manner.
- G. Organize project processes and functions.
- H. Establish task plan for the effective delegation of work.
- I. Maintain project files in a comprehensive manner and update Building Project Binders.
- J. Monitor in-house maintenance of project files and documents.
- K. Prepare agendas for project meetings.
- L. Conduct regular reviews of phase and project development.
- M. Ensure project meets critical program requirements.
- N. Ensure project adheres to the firm's standards of quality, design and management.
- O. Ensure project meets client's expectations and achieves client satisfaction.
- P. Execute revisions/additions to contract and requests for additional services.
- Q. Coordinate and supervise team members.
- R. Coordinate work and assign tasks to department team members.

- S. Coordinate and assist in the orientation and training of new employees and Interns.
- T. Create an environment in which team members can motivate themselves.
- U. Provide explicit and thorough communication to department team members, clients, contractors, subcontractors and manufacturers related to the project.
- V. Review project material prior to presentations and meetings.
- W. Direct preparation and production of conference memos and documentation of project developments and decisions per the firm's policy to preserve the record.
- X. Serve as an example of commitment, responsibility and authority.

Job Qualifications

- Communicates clearly and concisely
- Works harmoniously and effectively with others
- Accepts responsibility for own decisions
- Develops a spirit of teamwork
- Effective in time management
- Demonstrates entrepreneurial approach and philosophy
- Understands and demonstrates positive leadership principles
- Skilled at multi-tasking
- Focused on the highest level of customer service and quality work products

Senior Project Planner. Responsible for advanced project development work and project organizational work within the firm. Responsible for efficient space planning, accurate construction documentation and client contact as required.

Directly accountable to the Senior Project Coordinator, Project Manager or Project Director as assigned on a specific project in the execution of the work. May be responsible for the delegation of project work to other team members as required. Key responsibilities include:

- A. Drafting and delineation.
- B. Perspective/Axonometric/Isometric drawings.
- C. Corporate imagery, signage and graphic design.
- D. Presentation preparation.
- E. Programming work; gathering, compiling and interpreting of information.
- F. Feasibility studies work.
- G. Cost estimating/budget preparation.
- H. Space Planning.
- I. Selection and specification of furnishings and materials.
- J. Selection and specification of fixtures.
- K. Selection and specification of finishes.
- L. Selection and specification of interior architectural products.
- M. Client presentations and meetings.
- N. Delegation of tasks to team members and support services.

- O. Establish priorities for independent project work with the Senior Project Coordinator or Project Manager.
- P. Establish and maintain orderly project files.
- Q. Schedule appropriate support resources in advance when support is required.
- R. Participate in team scheduling and Departmental meetings as required to formulate work assignments and develop new cost-effective methods for the accomplishment of work.
- S. Work with Senior Project Coordinator, Project Coordinator and/or Project Manager to determine project work, time requirements and deadlines.
- T. Assist Interior/Architectural Designers and Junior Interior/Architectural Designers in accomplishing efficient project processes.
- U. Prepare communications for clients, contractors, subcontractors, manufacturers, etc.
- V. Utilize SDA authorized forms in correspondence and project activity.
- W. Review and approve work in process reports and invoices.
- X. Issue all correspondence and communication in accordance with SDA established procedures.
- Y. Provide input and suggestions for departmental innovation in processes and methodology.
- Z. Become proficient on CADD to create space plans and calculate lease square footages.

Design Technician. Responsible for all phases of design and interior architectural production work within the firm. Works with the Directors, Senior Project Architects and Project Managers to develop quality project materials within the established time frame in order to accomplish the firm's established goals.

Directly accountable to the Director – Interior Architecture and indirectly to the Creative Principal. Key responsibilities include:

- A. Drafting and delineation.
- B. Architectural lettering.
- C. Proficiency in CADD.
- D. Perspective/Axonometric/Isometric drawings.
- E. Final art or camera ready mechanical copy.
- F. Schematic plans.
- G. Presentation preparation.
- H. Feasibility studies work.
- I. Cost estimating/budget preparation.
- J. Produce organized, clean and accurate project materials.
- K. Consistently strive for the firm's highest standards.
- L. Produce materials in the most efficient and profitable manner possible.
- M. Write, edit and maintain effective communications as required with clients, contractors, subcontractors, manufacturers, etc., in the completion of the firm's procedures.
- N. Utilize appropriate forms in correspondence and project activity.

