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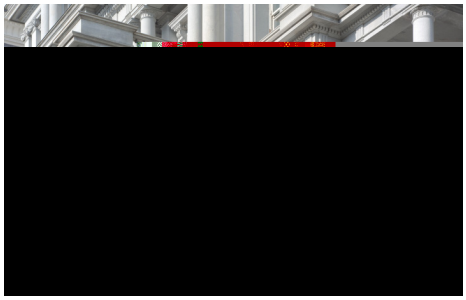
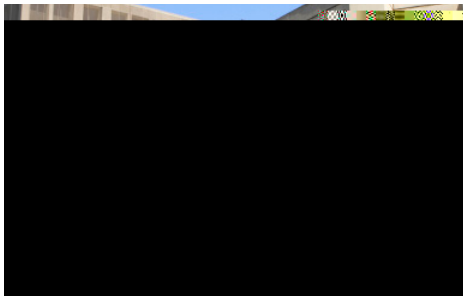


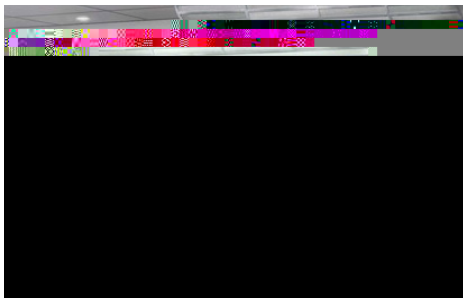
# A SMALL BUSINESS WITH BIG EXPERIENCE

Procon is a certified small business that was founded in 1998 with a focus on providing collaborative solutions in program and project management. Procon offers a full range of management and support services for construction, space planning, business, technology, and real estate. We provide strategic and technical advice, management, and implementation support for some of the largest and most complex projects in the national capital region and nationwide.



**CONSTRUCTION MANAGEMENT** Comprehensive owner's representation services for all phases of planning, design, and construction.

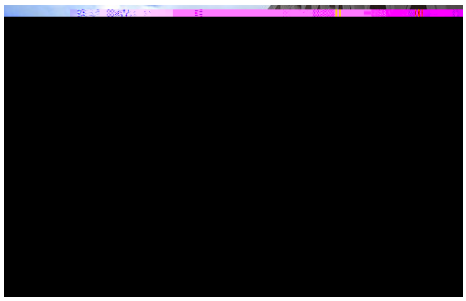
**SPACE PLANNING AND INTERIOR DESIGN** Comprehensive space planning, interior design, furniture management, and relocation services.



**CHANGE STRATEGY AND MANAGEMENT** Change strategy and management from broad program planning to targeted support.

**BUSINESS AND TECHNOLOGY MANAGEMENT** Planning, procuring, developing, and implementing business technology solutions.

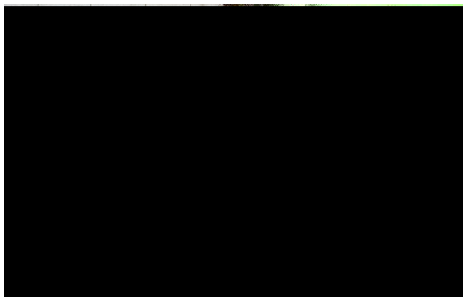
**REAL ESTATE PORTFOLIO SERVICES** Optimization of real estate portfolio performance through effective planning, acquisition, utilization, and disposal of properties.



**FINANCE AND ACQUISITION SUPPORT** Technical expertise and support for budgeting, financial tracking and processing, and full contracting and procurement program support.

## REPRESENTATIVE PROJECTS

Eisenhower Executive Office Building | DHS Headquarters Consolidation at St. Elizabeths | Federal Deposit Insurance Corporation Renovation | Department of Transportation Headquarters | DHS Nebraska Avenue Complex | Southeast Federal Center | Old Post Office Development | FBI Headquarters Asset Planning | GSA National Electronic Project Management | U.S. Senate State Office Security Program | U.S. Bureau of Economic Analysis | Greater Baltimore Medical Center Interior Design Services | Little Rock Federal Office Building Renovation | U.S. House of Representatives Modular Furniture Program | HUD HQ Asset Planning | GSA Office of the Inspector General | National Institute of Allergies and Infectious Diseases Buildout | Simon Property Group Mall Interiors



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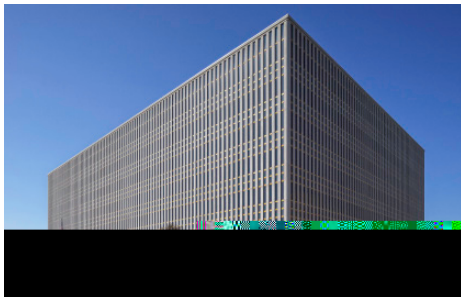
## OUR TEAM



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

## CONTACT US

Kyu Jung | President
kjung@proconconsulting.com | 571.384.2385

Mark Ilich | Vice President
milich@proconconsulting.com | 571.384.2386

Matt McMorran | Director of Business Development
mmcmorran@proconconsulting.com | 571.384.2391

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**proconconsulting.com**

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# CONSTRUCTI
# MANAGEMEN

Procon provides comprehensive owner's representation, design management, and construction management services that will help you take your project from vision to completion while minimizing headaches and maximizing value. We act as the owner's representative and take care of all the day-to-day details to make sure your project stays on schedule, stays on budget, and meets your goals.

## EFFECTIVE REPRESENTATION IS
## KEYTO YOUR SUCCE

Focused solely on representing the best interests of the owner, Procon's construction managers make good projects better. Without strong owner advocacy, even the most reliable architects and contractors can leave your project something less than you hoped it would be. Procon will help you maximize your investment, keep your project on schedule, and make sure the work meets your quality standards.

