



GENERAL SERVICES ADMINISTRATION

Federal Supply Services
Authorized Federal Supply Price List

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: GSAAvantage.gov.

PROFESSIONAL SERVICES SCHEDULE

Industrial Group: 00CORP

Contract Number: 47QRAA18D00GE

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CONTRACT PERIOD

September 24, 2018 - September 23, 2023

CONTRACTOR

Affiliated Engineers Metro DC, Inc.
12300 Twinbrook Parkway, Suite 600
Rockville, MD 20852

POINTS OF CONTACT

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CONTRACTOR'S WEB SITE

www.aeieng.com

Business size: Other than Small Business

CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SIN):

SIN	Recovery	SIN Description
871-1	N/A	Strategic Planning for Technology Programs/Activities
871-3	N/A	System Design, Engineering and Integration
871-4	N/A	Test and Evaluation
871-7	N/A	Construction Management and Engineering Consulting Services
C871-202	N/A	Energy Management Planning and Strategies
C871-207	N/A	Energy Audit Services
C871-211	N/A	Energy Consulting Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area): Domestic only (50 states, DC)

5. Point(s) of production: Same as company address

6. Discount from list prices or statement of net price: Government net prices.

7. Quantity discounts: 1% on individual task orders exceeding \$100,000; 2% on individual task orders exceeding \$250,000; and 3% on individual task orders exceeding \$500,000.

8. Prompt payment terms: 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:** None

11a. **Time of delivery:** To be specified on individual task orders.

11b. **Expedited Delivery:** Contact Contractor.

11c. **Overnight and 2-day delivery:** Contact Contractor.

11d. **Urgent Requirements:** Contact Contractor.

12. **F.O.B. point(s):** Destination

13a. **Ordering address(es):**

Affiliated Engineers Metro DC, Inc.
12300 Twinbrook Parkway, Suite 600
Rockville, MD 20852

13b. **Ordering procedures:** For services, the ordering procedures for MAS contract vendors can be found at the GSA at FAR 8.404.

14. **Payment address(es):**

Affiliated Engineers Metro DC, Inc.
12300 Twinbrook Parkway, Suite 600
Rockville, MD 20852

15. **Warranty provision:** Contractor's standard commercial warranty

16. **Export packing charges, if applicable:** Not Applicable

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Not Applicable

18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable

19. **Terms and conditions of installation (if applicable):** Not Applicable

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable

20a. **Terms and conditions for any other services:** Not Applicable

21. **List of service and distribution points (if applicable):** Not Applicable

22. **List of participating dealers (if applicable):** Not Applicable

23. **Preventive maintenance (if applicable):** Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

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

25. Data Universal Number System (DUNS) number: 131811932

26. Notification regarding registration in System for Award Management (SAM) database: AEI is registered.

GSA LABOR CATEGORIES AND RATES

SIN(s)	Labor Category	Minimum Education	Minimum Experience	Unit of Issue	Year 1 GSA Price	Year 2 GSA Price	Year 3 GSA Price	Year 4 GSA Price	Year 5 GSA Price
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Project Manager	Bachelor's Degree	10	Hour	\$176.47	\$180.18	\$183.96	\$187.82	\$191.77
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Market Leader	Bachelor's Degree	10	Hour	\$191.50	\$195.52	\$199.63	\$203.82	\$208.10
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Managing Director	Bachelor's Degree	15	Hour	\$209.62	\$214.02	\$218.52	\$223.11	\$227.79
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Project Engineer	Bachelor's Degree	10	Hour	\$159.44	\$162.79	\$166.21	\$169.70	\$173.26
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Project Engineer	Bachelor's Degree	10	Hour	\$136.49	\$139.36	\$142.28	\$145.27	\$148.32
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Engineer II	Bachelor's Degree	3	Hour	\$98.01	\$100.07	\$102.17	\$104.32	\$106.51
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Engineer I	Bachelor's Degree	0	Hour	\$72.77	\$74.30	\$75.86	\$77.45	\$79.08
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Project Designer	Associate's Degree	10	Hour	\$128.79	\$131.49	\$134.26	\$137.08	\$139.95
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Designer	Associate's Degree	5	Hour	\$109.53	\$111.83	\$114.18	\$116.58	\$119.02
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Designer II**	Associate's Degree	3	Hour	\$98.96	\$101.04	\$103.16	\$105.33	\$107.54
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Designer I**	Associate's Degree	0	Hour	\$63.68	\$65.02	\$66.38	\$67.78	\$69.20
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Studio Leader - Lighting	Bachelor's Degree	10	Hour	\$101.56	\$103.69	\$105.87	\$108.09	\$110.36
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Lighting Designer	Bachelor's Degree	0	Hour	\$88.98	\$90.85	\$92.76	\$94.70	\$96.69
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Lighting Designer II	Bachelor's Degree	3	Hour	\$76.43	\$78.04	\$79.67	\$81.35	\$83.06

C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Building Performance Practice Leader	Bachelor's Degree	10	Hour	\$177.11	\$180.83	\$184.63	\$188.50	\$192.46
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Director of Planning Building Performance	Bachelor's Degree	10	Hour	\$175.67	\$179.36	\$183.13	\$186.97	\$190.90
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Building Performance Project Consultant	Bachelor's Degree	10	Hour	\$121.94	\$124.50	\$127.12	\$129.78	\$132.51
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Building Performance Project Consultant	Bachelor's Degree	7	Hour	\$120.43	\$122.96	\$125.54	\$128.18	\$130.87
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Building Performance Consultant II	Bachelor's Degree	3	Hour	\$104.15	\$106.34	\$108.57	\$110.85	\$113.18
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Building Performance Consultant I	Bachelor's Degree	0	Hour	\$87.48	\$89.32	\$91.19	\$93.11	\$95.06
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	BIM Specialist II	Associate's Degree	5	Hour	\$110.26	\$112.58	\$114.94	\$117.35	\$119.82
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	BIM Specialist I**	Associate's Degree	3	Hour	\$82.33	\$84.06	\$85.82	\$87.63	\$89.47
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Commissioning Engineer	Bachelor's Degree	7	Hour	\$146.89	\$149.97	\$153.12	\$156.34	\$159.62
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Commissioning Agent	Associate's Degree	7	Hour	\$135.61	\$138.46	\$141.37	\$144.33	\$147.37
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Commissioning Specialist**	High School Degree	1	Hour	\$73.23	\$74.77	\$76.34	\$77.94	\$79.58
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Commissioning Engineer II	Bachelor's Degree	5	Hour	\$107.35	\$109.60	\$111.91	\$114.26	\$116.66
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Commissioning Engineer I	Bachelor's Degree	0	Hour	\$95.77	\$97.78	\$99.83	\$101.93	\$104.07
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Commissioning Agent	Associate's Degree	3	Hour	\$100.13	\$102.23	\$104.38	\$106.57	\$108.81
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Project Support Manager	Bachelor's Degree	8	Hour	\$81.91	\$83.63	\$85.39	\$87.18	\$89.01

C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Project Coordinator	Bachelor's Degree	3	Hour	\$97.31	\$99.35	\$101.44	\$103.57	\$105.75
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Project Coordinator**	Associate's Degree	1	Hour	\$69.70	\$71.16	\$72.66	\$74.18	\$75.74
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Administrative Assistant**	Associate's Degree	1	Hour	\$55.57	\$56.74	\$57.93	\$59.14	\$60.39
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Field Services Representative	High School Degree	7	Hour	\$127.26	\$129.93	\$132.66	\$135.45	\$138.29
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Estimator	Associate's Degree	10	Hour	\$156.55	\$159.84	\$163.19	\$166.62	\$170.12
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Estimator	Associate's Degree	5	Hour	\$96.88	\$98.91	\$100.99	\$103.11	\$105.28
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Senior Visualization Artist	Associate's Degree	5	Hour	\$106.67	\$108.91	\$111.20	\$113.53	\$115.92
C871-202, C871-207, C871-211, 871-1, 871-3, 871-4, 871-7	Visualization Artist	Associate's Degree	3	Hour	\$68.48	\$69.92	\$71.39	\$72.89	\$74.42

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited 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 Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01020 Administrative Assistant	2015-4269 Rev.7
BIM Specialist I	30061 Drafter/CAD Operator I	2015-4269 Rev.7
Designer I	30082 Engineering Technician I	2015-4269 Rev.7
Designer II	30083 Engineering Technician III	2015-4269 Rev.7
Commissioning Specialist	30080 Engineering Technician	2015-4269 Rev.7
Project Coordinator	01113 General Clerk III	2015-4269 Rev.7

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Administrative Assistant

Summary: Uses strong interpersonal and communications skills in greeting visitors and callers in a professional, friendly manner. Provides administrative support to a variety of departments within the office.

