

FURNITURE MANAGEMENT & INTERIOR DESIGN

CLIENT INFORMATION

Management Engineering Associates, LLC (MEA) is a professional engineering organization that provides strategic planning, architecture, construction engineering, human factors/ergonomics, interior design, facilities management, energy conservation, economic analysis and business process reengineering services to many space-intensive organizations.



Clients include including the DoD (five commands), Department of Veterans Affairs (16 sites), Social Security Administration, Department of Transportation, Internal Revenue Service (four projects), Dept. of Commerce, Dept. of the Interior, Dept. of Agriculture, and the Department of Energy. We also provide strategic planning, facilities engineering and construction management services to a multitude of private corporations.

We work extensively in medical centers, complex systems of space, plant services, utilities, and up to 20,000 separate physical assets. The health care arena mandates exquisite attention to detail. MEA has provided schematic design, architectural/engineering development, construction management and transition support for at least eight office complexes and 16 medical centers.

Furniture Design/Layout services provide agencies with complete interior architecture, furniture consultation and product specifications. Ergonomic and *quality of worklife* factors are emphasized. Fashions, colors, fabrics and textures are considered. Decor creates environments inspiring high performance where employees enjoy working.

We partner with customer organizations and manage the interior design process to insure it meets all requirements. We develop and manage the phasing of the reconfiguration project. We also assist in preparing budget requirements; orchestrate logistics of interior renovations and furniture installation; and supervise all deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture to plan locations.

Specific areas of focus are illustrated:

PROJECT MANAGEMENT

Comprehensive support for the design, reconfiguration, relocation and increasing/downsizing of office space and similar facilities. Feasibility will be determined by space forecasting and building analysis. Services will include the interior design and configuration of the office assets. Coincident services are to:



- ▶ develop project management plan and implementation strategies, which identify all significant issues related to the project;
- ▶ partner with the customer agency and manage the interior design process to insure it meets with their requirements;
- ▶ develop and manage the phasing of the reconfiguration project;
- ▶ assist in preparing the budget requirements for the furnishing and equipment acquisition, delivery and installation; and
- ▶ manage logistics of interior renovations and furniture installation.

ASSET MANAGEMENT

Services for designing and installing systems to manage office furniture and related inventories; includes warehousing and property disposal management. Corresponding activities are to:



- ▶ analyze asset management and business processes at Customer Agencies;
- ▶ provide a physical inventory of furniture and furnishings;
- ▶ provide bar coding services including: developing bar code standards, bar coding individual office items, and develop a bar code data base;
- ▶ flow chart current processes and develop recommendations to improve processes;
- ▶ customize computer aided assets management system to meet recommended process improvements;
- ▶ install assets management systems and ensure the customer agency staff is properly trained

in its operation; and

- ▶ provide temporary and long term furnishings warehousing, and ensure proper accountability of items in storage as well as managing the process for proper disposition of property.

RECONFIGURATION/RELOCATION MANAGEMENT

MEA provides services for reorganizing, consolidating existing facilities and/or opening new facilities. Parallel activities include scheduling and monitoring the project work; coordinating with architecture, engineers, telecommunication specialists, vendors, installers and renovation trades people; developing furniture reuse plans; coordinating the move and managing post-move resolution.

These services will be provided and completed with maximum cost efficiency and minimum business disruption. The existing and new location information shall be entered into a database, which can be manipulated to provide reports to develop an accurate furniture inventory to permit tagging for move purposes.



FURNITURE DESIGN/LAYOUT

Services for inclusive furniture consultations, interior design and product specifications. Work will encompass identifying and analyzing the customer agency's overall office space and furniture requirements, space standards, the functional office environment, work flow, and special space or electrical/data requirements.

MEA can prepare both plan and three dimensional drawings using advanced systems.



We will support the customer in analyzing requirements coincident with ongoing space planning and furniture design projects. Such assistance may include developing furniture layout drawings for vendors, creating scopes of work for furniture inventory contractors, monitoring the furniture inventory process, and manipulating the resulting electronic database containing the furniture inventory to identify furniture to be reused and furniture to be purchased. We are capable of managing the disposition of furnishings.