### DESIGN
Design review and management
Owner's review
Codes and standards review
Constructability review
Cost estimating
Value engineering
LEED certi cation planning

### PROCUREMENT
Market studies and analysis
Vendor assessment and selection
RFP/RFQ development
Scope planning and development
Selection process management

### PRE-CONSTRUCTION
Construction staging
Management plan
Scope planning and de nition

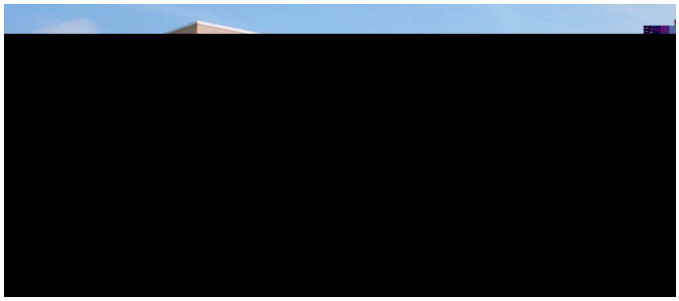
### CONSTRUCTION
Owner's representation
Master scheduling
Budgeting and forecasting
Earned Value Management (EVM)
Inspection services
Quality Assurance/Control
Site and safety supervision
Document management
Submittal management
RFI management
Change order management
Cost estimating
Draw schedules
Payment review
Building Information Modeling (BIM)
Dispute resolution
LEED monitoring
Change management

### COMMISSIONING
Design evaluation and comment
Certi cation veri cation checklists
Sequence of operations testing
Functional performance testing
Performance documentation
Systems balancing/recerti cation

### CLOSEOUT
Punchlist management
As-built drawings, nal records
O&M manuals and warranties
LEED certi cation management

### OCCUPANCY
Space planning
Move management
O&M assistance and management

# A SMALL BUSINESS WITH
# BIG EXPERIENCE

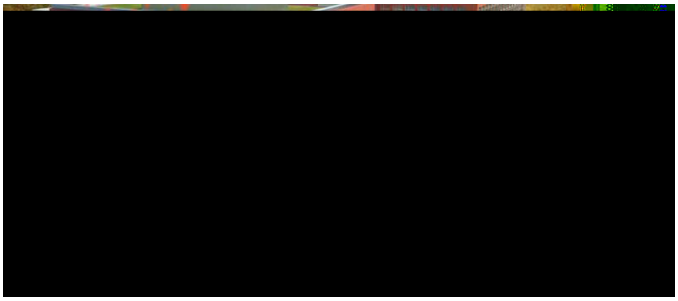


## EEOB MODERNIZATION

Construction management during procurement, design, and construction phases for the major modernization of this 686,000 SF historic federal o ce building. Project included building a central utility plant, upgrading M/E/P infrastructure, as well as upgrades to IT, telecommunica tions, data storage systems, re and life-safety systems, window systems blast mitigation, and reinforced roo ng.

## NEBRASKA AVENUE COMPLEX

Construction management for multiple construction and renovation projects on this 25-acre federal campus comprising 32 buildings. Projects included upgrades to re alarm, re protection, security, mechanical, electrical, HVAC, site utility systems including six electrical substa tions, underground vaults, duct banks, electrical panels rooms, renovation of interiors, and repair and replacement exterior hardscapes.



## FDIC HVAC RETROFIT

Construction management during design, contruction, and commissioning for this phased HVAC retro t and interior renovation. The seven story, 260,000 SF building remained occupied during work. Project included air distribution, lighting and controls, modi cations to the power distribution system, IT, life safety systems, interior nishes and millwork, and window replacement.

## NATIONAL INSTITUTES OF HEALTH

Project management for the new 513,000 SF headquarters for the National Institute of Allergies and Infectious Diseases. Work included base building and tenant t-out inclusive of acoustic ceilings, ooring, lighting, IT infrastructure, security infrastructure, millwork, painting, doors and hardware, as well as blast protection improvements.

## GSA SCHEDULES

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GS-00F-247CA

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## CONTACT

Stew Meny, CCM, PMP, LEED GA
Director of Construction Management Services
smeny@proconconsulting.com
703.582.8196

procon consulting
1005 N. Glebe Road, Suite 325 šArlington, VA 22201 š703.527.7059
proconconsulting.com

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# CHANGE STRATE
# & MANAGEMEN

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 WH
## MINIMIZING YOUR RIS

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. E ective change strategy and management allows organizations to achieve their goals while minimizing their exposure to change-related risk.

### STAKEHOLDER ANALYSIS
Stakeholder identi cation
Audience segmentation

### CHANGE PLANNING
Change plan development
Plan implementation services

### CHANGE LEADERSHIP
Change champion consultation
Vision and strategy development

### CHANGE TEAM
Change agent coordination
Implementation training and support

### COMMUNICATIONS
Communications plan development
Employee communications services

### COACHING AND TRAINING
Training and needs assessment
Development of training materials

### PROJECT MANAGEMENT
Change project oversight
Implementation support

### PERFORMANCE ANALYSIS
Performance metrics development
Identi cation of best practices

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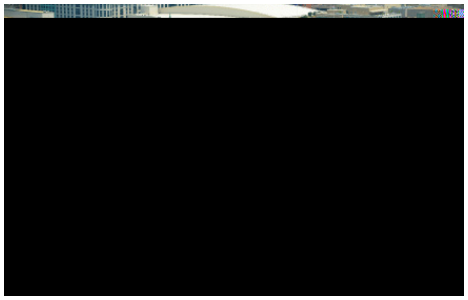

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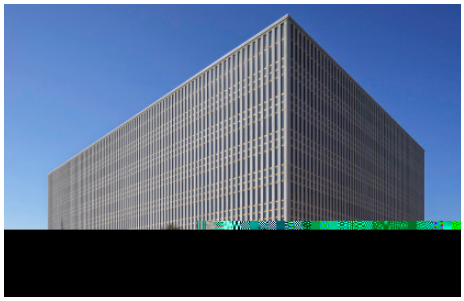

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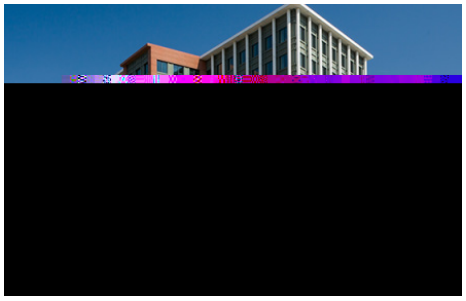

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# BUSINESS & TECHNOL
# MANAGEMEN

Procon provides expertise in planning, procuring, developing, and implement-ing business and technology solutions. We analyze existing processes and outcomes and develop ways to streamline and improve business operations and management. Our approach ensures e ective integration and implementation of new applications and solutions with existing processes and systems.

# THE RIGHT PROCESS MA
# THE PROJECT RIG

To have consistently successful projects you need a consistently successful process. Procon has the tools to help identify the right process that will help ensure the success of your project or program. We help our clients realize return on their investment, improve organizational e ciency, and streamline process improvement and e ciency.