Primary Accountabilities and Responsibilities

The following job functions are typical of the position but are not all encompassing.

1. Answers incoming calls between 8:00am and 5:00pm. Greets and welcomes visitors as they enter the building.
2. Ensures building security by following door unlocking/locking procedure at 8:00am and 5:00pm, as required.
3. Provides support for general business operations as required.
4. Provides administrative support to a variety of departments using standard and custom software.
5. Orders food and beverages for in-house meetings and breakrooms. Maintains lists of available vendors and vendor accounts.
6. Maintains updated phone lists throughout the building (conference rooms, copy rooms and huddle rooms).
7. Performs mailroom functions. This includes, but may not be limited to, mail sorting and delivery, and distributing incoming faxes.
8. Orders business cards and name plates for the office, when required.
9. Prepares new employee supply baskets.
10. Orders and maintains office supplies and equipment.
11. Assumes responsibility for other duties assigned or needed.

Minimum Qualifications

1. Associate's degree
2. Proficiency in Microsoft Office applications.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: BIM Specialist I

Summary: Provides on-going training, user support and troubleshooting, content creation and development, and project integration of BIM services.

Primary Accountabilities and Responsibilities

1. Interfaces with project partners and represents AEI in developing a BIM Execution Plan (BEP) that is consistent with AEI's proposal for scope and fees. Internally works with AEI staff to interpret the BEP and establish project specific BIM workflows, BIM standards and set-ups.
2. Monitors project specific efforts to confirm that AEI is satisfying the requirements of the BEP while not exceeding the requirements of the BEP. Informs the Project Manager and BIM Specialist II, as applicable, of findings.
3. Provides coordination checks and feedback to design team (interference check, clash detection, reports, etc.) and coordination of documents/models during construction administration (New Forma, 360 Field, etc.). Reviews automated clash detection and interference checks for applicability and designates items for resolution by the design team.
4. Communicates all relevant project related BIM information in a timely manner to internal and external team members and sets expectations for teams so that consistency is maintained and deadlines are met.
5. Facilitates BIM related knowledge sharing across the system, and ensures consistent use and application of BIM and associated software.
6. Maintains the BIM related design tools.
7. Helps with implementing new BIM related technology, software and upgrades.
8. Attends conferences, seminars, and workshops to stay on top of trends and new technologies in BIM and disseminates the information learned to the appropriate teams.
9. Supports the training of all staff on AEI BIM standards, processes, workflows and related software (Revit, Navisworks, etc).
10. Organizes project BIM kickoff meetings and works with the Project Manager to conduct the meetings.
11. Provides day-to-day BIM support and troubleshooting to project teams.
12. Assists in content, family and detail library development within the organization.
13. Responsible for the project specific set up of models and content for the design team's use.
14. Performs a Designer or Engineer role, as assigned.
15. Any other duties as assigned.

Minimum Qualifications

1. Associate's degree
2. Minimum of 3 years of design experience in the professional services industry, preferably A/E/C firm.
3. Proficiency in using and supporting the current versions of AutoCAD and Revit MEP and Building Information Modeling (BIM) technology, Navisworks, Newforma, and Revit APP Store.
4. Familiarity with Microsoft Office products.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: BIM Specialist II

Summary: Responsible for developing, managing, championing, and advancing AEI's BIM processes. Closely aligned with the Project Managers and project teams, this position is responsible for the on-going training, user support and troubleshooting, content creation and development, project integration, and marketing of BIM services. This position also engages with BIM Specialists and project teams across all of AEI's offices.

Primary Accountabilities and Responsibilities

1. Interfaces with project partners and clients and represents AEI in developing a BIM Execution Plan (BEP) that is consistent with AEI's proposal for scope and fees. Internally works with AEI staff to interpret the BEP and establish project specific BIM workflows, BIM standards and set-ups.
2. Formulates strategies for specific projects in conjunction with the Project Managers and/or Market Leaders. Supports project proposals with BIM specific information.
3. Monitors project specific efforts to confirm that AEI is satisfying the requirements of the BEP while not exceeding the requirements of the BEP. If requirements are either being exceeded or not being met, meets with the Project Manager and the design team to determine a course of action.
4. Provides coordination checks and feedback to design team (interference check, clash detection, reports, etc.) and coordination of documents/models during construction administration (New Forma, 360 Field, etc.). Reviews automated clash detection and interference checks for applicability and designates items for resolution by the design team.
5. Provides support to BIM Specialists in all AEI offices and direction to BIM Specialist I's in their respective office.
6. Works with managing principals to ensure BIM resources, expectations, and training requirements are being met.
7. Identifies trends and business opportunities relating to BIM.
8. Communicates all relevant project related BIM information in a timely manner to internal and external team members and sets expectations for teams so that consistency is maintained and deadlines are met.
9. Responsible for BIM related knowledge sharing across the system, and ensures consistent use and application of BIM and associated software.
10. Maintains the BIM related design tools.
11. Provides systemic recommendations on new BIM related technology, software and upgrades, and is responsible for the successful implementation in their office.
12. Attends conferences, seminars, and workshops to stay on top of trends and new technologies in BIM and disseminates the information learned to the appropriate teams.
13. Responsible for the training of all staff on AEI BIM standards, processes, workflows and related software (Revit, Navisworks, etc). Determines online training modules as well as produces custom online and in-person/classroom training.
14. Conducts and leads project BIM kickoff meetings.
15. Provides day-to-day BIM support and troubleshooting to project teams.
16. Provides direction for content, family and detail library development within the organization.
17. Identifies, champions and holds project teams accountable for best practices, processes and work flows for the organization in relation to BIM.
18. Responsible for the project specific set up of models and content for the design team's use.
19. Any other duties as assigned.

AEI LABOR CATEGORY DESCRIPTIONS

Minimum Qualifications

1. Associate's degree
2. Minimum of 5 years of design experience in the professional services industry, preferably A/E/C firm.
3. Expertise in using and supporting the current versions of AutoCAD and Revit MEP and Building Information Modeling (BIM) technology, Navisworks, Newforma, and Revit APP Store.
4. Proficiency with Microsoft Office products.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Building Performance Consultant I

Summary: Provides office-wide support to project efforts focused on high performance design and related analysis. Provides technical solutions to meet client requirements based on high performance design strategies while employing building performance analysis tools. Interprets and utilizes information set forth in basis of design as well as information gathered from users, project partners, field surveys and code research.

