

U.S. House of Representatives

Washington, DC

services provided
DESIGN PROJECT MANAGEMENT

owner
U.S. HOUSE OF REPRESENTATIVES



Procon provided the U.S. House of Representatives with space and furniture planning for over 250 office suites within its jurisdiction in House Office Buildings as well as the U.S. Capitol Building itself.

Office needs for the U.S. House of Representatives include offices for 435 Members, as well as committee staff offices, and support staff offices in Rayburn, Longworth, Cannon, and Ford House Office Buildings, and the Capitol Building. The Modular Furniture Renovation Program included the renovation of over 250 office suites throughout the House complex. The project included the development of a modular furniture renovation program and design management including scheduling, budgeting, floor plan layouts, furniture specifications, and bid packages.

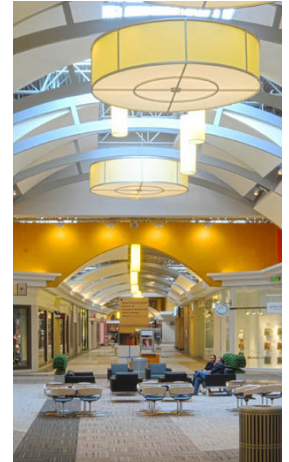
Key Responsibilities

- Developed furniture and interior finish standards to be used across all of the office space under the control of the House.
- Provided recommendations on furniture and space planning reconfigurations as necessary for the reconfiguration of specific existing office spaces.
- Created furniture layouts based on initial meeting including 2D and visual 3D drawings
- Developed detailed furniture specifications and pricing using 20/20 Technologies software.
- Coordinated bill of materials and vendor quotes.
- Provided regular meeting support and monthly status reports.
- Created relocation plans and managed relocation activities and renovations of offices.
- Provided punchlist follow-up and close-out documents that included final furniture drawings, finish selections, furniture pricing breakdowns, approvals and signatures.

Simon Property Group Nationwide

services provided
SPACE PLANNING
INTERIOR PROJECT MANAGEMENT

owner
SIMON PROPERTY GROUP



Procon provided comprehensive space planning and interior project management services for portfolio of 12 new shopping malls and renovations of existing mall properties.

Simon Property Group is a leader in retail real estate across the globe with properties that generate billions of dollars in annual retail sales. For this project Procon provided space planning and interior project management for 12 shopping mall properties across the nation. Projects included the renovation of newly acquired retail centers and the construction of new centers.

Procon prepared design intent documents, established material and finish selections, and coordinated with clients, architects, engineers, and contractors on construction drawings, specifications, and on-site installations.

Key Responsibilities

- Established space program and occupancy schedule based on the specific needs of the client. This included space planning, programming, bubble diagrams, sketching, and development of design intent drawings (DID) in AutoCAD.
- Selection and specification of furniture, lighting fixtures, appliances, paint colors, wallcoverings, carpet and tile, wall bases, and built-in millwork.
- Scheduling and owner's coordination of on-site project teams and A/E firms. Monitored progress of fabrication and delivery of FF&E. Reviewed, marked up and monitored development of construction documents.
- Oversaw FF&E budgets, delivery, and installation.
- Prepared FF&E vendor bidding documents and purchase agreements and coordinated with owner's contract administration staff.
- Prepared signage and tackboard programs. Established artwork and accessory program for specified areas. Developed standards programs and project binders for all projects.

Greater Baltimore Medical Center

Towson, Maryland

services provided
SPACE PLANNING
FURNITURE MANAGEMENT

owner
GREATER BALTIMORE MEDICAL CENTER



Procon provided a range of space planning and interior design services for private doctors' practices, emergency room, executive offices and administrative office complex.

Greater Baltimore Medical Center (GBMC) is a hospital complex in the suburbs of Baltimore Maryland that serves 27,000 inpatients a year and over 60,000 emergency room visits. The project included the renovation of multiple spaces throughout the hospital facility.

Work included developing needs assessments, space planning, and furniture specification and management for this health care facility. Development of interior design standards program for facility, as well as comprehensive planning and interior design services for administrative office building and private doctor's practices, and executive unit.

Key Responsibilities

- Conducted customer needs assessments based functional needs, current and projected work flow, space and performance requirements, and potential furniture selections.
- Developed furniture space options based on users' program of requirements and created 2D and 3D drawings.
- Coordinated and facilitated stakeholder meetings that included discussions on initial layouts, revisions, interior finishes, interior furniture finishes and final presentation documents.
- Created generic bills of materials, developed furniture specifications and bid pricing sheets.
- Provided furniture and finish options to owner for review and created furniture and finish selection boards.
- Reviewed furniture bidding documents and made recommendations to maximize value and functionality for the owner.