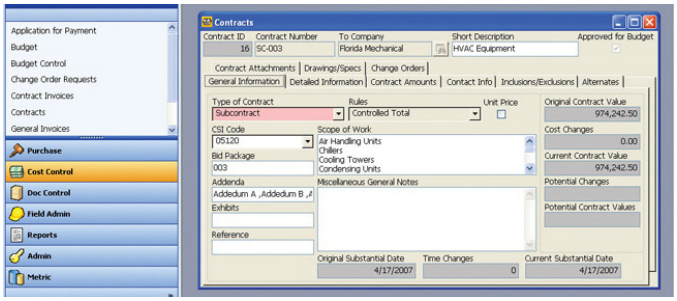
## PLANNING
Needs assessment
Budgeting
Scheduling
Project formulation
Goal setting
Communication plans
Project justi cation
Requirements development

## PROCUREMENT
Market studies
Product testing and assessment
Vendor assessment and selection
RFP/RFQ development
Scope planning and development
Selection process management

## DEVELOPMENT
Technical scope speci cations
Analysis of existing processes
Software release analysis
Test plans and scripts
Functional testing
User Acceptance Testing (UAT)
Monitor progress schedules
Earned value analysis
Application of best practices
Quality monitoring
Risk assessment and management
Existing processes integration
Existing nomenclature integration
Data migration

## IMPLEMENTATION
Training course design
Start-up and ongoing training
Live, written, and video training
In-person group support
Deskside support
Help desk support
Communication protocols
Meeting coordination
Executive presentations
Conference presentations
Internal marketing and promotion
Application/process integration
Application/process roll-out
Change management

# A SMALL BUSINESS WITH
# BIG EXPERIENCE




## ELECTRONIC PROJECT MANAGEMENT

Procon was integral in the creation of the General Services Administration (GSA) nationwide electronic project management (ePM) program which has supported over 25,000 construction and renovation projects.

NEEDS ASSESSMENT Collected data from potential user groups to understand the agency's needs and develop a scope for the types of technology solutions required.

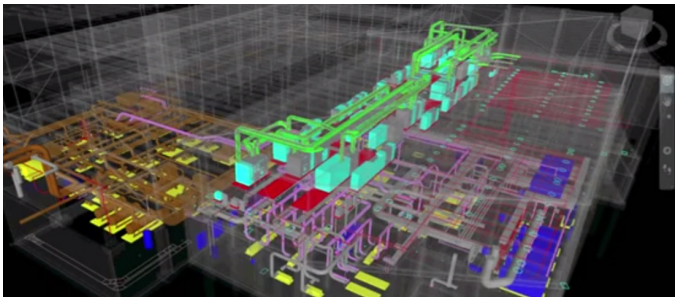
SOLUTIONS ANALYSIS Reviewed and vetted potential ePM solutions for quality, functionality, e ciency, and the ability to meet GSA's performance requirements.

VENDOR EVALUATION Evaluated the experience, knowledge, and capabilities of potential ePM vendors and their ability to be responsive to the needs of GSA's nationwide program.

BUSINESS CASE DEVELOPMENT Worked with GSA project teams to help them re ne their needs and gather technical and business cases to support the agency's ability to gain funding and approval for the ePM program.

PROGRAM INTEGRATION After the award of the ePM contract to the chosen vendor, Procon assisted GSA in translating existing business processes, nomenclature, nancial coding, and best practices to the ePM vendor for product con guration prior to development.

ONGOING SUPPORT Procon has continued to provide GSA with nationwide ongoing training, implementation, and help desk support.



## BUILDING INFORMATION MODELING

Procon has provided a wide range of technical consulting services to the General Services Administration (GSA) to assist them with their nationwide Building Information Modeling (BIM) programs and goals.

REQUIREMENTS DEVELOPMENT Developed requirements for software solutions to integrate multiple building management systems including BIM, Energy Management Systems (EMS), Building Automation Systems (BAS), and Computerized Maintenance Management Systems (CMMS).

SOLUTION INTEGRATION Managed process to develop requirements for a vendor solution to classify, map, and standardize common data elements from multiple enterprise-level applications as they relate to BIM including ePM, CMMS, BAS, and EMS.

PROCUREMENT SUPPORT Assisted with developing vendor and product procurement strategies and implementation including developing requests for proposals, managing source selection process, providing technical advice on o erors' compliance with scope and performance standards, and managed delivery of tasks upon award of contracts.

GUIDELINE DEVELOPMENT Developed standards guidelines and framework for GSA's BIM program and assisting GSA to revise BIM standards to accommodate changes in their requirements and to respond to advances in BIM technology.

## GSA SCHEDULES

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571.384.2391

procon consulting
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proconconsulting.com

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# REAL ESTA
## PORTFOLIO SERVIC

Procon o ers a full range of real estate services to suit the complex nature of large and small real estate portfolios. We help optimize portfolio performance through e ective planning, acquisition, utilization, and disposal of properties. Our team of asset managers,  nance and program analysts, leasing experts, and project managers provides technical expertise and leadership for capital planning and leasing programs.

## TURNING REAL ESTATE COMPLE
# INTO REAL CLARI

Nothing about real estate analysis is simple. Every parameter, every assumption, and every decision has the potential to complicate and confuse. Procon's experts provide in-depth, highly complex analyses to bring the clarity needed for our cli- ents to make sound, well-informed decisions.

### ASSET MANAGEMENT
Asset strategies
Project design and planning
Repositioning studies
Facility maintenance management
Asset business plans
Disposal strategies and support
Sustainable building practices

### FINANCIAL ANALYSIS
Sensitivity analysis
Revenue projections
Cash  ow projections
Lease and purchase options
Data analysis and reporting
Investment analysis
Asset management models

### CAPITAL PLANNING
Occupancy needs assessment
Development research and review
Alternative workplace strategies
Customer requirements
Consolidation analysis
Site selection analysis

### TRANSACTIONS
Real estate transaction execution
Negotiating contracts
Market research and analysis
Managing entitlements
Covenant/property document review

### CLIENT SUPPORT
Project and program support
Customer service support
Preparation of brie ng materials
Management of special projects
Procurement management
Change management

### LEASE PLANNING
Lease formulation and review
Alternative workplace strategies
Customer requirements
Lease formulation
Consolidation analysis
Site selection analysis

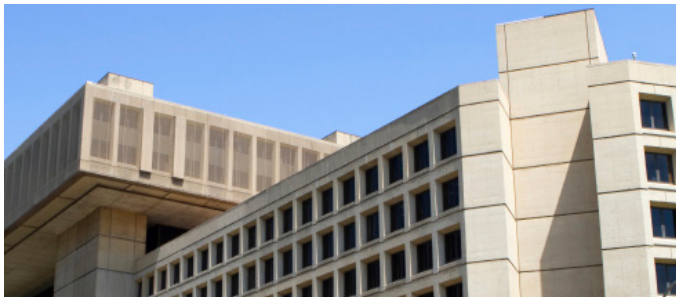
# A SMALL BUSINESS WITH
# BIG EXPERIENCE

## OLD POST OFFICE REDEVELOPMENT

Owner's representation services for the redevelopment of the historic Old Post O ce Building to a ve-star luxury hotel. Procon assisted in the selection of the private sector developer and the negotiation of the long-term ground lease, and continues to support the owner, providing executive project management services and overseeing various planning and regulatory activities.