- O. Provide construction administration services on projects to ensure conformance to construction documents and design intent.
- P. Interface with clients, contractors and other contacts to ensure effective project construction and provide comprehensive and accurate project documentation.

Job Qualifications

- Consistently strives to improve performance.
- Demonstrates a high level of initiative.
- Gives maximum effort.
- Is committed to excellence.
- Optimizes productivity.

Design Technician. Responsible for all phases of design and interior architectural production work within the firm. Responsible for project development work within the firm.

Works within the project team to execute project work and develop quality project materials within the established time frame in order to accomplish the firm's established goals.

Directly accountable to the Project Manager, Project Designer, Senior Interior/Architectural Designer and/or Creative Principal in the execution of project tasks. Key responsibilities include:

- A. Drafting and delineation of Architectural finishes within the construction documents
- B. Architectural lettering.
- C. Corporate imagery, signage and graphic design.
- D. Presentation preparation.
- E. Programming work; gathering, compiling and interpreting of information.
- F. Feasibility studies work.
- G. Cost estimating/budget preparation of finishes as well as FF&E.
- H. Space planning.
- I. Selection and specification of furnishings and materials.
- J. Selection and specification of fixtures.
- K. Selection and specification of finishes.
- L. Selection and specification of interior architectural products.
- M. Establish priorities for independent project work.
- N. Provide Project Manager, Project Designer and Project Architect with information necessary for master files.
- O. Assist Project Manager with project filing.

Job Qualifications

- Registered by the Texas Board of Architectural examiners as an Interior Designer.
- Strongly motivated to achieve high expectations.
- Accepts responsibility for work performed.
- Detailed oriented with strong organizational skills.
- Strong team playing skills.

- Reliable and accurate.
- Specific and detailed.

Junior Interior Designer. Responsible for project development work within the firm.

Will work within the project team to execute project work and develop quality project materials within the established time frame in order to accomplish the firm's established goals.

Directly accountable to the Project Designer, Project Architect, Project Manager, Senior Interior Designer and/or Interior Designer, depending on the project and project team in the execution of the work. Key responsibilities include:

- A. Drafting and delineation, manual or CADD.
- B. Architectural lettering.
- C. Perspective/Axonometric/Isometric drawings.
- D. Corporate imagery, signage and graphic design.
- E. Presentation preparation.
- F. Programming work; gathering, compiling and interpreting of information.
- G. Feasibility studies work.
- H. Cost estimating/budget preparation.
- I. Space Planning.
- J. Selection and specification of furnishings and materials.
- K. Selection and specification of fixtures.
- L. Selection and specification of finishes.
- M. Selection and specification of interior architectural products.
- N. Provide Project Manager, Project Designer and Project Architect with information necessary for master files.
- O. Assist Project Manager with project filing.
- P. Maintain project record binders.
- Q. Work with Project Manager, Project Designer, Project Architect, Senior Interior/Architectural Designer and Interior Designer to determine project work, time requirements and deadlines.

Job Qualifications

- Consistent, dependable and accurate.
- Demonstrates a high level of initiative.
- Able to grasp new routines and explanations quickly.
- Work harmoniously and effectively with others.
- Accepts responsibility for own decisions.
- Strong team playing skills.
- Customer service oriented.
- Neat, precise, organized.
- Focused on details.

