



Comprehensive Furniture Management Services (CFMS)

Federal Supply Schedule 71 Part II Section K

Special Item Numbers:

- 712-1 Project Management
- 712-2 Assets Management
- 712-3 Reconfiguration/Relocation Management
- 712-4 Furniture Design/Layout



GSA Contract GS-29F-0022T

Contract Period: July 19, 2007 – July 18, 2017

Contractor Name: Project Solutions Group, Inc.
3725 Concorde Pkwy, Suite 105
Chantilly, VA 20151-1105

Phone: 703-668-0090
Facsimile: 703-668-0091
Web site: www.projsolgroup.com

Contact for Contract Administration: Michael E. Wolff
Email: mwolff@projsolgroup.com

Business size: Small Business

Prices: Pricelist current through
Modification #P0-0002
Dated May 23, 2012

On-line 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: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

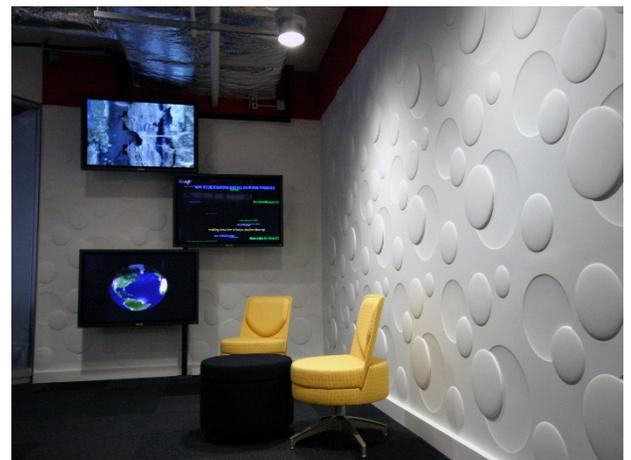


Table of Contents

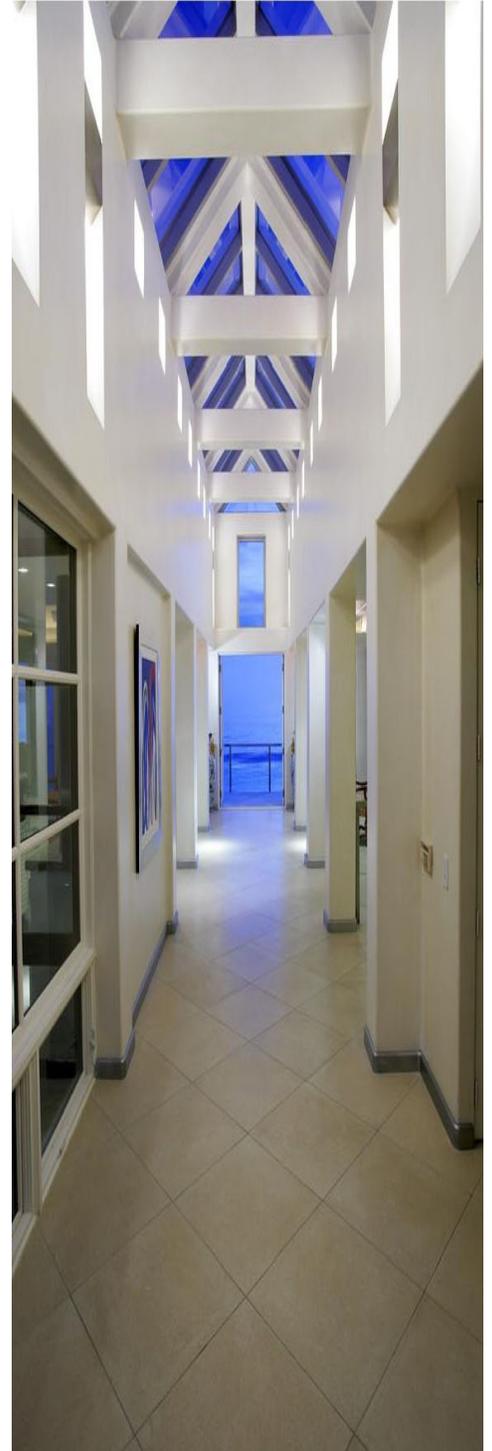
- I. Terms and Conditions**
- II. Company Overview**
- III. Experience and Expertise**
- IV. Labor Rates**
- V. Labor Category Descriptions**