## THE YARDS/SE FEDERAL CENTER

Procon has provided a wide range of services in support of the redevelopment of the 42-acre Navy Yard Annex site that is being developed into a mixed-use community along the Anacostia River. Procon's team has assisted with lease negotiations, ongoing development oversight, environmental management, master planning, zoning, and historic preservation compliance.



## HUD HEADQUARTERS

Procon assisted in the development of a portfolio plan for the consolidation of 1.5 million SF of leased and owned space used by the Department of Housing and Urban De velopment. The plan takes into account customer require ments, existing space and future space needs, and bud getary parameters. It also provides strategies for meeting the Department's short-term and long-term needs.

## FBI HEADQUARTERS

Strategic project management services to GSA for the FBI Headquarters consolidation project, a 2.1 million SF high-security facility, which will accommodate 11,000 per sonnel. Responsibilities include management of customer relations, industry forums, site evaluations, budgeting, due diligence, and the development of procurement and funding strategies.

## GSA SCHEDULES

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# EISENHOWER EXECUTIVE OFFICE BUILDING

## Washington, DC

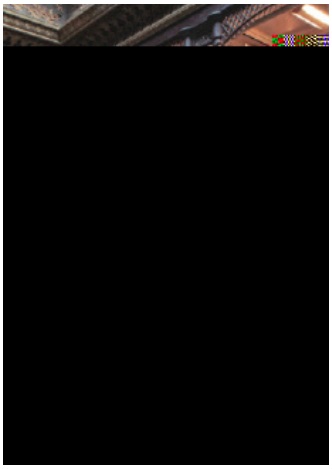
services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
686,706 SF

construction cost
$588.9 MILLION

completion
2014



Procon provided construction management services during the procurement, design, and construction phases for this design/build multi-year modernization project.

The iconic Eisenhower Executive O ce Building (EEOB) is a 686,706 SF high security federal o ce building which functions as the primary facility for White House support operations. It is listed on the National Register of Historic Places and occupies an entire city block. The project included replacement and upgrade of utilities, infrastructure, systems and equipment for M/E/P, including a new central utility plant, IT/telecom/data, physical security,  re and life-safety systems.

As the CMa, Procon provided procurement phase, design phase, and construction phase management services for this Design/Build, multi-phase, eight-year modernization project. The secure facility remained fully occupied throughout the course of the project. Construction management services included project safety management, space and move planning and management, physical moves support services, commissioning, and closeout.

Key Responsibilities

- Managed design process including conducting design reviews for code compliance, completeness, and constructibility.
- Coordinated all construction activities and all tenant activities including move management, IT, AV, security, and furniture.
- Developed cost estimates, maintained cost controls,  conducted life-cycle cost analysis, and managed interdependencies of budgets, costs, and manpower resources.
- Processed over 3,000 change orders and 3,000 RFIs.
- Conducted daily QA/QC inspections and provided reporting, and followed up on outstanding issues.
- Oversaw commissioning activities including duct pressure test procedures, test and balance (TAB) witnessing, sampling, and overall functional performance testing.
- Implemented electronic project management (ePM) for team collaboration, design submittals, earned value analysis, daily reports, and other construction management support.

1005 N. Glebe Road, Suite 325 š Arlington, VA 22201 š 703.527.7059
proconconsulting.com

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# FEDERAL DEPOSIT INSURANCE CORPORATION

## Washington, DC

services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
260,000 SF

construction cost
$26.9 MILLION

completion
2015

### Procon provided construction management services during design, construction, and commissioning for major full-building HVAC retrofit and interiors upgrade.

The 1962 Federal Deposit Insurance Corporation (FDIC) building consists of seven stories above ground, a basement parking garage with two access ramps, and a penthouse mechanical room. The $26.9 million design-build project included HVAC retro t and interior upgrades for the 260,000 SF building. The project was a multi-phased construction project in an occupied federal building.

The scope of the project included upgrading current HVAC air distribution systems, new lighting and control systems, modi cations to the existing power distribution system, plumbing upgrades, and window replacement including energy e cient, blast resistant windows in some locations. Complete interior upgrades were implemented on each  oor including asbestos abatement, IT upgrades,  re alarm and  re protection replacement, new acoustic ceilings, carpet replacement, lighting doors, hardware, mill-work, and painting.

Key Responsibilities

- Performed comprehensive bridging design review and coordinated stakeholder review comments.
- Coordinated all construction activities and provided project documentation.
- Developed cost estimates, maintained cost controls,  and conducted life-cycle cost analysis.
- Developed and maintained cost loaded project schedule.
- Managed project documentation, submittals, RFIs and change orders.
- Conducted daily  eld inspections and weekly QA inspections, and provided regular quality reporting and issue resolution.
- Performed value engineering exercises that reduced project cost by $1.4 million and construction duration by 120 days.
- Acted as Commissioning Authority for systems and equipment to ensure proper performance and compliance with customer's requirements.

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# NEBRASKA AVENUE COMPLEX

## Washington, DC

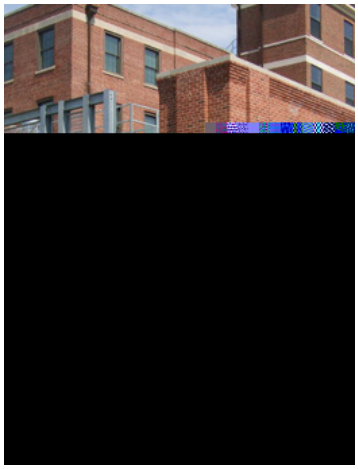
services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
635,000 SF

construction cost
$50.1 MILLION

completion
2013



Procon provided comprehensive construction management services for multiple design and construction projects at this high security federal facility.