Customer Information

- 1a. Awarded Special Item Numbers**

STAFFELBACH can provide services under the following SINs under our GSA Schedule Contract for Comprehensive Furniture Management Services:

 - 712-1, Project Management (Furniture/Furnishings Related)
 - 712-3, Reconfiguration/Relocation Management (Furniture and Furniture Related)
 - 712-4, Furniture Design/Layout
- 1b. Pricing**

See [GSA Pricing](#) for a list of the awarded labor categories and the associated hourly rates for each. These are the government prices, based on a unit of one, exclusive of any quantity/dollar volume discount, prompt payment discount, or any other concession affecting price.
- 1c. Labor Category Descriptions**

See [Labor Category Descriptions](#).
- 2. Maximum Order**

\$500,000. There is no upper limit on the size of a task order. Requirements exceeding \$5 Million should be handled pursuant to Clause I-FSS-125 (SEPT 1999). In brief, before placing an order that exceeds the maximum order threshold of \$5 Million, the ordering agency must seek price reductions from schedule contractors from which it is considering placement of the order.
- 3. Minimum Order**

\$100.
- 4. Geographic Coverage (Delivery Area)**

Domestic only.
- 5. Points of Production**

Same as company address.
- 6. Discount from List Prices or Statement of Net Price**

All prices in the catalog are government net prices; the discounts are already deducted.
See [GSA Pricing](#) for the price list.
- 7. Quantity Discounts**

STAFFELBACH will offer a Quantity Discount for any individual GSA Task Order that exceeds \$150,000. The Quantity Discount rates are shown in Attachment 1.

The appropriate discount listed above will be applied to STAFFELBACH's GSA hourly rates in effect at the time. If an individual GSA Task Order is initially issued at one size and is later modified to increase the size of that Task Order, any increase in the discount percentage will be applied from that time forward. STAFFELBACH will not offer retroactive rebates in such cases. For example, if a GSA Task Order was initially worth \$1.1 million per year, STAFFELBACH would apply the 0.5% quantity discount (i.e., STAFFELBACH would apply that discount to STAFFELBACH's standard GSA hourly rates). If the ordering agency subsequently modifies the Task Order and its value is increased to \$2.2 million per year, STAFFELBACH would apply the 1.0% quantity discount as soon as administratively feasible thereafter. STAFFELBACH would not provide any type of a rebate associated with invoices that STAFFELBACH had already submitted.
- 8. Prompt Payment Terms**

Net 30 days.

- 9a. Notification Whether Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold**
Yes.
- 9b. Notification Whether Government Purchase Cards are Accepted Above the Micro-Purchase Threshold**
No.
- 10. Foreign Items**
None.
- 11a. Time of Delivery**
As specified in each Task Order.
- 11b. Expedited Delivery**
Contact STAFFELBACH.
- 11c. Overnight and 2-Day Delivery**
Contact STAFFELBACH.
- 11d. Urgent Requirements**
Contact STAFFELBACH.
- 12. F.O.B. Points**
Destination.
- 13a. Ordering Address**
Same as company address.
- 13b. Ordering Procedures**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule home page (fss.gsa.gov/schedules).
- 14. Payment Address**
Ordering agencies that want to use Electronic Funds Transfer (EFT) payment can contact Charles Stroope (Accounting Manager) for routing instructions. His e-mail address is: cstroope@STAFFELBACH.com. The address for mailed remittances is the same as the company address:
- 15. Warranty Provision**
STAFFELBACH's standard commercial warranty.
- 16. Export Packaging Charges**
Not Applicable.
- 17. Terms and Conditions of Government Commercial Credit Card Acceptance (Any Thresholds Above the Micro-Purchase Threshold)**
Contact STAFFELBACH.
- 18. Terms and Conditions of Rental, Maintenance, and Repair**
Not Applicable.
- 19. Terms and Conditions of Installation**
Not Applicable.
- 20. Terms and Conditions of Repair Parts**
Not Applicable
- 20a. Terms and Conditions for Any Other Services**
Not Applicable.
- 21. List of Service and Distribution Points**
Not Applicable.

22. List of Participating Dealers

Not Applicable.

23. Preventive Maintenance

Not Applicable.

24a. Special Attributes Such as Environmental Attributes

Not Applicable.

24b. Section 508

The Electronic and Information Technology (EIT) standards can be found at www.section508.gov/.

25. Data Universal Number System (DUNS) Number

07-761-7538

26. Notification Regarding Registration in Central Contract Registration (CCR) Database

Registered.

STAFFELBACH will accept Labor Hour and Firm Fixed Price Task Orders.

Contact Us

We would be pleased to hear from you to discuss our GSA contract or any aspect of our services. Please contact Steve Dubin.

STAFFELBACH

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