Terms and Conditions

- 1a. **Awarded Special Item Numbers: 712-1, 712-2, 713-3, 712-4**
- 1b. **Pricing: Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See below.**
2. **Maximum order for each SIN: \$**
- | SIN# | MAXIMUM ORDER |
|-------------|----------------------|
| 712-1 | \$ 500,000 |
| 712-2 | \$500,000 |
| 712-3 | \$500,000 |
| 712-4 | \$500,000 |
3. **Minimum order: \$100.00.**
4. **Geographic coverage (delivery area): CONUS**
5. **Point(s) of production (city, county, and state or foreign country): Chantilly, Virginia, Fairfax County.**
6. **Discount from list prices or statement of net price: Prices shown are net.**
7. **Quantity discounts: None.**
8. **Prompt payment terms: Net 30 days.**
- 9a. **Government purchase cards are accepted at or below the micro-purchase threshold. Yes.**
- 9b. **Government purchase cards are accepted above the micro-purchase threshold. Yes.**
10. **Foreign items: Not applicable.**
- 11a. **Time of delivery: TBD-ARO.**
- 11b. **Expedited delivery: Items available for expedited delivery are noted in this price list. Not applicable.**
- 11c. **Overnight and 2-day delivery: Not Applicable.**
- 11d. **Urgent requirements: Case by case basis.**
12. **F.O.B. point(s): Destination.**
- 13a. **Ordering address: 3725 Concorde Pkwy, Suite 105
Chantilly, VA 20151-1105**

- 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 homepage (www.gsa.gov/schedules).
14. **Payment address:** 3725 Concorde Pkwy, Suite 105
Chantilly, VA 20151-1105
15. **Warranty provision:** Not applicable.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Not applicable.
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 – Chantilly, VA.**
22. **List of participating dealers – Project Solutions Group only.**
23. **Preventative maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes:** Not Applicable.
- 24b. **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/: Not applicable.**
25. **Data Universal Number System (DUNS) number:** 12-8221525.
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered.
CAGE Code: 3DUR3



Company Overview

Project Solutions Group, Inc. (PSG) is a comprehensive Project Management Firm providing services globally to public and private sector clients. Our company offers complete life-cycle project management services and professional guidance and support. We manage projects from program development, to design and construction, through occupancy and operations.



PSG was established in 2002 and is headquartered in Chantilly, Virginia. Founders Michael Wolff, PE and David Zorger have over 60 years of combined experience in real estate development, general contracting, tenant representation, engineering design and contracting. This experience provided the foundation for PSG's evolution as a full service program management firm.

PSG's formation was based on the aim of providing Project Management Services unique to the real estate industry. Our objective is to bridge the communications gap and provide a level of service that is client-focused and responsive to customer needs.

PSG creates personalized relationships between our clients and our staff that foster service, value, speed and creativity in the real estate and built environment. We employ forward-thinking processes to identify issues that may conflict with client goals. This enables PSG to develop solutions based on sound risk management practices.

PSG's mission is to exceed expectations, create value, and deliver world class solutions. We will foster a collaborative, learning culture to benefit our clients, co-workers, and teammates.

PSG has overseen more than 20,000,000 square feet of both new construction and interior renovation projects for various types of buildings.

We have a strong history of documented client satisfaction and project success that reflects the integrity of our organization.