Primary Accountabilities and Responsibilities

1. Uses whole building and component (energy, water, daylighting, CFD, etc.) simulation and analysis tools to evaluate capital project and planning engagements, building system performance, building system sizing and design, and architectural design development.
2. Performs economic analysis (life-cycle cost, simple payback, return on investment, etc.) of building design strategies to support system selection and design optimization.
3. Performs energy and water related building rating system and code research as directed by others.
4. Completes building rating system and code compliance documentation required for project certifications and permits.
5. Coordinates and collaborates with project team members in the analysis of systems and system components. Coordination occurs primarily through interpersonal communication during in-house coordination/one-on-one sessions and through the use of appropriate software. As applicable, limited contact with project partners under the guidance of an experienced person.
6. Meets project deadlines including balancing multiple projects and priorities while responding to changes in deadline, scope, and design as they occur and as defined by senior project staff.
7. Uses effective writing and presentations skills to prepare analysis and consulting reports and presentation materials under the guidance of senior staff.
8. Reads relevant project correspondence, documents process and meeting notes, and maintains established project filing structures.
9. Performs quality review of own work and participates in additional quality efforts as assigned.
10. Participates in the advancement of building performance practice, processes and tools as assigned.
11. Benchmarks project design, simulated and measured performance data.
12. Takes ownership of work performed.
13. Uses established standards, guides and tools.

Minimum Qualifications

1. Bachelor's degree and 0 years minimum experience
2. General understanding of building systems across disciplines and fundamental knowledge in at least one discipline such as HVAC, plumbing/piping, electrical, lighting, instrumentation and controls, or building envelope systems.
3. Fundamental understanding of major tenets of high performance design including renewable and alternative energy strategies, daylighting, embodied energy, indoor environmental quality, material composition, water efficiency, life cycle assessment, and built environment planning.
4. Ability to use at least one building system simulation tool, including EnergyPlus, IES-VE, TRNSYS, DOE-2 (eQuest), TRACE, CFD, or Radiance, for consulting and analysis.
5. Experience in computer operation for building system analysis and engineering calculation programs.
6. Ability to learn CAD/BIM software as necessary for building performance analysis and consulting.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Building Performance Consultant II

Summary: Supports the high performance design process through analysis of high performance design strategies and concepts, primarily through performance modeling. Develops and optimizes analytical tools and processes to provide timely, design-relevant insight to internal design teams, partners and clients. Interprets and utilizes information set forth in basis of design as well as information gathered from users, project partners, field surveys, and code research.

Primary Accountabilities and Responsibilities

1. Identifies building system options and design strategies (conventional and non-conventional) for analysis and establishes analysis criteria and methods.
2. Uses whole building and component (energy, water, daylighting, CFD, etc.) simulation and analysis tools to evaluate capital project and planning engagements, building system performance, building system sizing and design, and architectural design development.
3. Performs economic analysis (life-cycle cost, simple payback, return on investment, etc.) of building design strategies to support system selection and design optimization.
4. Performs energy and water related building rating system and code research as applicable to the project.
5. Completes building rating system and code compliance documentation required for project certifications and permits.
6. Coordinates and collaborates with project team members in the analysis of systems and system components. Coordination occurs primarily through interpersonal communication during coordination/one-on-one sessions and through the use of appropriate software.
7. Works to establish a positive working relationship with project partners based on competence, trust and respect.
8. Anticipates and meets project deadlines including balancing multiple projects and priorities while responding to changes in deadline, scope, and design as they occur.
9. Delegates work, identifies specific tasks, and balances work for Building Performance Consultant I or subject matter expert in order to meet client demands and project deadlines. Reviews work for completeness and accuracy.
10. Uses effective writing and presentations skills to prepare analysis and consulting reports and presentation materials.
11. Reads relevant project correspondence, documents process and meeting notes, and maintains established project filing structures.
12. Performs quality review of own work and participates in additional quality efforts as assigned.
13. Participates in the advancement of building performance practice, processes and tools as assigned.
14. Benchmarks project design, simulated and measured performance data.
15. Takes ownership of work performed.
16. Uses established standards, guides and tools.

AEI LABOR CATEGORY DESCRIPTIONS

Minimum Qualifications

1. Bachelor's degree and 3 years minimum experience
2. Advanced understanding of building systems across disciplines and proven experience in at least one discipline such as HVAC, plumbing/piping, electrical, lighting, instrumentation and controls, or building envelope systems.
3. Advanced understanding of major tenets of high performance design including renewable and alternative energy strategies, daylighting, embodied energy, indoor environmental quality, material composition, water efficiency, life cycle assessment, and built environment planning.
4. Ability to use at least one building system simulation tool, including EnergyPlus, IES-VE, TRNSYS, DOE-2 (eQuest), TRACE, CFD, or Radiance, for consulting and analysis. Strong understanding and application of simulation tools for the appropriate systems and technologies.
5. Experience in computer operation for building system analysis and engineering calculation programs.
6. Proficiency in use of CAD/BIM software as necessary for building performance analysis and consulting.
7. Understanding of applicable rating systems, design codes and standards, and ability to interpret them.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Building Performance Practice Leader

Summary: Responsible for providing senior leadership to the Building Performance team. Key objectives include growing the integrated planning, design, building physics and performance modeling services, ensuring project success (including client satisfaction and profitability), defining and developing new products and services for our clients, and developing and engaging a high-performing team.

Primary Accountabilities and Responsibilities

1. Understands the application and effective use of all engineering analysis programs necessary for building physics and performance modeling services. Specific programs to be emphasized include, but are not limited to: DOE2, eQuest, TRNSYS, Energy+, CRAFT/Anvil, daylighting tools, and computational fluid dynamics (CFD).
2. Maintains a broad understanding and perspectives on trends in building performance, integrated planning and high-performance design. Topics to be emphasized include, but are not limited to: green building rating systems, master planning, community development, net zero design and operation, renewable energy and climate change.
3. Provides internal education on building performance design strategies and practices as well as energy analysis capabilities to Building Performance and project team.
4. Functions as a Project Manager for building performance design and/or energy analysis driven projects.
5. Uses strong leadership and writing skills to guide and coordinate client/project specific marketing submittals including: Statement of Qualifications (SOQ's), fee proposal, requests for proposal (RFP's), project descriptions and resumes, etc. Collaborates with Project Managers and technical staff to identify project teams.
6. Identifies opportunities to publicize the organization's practice area expertise.
7. Develops ways for the organization to share its intellectual capital with current and prospective clients, such as organization-sponsored seminars, white papers, POV pieces, etc.

Marketing:

1. Develops and nurtures a deep expertise in a vertical market strategy, category, business segment or discipline.
2. Ensures the marketing support functions of communications and resources are carried out in a professional, high-quality and timely manner.
3. Collaborates with system leaders and staff to create meaningful dialog and identify ways to broaden education on building performance as well as integrations within out various market areas.
4. Collaborates with Building Performance Department Facilitator to develop both short and long-term marketing plans. Helps to develop appropriate marketing strategy and tactics to achieve those plans. Identifies and secures, with marketing support, prime building performance design, building performance consulting, building performance planning and performance modeling contracts.
5. Is involved in the collaborative process of conceptualizing and developing a variety of marketing materials, manages internal and external resources in the creation of these materials, and oversees the system-wide implementation and maintenance of these materials.
6. Acts as a key point of contact with external clients on the development of any marketing materials necessary to our joint success.
7. Provides appropriate marketing support in business development efforts, i.e. client meetings, sourcing consulting partners for various projects, etc.

AEI LABOR CATEGORY DESCRIPTIONS

Business Development:

1. Develops and maintains long-term relationships with clients, partners and owners through the use of strong interpersonal, organizational, and presentation skills. Introduces appropriate market leaders and project managers so client/owners get to know AEI project leaders. Understands and conveys the technical and professional value of AEI services.
2. Uses strong communication and organizational skills to effectively work independently in a dynamic work environment that must continually evolve to respond to changing market conditions and opportunities.

