Schedule Title: Professional Services Schedule (00Corp)  
Contract No.: 47QRAA18D0072  
Federal Supply Group: 00CORP  
Class: R425  
Contractor’s Name, address, and phone:  

Sevan Multi-Site Solutions, LLC  
3025 Highland Parkway, Suite 850  
Downers Grove, IL 60515  
312-756-7778  
Website: www.sevansolutions.com  
For more information, please contact Carl Colwell at carl.colwell@sevansolutions.com.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu-driven database system. The INTERNET address for GSA Advantage! ® is: GSAAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
Sevan Multi-Site Solutions, LLC ("Sevan") is a "VA Certified” Veteran Owned Small Business (VOSB) that is led by a Veteran and includes Veterans who’ve served in every branch of the U.S. military, including the Army, Navy, Air Force and Marine Corps.

- Multi-site program expertise delivers efficient, consistent results across diverse projects and regions
- Innovative technology reduces costs, accelerates schedules, and improves reporting
- Multi-sector experience informs best-in-class practices
- Top safety record combined with sustainable operations
- Entrepreneurial culture provides maximum flexibility and responsiveness
- Recognized as “Great Place to Work” and “Top 50 Most Flexible Workplaces”

**PROGRAM MANAGEMENT**
- Program Optimization
- Owners Representation
- Site Due Diligence
- Permitting & Zoning Management
- Procurement
- Project Management Office
- Scheduling Optimization
- Capital Repair & Replacement

**CONSTRUCTION SERVICES**
- Estimating & Preconstruction Services
- Construction Management
- General Contractor and Trade Procurement
- Project Coordination
- Safety Program Management
- On-Site Supervision
- Scheduling
Multi-Sector Experience Brings Best Practices to Your Programs

Sevan’s broad experience in numerous sectors – government, healthcare, housing, hospitality, retail oil/gas, restaurant, commercial, grocery/retail, banking, etc. – enables us to leverage lessons-learned, best practices from multiple industries for your programs. The result is greater efficiency, faster completions, and enhanced reporting...all while working seamlessly with your existing processes and systems (e.g., SMS BUILDER, BRED [BUILDER Remote Data Base], Oracle Primavera [P6], etc.).

National strength. Local presence.

With teams deployed in strategic geographies, Sevan Multi-Site Solutions is on the job for our national clients at more than 10,000 sites in 50 states, Canada and Puerto Rico.
Available Services

Sevan’s Professional Services Schedule (PSS) contract offers world-class construction management and professional engineering services and solutions that help government facilities address their critical needs predictably, efficiently, and transparently.

Services provided under this SIN include construction management, engineering consulting, project management, and related professional services specifically pertaining to real property. The construction management approach utilizes one or more firms with construction, design, and management expertise to expand the customer agency’s capabilities, so that the agency can successfully accomplish its program or project. The contractor performing construction management services assumes the position of professional adviser to the customer agency. Customer agencies may utilize the construction manager as the principal agent to advise or manage the process over the project regardless of the project delivery method used. Construction management services include, but are not limited to, design phase support, procurement support, commissioning services, testing services, construction claims support, and post-construction engineering services.

The contractor performing engineering consulting services functions as an advisor to the government to assist with executing engineering tasks associated with real property. Engineering consulting services relating to real property include, but are not limited to, mechanical engineering, electrical engineering, fire protection engineering, forensic engineering, structural engineering, or any other specialized engineering consulting services that are utilized in regard to real property. Authorized engineering consulting tasks include design reviews, shop drawing reviews, submittal reviews, inspection and testing services, witnessing acceptance tests of equipment and systems, commissioning, modeling and analysis, loss investigation, facility surveys, safety evaluations, research studies, risk mitigation strategy development or reviews, and other related technical consulting services. The contractor performing engineering consulting services shall not perform the construction of real property, nor be a named party under the construction contract. Project management services relating to a construction management or engineering consulting effort are authorized.

NOTE 1: This Schedule does not include Architect-Engineer services as defined in the Brooks Act, and does not include certification of designs or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

NOTE 2: This Schedule does not include Davis-Bacon Act work as described in Federal Acquisition Regulation Subpart 22.4.

NOTE 3: Some of the terminology used, such as professional engineer and design review, have multiple meanings in the engineering services profession. Under no circumstances should those terms be interpreted to include performance of Brooks Act services Section 1102 of 40 U.S.C. Chapter 11.