PSG's project management approach involves listening intently to our clients' needs and responding with a distinctive value-driven strategy designed to meet their goals and objectives.

PSG Services

- Project & Program Management
- Design & Construction Management
- Relocation Management
- Facility Management

PSG Philosophy and Objectives

Unparalleled Service and Dedication

PSG's staff is focused entirely on your best interests.

Personalized Services on an International Platform

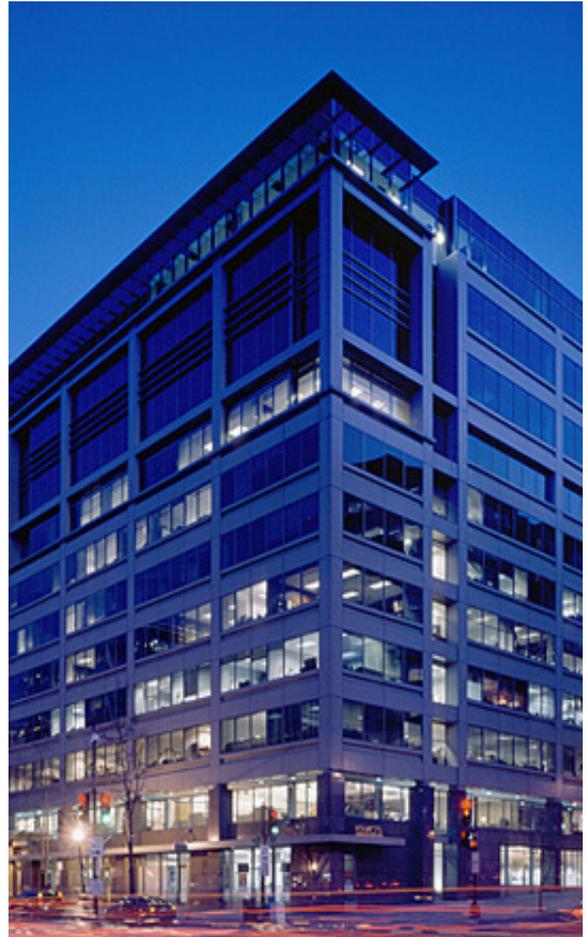
PSG is committed to providing our clients with customized services regardless of their location.

The Whole is Greater Than the Sum of its Parts

PSG assembles a team of individuals specifically qualified for your project.

It's Much More Than On Time and Within Budget

Realizing your project goals and objectives is PSG's passion.



PSG Differentiators

PSG prides itself on the ability of our company to respond quickly and effectively in addressing our client's changing real estate needs. While our expertise is an invaluable resource, it is our emphasis on customer service that keeps our clients coming back to PSG time and again.

The basis of our service delivery methodology and mentality sets PSG apart from other Project Management Firms because of our:



- **High Level of Involvement** - Our staff becomes highly involved in each project to actively prevent and resolve issues.
- **Principal Participation** - A PSG Principal is assigned to each project to support our project team, provide quality assurance and furnish technical expertise and guidance.
- **Experience** - PSG has overseen more than 20 million square feet of managed projects. We utilize this extensive experience and collective knowledge base to identify, solve and/or eliminate potential issues.
- **Concept of Team** - PSG has a team with documented strengths in Project Management, and we work in a cooperative, team oriented manner.
- **Importance of Communication** - PSG's team makes extensive use of web-based project collaboration programs to enable all team members to work more cohesively and effectively.
- **Planning** - PSG's emphasis on planning begins with developing, along with the client, a Goals and Objectives Document for the assignment. From there we determine the Master Project Schedule and Budget. This "road map" guides the Project Team through the execution of the assignments and the respective tasks.
- **Documentation** - PSG has developed an extensive library of over 100 standard documents and templates that thoroughly address all project requirements. We oversee and manage all project documentation so decisions, budgets, schedules, and actions are easily available and clearly understood.
- **Commitment to Excellence** - To PSG, excellence is defined by exceeding our clients' expectations. We provide creative and cost effective strategies to challenging issues. We perform within aggressive development schedules, providing value engineering expertise and technical skills which result in cost effective, efficient, and durable solutions.