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_xË( ÞXO6 _s_ ¼¶Ë _sã üx ãsO ËÞüt° ©Ës 6 ËN° ©Ës ¼ËxüsOüÞxX° ËY N° NsOÌ XÞO 6° s6sOüËÞO 6° ãÞüs üÞ6Þüt ãtãüsNã ÞXO6 _ÞX¶ ãÞn s6sOüËÞO 6 ã Eãü üÞxXã° X_sË¶Ëx X_ Z 6üã° _ Oü E X(ã° X_ s6sOüËÞO 6 ¼ Xs6ã rooms, asbestos abatement, renovation of interiors, Ës¼ ÞË X_ Ës¼6 OsNsXü x¯ ãÞ_s` 6(ã X_ 6 X_ãO ¼s features, and building diagnostics to detect and repair water intrusion.

Key Responsibilities

- Managed design process including conducting design reviews for code compliance, completeness, and constructibility.
- Coordinated construction activities and provided project documentation.
- Developed cost estimates, maintained cost controls, conducted life-cycle cost analysis, and managed interdependencies of budgets, costs, and manpower resources.
- Reviewed, negotiated, and created contract Nx_ Þ©O üÞxX ¼O( ¶sã³
- Provided QA/QC oversight and provided reporting, and followed up on outstanding issues.
- ^sZs6x¼s_ OxNNÞããÞxXÞX¶ ã¼sOÞ©O ¼ËxOs_ Ësã° ¼ËsÚ¯ XOüÞxX 6 OÌsO(6 functional performance test requirements.
- Performed complete turnover and closeout services including punch-list management and Ox66sOüÞxX x¯ ©X 6 ãÚE Þ6ü _Ë `ÞX¶ and warranties.

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# ST. ELIZABETHS WEST CAMPUS

## Washington, DC

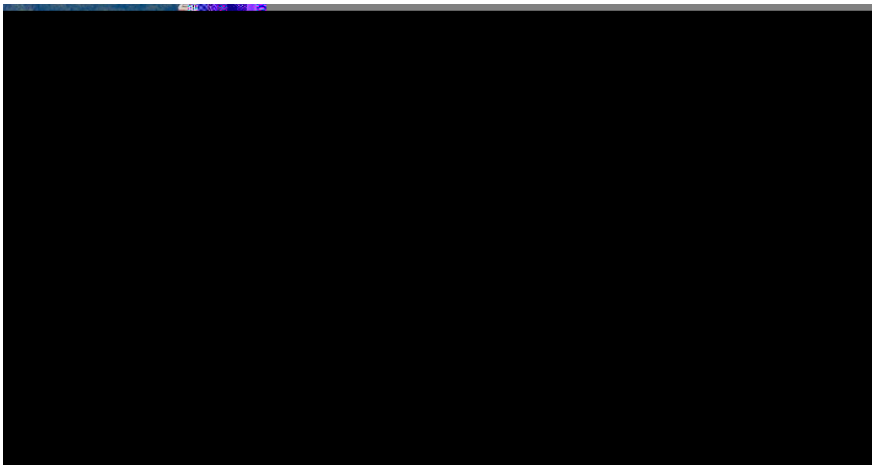
services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
4,500,000 SF

construction cost
$4.4 BILLION

completion
ONGOING (PHASE ONE: 2013)



Procon provides construction and program management services for the multi-year, multi-phase redevelopment of this 176-acre high security federal campus.

The $4.4 billion St. Elizabeths West Campus project consists of the redevelopment of the 176-acre west campus of the National Historic Landmark site located in southeast Washington, DC for the consolidated headquarters of the Department of Homeland Security. The redevelopment includes 4.5 million SF of new construction and adaptive reuse of approximately 50 historic buildings. The project includes the construction of a state-of-the-art security perimeter fence, an operations command center, technology integration program, furniture installation, move management, and site related infrastructure improvements including roads, central utility operations, underground utilities, landscaping, and related improvements.

Phase One consisted of the 1.2 million SF U.S. Coast Guard Headquarters building a separate central utility plant, two seven-story parking garages and the rehabilitation of seven historic structures.

Key Responsibilities

- Program oversight of design and construction program budgets and  nances.
- Developed integrated master schedule that includes schedules for three A/E design contracts, and eight primary construction projects.
- Design management support including design review, control of design revision updates, development of design scopes of services and assistance in the negotiation of design fees.
- Managed change orders, RFIs, document management, meeting minutes, daily reports, and implementation of the ePM system.
- Coordinated data for reporting earned value and performance measures, status of project costs and schedules, and related issues.
- Provided program budget and  nancial management support for over $1.34 billion in contracting activity.
- Primary coordinator for utilities construction and site infrastructure upgrades.

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# U.S. DEPARTMENT OF TRANSPORTATION

## Washington, DC

services provided
CONSTRUCTION MANAGEMENT

client
GENERAL SERVICES ADMINISTRATION

size
2,000,000 SF

construction cost
$500 MILLION

completion
2007

Procon provided construction management services during the procurement, design, and construction phases for a 2 million square foot headquarters complex for the U.S. Department of Transportation.

The U.S. Department of Transportation project consisted of new construction of a 2 million-square foot cabinet-level headquarters building on an 11-acre site in the Navy Yard Annex Historic District along the Anacostia waterfront in southeast Washington, DC. The eight and nine story towers of colored precast concrete includes space for 5,000 employees, an underground concourse connecting the two towers, and a two-level, below-grade parking garage for 950 cars.

Key Responsibilities

- Budgeting and acquisition strategy, planning, and implementation including independent estimates, scopes of work, proposal review, and contract negotiation.
- Coordinated client's program of requirements.
- Created, maintained and analyzed Critical Path Method (CPM) schedule and Earned Value Management (EVM) system.
- Conducted constructibility reviews and managed submittals, RFIs and change orders.
- Provided construction cost estimating and managed contractor invoice/payment process.
- Oversaw quality inspections, and managed punch-list, construction contract closeout, and commissioning activities.
- Provided technical assistance for LEED building certi cation.
- Provided relocation cost, schedule and coordination related to the occupancy of 5,000 employees.

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# NATIONAL INSTITUTE OF ALLERGIES & INFECTIOUS DISEASES

## Rockville, Maryland

services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
513,000 SF

construction cost
$167.8 MILLION

completion
2014

Procon provided construction management, commissioning, and move management services for this lease consolidation project of 513,000 square feet.

The National Institute of Allergy and Infectious Diseases (NIAID) project consisted of a new base building core and shell and tenant  t-out inclusive of acoustic ceilings,  ooring, lighting, IT infrastructure and devices, security infrastructure and devices, mill-work, painting, doors and hardware. There were also blast protection upgrades to key structural columns. GSA delivered the project to NIAID on a  oor-by- oor basis. The project sought LEED Gold Certi cation for Commercial Interiors.