Minimum Qualifications

1. Bachelor's degree in an engineering or science field required.
2. Minimum 10 years industry specific experience.
3. Recognized expertise in building performance, with fundamental knowledge of building systems across disciplines.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Building Performance Project Consultant

Summary: Leads the high performance design process and provides sustainability expertise to clients and partners broadly. Provides expertise to internal project teams and consistently advocates for high performance excellence on all projects to project engineers, project managers, market leaders and principals.

Primary Accountabilities and Responsibilities

1. Provides project leadership for the building performance practice including: new construction, campus planning, carbon/climate action plans, green development standards, energy and water conservation, and environmental policy.
2. Establishes and maintains a positive working relationship with project partners based on competence, trust and respect.
3. Identifies and evaluates building system options and design strategies (conventional and non-conventional) for consideration, establishes analysis criteria and methods, and offers technically sound advice and innovative solutions.
4. Works collaboratively with the client and project partners to identify project technical requirements and user needs. Asks clarifying questions and validates understanding.
5. Collaborates with the Project Manager and/or Senior Building Performance Project Consultant and engineering design team to develop project and building performance practice specific work plans, including schedule of project milestones and deliverables.
6. Identifies relevant project requirements/information required to establish conceptual plans and design criteria. Defines and documents applicable technical information in a basis of design, including information gathered from users, project partners, field surveys and code and rating system research.
7. Effectively presents and reviews system strategies and equipment with project team members, project partners and clients.
8. Performs and/or evaluates/oversees whole building and component (energy, water, daylighting, CFD, etc.) simulation and analysis efforts.
9. Performs and/or evaluates/oversees economic analysis (life-cycle cost, simple payback, return on investment, etc.) of building design strategies to support system selection and design optimization.
10. Performs and/or evaluates/oversees energy and water related building rating system and code research and documentation required for project certification and permits.
11. Consistently produces high quality documents and provides mentoring/guidance to others in order that they do the same.
12. Actively shares and presents lessons learned and suggests continuous improvement initiatives within the discipline.
13. In conjunction with the Project Manager and/or Senior Building Performance Project Consultant and engineering design team, develops and executes a Quality Control (QC) plan for each phase of the project. Validates that appropriate QC efforts are conducted for the discipline at the appropriate times and in a timely manner.
14. In conjunction with the Project Manager, participates in discipline discussions in front of clients and code authorities.
15. Collaborates with other disciplines to provide a level of consistency and coordination between documents created by all disciplines, both internal and external.
16. In conjunction with Project Manager and Senior Building Performance Project Consultant, acts as primary point of contact with project partners and client on discipline issues.
17. Works with Project Coordinator to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
18. Identifies and participates in the resolution of interpersonal or project related internal issues that arise. Takes professional and productive action to move toward an agreeable solution. Seeks guidance as needed to ensure a positive outcome.

AEI LABOR CATEGORY DESCRIPTIONS

19. Collaborates with the Project Manager or Senior Building Performance Project Consultant (as applicable) in the development of budgets and schedules. Monitors fee, forecasts work effort, consults to budget, and communicates issues to Project Manager and/or Senior Building Performance Project Consultant.
20. Anticipates, identifies, and plans analysis and consulting work required to meet project deadlines and maintain client satisfaction. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people (Project Managers and Department Facilitator) in a constructive manner.
21. Delegates and manages work, identifies specific tasks, and balances work for Building Performance Consultant I and Building Performance Consultant II in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established analysis and engineering principles are consistently used.
22. Benchmarks project design, simulated and measured performance data.
23. Advances the building performance practice, processes, tools, through development of internal trainings, instructional guides, and the corporate knowledge base content.

Minimum Qualifications

1. Bachelor's degree and 7 years minimum experience
2. Advanced understanding of building systems across disciplines and proven experience in at least one discipline such as HVAC, plumbing/piping, electrical, lighting, instrumentation and controls, or building envelope systems.
3. Ability to work well in a team environment, including carrying out appropriate follow-through with others, mentoring, delegating work, and giving and receiving constructive feedback. Communicates with clients, project partners, and with individuals at all levels in the organization.
4. Advanced understanding of major tenets of high performance design including renewable and alternative energy strategies, daylighting, embodied energy, indoor environmental quality, material composition, water efficiency, life cycle assessment, and built environment planning.
5. Proficiency with at least one building system simulation tool, including EnergyPlus, IES-VE, TRNSYS, DOE-2 (eQuest), TRACE, CFD, or Radiance, for consulting and analysis. Proven understanding and application of simulation tools for the appropriate systems and technologies.
6. Industry certification or license applicable to building system design and performance including but not limited to LEED AP, ASHRAE HPDP, ASHRAE BEMP, ASHRAE BEAP, Green Globes Professional, or AEE CEM.
7. Experience in computer operation for building system analysis and engineering calculation programs.
8. Proficiency in use of CAD/BIM software as necessary for building performance analysis and consulting.
9. Understanding of applicable rating systems, design codes and standards, and ability to interpret them.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Commissioning Agent

Summary: Exercises independent judgment to develop and implement commissioning process delivery plans from information set forth in owner's project requirements, basis of design, design and construction documents, as well as information gathered from users, project partners, field surveys, and code research.

Primary Accountabilities and Responsibilities

1. Utilizes established criteria to develop and document commissioning processes and instruments of service.
2. Coordinates and collaborates with project team members in development of commissioning procedures, plans, specifications, reviews, test protocols and protocol execution. Coordination occurs primarily through interpersonal communication with project team members and through the use of appropriate software and resource materials.
3. Executes design and construction document reviews.
4. Participates in the evaluation of system components based on owner's project requirements, as needed.
5. Works to meet client deadlines including balancing multiple projects, priorities and responding to changes in deadline, scope, and project delivery process as they occur.
6. Uses effective writing skills to prepare meeting notes and assists in the development of responses to Requests for Information; incorporating information from project documents, specifications, shop drawings and design criteria.
7. Reviews specific shop drawing and equipment submittals related to work that is in scope.
8. Performs quality review of own work and participates in additional quality efforts as assigned.
9. Participates in the advancement of discipline practices, processes and tools as assigned.
10. Cultivates and maintains a positive working relationship with project partners based on competence, trust and respect.
11. Travels to job sites to lead and participate in scheduling and coordination sessions as well as to perform field observations and functional testing.
12. Assists team members, as necessary, in AEI commissioning software tools.
13. Performs code research.
14. Identifies and participates in professional development opportunities to achieve and maintain credentials, and advance professional skill sets.

Minimum Qualifications

1. Associate's Degree and 3 years minimum experience
2. General understanding of building systems across disciplines including fire protection, HVAC, electrical, and plumbing/piping.
3. Knowledge of and ability to interpret codes, guidelines and standards related to commissioning, design and construction.
4. Experience in computer operation and ability to learn engineering calculation programs, computer-aided drafting/BIM software for the purpose accessing and interpreting design requirements.
5. Valid driver's license and state required vehicle insurance.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Commissioning Engineer I

Summary: Applies technical skills to assist in resolving commissioning challenges and complete tasks assigned, including developing and implementing commissioning process delivery plans based on information set forth in owner's project requirements, basis of design, design and construction documents, as well as information gathered from users and project partners.

