



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.

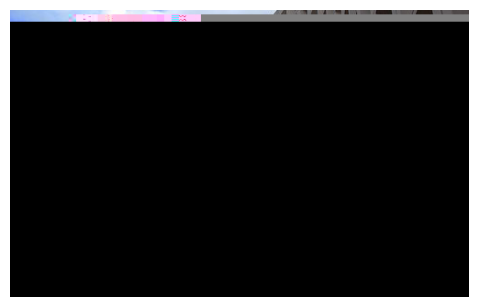
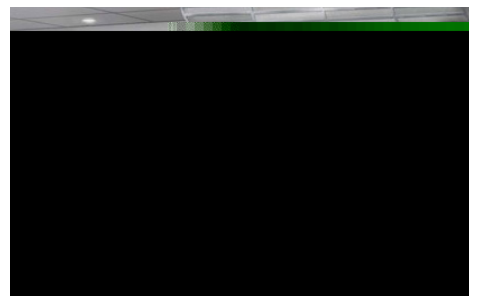
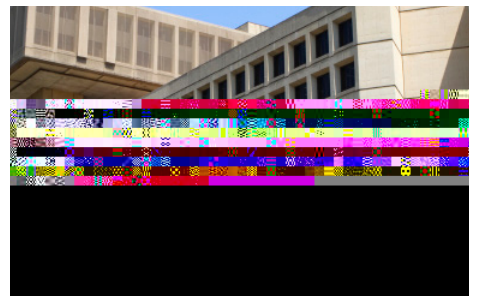
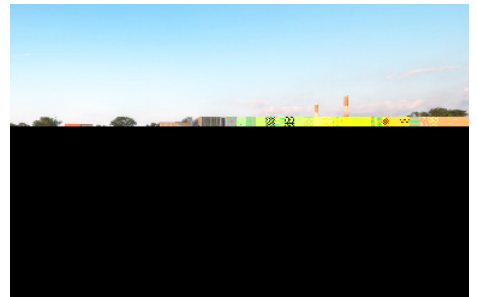
FINANCE AND ACQUISITION SUPPORT Technical expertise and support for budgeting, financial tracking and processing, and full contracting and procurement program support.

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

1005 N. Glebe Road, Suite 325 | Arlington, VA 22201 | 703.527.7059

proconconsulting.com





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
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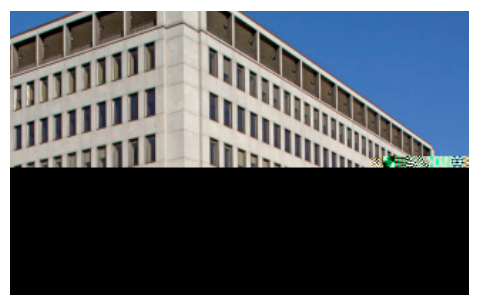
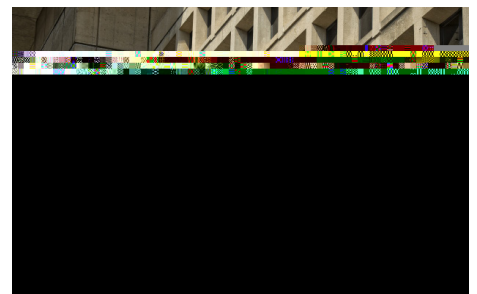
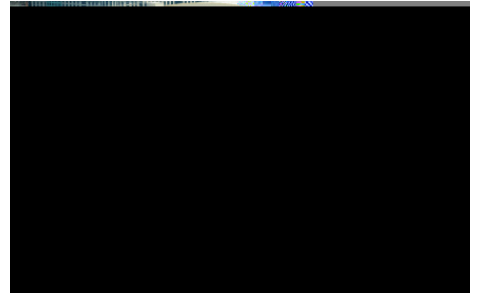
SeaPort-e Schedule Number N00178 12-D-7014

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



CONSTRUCTION MANAGEMENT

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 THE KEY TO YOUR SUCCESS

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 certification 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 definition

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
- Certification verification checklists
- Sequence of operations testing
- Functional performance testing
- Performance documentation
- Systems balancing/recertification

CLOSEOUT

- Punchlist management
- As-built drawings, final records
- O&M manuals and warranties
- LEED certification management

OCCUPANCY

- Space planning
- Move management
- O&M assistance and management

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EEOB MODERNIZATION

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



NEBRASKA AVENUE COMPLEX

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



FDIC HVAC RETROFIT

Construction management during design, construction, and commissioning for this phased HVAC retrofit and interior renovation. The seven story, 260,000 SF building remained occupied during work. Project included air distribution, lighting and controls, modifications to the power distribution system, IT, life safety systems, interior finishes 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 fit-out inclusive of acoustic ceilings, flooring, lighting, IT infrastructure, security infrastructure, millwork, painting, doors and hardware, as well as blast protection improvements.

GSA SCHEDULES

PROFESSIONAL SERVICES SCHEDULE (PSS)

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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 | Arlington, VA 22201 | 703.527.7059

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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

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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.