Key Responsibilities

- Managed speci cation and design review process and helped develop acquisition plans and documents for tenant improvement services.
- Developed an integrated master schedule including all project activities, milestones, and review periods.
- Performed daily site inspections to monitor construction activity and quality and provided daily compliance reports and bi-weekly progress reports.
- Tracked  nancial obligations and monitored implications of developer proposals for changes to the agreed upon scope of work.
- Coordinated approval and regulatory processes with client and external agencies.
- Oversaw commissioning activities for the base building core and shell as well as for tenant improvements and data center.

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# LITTLE ROCK FEDERAL BUILDING

## Little Rock, Arkansas

services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
370,000 SF

construction cost
$6.2 MILLION

completion
2016

Procon provided construction management, and commissioning services for building envelope repair, systems modernization and asbestos abatement in a fully occupied 370,000 square foot office building.

The Little Rock Federal Building, constructed in 1961, is a seven story concrete encased steel-frame o ce building undergoing systems modernization project while remaining fully occupied. The project includes full replacement of  re suppression and  re alarm systems, repair to building envelope, and abatement of asbestos containing material. The project also entails repair and replacement of exterior hardscapes and building diagnostics for persistent water in ltration.

Key Responsibilities

- Complete owner's representation services for design and construction phases.
- Comprehensive scheduling, cost estimating, and risk assesment development, coordination, and tracking.
- Oversight and coordination of design review, codes and standards reviews, constructability reviews, and  process, AE submissions, and value engineering.
- Coordinated logistics and communication with tenants on owner's behalf.
- Daily site inspections to monitor construction activity and quality, and daily compliance reports and bi-weekly progress reports.
- Tracked  nancial obligations and monitored implications of developer proposals for changes to the agreed upon scope of work.
- Coordinated approval and regulatory processes with client and external agencies.
- Full commissioning services and testing administration for e ected systems.

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# SOUTHERN MARYLAND FEDERAL COURTHOUSE

## Greenbelt, Maryland

services provided
CONSTRUCTION MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION

size
297,000 SF

construction cost
$13.7 MILLION

completion
2016

Key Responsibilities

- Managed bridging-design-build process including conducting design reviews for code compliance, completeness, and constructibility and coordinating construction activities.
- Coordinated o site courtroom mock-ups.
- Developed cost estimates, maintained cost controls,  conducted life-cycle cost analysis, and managed interdepenv3r L anompleteness, and constructibility M

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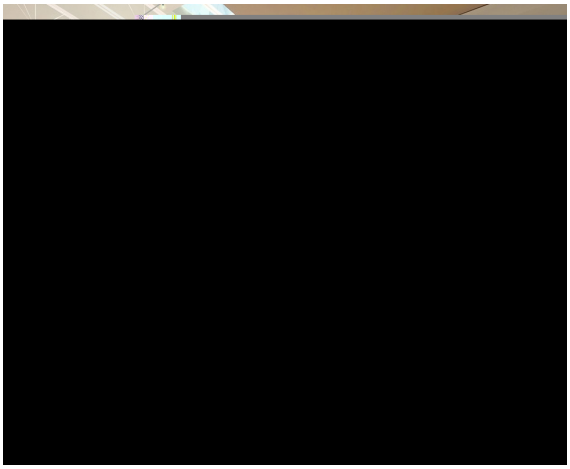
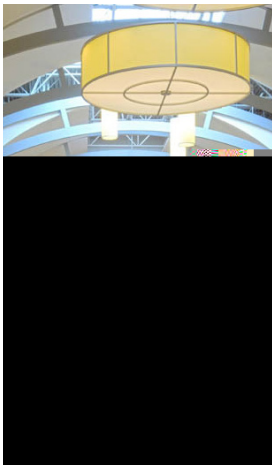
# SIMON PROPERTY GROUP

## 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  nish selections, and coordinated with clients, architects, engineers, and contractors on construction drawings, speci cations, and on-site installations.

Key Responsibilities

- Established space program and occupancy schedule based on the speci c needs of the client. This included space planning, programming, bubble diagrams, sketching, and development of design intent drawings (DID) in AutoCAD.
- Selection and speci cation of furniture, lighting  xtures, 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  rms. 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 sta .
- Prepared signage and tackboard programs. Established artwork and accessory program for speci ed areas.  Developed standards programs and project binders for all projects.

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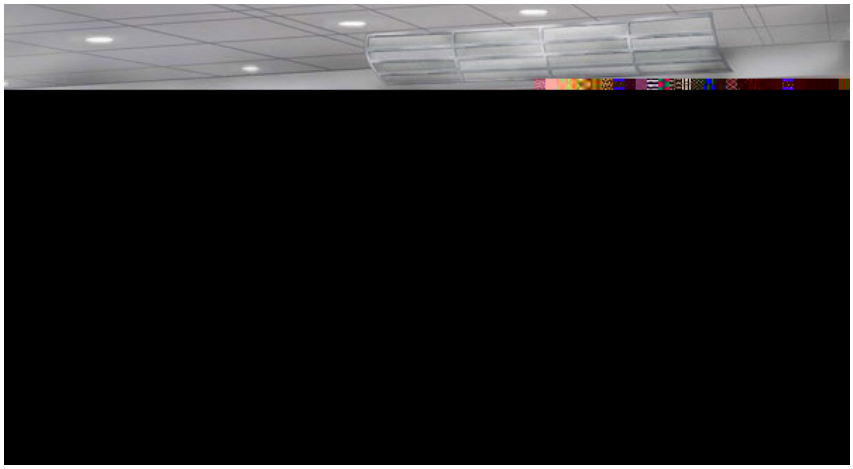
# GREATER BALTIMORE MEDICAL CENTER

## 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 speci cation 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 o ce building and private doctor's practices, and executive unit.

Key Responsibilities

- Conducted customer needs assessments based functional needs, current and projected work ow, 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 nishes, interior furniture nishes and nal presentation documents.
- Created generic bills of materials, developed furniture speci cations and bid pricing sheets.
- Provided furniture and nish options to owner for review and created furniture and nish selection boards.
- Reviewed furniture bidding documents and made recommendations to maximize value and functionality for the owner.