NOTE 4: Review the Construction Management and Engineering Consulting Services Related to Real Property Guide which is available under SIN 871-7 using the following link: http://www.gsa.gov/portal/content/245467 for additional information relating to scope of services allowed.
Customer Information

1a. Awarded Special Item Numbers: 871-7, 871-7RC
1b. Labor Rates: See Appendix A
1c. Labor Category Descriptions: See Appendix B
2. Maximum Order: $1,000,000.00
3. Minimum Order: $100.00
4. Geographic Coverage: Domestic - CONUS, DC
5. Point(s) of Production (city, county, and State or foreign country):
   All services offered from Sevan headquarters in Downers Grove, Illinois, USA
6. Discounts from list prices or statement of net price: All prices are net prices.
7. Quantity discounts: None.
8. Prompt Payment Terms: Note: Prompt payment terms must be followed by the statement “Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.” Payment terms are Net 30 days.
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
   Government purchase cards are accepted at or below the micro-purchase threshold.
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
   Government purchase cards are not accepted above the micro-purchase threshold.
10. Foreign Items List: N/A
11a. Time of Delivery: Specific to each task order
11b. Expedited Delivery: None
11c. Overnight and 2-day Delivery: None
11d. Urgent Requirements: None
12. F.O.B. point(s): Destination
13a. Ordering Address(es):
   Sevan Multi-Site Solutions, LLC
   3025 Highland Parkway, Suite 850
   Downers Grove, Illinois 60515
13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address:
   Sevan Multi-Site Solutions, LLC
   3025 Highland Parkway, Suite 850
   Downers Grove, Illinois 60515
15. Warranty Provision: N/A
16. Export packing charges, if applicable: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
Customer Information

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventative maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EI) supplies and services and show where dull details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

25. Data Universal Number System (DUNS) number: 079214567

26. Notification regarding registration in System for Award Management (SAM) database.

Sevan Multi-Site Solutions, LCC is registered and active in SAM.
Our Vision

Our Vision is to be the best in the world at delivering innovative design, program management and construction services to organizations with multiple sites. We have a passion for sustaining people, the environment and our clients’ business.

A respected group of construction program management leaders formed Sevan Multi-Site Solutions in 2010 with the goal of serving the unique needs of clients expanding, rebranding or updating their portfolio of sites across a wide geography.

The Sevan leadership team core leaders average more than 25 years of program management experience and more than 30 years of commercial construction experience. Our team members have helped nationally-recognized companies serve their customers and build their brands by rolling out new images or service offerings predictably, transparently and efficiently.

Sevan Multi-Site Solutions offers the strength of nation-wide staff and office locations to support programs of any size. Our ability to bring a consistent approach, regardless of the location, enables execution of the work in the shortest amount of time. Expediting the speed to market of site improvements enhances your return on investment and minimizes customer impact.

Our Values

Integrity: Do the right thing for the right reasons and keep our promises.
Respect: Appreciate the contributions of our teammates and business partners.
Teamwork: Create trusted relationships through collaboration and innovation.
Excellence: Deliver outstanding solutions, measure performance, and continually improve.
Charity: Help people help themselves and value community involvement.
## Appendix A

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**SCA**) labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

### SCA Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Expediter</td>
<td>21040 Material Expediter</td>
<td>2015-5017</td>
</tr>
<tr>
<td>CAD Technician</td>
<td>30061 CAD Technician</td>
<td>2015-5017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>871-7</td>
<td>Principal / Vice President</td>
<td>$159.60</td>
<td>$164.38</td>
<td>$169.32</td>
<td>$174.40</td>
<td>$179.63</td>
</tr>
<tr>
<td>871-7</td>
<td>Operations Director</td>
<td>$149.62</td>
<td>$154.11</td>
<td>$158.73</td>
<td>$163.50</td>
<td>$168.40</td>
</tr>
<tr>
<td>871-7</td>
<td>Project Executive</td>
<td>$139.65</td>
<td>$143.84</td>
<td>$148.15</td>
<td>$152.60</td>
<td>$157.17</td>
</tr>
<tr>
<td>871-7</td>
<td>Senior Project Manager</td>
<td>$124.69</td>
<td>$128.43</td>
<td>$132.28</td>
<td>$136.25</td>
<td>$140.33</td>
</tr>
<tr>
<td>871-7</td>
<td>Project Manager</td>
<td>$111.72</td>
<td>$115.07</td>
<td>$118.52</td>
<td>$122.08</td>
<td>$125.74</td>
</tr>
<tr>
<td>871-7</td>
<td>Project Controls Specialist</td>
<td>$104.74</td>
<td>$107.88</td>
<td>$111.11</td>
<td>$114.45</td>
<td>$117.88</td>
</tr>
<tr>
<td>871-7</td>
<td>Assistant Project Manager</td>
<td>$ 96.76</td>
<td>$ 99.66</td>
<td>$102.65</td>
<td>$105.75</td>
<td>$108.90</td>
</tr>
<tr>
<td>871-7</td>
<td>Procurement Specialist</td>
<td>$ 86.78</td>
<td>$ 89.38</td>
<td>$ 92.07</td>
<td>$ 94.83</td>
<td>$ 97.67</td>
</tr>
<tr>
<td>871-7</td>
<td>Project Coordinator</td>
<td>$ 81.79</td>
<td>$ 84.25</td>
<td>$ 86.77</td>
<td>$ 89.38</td>
<td>$ 92.06</td>
</tr>
<tr>
<td>871-7</td>
<td>Equipment Expediter **</td>
<td>$ 79.80</td>
<td>$ 82.19</td>
<td>$ 84.66</td>
<td>$ 87.20</td>
<td>$ 89.81</td>
</tr>
<tr>
<td>871-7</td>
<td>Senior Design Manager</td>
<td>$121.69</td>
<td>$125.34</td>
<td>$129.10</td>
<td>$132.98</td>
<td>$136.97</td>
</tr>
<tr>
<td>871-7</td>
<td>CAD Technician **</td>
<td>$ 91.77</td>
<td>$ 94.52</td>
<td>$ 97.36</td>
<td>$100.28</td>
<td>$103.29</td>
</tr>
</tbody>
</table>
### Job Title: Principal/Vice President

