

SPACE MANAGEMENT AND PLANNING

Procon provides comprehensive space management and planning services that will help you take your project from vision to completion while minimizing headaches and maximizing value. From big picture strategic planning and management to targeted support, Procon has the experience and expertise to handle a broad spectrum of space planning, move management, and interiors projects.

A WELL DESIGNED OFFICE IS A PRODUCTIVE OFFICE

We use a streamlined approach to make your office a productive office. We develop cost-saving solutions that provide the most efficient layout of available space for countless business environments. Working as part of client team, we focus on personalizing spaces for clients based on specific functional and aesthetic needs to deliver innovative workplace solutions.

SPACE MANAGEMENT

- Site analysis and planning
- Space utilization studies
- Occupancy schedules
- Blocking and stacking fit out
- Design intent layouts
- Future space requirements

INTERIOR DESIGN

- Interior design standards
- Interior architecture
- Design intent layouts
- Interior finish selections
- Vendor coordination
- 2D/3D AutoCAD

RELOCATION SERVICES

- Schedule and budgeting
- Phasing plans
- Move scheduling
- Vendor coordination
- Relocation assistance
- Post move support services

WORKSPACE DESIGN

- Needs assessment
- Space design and layouts
- Blocking and stacking plans
- Test fit analysis and layouts
- Design standards
- Base building coordination

FURNITURE MANAGEMENT

- Furniture inventory services
- Project management
- Furniture and systems standards
- Specs and bid preparation
- Acquisition management
- High quality renderings

PROJECT MANAGEMENT

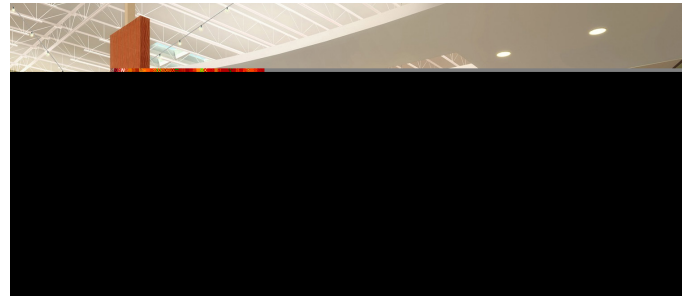
- Scope planning and definition
- Scheduling and budgeting
- Vendor coordination
- Design management
- Inspection and quality control
- Change management

A SMALL BUSINESS WITH BIG EXPERIENCE



U.S. HOUSE OF REPRESENTATIVES

Space and furniture planning for over 220 office suites and support offices for the U.S. House of Representatives. Developed and maintained modular furniture renovation program and design management process including scheduling, budgeting, floor plan layouts, furniture specifications, and bid packages. Coordinated approvals process, oversaw installation, and provided punch-list management.



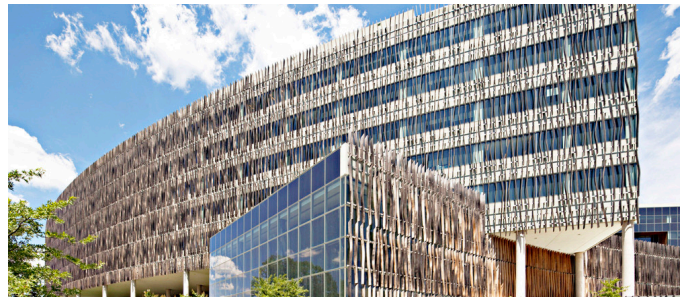
SIMON PROPERTY GROUP

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



GREATER BALTIMORE MEDICAL CENTER

Needs assessment, space planning, and furniture specification and management for health care facility. Development of interior design standards program for facility. Comprehensive planning and interior design services for administrative office building and private doctor's practices, as well as design services for executive unit.



U.S. BUREAU OF ECONOMIC ANALYSIS

Procon provided space planning services for the consolidation, space reduction, and relocation of 600 BEA personnel from their current leased location into the Census headquarters building at Suitland Federal Center. Services included project management, on-site coordination, CADD services, and space assessments, analysis, and calculations.

GSA SCHEDULES

CFMS Schedule Number GS-29F-0007U

- 712-1 Project Management
- 712-3 Reconfig/Relocation/Installation Mgmt
- 712-4 Design/Layout

PSS Schedule Number GS-00F-247CA

- C520-12 Budgeting
- C520-13 Financial Management Services
- C871-7 Construction Management and Engineering
- C874-1 Integrated Consulting Services
- C874-7 Integrated Business Program Support Services

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CHANGE STRATEGY & MANAGEMENT

Procon provides Change Strategy and Management services that will help your organization meet the challenges posed by the ever-changing components necessary for success. From big picture strategic planning and management to targeted support, Procon has the experience and expertise to handle a broad spectrum of change-related challenges and opportunities.

ADVANCE YOUR GOALS WHILE MINIMIZING YOUR RISK

No matter the business, change is a necessary component of growth and success. Some organizations avoid change to avoid upsetting clients or employees. Other organizations plunge ahead with change without properly understanding the risks involved or hoping the risks will somehow take care of themselves. Effective change strategy and management allows organizations to achieve their goals while minimizing their exposure to change-related risk.

STAKEHOLDER ANALYSIS

Stakeholder identification
Audience segmentation

COMMUNICATIONS

Communications plan development
Employee communications services

CHANGE PLANNING

Change plan development
Plan implementation services

COACHING AND TRAINING

Training and needs assessment
Development of training materials

CHANGE LEADERSHIP

Change champion consultation
Vision and strategy development

PROJECT MANAGEMENT

Change project oversight
Implementation support

CHANGE TEAM

Change agent coordination
Implementation training and support

PERFORMANCE ANALYSIS

Performance metrics development
Identification of best practices



OUR TEAM

As a company and as individuals, we are driven by the idea that good enough is never good enough. Our diverse team of talented professionals includes project managers, construction managers, space planners, interior designers, architects, engineers, real estate professionals, and management consultants. With decades of proven experience, we apply our complementary skills to quickly adapt best practices to the needs of each project. We bring principled leadership in our respective disciplines and work closely with our clients to provide seamless service from inception to completion.

CONTRACT VEHICLES

Procon's **PES**, **FABS**, and **MOBIS** schedules have been combined into GSA's new Professional Services Schedule (**PSS**). Identical services are available on the new combined schedule.

PSS Schedule Number GS-00F-247CA

- C520-12 Budgeting
- C520-13 Financial Management Services
- C871-7 Construction Management and Engineering
- C874-1 Integrated Consulting Services
- C874-7 Integrated Business Program Support Services

CFMS Schedule Number GS-29F-0007U

- 712-1 Project Management
- 712-3 Reconfiguration/Relocation/Installation Management
- 712-4 Design/Layout

SeaPort-e Schedule Number N00178 12-D-7014

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