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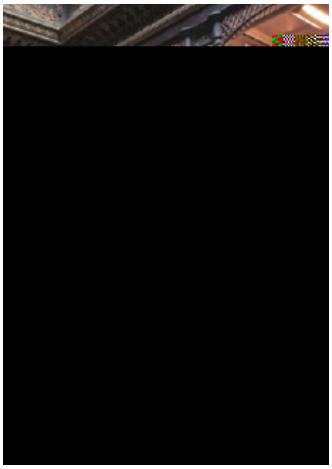
# GSA ELECTRONIC PROJECT MANAGEMENT

## Nationwide

services provided
PROGRAM MANAGEMENT

owner
U.S. GENERAL SERVICES ADMINISTRATI



Procon was integral in the creation of the General Services Administration's nationwide electronic project management (ePM) program which has supported over 25,000 construction and renovation projects.

As the nation's largest landlord GSA has thousands of large and small construction projects underway at any given time across the country. Looking for a better way to manage the overall construction program and individual construction projects, GSA hired Procon to conduct a needs assessment, develop a business case for an ePM solution, vet potential solution providers, and assist GSA sta  with implementation.

Since implementation of the ePM program, Procon has continued to provide GSA with ongoing nationwide training, implementation, and help desk support

Key Responsibilities

- Conducted in depth needs assesment including collecting data from potential user groups to understand the agency's needs and develop a scope for the types of technology solutions required.
- Reviewed and vetted potential ePM solutions for quality, functionality, e ciency, and the ability to meet GSA's performance requirements.
- Evaluated the experience, knowledge, and capabilities of potential ePM vendors and their ability to be responsive to the needs of GSA's nationwide program.
- Worked with GSA project teams to re ne their needs and gather technical and business cases to support the agency's ability to gain funding and approval for the ePM program.
- After the award of the ePM contract to the chosen vendor, Procon assisted GSA in translating existing business processes, nomenclature,  nancial coding, and best practices to the ePM vendor for product con guration prior to development.

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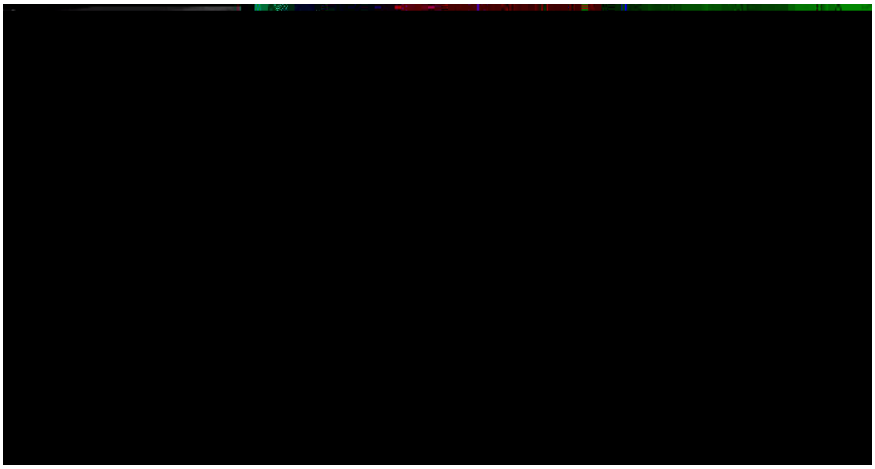
# BUILDING INFORMATION MODELING

## Philadelphia, Pennsylvania

services provided
PROGRAM MANAGEMENT

owner
U.S. GENERAL SERVICES ADMINISTRATI



Procon provides a wide range of technical consulting services to the General Services Administration (GSA) to assist them with their nationwide Building Information Modeling (BIM) programs and goals.

As the nation's largest landlord, GSA was looking for program support to assist them better managed their owned assets and construction projects with the use of Building Information Modeling (BIM).

In addition to assisting in construcability reviews, clash detection, sequencing and budgeting construction projects, BIM is a powerful tool for facilities operation and maintenance throught the life cycle of the building, its systems, and other componants.

Key Responsibilities

- Developing requirements for software solutions to integrate multiple building management systems including BIM, Energy Management Systems (EMS), Building Automation Systems (BAS), and Computerized Maintenance Management Systems (CMMS).
- Managing process to develop requirements for a vendor solution to classify, map, and standardize common data elements from multiple enterprise-level applications as they relate to BIM including ePM, CMMS, BAS, and EMS.
- Assist with developing vendor and product procurement strategies and implementation including developing requests for proposals, managing source selection process, providing technical advice on o erors' compliance with scope and performance standards, and managed delivery of tasks upon award of contracts.
- Developing standards guidelines and framework for GSA's BIM program and assisting GSA revise BIM standards to accommodate changes in their requirements and to respond to advances in BIM technology.

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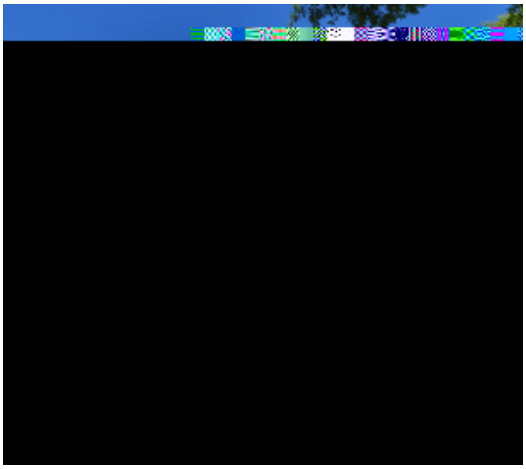
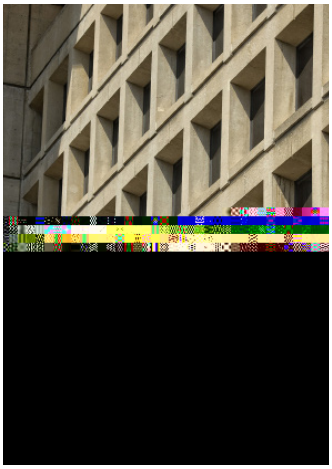
# FBI HEADQUARTERS

## Washington, DC

services provided
REAL ESTATE PORTFOLIO PLANNING

owner
U.S. GENERAL SERVICES ADMINISTRATI





### Procon provided strategic project management for the cosolidation of over 11,000 FBI personnel into one, high security, facility.

Since 1972 the Federal Bureau of Investigation has had its headquarters in a purpose built 2.1 million square foot building on Pennsylvania Avenue. Having become functionally obsolete and in need of major repairs, GSA and the FBI were considering ways to meet the space needs requried to maintain the Bureau's mission and consolidate over 11,000 personnel.

