

**DUNS** 004643164

SeaPort-e N00178-12-D-6756

#### **GSA/PES Schedule**

Contract #GS-23F-0371P Industrial Group 871

## **NAICS Codes**

236220, 541310, 541330 541350, 561210, 541311

**Woman Owned Small Business** 

# **Contacts**Matt Oviatt

Vice President, Strategic Development AFG Group, Inc. 703.343.0215

### **Kim Showalter**

Change Management & Transition Planning AFG Group, Inc. 571,221,4154

# **Our Approach Industry Best Practices Subject Matter Experts CMAA Certified Professionals (CCM) CMAA Standards of Practice Certified Project Management Professionals Collaborative Project Teams Risk Management & Lessons Learned Value Providing State-of-the-Art Client Solutions for Today's Facilities Anticipating & Mitigating Project Challenges Delivering Enhanced Project Value Accelerating Project Performance Collaborating to Achieve Excellence Ensuring Regulatory and Policy Compliance** CHANGE **TRANSITION** RELOCATION

# CHANGE, TRANSITION & RELOCATION MANAGEMENT

# Just as the Workplace has Evolved Over the Past 10 Years... So has "Move Planning and Management"

Technology, mobility, worker demographics and rapidly changing workplace strategies have driven organizations to re-envision their definition of the "office", tear down walls, eliminate "cubes" and reduce their footprint.

Organizations can no longer afford to focus only on the physical move of people, furniture and equipment from one location to another. Leadership everywhere realize that they must look deeper into the daily patterns of their operations and evaluate, plan and implement workplace strategies that facilitate the cultural change essential to maximizing workforce performance across their real estate portfolios. Comprehensive transition planning and change management must occur to ensure both the successful outcomes envisioned are achieved and that successful integration of people, space and place. Incorporating Change Management and Transition into your Facility Portfolio Planning Strategy will optimize the relationship between technology, work patterns, staff performance and space while working to reduce the organizations' facility footprint and real estate costs.



## **Requirement Development**

## **Design Development**

## **CHANGE MANAGEMENT**

- Workspace Analysis
- Work Patterns Assessments
- Making the Case for Change
- Work Groups for Change
- Communication Strategy and Plan
- New Technology / Furniture Integration
- Establish Metrics and Measure effectiveness

# TRANSITION MANAGEMENT

- Transition Plan development
- Integrated Master Activation Schedule
- Relocation Budget Development & Validation
- Executive Project Briefings/Progress
- Move Committee/Workgroup Management

- Gap Assessment
- Sustain/Suspend Operation Study

# **Markets Awards**

**Biomedical Research** Commercial **Courts & Criminal Justice** 

**Cultural & Historic Preservation Federal Government** 

> **Higher Education** Military/DoD

Healthcare

**State & Local Government Utility Infrastructure**  2016 CMAA NY/NJ Chapter Project Achievement Award

2016 National ENR Top CM-for-Fee Firms

**2014 CMAA National Project Achievement Award** 

2014 CMAA NY/NJ Chapter Project Achievement Award

**2014 New York Construction Award** 

2014 CMAA National Capital Chapter Project Achievement Award

2014 ENR Top 100 Construction Managers

2014 ENR New York Tri-State Area - among the area's top 65 CM firms

2013 City of New York Mayor's Proclamation: "Top Construction" leader

2013 ENR New York Tri-State Area - among the area's top 65 CM firms

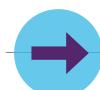
- Vendor Procurement Process

- Furniture, Fixtures & Equipment ManagementDepartment/Program Migration Plan
- Technology Interface Coordination
- Third Party Vendor Coordination
- Lessons Learned Sessions

## Construction

RELOCATION MANAGEMENT

## **Occupancy**



## **Organization**

AFG Group, Inc. is a privately held firm with locations in 14 states throughout the United States. AFG is staffed with architects, engineers, interior designers and other construction professionals helping owners navigate through complex design. procurement, construction processes, and activation.

## Safety Plan

- Security Plan
- Move Instruction Documentation
- All-Hands/Town Hall Presentations
- Building Orientation Guide
- Equipment Utility Support Plan

## Equipment Calibration Schedule

- Move Event Schedule
- Move Event Manifest Documentation
- Site Readiness Validation
- Move Command Center Operations
- QC Plan during Move Activity

- Reuse Furniture Layouts/Plan
- Site Logistics Evaluation Plan
- Post Move Solution Center
- Punchlist/Damage Resolution Tracking
- Project Closeout/Invoice Reconciliation
- Decommissioning

# Leadership



## **Kim Showalter**

"People ask if I have experience working with Judges, Doctors, Researchers, etc. and I do, but my philosophy is that I provide the same expert service to all my clients and stakeholders. I may communicate differently with each one, but in the end, every single person matters to me. We focus on the fact that within an organization change is adopted one person at a time and that everyone has an impact on those around them. Each contributes and impacts their team(s) and ultimately the organization as a whole. We like to build small successes into big ones until, ultimately the mission is exceptionally accomplished and we are invited back to help in the future."

Ms. Showalter has garnered over 25 years of experience in managing Transition, Change and Relocation and Activation facility projects for the government, commercial, healthcare and research markets. The majority of her career has been focused on fast-tracked, high profile projects from which she has gained an understanding of the importance of schedule, budget and communication to ensure a successful outcome.



## **Meg Drennen, NCIDQ**

"Transition implies Change while Relocation implies movement, in our case from point "a to b". Our team provides the technical knowledge and soft skills essential to orchestrating a synergy between these three elements. Our approach to planning requires that we take the time to really understand our clients where they are now, where they want to go and how they need to get there. We accept that change is hard, but our job is to help each person understand why and how this change will benefit them individually right down to the last detail while having some fun along the way."

Ms. Drennen has 23 years of design and project management experience, particularly in the areas of: space planning, relocation planning and move management of Federal facilities and their occupants.