Primary Accountabilities and Responsibilities

1. Utilizes established criteria to develop and document commissioning processes and instruments of service.
2. Coordinates and collaborates with project team members in development of commissioning procedures, plans, specifications, reviews, test protocols and protocol execution. Coordination occurs primarily through interpersonal communication with project team members and through the use of appropriate software and resource materials. As applicable, contact with project partners under guidance of experienced person.
3. Participates in design and construction document reviews.
4. Performs engineering/system calculations and participates in the evaluation of system components based on owner's project requirements as needed.
5. Works to meet client deadlines including balancing multiple projects, priorities and responding to changes in deadline, scope, and project delivery process as they occur.
6. Uses effective writing skills to prepare meeting notes and assist in the development of responses to Requests for Information; incorporating information from project documents, specifications, shop drawings and design criteria.
7. Reviews specific shop drawing and equipment submittals related to work that is in scope.
8. Performs quality review of own work and participates in additional quality efforts as assigned.
9. Participates in the advancement of discipline practices, processes and tools as assigned.
10. Works to establish a positive working relationship with project partners based on competence, trust and respect.
11. Trains team members, as necessary, in AEI commissioning software tools.
12. Travels to job sites to participate in scheduling and coordination sessions as well as to perform field observations and functional testing.
13. Performs code research as directed.
14. Identifies and participates in professional development opportunities to achieve and maintain credentials, and advance professional skill sets.

Minimum Qualifications

1. Bachelor's degree and 0 years minimum experience
2. General understanding of building systems across disciplines and fundamental knowledge in at least one discipline such as HVAC, plumbing/piping, electrical, lighting, instrumentation and controls, or building envelope systems.
3. Knowledge of and ability to interpret codes, guidelines and standards related to commissioning, design and construction.
4. Experience in computer operation for engineering calculation programs and ability to learn computer-aided drafting/BIM software for the purpose accessing and interpreting design requirements.
5. Valid driver's license and state required vehicle insurance.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Commissioning Engineer II

Summary: Exercises independent judgment to develop and implement commissioning process delivery plans from information set forth in owner's project requirements, basis of design, design and construction documents, as well as information gathered from users, project partners, field surveys, and code research.

Primary Accountabilities and Responsibilities

1. Establishes criteria to develop and document commissioning processes and instruments of service.
2. Coordinates and collaborates with project team members, and project partners in development of commissioning procedures, plans, specifications, reviews, test protocols and protocol execution. Coordination occurs primarily through interpersonal communication with project team members and through the use of appropriate software and resource materials.
3. Participates in design and construction document reviews.
4. Performs engineering/system calculations and participate in the evaluation system components based on the owner's project requirements as needed.
5. Anticipates and identifies commissioning work required to meet project deadlines.
6. Works to meet client deadlines by balancing multiple priorities, projects and responds to changes in deadline, scope, and project delivery as they occur.
7. Delegates work, identifies specific tasks, and balances work for team members under their supervision in order to meet client demands and project deadlines. Reviews work for completeness and accuracy.
8. Uses effective writing skills to prepare meeting notes, specifications, commissioning protocols, reports and respond to Requests for Information; incorporating information from project documents, specifications, shop drawings and design criteria.
9. Performs quality review of own work and participates in additional quality efforts as assigned.
10. Reviews specific shop drawing and equipment submittals related to work that is in scope.
11. Cultivates and maintains a positive working relationship with project partners based on competence, trust and respect.
12. Travels to job sites to lead and participate in scheduling and coordination sessions as well as to perform field observations and functional testing.
13. Participates in the advancement of discipline practices, processes and tools as assigned.
14. Identifies and participates in professional development opportunities to achieve and maintain credentials, and advance professional skill sets.

Minimum Qualifications

1. Bachelor's degree and 5 years minimum experience
2. General understanding of building systems across disciplines and fundamental knowledge in at least one discipline such as HVAC, plumbing/piping, electrical, lighting, instrumentation and controls, or building envelope systems.
3. Understanding of applicable design codes, design standards and specification requirements, and ability to interpret them.
4. Fundamental knowledge of commissioning processes and commissioning process delivery.
5. Proficient in computer operation for engineering calculation programs and ability to learn computer-aided drafting/BIM software for the purpose accessing and interpreting design requirements.
6. Commissioning certification with a nationally recognized professional body.
7. Valid driver's license and state required vehicle insurance.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Commissioning Specialist

Summary: Applies technical skills to assist in resolving commissioning challenges and complete tasks assigned, including developing and implementing commissioning process delivery plans based on information set forth in owner's project requirements, basis of design, design and construction documents, as well as information gathered from users and project partners.

Primary Accountabilities and Responsibilities

1. Under the direction of an experienced person, assists in developing and documenting commissioning processes and instruments of service.
2. Assists the project team members in the development of commissioning procedures, plans, specifications, reviews, test protocols and protocol execution.
3. Participates in design and construction document reviews.
4. Participates in the evaluation of system components based on owner's project requirements as needed.
5. Works to meet client deadlines by developing the ability to balance multiple projects, priorities and responding to changes in deadline, scope, and project delivery process as they occur.
6. Uses effective writing skills to prepare meeting notes.
7. Assists in reviewing shop drawing and equipment submittals related to work that is in scope.
8. Performs quality review of own work and participates in additional quality efforts as assigned.
9. Participates in the advancement of discipline practices, processes and tools as assigned.
10. Works to establish a positive working relationship with project partners based on competence, trust and respect.
11. Develops competency in, and may assist team members in, AEI commissioning software tools.
12. Develops competency in performing code research as directed.
13. Travels to job sites to participate in scheduling and coordination sessions as well as to perform field observations and functional testing.
14. Identifies and participates in professional development opportunities to achieve and maintain credentials, and advance professional skill sets.

Minimum Qualifications

1. High School Degree and 1 year experience
2. General knowledge in at least one discipline area such as fire protection, HVAC, mechanical, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Experience in computer operation and ability to learn engineering calculation programs, computer-aided drafting/BIM software for the purpose accessing and interpreting design requirements.
4. Valid driver's license and state required vehicle insurance.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Designer I

Summary: Converts system design concepts into specific layouts by utilizing information outlined by senior team members.

Primary Accountabilities and Responsibilities

1. Coordinates and implements the layout of distribution systems and equipment locations with team members within the discipline, as well as project team members in other disciplines. Coordination occurs primarily through interpersonal communication during in-house coordination/one-on-one sessions. As applicable, limited contact with project partners under guidance of experienced person.
2. Sizes basic distribution systems and equipment using criteria provided by a Senior Designer or Engineer II, data generated from fixture and equipment software programs, and building code criteria.
3. Trains AEI employees, as necessary, in AEI CAD/BIM standards and layout standards. Provides quality review of CAD/BIM work for completeness and accuracy.
4. Fulfills the role of CAD/BIM model manager on specific projects. This includes obtaining and “cleaning up” files from architects, setting up standard blocks and schedules, establishing layering standards, and any other activities related to preparing and producing project documents. Communicates project file status to team members. Delegates tasks as appropriate to other Designer I across disciplines.
5. Organizes drawing packages by developing drawing lists, sheet titles, indexes and equipment schedules.
6. Uses good writing skills to help the team respond to Requests for Information (RFIs).
7. Works to meet client deadlines including balancing multiple projects, priorities and responding to changes in deadline, scope, and design as they occur.
8. Participates in the advancement of discipline practices, processes and tools as assigned.
9. Takes ownership of work performed.

Minimum Qualifications

1. Associate's Degree and 0 years minimum experience
2. General knowledge in at least one discipline area such as fire protection, HVAC, mechanical, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Proficient in the current version of AutoCAD and/or REVIT used by AEI. Ability to learn how to use engineering design programs.
4. Ability to interpret design criteria and convert it into specific layouts.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Designer II

Summary: Exercises independent judgment to convert system design concepts into specific layouts by interpreting information set forth in basis of design as well as information gathered from users, project partners, field surveys, and code research.

