

# 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 comprehensive, 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

### WORKSPACE DESIGN

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

### INTERIOR DESIGN

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

### FURNITURE MANAGEMENT

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

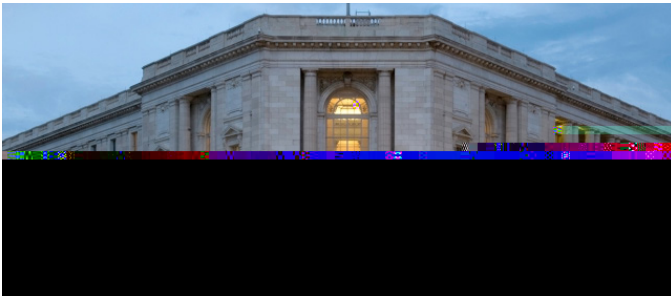
### RELOCATION SERVICES

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

### PROJECT MANAGEMENT

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

# 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.



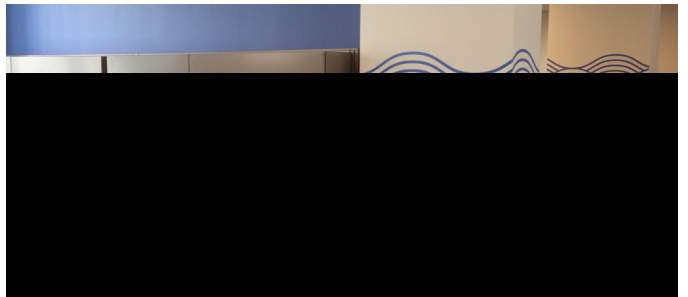
## Simon Property Group

Provided comprehensive space planning and interior project management services for portfolio of twelve 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.



## GSA Office of the Inspector General

Provided space planning and furniture selection for two OIG locations totalling 8,000 sf within GSA's headquarters building. Brought a comprehensive and streamlined approach to the OIG's space consolidation process with in-depth analysis and layouts that maximized the efficiency of the consolidated offices. Managed furniture selection and procurement process.

## GSA SCHEDULES

**CFMS** Schedule Number GS-29F-0007U

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

**MOBIS** Schedule Number GS-10F-0407M

- SIN 874-1 Consulting Services
- SIN 874-7 Program and Project Management

**PES** Schedule Number GS-10F-0190Y

- SIN 871-7 Construction Management

## CONTACT

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