<table>
<thead>
<tr>
<th>Minimum/General Experience: 20 years of professional experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong> Senior manager responsible for the planning, management, direction, and operation of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Ensures that the goals and objectives of projects and programs are accomplished within prescribed time frames and budgets. Provides management, organizational, and business improvement services that include mission and vision development; business and information strategic planning; organizational design, efficiency and effectiveness; cost/benefit analysis; change management; and business process improvements and reengineering solutions. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.</td>
</tr>
<tr>
<td>Minimum Education/Training: Bachelor’s Degree</td>
</tr>
</tbody>
</table>

### Job Title: Operations Director

<table>
<thead>
<tr>
<th>Minimum/General Experience: 15 years of experience in the field</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong> Directs and oversees operational activities for a specific client, area or region. As a director, establishes operational objectives and work plans, delegates assignment to subordinate managers. Reviews objectives to determine success of operation. Recommends changes to policies and establishes procedures that affect immediate operations. Works on issues where analysis of situations or data requires an in-depth knowledge of organizational objectives. Acts as an advisor to subordinates to meet schedules and/or resolve technical problems. Has budget responsibilities. Familiar with a variety of the field’s concepts, practices and procedures.</td>
</tr>
<tr>
<td>Minimum Education/Training: Bachelor’s Degree</td>
</tr>
</tbody>
</table>
### Job Title: Project Executive

**Minimum/General Experience:** 12 years of professional experience

**Functional Responsibility:** Works as part of a program management team managing programs consisting of multiple projects for Multi-Site clients while acting as an extension of an owner’s design and construction staff overseeing the work of general contractors, designers and vendors. Responsible for directing and managing employees assigned to projects to ensure that project goals are accomplished within the prescribed time frame and budget parameters. Reviews proposals to determine costs, timeline, funding, staffing requirements, and goals. Management of day-to-day activities of the project management team. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum Education/Training:** Bachelor’s Degree

### Job Title: Senior Project Manager

**Minimum/General Experience:** 10 years of experience in multi-site construction and maintenance

**Functional Responsibility:** Oversees and directs project and program management. Communicates directly with contractors/designers concerning project cost, staffing and scheduling. Prepares project status reports and works to ensure plans adhere to client specifications. Independently evaluates, selects, and applies standard techniques, procedures and criteria using judgment in making minor adaptations and modifications. Independently performs all the tasks necessary to complete work. Communication of project status with company and contractors. Assists in development and delivery construction and permitting drawing packages. Performance at this level requires developmental experience in a professional position. Familiar with a variety of the field's concepts, practices and procedures. Independently determines and develops approach to solutions. Attend zoning board meetings.

**Minimum Education/Training:** Bachelor’s Degree
### Job Title: Project Manager

**Minimum/General Experience:** 5 years of experience in multi-site construction and maintenance

**Functional Responsibility:** Project management of construction activities. Oversees and directs project and program management. Communicates directly with contractors/designers concerning project cost, staffing and scheduling. Prepares project status reports and works to ensure plans adhere to client specifications. Independently evaluates, selects, and applies standard techniques, procedures and criteria using judgment in making minor adaptations and modifications. Independently performs all the tasks necessary to complete work. Responsible for cost schedule and delivery. Management of General Contractors. Communication of project status with company and contractors. Coordinate A&E and project members. Assist in development and delivery construction and permitting drawing packages utilized for permits and bids. Attend zoning board meetings.

**Minimum Education/Training:** Bachelor’s Degree

### Job Title: Project Controls Specialist

**Minimum/General Experience:** 3 years of experience with scheduling small/medium projects

**Functional Responsibility:** Preparation and development of the master and site schedule. Manage overall schedule of projects with key milestones. Preparation of project budget. Prepares cost analysis. Forecasting and cost tracking.