Primary Accountabilities and Responsibilities

1. Coordinates and implements the layout of distribution systems and equipment locations with team members within the discipline, as well as project team members in other disciplines and outside consultants. Coordination occurs primarily through interpersonal communication during coordination/one-on-one sessions and through the use of appropriate software.
2. Sizes basic distribution systems and equipment using criteria provided by a Senior Designer or Engineer II, data generated from fixture and equipment software programs, and building code criteria. Contacts equipment suppliers as appropriate to obtain specific information regarding selected equipment.
3. Anticipates and identifies design work required to meet project deadlines.
4. Works to meet client deadlines by balancing multiple priorities, projects and responds to changes in deadline, scope, and design as they occur. Uses strong organizational skills and the ability to prioritize tasks to effectively handle deadline pressures without creating workflow problems for others.
5. Delegates work, identifies specific tasks, and balances work for Designer I among several projects to meet client demands and individual project deadlines. Provides appropriate level of training and, as necessary, reviews work for completeness and accuracy.
6. Uses good writing skills to assist in drafting responses to Requests for Information (RFIs).
7. Performs preliminary system calculations including discipline specific load calculations.
8. Organizes drawing packages by developing drawing lists, sheet titles, indexes and equipment schedules.
9. Participates in the advancement of discipline practices, processes and tools as assigned.

Minimum Qualifications

1. Associates Degree and 3 years minimum experience
2. Fundamental knowledge of building systems. Proven experience in at least one discipline area such as fire protection, HVAC, mechanical, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Expertise in computer operation for engineering design programs and in the current version of AutoCAD and/or REVIT.
4. Experience in interpreting design criteria and converting it into specific layouts.
5. Understanding of applicable design codes and specification requirements.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Director of Planning, Building Performance Practice

Summary: Develops, maintains, and administers building performance-related planning programs (such as energy and water resource use optimization and planning for climate change) to enrich AEI's practices on three levels: active markets, prospective markets, and internal technical advancement.

Primary Accountabilities and Responsibilities

1. Conceives and pursues a market presence for AEI's building performance practice in coordination with and/or supporting the Building Performance Practice Leader and other AEI market leaders. This includes conducting market research, setting a market presence strategy, developing marketing materials, speaking at conferences, writing articles for professional journals, and providing internal resource planning to support the success of these efforts.
2. Develops AEI planning services for building performance-related issues, such as water stewardship and climate change. Leads efforts to develop company-wide understanding and project application of these topics at all levels: engagement with AEI business development staff, project leadership and Building Performance Practice staff.
3. Prepares geographic-specific data and analysis related to projects and project pursuits, generates broad analysis of data about design and socio-political trends and technical matters influencing projects, etc.
4. Contributes to the development of AEI's modeling and design analysis tools to ensure optimal integration of resource management related planning.
5. Leads and/or contributes to the development of project teams to complement AEI design capabilities in pursuing and serving clients.
6. Supports AEI Principals in leading the building performance-related aspects of planning projects and in the concept phase of design projects in the buildings-market.
7. Creates and nurtures relationships with key clients, writes proposals, participates in interviews, etc. within the Building Performance Practice as well as supports these efforts with building-market leaders and within the energy and utilities market.
8. Acts in capacity of Project Manager or as support to AEI Principals/Project Managers in planning projects. Responsible for full spectrum of planning responsibilities, including representing AEI to the project client (owner and/or primary consultant) in all aspects of the project, project financial management, staff management, project research, project planning and report writing.
9. Any other duties as assigned.

Minimum Qualifications

1. Bachelor's degree in Urban or Regional Planning, Engineering, or related field.
2. Ten years of planning, strategic planning and related communications experience.
3. Proven leadership abilities.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Engineer I

Summary: Applies engineering principles to resolve engineering problems and complete tasks assigned, including but not limited to implementing system designs based on concept plans and technical design criteria. Interprets and utilizes information set forth in basis of design as well as information gathered from users, project partners, field surveys and code research.

Primary Accountabilities and Responsibilities

1. Utilizes established criteria to develop and document system routing and equipment room layouts.
2. Coordinates and collaborates with project team members in the layout of systems and system components. Coordination occurs primarily through interpersonal communication during in-house coordination/one-on-one sessions and through the use of appropriate software. As applicable, limited contact with project partners under guidance of experienced person.
3. Performs engineering/system calculations and participates in the sizing and selection of system components.
4. Works to meet client deadlines including balancing multiple projects, priorities and responding to changes in deadline, scope, and design as they occur.
5. Uses effective writing skills to prepare meeting notes and assist in the development of responses to Requests for Information (RFIs) incorporating information from project documents, specifications, shop drawings and design criteria.
6. Reads relevant project correspondence and maintains proper filing structures.
7. Reviews specific shop drawing submittals related to work that was directly produced.
8. Performs quality review of own work and participates in additional quality efforts as assigned.
9. Participates in the advancement of discipline practices, processes and tools as assigned.
10. Takes ownership of work performed.
11. Performs code research as directed by others.

Minimum Qualifications

1. Bachelor's degree and 0 years experience
2. General knowledge in at least one discipline area such as fire protection, HVAC, mechanical, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Experience in computer operation for engineering calculation programs and ability to learn computer-aided drafting/BIM software.

Preferred Qualifications

1. Passed the Fundamentals of Engineering exam (FE).

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Engineer II

Summary: Exercises independent judgment to develop and document system designs from concept plans and technical design criteria. Interprets and utilizes information set forth in basis of design as well as information gathered from users, project partners, field surveys, and code research.

Primary Accountabilities and Responsibilities

1. Establishes criteria for distribution systems, researches applicable codes, and develops options for system routing and equipment room layouts.
2. Coordinates and collaborates with project team members, as well as project partners. Coordination occurs primarily through interpersonal communication during coordination/one-on-one sessions and through the use of appropriate software.
3. Performs engineering/system calculations and sizes/selects system components. Works with equipment suppliers/vendors as necessary.
4. Anticipates and identifies design work required to meet project deadlines.
5. Works to meet client deadlines by balancing multiple priorities, projects and responds to changes in deadline, scope, and design as they occur.
6. Delegates work, identifies specific tasks, and balances work for BIM Staff, Interns, Designer I, Designer II and Engineer I in order to meet client demands and project deadlines. Reviews work for completeness and accuracy.
7. Uses effective writing skills to prepare meeting notes, edit design specifications, and respond to Requests for Information (RFIs) incorporating information from project documents, specifications, shop drawings and design criteria.
8. Reads relevant project correspondence and maintains proper filing structures.
9. Performs quality review of own work and participates in additional quality efforts as assigned.
10. Reviews shop drawing submittals.
11. Works to establish a positive working relationship with project partners based on competence, trust and respect.
12. Participates in the advancement of discipline practices, processes and tools as assigned.

Minimum Qualifications

1. Bachelor's degree and 3 years minimum experience
2. Fundamental knowledge of building systems. Proven experience in at least one discipline area such as fire protection, HVAC, mechanical, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Proficient or ability to develop proficiency in use of CAD/BIM software.
4. Proficient in computer operation for engineering calculation/selection software.
5. Understanding of applicable design codes, design standards and specification requirements, and ability to interpret them.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Estimator

Summary: Prepares cost estimates for facility designs and coordinates Mechanical, Electrical, Piping, Fire Protection, Technology, and Instrumentation systems, materials, labor, and equipment. Prepares conceptual estimates from benchmarking data, interprets construction documents, and translates graphic and written information into understandable cost estimate figures and language.