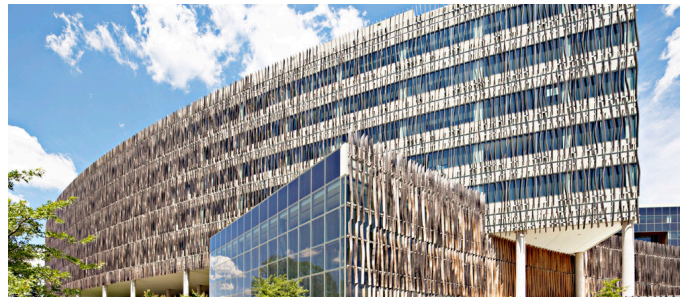
SIMON PROPERTY GROUP

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

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CONTACT

Renee Stratton Janzen, CID, LEED AP

Director of Space Management & Planning

rstratton@proconconsulting.com

571.331.7636

procon:consulting

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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

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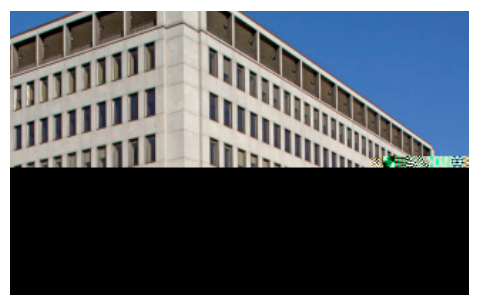
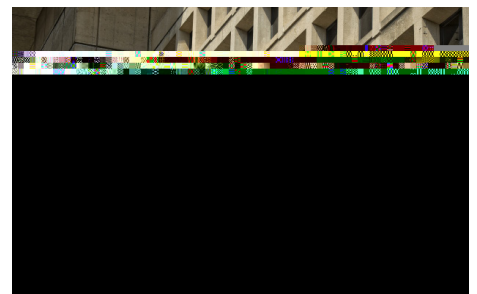
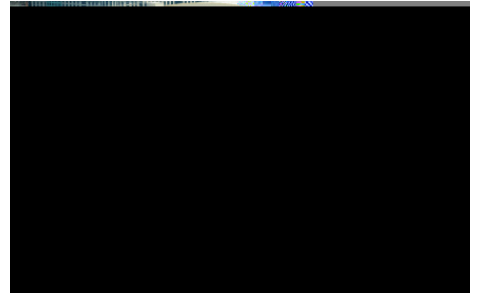
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BUSINESS & TECHNOLOGY MANAGEMENT

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

THE RIGHT PROCESS MAKES THE PROJECT RIGHT

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 efficiency, and streamline process improvement and efficiency.

PLANNING

- Needs assessment
- Budgeting
- Scheduling
- Project formulation
- Goal setting
- Communication plans
- Project justification
- Requirements development

PROCUREMENT

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

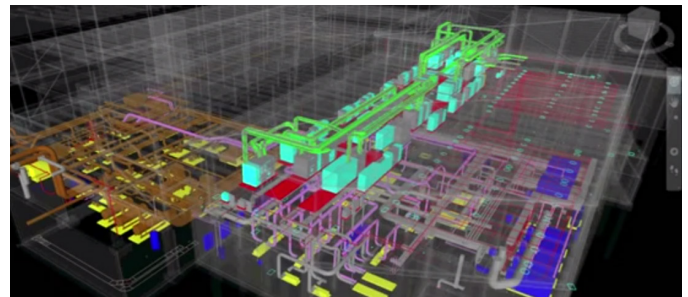
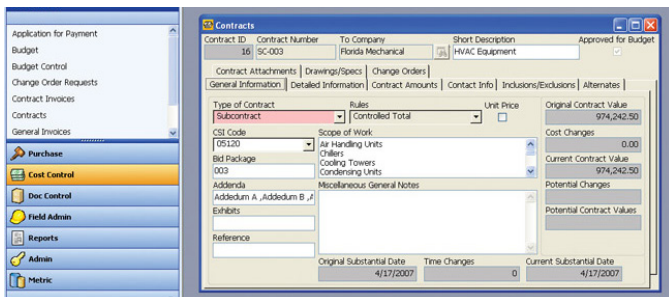
DEVELOPMENT

- Technical scope specifications
- 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

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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, efficiency, 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 refine 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, financial coding, and best practices to the ePM vendor for product configuration 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 offerors' 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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Director of Business Development
mcmorran@proconconsulting.com
571.384.2391

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REAL ESTATE PORTFOLIO SERVICES

Procon offers 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 effective planning, acquisition, utilization, and disposal of properties. Our team of asset managers, finance and program analysts, leasing experts, and project managers provides technical expertise and leadership for capital planning and leasing programs.

TURNING REAL ESTATE COMPLEXITY INTO REAL CLARITY

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 clients 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 flow 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 briefing 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

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OLD POST OFFICE REDEVELOPMENT

Owner's representation services for the redevelopment of the historic Old Post Office Building to a five-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.

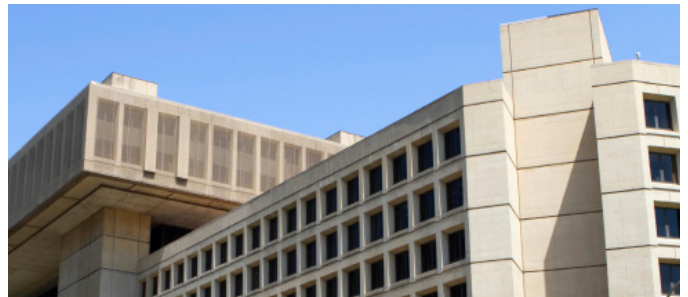


THE YARDS/SE FEDERAL CENTER

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 Development. The plan takes into account customer requirements, existing space and future space needs, and budgetary 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 personnel. Responsibilities include management of customer relations, industry forums, site evaluations, budgeting, due diligence, and the development of procurement and funding strategies.

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