**Minimum Education/Training:** Bachelor’s Degree

### Job Title: Assistant Project Manager

**Minimum/General Experience:** 2 years of experience in the field

**Functional Responsibility:** Under the supervision of the Project Manager, provides technical support to operations staff. Reviews plans and other technical documents, answers questions regarding the scope and/or timing of the project, and monitors costs and project progress. Performs specific and limited portions of a broader assignment of an experienced Project Manager. Applies standard practices and techniques in specific situations. Gathers and correlates basic data using established and well-defined procedures. Exercises judgment limited to developing details of work in making preliminary selections and adaptations of alternatives.

**Minimum Education/Training:** Bachelor’s Degree
### Job Title: Procurement Specialist

**Minimum/General Experience:** 3 years of procurement experience

**Functional Responsibility:** Development of sourcing and negotiation strategies. Development, launching and award of numerous RFPs. Management of suppliers.

**Minimum Education/Training:** Bachelor’s Degree

### Job Title: Project Coordinator

**Minimum/General Experience:** 2 years

**Functional Responsibility:**
- Supports Project Manager in all facets of tracking, coordinating and assisting in completion of major programs and projects.
- Coordinates project scheduling and communication and acts as a liaison to project management team.
- Communicates with Project Manager and Client representative to schedule upcoming meetings and calls.
- Requests general information from the client such as site addresses, contact information, drawings, etc.
- Communicates with contractors and vendors regarding schedules and deliveries.
- Escalates problems with contractors and vendors as appropriate.
- Updates project timelines with revised dates, notes for tracking purposes.
- Compiles various reports and sends them to the client.
- Verifies permits are issued and contracts are in place for projects.
- Assists in compiling all job documentation and information for presentation to the client.
- Compiles job closeout packages.

**Minimum Education/Training:** Associate’s Degree

### Job Title: Equipment Expeditor**

**Minimum/General Experience:** 2 years

**Functional Responsibility:**
- Manages equipment ordering and delivery schedule of equipment.
- Works with equipment distributors to send drawings for them to do takeoffs and prepare quotes.
- Receives quotations, create POs.
- Manages equipment lead times and overall project timeline to ensure deliveries at the right time.
- Tracks PO progress with suppliers.

**Minimum Education/Training:** Associate’s Degree
### Job Title: Senior Design Manager

**Minimum/General Experience:** 8 years

**Functional Responsibility:** The Senior Design Manager works as a member of the design studio and manages the daily operations of a dedicated design team. Directs a group of design professionals (architects, engineers, vendors) and is accountable for the timely delivery of professional services to our customers. Responsible for client interface, program coordination and project scheduling. Essential Duties and Responsibilities include but are not limited to the following statements.

- Assists Design Director to develop business operations. Assists in setting goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources.
- Reviews proposals from consulting engineers for conformity to project requirements and determines acceptable fees for work.
- Prepares project proposals and change orders requests and submits to client for approval.
- Responsible to establish, track, manage staffing requirements against workload and adjusts as appropriate to meet business needs.
- Responsible to manage team workload and scheduling to assure that multiple projects are completed on time and within budget.
- Provides building code and zoning ordinance expertise to design staff.
- Provides ADA expertise to the design staff.

**Minimum Education/Training:** Bachelor’s Degree

### Job Title: CAD Technician**

**Minimum/General Experience:** 2 years

**Functional Responsibility:** CAD Technician works as a member of the design studio and provides architectural services within a design team. Works under general supervision of others and performs routine drafting tasks. Essential Duties and Responsibilities include but are not limited to the following statements.

- Works successfully with others under direct supervision.
- Capable to perform routine and limited architectural assignments.
- Assists / prepares complete, accurate and code compliant construction documents.
- Applies client's program requirements and design criteria to existing buildings and structures.
- Adheres to CAD standards and follows assigned drafting protocol across all projects.
- Conducts field surveys, prepares “as-built” and assembles virtual 360 photo tours.

**Minimum Education/Training:** Associate’s Degree
Additional Notes:

*Education and Experience:* To add flexibility and to assist in aligning resources proposed for future requirements, education equivalences are provided in the Table below.

It is anticipated that all experience and education will be in a technical field directly related to the labor category being proposed and all diplomas, GED certificates, and degrees will be from accredited institutions.

<table>
<thead>
<tr>
<th>Substitution/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AA/AS:</strong> High School and 2 years general experience</td>
</tr>
<tr>
<td><strong>BA/BS:</strong> AS/AA plus two years general experience or High School plus 4 years of experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCA Matrix</th>
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<tbody>
<tr>
<td><strong>SCA Eligible Contract Labor Category</strong></td>
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