Experience and Expertise

PSG has vast experience managing a wide variety of project and construction management assignments. We approach each and every project with commitment and enthusiasm.

Our experience with Federal Agencies represents our knowledge, expertise and high caliber of work in managing Federal, Secure, Mission Critical, Portfolio (Blanket Purchase Agreements), Office Interiors and Relocation projects.

US Department of Transportation—Federal Motor Carrier Safety Administration

- Program and Project Management
- Washington, DC and Nationwide
- Four full-time, on-site employees
- Providing cost savings generated by PSG's plan and leasing analysis
- Continual planning, directing and coordinating project activities



US Department of Transportation

- Project and Construction Management
- Washington, DC
- 1.9 million square feet
- PSG employee on-site during project to manage and monitor project
- Cost savings efforts introduced and design issues resolved

US Securities and Exchange Commission

- Relocation Management and Turnkey Services
- 1,000,000 square feet; 2,000 occupants
- Turnkey solution to restack SEC headquarters facility
- PSG provided full programming, asset inventory, relocation plan, IT migration plan and on-site supervision



US Dept. Homeland Security – Immigration & Customs Enforcement

- Relocation Management
- Washington, DC
- 2,000 people; 6 phases; 3 locations
- Fast tracked relocation completed within 16 weeks
- Resulted in logical workflow design and space management solution



US Office of Personnel Management

- Relocation Management
- Washington, DC ; 1750 occupants
- Developing, planning, scheduling and coordinating FF&E and personnel
- Space reconfiguration, increasing storage space, creating swing space
- Coordinating with Unions

Federal Emergency Management Administration

- Design, Construction and Quality Control Management
- 40,000 square feet Tier 3 Data Center
- PSG employee on-site to manage and monitor project
- PSG converted an existing building into a data center with required power density and reliability



“PSG has provided a value-added service and helped augment our staff on our most difficult and highly technical projects.”

~Peter Marshall, FEMA, Deputy Director, Engineering Division

US Government – Confidential Client

- Turnkey Design and Construction Management
- \$25 million Training Facility
- PSG completed the project in 3 months, after the client had struggled with it for over a year
- Successful project completion led to numerous other assignments



“I’ve walked into numerous facilities and have never seen one built to this level of quality this fast.”

~Confidential Government Representative



US Patent and Trademark Office

- Relocation Management
- Springfield, Virginia
- 325,000 square feet
- PSG managed the move of personnel, furniture, equipment and files
- Results were an efficiently coordinated move on time and on budget

US Supreme Court

- Relocation Management
- 450,000 square feet
- 3 locations; 6 phases
- FF&E removal, storage and relocation, including special handling of over one mile of books in the historic library and rare book collection





National Institutes of Health

- Project and Construction Management
- 100,000 square feet John Hopkins Bayview Campus
- On-site management of a six phased renovation of labs and offices
- PSG stepped into an ongoing project 12 months behind schedule and completed it within 2 months on time and on budget



Awards

PSG was the recipient of the CoreNet Global Leadership Excellence Service Provider of the Year in 2010.



PSG was honored for demonstrating strong leadership, strategic guidance and making a significant impact in the Corporate Real Estate Industry. We won the CoreNet Global Award for our innovation and creativity in providing Construction and Project Management Services and saving our client millions of dollars.



Labor Rates

For SINS 712-1, 712-2, 712-3, 712-4

Labor Category	GSA PRICE
Project Executive	\$196.47
Managing Director	\$166.25
Project Director	\$146.10
Senior Project Manager	\$130.98
Project Manager	\$107.81
Administrative Assistant	\$77.58



Service Offering Descriptions

Project Executive

SINs 712-1, 712-2, 712-3, 712-4

Principal Duties and Responsibilities:

The Project Executive is responsible for providing strategic leadership and oversight for the project.