Primary Accountabilities and Responsibilities

1. Interprets and analyzes engineering drawings and other documents to thoroughly understand the complexity of scope and requirements in order to prepare detailed cost estimates.
2. Creates conceptual and feasibility cost model estimates utilizing historic benchmarking information and industry experience to develop complete early stage cost estimate forecasting.
3. Prepares detailed take-off cost estimates for various building types to include all required systems.
4. Reviews inputted estimate take-off information in order to assess accuracy and suitability for project type and specific project requirements.
5. Obtains accurate and up-to-date pricing information from databases, contractors, suppliers, etc. to utilize in estimates. Regularly updates pricing information in database/program.
6. Gathers, compiles, and maintains actual and historic construction cost data and building information for benchmarking and conceptual estimating use.
7. Reviews and finalizes estimate unit cost pricing to reflect current market conditions and specific project logistics. Reviews historic benchmark cost information and highlights variances.
8. Engages internal and/or external project team members as necessary to ensure clear understanding of project scope for accurate preparation of estimate. Communicates concisely and professionally, and develops relationships with clients and project team members, as appropriate.
9. Prepares cost reconciliation between two or more estimates, and explains cost variances, if required.
10. Participates in the simultaneous preparation of multiple estimates, as necessary. Actively manages workload to ensure all work is complete and reviewed for quality assurance (completeness, content, accuracy and format) on or before deadlines agreed upon with Senior Estimator.
11. Assists Project Managers with cost information for project fee proposals.
12. Compares all estimates to historical construction bid estimates on a square footage basis to check accuracy and applicability of the developed estimate.
13. Reviews contractor construction change orders for proper scope and fair market costs.
14. Answers cost related questions for design/engineering staff to make educated, cost effective design decisions.
15. Travels to client sites to perform design and/or estimating surveys, as needed.
16. 16. Any other duties as assigned.

Minimum Qualifications

1. Associates degree in related field or equivalent experience.
2. Five years of estimating experience and knowledge of construction materials, practices, methodologies and components for construction of engineered building systems with an emphasis on MEP systems.
3. Strong working knowledge of RS Means and On Center or other estimating tools.
4. Proficiency in Microsoft Office products.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Field Services Representative

Summary: Carries out a wide range of activities related to project construction/contract administration. Performs checks of shop drawings, responds to RFI's, conducts field observations, prepares reports, reviews change orders and pay requests. Maintains effective communications with clients, engineers and project managers to ensure project success.

Primary Accountabilities and Responsibilities

1. Acts as Construction Administrator on select projects.
2. Coordinates with Project Manager regarding construction administration project budgets and schedules. Reviews contractor payment requests for preparation of Certificate of Payment. Assembles and verifies construction contract change order information for approval by Project Manager and Owner. Maintains documentation of any change directive.
3. Works with the Project Manager to lead and coordinate the activities of our sub-consultants when AEI is prime.
4. Participates in design quality reviews. Assists in updating master specifications based on field experience.
5. Maintains favorable working relations with client, partner and contractor representatives.
6. Conducts on-site observations to ensure installation meets design intent. Prepares reports, conducts meetings, expeditiously refers document interpretations and resolves or refers construction administration problems to Project Manager.
7. Reviews shop drawings, manuals, guarantees, bonds and other project and post-construction submittals for approval and disposition.
8. Accumulates, evaluates and presents feedback information related to errors and omissions in construction documents and the performance of equipment/materials and system.
9. Documents minor field changes and coordinates with Project Manager on any changes that materially change the specified requirements.
10. Provides prompt and expeditious service as requested regarding matters of interpretation, decision, construction bulletins, payment request, and other matters that contribute to a smooth work flow.
11. Facilitates timely response to Requests for Information by responding directly or by coordinating the response.
12. Conducts preconstruction conferences. Attends Owner, Architect, and Contractor meetings.
13. Brings questions or concerns to the attention of design team members who will address problems and suggest resolutions.
14. Adheres to all job site and OSHA safety protocols.

Minimum Qualifications

1. High School Degree and 7 years minimum experience
2. Construction administration experience as a project superintendent or trade foreman.
3. Advanced knowledge of building systems with an emphasis in at least one area such as HVAC, plumbing or piping, electrical, or instrumentation and controls.
4. Full understanding of applicable design codes, design standards and specification requirements.
5. Advanced knowledge of construction and general knowledge of operations/maintenance methods.
6. Familiarity with Microsoft Office, Bluebeam and other construction based softwares.
7. Valid state driver's license for job site travel.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Lighting Designer II

Summary: Converts system design concepts into specific layouts by interpreting information set forth in basis of design as well as information gathered from users, other consultants, and code research.

Primary Accountabilities and Responsibilities

1. Develops lighting and controls concepts by documenting lighting concepts via sketches by hand or computer and by testing lighting concepts in AGI.
2. Interfaces with the architectural design team for coordination of plans and details.
3. Collaborates with lighting design team in the execution of lighting documents, in the development of lighting layouts, luminaire selections, and fixture schedules, and in the control intent and schedule documentations.
4. Manages the documentation of small projects by reviewing submittals and answering Requests for Information (RFIs).
5. Anticipates and identifies design work to be done to meet project deadlines.
6. Works to meet client deadlines by balancing multiple priorities, projects and responds to changes in deadline, scope, and design as they occur.
7. Delegates work, identifies specific tasks, and balances work for Lighting Interns and Lighting Designer I among several projects to meet client demands and individual project deadlines.
8. Uses effective writing skills to prepare meeting notes, edit design specifications, and respond to RFIs incorporating information from project documents, specifications, shop drawings and design criteria.
9. Reads relevant project correspondence and maintains proper filing structures.
10. Performs quality review of own work and participates in additional quality efforts as assigned.
11. Works to establish a positive working relationship with project partners based on competence, trust and respect.
12. Participates in lighting or other design related organizations.
13. Any other duties as assigned.

Minimum Qualifications

1. Bachelor's degree and 3 years minimum experience
2. Fundamental knowledge of lighting design as well as of lighting sources, fixtures, lighting controls, computer-generated lighting calculations, and photometry.
3. Proficiency in Adobe InDesign and Photoshop, Microsoft Office products, AutoCAD, Revit, and AGI.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Managing Director

Summary: Provides executive level leadership for a specific AEI office. Is responsible for the performance of that office; this includes maintaining adequate workload for staff, developing and building strong client relationships, providing high level client service, leading multi-disciplinary teams in delivering successful projects, providing market and office mentoring and ensuring financial viability.

Primary Accountabilities and Responsibilities

1. Provides executive-level leadership for a specific AEI office by focusing on areas such as technical knowledge, project execution, and organizational development, market-based leadership for the buildings and engineering-prime practices, marketing, communications and business development.
2. Establishes strategic direction for the office as well as manages the execution of the strategic plan.
3. Strives to maximize profitability while aware of AEI's strategic goals, including the need to invest in diversifying and developing staff and new markets.
4. Develops both a personal and a corporate market presence through professional relationships and contributions in a variety of venues.
5. Interacts as a peer with client executives, architects and other key industry partners; coordinating expectations and findings with key project personnel.
6. Provides leadership development via mentoring, oversight and leadership to directors, market leaders, project managers and projects across disciplines within his or her market group. Serves as the formal direct supervisor for specific project managers.
7. Hires, trains, supervises and evaluates employees and independent contractors.
8. Makes the necessary workforce adjustments when workload does not align with workforce capacity.
9. Places emphasis on succession planning for self and others on their team. Incorporates mentoring and staff development into day-to-day activities.
10. Keeps abreast of broad market trends, as well as specifics about clients' businesses.
11. Other duties as assigned.

