

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.