- Ensures that resources are available and tasks are well staffed and equipped.
- Provides technical leadership and frequently serves as the final authority in field of specialty.
- Recommends reviews, and approves policies and procedures for project or team application.
- May serve as an advisor on projects and programs.
- Serves as official company representative to clients.

Education/Experience Requirements:

- Bachelor's degree or higher in engineering, architectural, construction management or business field.
- 20 years relevant experience.

Managing Director

SINs 712-1, 712-2, 712-3, 712-4

Principal Duties and Responsibilities:

Directs activities with responsibility for customer satisfaction, enforcement of corporate policies, employee performance, quality assurance and quality control.

- Responsible for quality assurance and control with clients.
- Provides overall supervision and responsibility for all aspects of project management; oversees the work of project managers and their project teams.
- Directs, supervises, and governs corporate projects.
- Is familiar with a variety of the fields' concepts, practices, and procedure and relies on extensive experience and judgment to plan and accomplish goals.
- Prepares resource estimates and complies with overall budget limitations.

Education/Experience Requirements:

- Bachelor's degree.
- 15 years of relevant experience.

Project Director

SINs 712-1, 712-2, 712-3, 712-4

Principal Duties and Responsibilities:

Primary customer interface for client accounts. Overall responsibility for client satisfaction for all PSG projects within the account.

- Reviews project plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Confers with project staff to outline work plan, assigns duties, responsibilities and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Analyzes data to determine solutions, alternate methods and procedures and advises client.
- Prepares project reports for management, client or others.

Education/Experience Requirements:

- Bachelor's degree.
- 15 years of relevant experience.

Senior Project Manager

SINs 712-1, 712-2, 713-3, 713-4

Principal Duties and Responsibilities:

Senior or Team Lead responsible for business, technical, and personnel management and coordination for complex construction projects from proposal and requirements definition to project planning and implementation of projects.

- Formulates the overall project approach.
- Manages design efforts of the architect and engineer as required.
- Formulates and manages project plans.
- Establishes and maintains accurate overall project schedules. Ensures project remains on schedule and budget.
- May supervise the activities of one or more project managers, analysts, and support personnel.
- Maintains accurate project anticipated cost reports, and financials.
- Has the ability to successfully manage multiple projects simultaneously.

Education/Experience Requirements:

- Bachelor's degree in architecture, engineering, interior design or construction management, or equivalent combination of experience and training.
- 10 years relevant experience.

Project Manager

SINs 712-1, 712-2, 712-3, 712-4

Principal Duties and Responsibilities:

Responsible for business, technical, and personnel management and coordination for individual construction projects from proposal and requirements definition to project planning and implementation.

- Formulates the overall project approach for clients.
- Manages and analyzes project activities.
- Ensures customer satisfaction and provides quality assurance and control.
- Establishes and maintains accurate overall project schedules to ensure project remains on schedule.
- Establishes and maintains accurate project anticipated cost reports, and financials.

Education/Experience Requirements:

- Bachelor's degree.
- 5 years of relevant experience.

Administrative Assistant

SINs 712-1, 712-2, 712-3, 712-4

Principal Duties and Responsibilities:

Provides coordination as well as administrative and clerical support for a broad level of assignments.

- Schedules and organizes meetings, maintains calendar.
- Produces reports and supports general management activities.
- Evaluates business systems to determine effectiveness of procedures and recommends improvements.
- Typing, filing, collating reports, and any other administrative assistance required.

Education/Experience Requirements:

- High School Diploma or equivalent.
- College degree or coursework a plus.
- Minimum 1 year office support or customer service experience.
- Proficiency in a variety of computer software applications in word processing, spreadsheets, database and presentation software (MS Office, MS Outlook, MS Word, MS Excel, MS PowerPoint).