Procon assisted GSA in assessing the FBI's space needs and options for ful lling those needs. Services provided included project management related to site evaluations, budgeting, due diligence, and the development of procurement and funding strategies.

Key Responsibilities

- Provided project management for agency project formulation, studies, programming, procurement, and oversight of work for professional technical services, budgeting, forecasting, and scheduling,a nd real estate development.
- Identi ed and analyzed client facility needs and key technical and resource personnel to work on various aspects of the project.
- Managed scope development and the execution of planning, concept, and feasibility studies.
- Worked with stakeholders and key leadership to identify strategic objectives, goals and long range plans for capital and real estate projects.
- Addressed customers' planning issues, developed memoranda of understanding, provided budget management, and conducted executive presentations.
- Analyzed construction and development projects for compliance with pricing policy.
- Established evaluation criteria and measurement metrics to assess projects on an ongoing basis.

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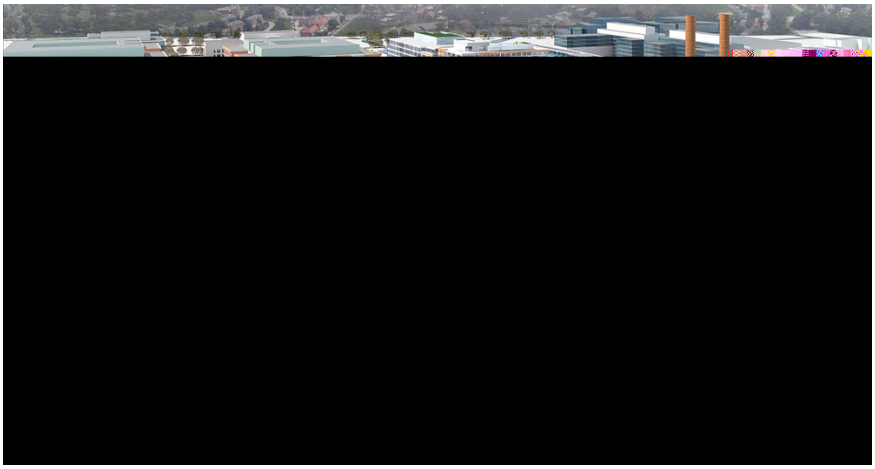
# SOUTHEAST FEDERAL CENTER REDEVELOPMENT

## Washington, DC

services provided
LEASE NEGOTIATION
OWNER'S REPRESENTATION
PROJECT MANAGEMENT
ENVIRONMENTAL MANAGEMENT
HISTORIC PRESERVATION

owner
U.S. GENERAL SERVICES ADMINISTRATI



For over a decade Procon has provided ongoing owner's representation and support for the mixed-use redevelopment of this 42-acre waterfront property.

Procon provides a wide range of services in support of the redevelopment of the 42-acre Navy Yard Annex site. The development is a  rst of its kind public private partnership between the federal government and a private developer. The new community of housing, retail, commercial o ce space, and a public waterfront park is transforming a long vacant and neglected historic district.

Procon's team has assisted with lease negotiations, ongoing development oversight, environmental management, master planning, zoning, and historic preservation compliance.

Key Responsibilities

- Assisted in the development of land-use strategies to maximize the  nancial return to the goverment while maintaining the public interest and respecting historic preservation and environmental goals.
- Coordinated multi-stage RFP process for the development of the property, and managed the developer selection process.
- Managed master planning, zoning, historic preservation, and urban design processes.
- Coordinated and assisted with long-term lease negotiations and  nancial analysis of developer's o er.
- Provide ongoing environmental management services including environmental assessments, document reviews, remediation plans, and negotiation with regulatory stakeholders.
- Coordinated and led the historic preservation compliance including Section 106 meetings, the development of a Programmatic Agreement, and the analysis of historic resources.

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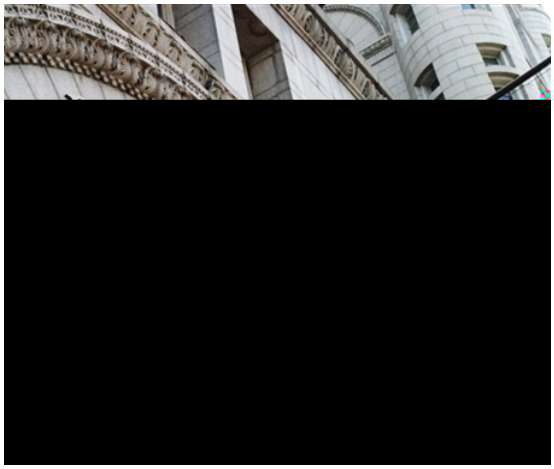
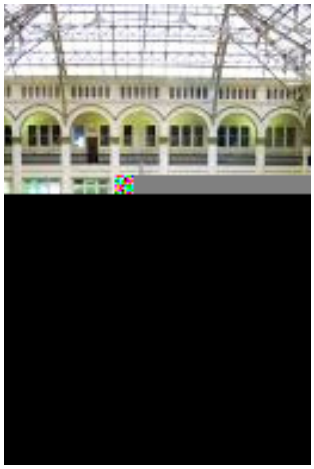
# OLD POST OFFICE REDEVELOPMENT

## Washington, DC

services provided
LEASE NEGOTIATION
PROGRAM MANAGEMENT

owner
GENERAL SERVICES ADMINISTRATION





Procon provided owner's representation services for the redevelopment of the 500,000 sf, historic Old Post O ce Building for a  ve star luxury hotel.

For years, the iconic Old Post O ce on Pennsylvania avenue sat underused and in need of new life.Procon provided management and oversight for the public/ private partnership to develop the historic building for a  ve star luxury hotel.

Our team assisted in the the selection of the private sector developer and the negotiation of the longterm ground lease, and continues to support the owner, providing executive project management services and overseeing various planning and regulatory activities.

Key Responsibilities

- Assisted in the development of land-use strategies to maximize the  nancial return to the goverment while maintaining the public interest and respecting historic preservation and environmental goals.
- Coordinated multi-stage RFP process for the development of the property, and managed the developer selection process.
- Responsible for overseeing long-term lease negotiations with private developer and  nancial analysis of lease terms.
- Provide direct owner's representation for all aspects of the project including coordination with developer, federal and local agencies, and other stakeholders.
- Coordinated National Historic Preservation Act (NHPA) compliance including Section 106 meetings and related documents and agreements.
- Coordinated compliance with the National Environmental Policy Act (NEPA).

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