Minimum Qualifications

1. Bachelor's degree in mechanical, electrical or architectural engineering (or another engineering discipline) from an accredited program.
2. Fifteen years of experience in a consulting environment designing building systems or leading design projects across MEP disciplines (including a minimum of seven years of experience supervising and mentoring staff).

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Market Leader

Summary: Provides executive level leadership for a specific market area. This includes establishing long-term partnerships, both internally and externally; bringing in work; providing high level client service; and leading multi-disciplinary teams in delivering successful projects. Mentors staff and participates in succession planning. Effectively connects personal responsibilities and goals with the needs and core values of the broader organization.

Primary Accountabilities and Responsibilities

1. Regularly closes deals. Leads interview teams by identifying team members, taking the lead in developing the strategy and project approach, and leading the preparation and delivery of the presentation.
2. Develops both a personal and a corporate market presence through professional relationships and contributions in a variety of venues. Contributes to the profession by presenting at conferences, authoring publications, and sitting on boards to such an extent that he or she is sought by the market.
3. Keeps abreast of broad market trends as well as specifics about clients' businesses.
4. Interacts as a peer with client executives, architects and other key partners, and key project personnel.
5. Ensures all technical and service issues are resolved in a timely and effective manner within his or her market area.
6. Contributes effectively in supporting market leaders across the AEI system by collaborating in developing strategy, sharing resources, contributing to company-wide business planning efforts, and pursuing projects. Freely shares lessons learned, knowledge about market trends, etc.
7. Uses knowledge of latest accomplishments and developments of others across the AEI system to connect to current projects and pursuits (new staff, publications, conferences, etc.)
8. Provides mentoring, oversight and leadership to project managers and projects across disciplines within his or her market group. Serves as the formal direct supervisor for specific project managers.
9. Brings experience in the market into the firm to inform planning and decisions about knowledge, skills and services that will exceed client expectations.
10. Collaborates within AEI. Competes outside AEI. Identifies and exploits differentiators in the market.
11. Provides broad project leadership. Ensures AEI actions align with the client's goals; establishes best practices for the entire project (not just the engineering); manages expectations of the client and other team members; and ensures project personnel, process and technical issues are addressed effectively.
12. In addition to providing broad project leadership, may fill the role of Project Manager on projects; understands how cost, code, and schedules can impact overall project performance.
13. Accountable for the success of all projects within market area (technical, financial, professional fulfillment, innovation, etc.).
14. Consistently delivers excellent service to clients.
15. Seeks appropriate and innovative engineering solutions to clients' project.
16. Strives to maximize profitability while aware of AEI's strategic goals, including the need to diversify and develop new markets.
17. Contributes at a high level in broader organizational discussions related to addressing current challenges, new business opportunities, etc.

AEI LABOR CATEGORY DESCRIPTIONS

Minimum Qualifications

1. Bachelor's Degree
2. Ten years of experience in a consulting environment.
3. Proven leadership skills with the ability to gain the respect and support of leadership at all levels, partners and peers.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Project Coordinator

Summary: Responsible for activities that contribute to timely, high quality and efficient project execution on projects of limited size, scope, and complexity. Works closely with internal and external (client) project team members to carry out coordination and support duties, in accordance with AEI policies and standards.

Primary Accountabilities and Responsibilities

1. Timely processing and distribution of all relevant project information, such as schedules, meeting notes, RFIs, submittals, field reports and review comments, using project specific delivery processes.
2. Works with the Project Manager to establish and maintain overall project work plans and in-house schedules that ensure deadlines established by the client are met.
3. Ensures consistency of style, application of AEI and client standards, and overall quality by proofreading all documents produced by project team members.
4. Coordinates and attends project team and client meetings as necessary. Takes appropriate meeting notes and assigns tasks using Newforma where applicable.
5. Ensures all outstanding task deadlines are met by monitoring Newforma Action Items and/or other methods established by the project team.
6. Maintains up-to-date project data files including electronic information and hardcopy versions (as needed) according to AEI standards, specifically using Deltek and Newforma. Completes project archiving activities.
7. Working with the Project Manager, enters and maintains accurate project information in Phoebe Project Manager including fee, schedule and workload forecast.
8. Works with the Project Manager to monitor project performance, ensure appropriate fee allocation, monitor job progress to date, and ensure invoices and fees are processed in a timely manner.
9. Participates in the AEI Quality Program guidelines as it relates to project execution.
10. Adheres to all project support related standards, processes, work plans and established project delivery standards and processes.
11. Provides general office support for project managers, team members and other AEI staff as needed.
12. Contributes as necessary to meet client expectations.
13. Maintains a chargeability target of 80-90%, to be individually and annually reviewed.
14. Facilitates project delivery and communication by actively advancing knowledge and understanding of Deltek, Phoebe and Newforma.
15. Actively seeks to learn and advance personal knowledge of technical language and concepts.
16. Assumes responsibility for other duties assigned or needed.

Minimum Qualifications

1. Associates degree
2. One year of experience in a professional office environment. Previous experience working in the professional services industry is preferred.
3. Proficiency in Microsoft Office products. Ability to design and format documents for a professional look consistent with AEI and client standards.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Project Designer

Summary: Builds and maintains relationships with clients and project partners, and is responsible for the overall design process on assigned projects within a particular discipline. Develops innovative and unique design solutions to align with project, client and project partner needs and leads the team in implementing solutions.

Primary Accountabilities and Responsibilities

1. Leads and is responsible for the overall engineering design process within a specific discipline for projects.
2. Establishes and maintains positive working relationships with client and project support.
3. Works collaboratively with the client and project partners to identify project requirements and user needs. Asks clarifying questions and validates understanding.
4. Coordinates and collaborates with project partners, develops engineering concepts and recommendations based on project requirements, and offers technically sound advice and innovative solutions.
5. Collaborates with the Senior Project Engineer or Project Manager and engineering design team to develop a project work plan, including schedule of project milestones and deliverables.
6. Develops and manages discipline specific work plans.
7. Identifies relevant project requirements/information required to establish conceptual plans and design criteria. Defines and documents applicable technical information in a basis of design, including information gathered from users, project partners, field surveys and code research.
8. Establishes criteria for engineering and design of distribution systems, develops system routing options, and options for equipment room layouts. Performs and evaluates system calculations, and sizes and selects major system components.
9. Reviews the layout of systems and equipment with project team members, project partners and clients.
10. Consistently produces high quality documents and provides mentoring/guidance to others in order that they do the same.
11. Actively shares and presents lessons learned and initiates and advances continuous improvement efforts within the discipline.
12. Independently leads discipline discussion in front of client and code authorities.
13. Leads and monitors coordination efforts between documents created by all disciplines, both internal and external. Responsible for maintaining a level of consistency among documents created by the AEI engineering design team.
14. Acts as a primary point of contact with project partners and client on discipline design issues.
15. Creates and maintains an action list of open items and monitors progress in resolving issues.
16. Works with Project Coordinator to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
17. Takes ownership of interpersonal or project related internal issues that arise. Takes professional and productive action to achieve an agreeable solution or outcome.
18. Provides leadership in resolving design issues that are at an impasse between the discipline team and the architect or other consultants, and the client.
19. Maintains an awareness of client satisfaction at all times and alerts Project Manager of any concerns. Collaborates with the Project Manager to ensure timely resolution if issues arise.
20. Collaborates with Senior Project Engineer or Project Managers in the development of design budgets and schedules. Monitors fee, forecasts work effort, designs to budget, and communicates issues to Project Manager.
21. Anticipates, identifies, and plans design work required to meet project deadlines. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people (Project Managers, Department Facilitator, DMT Leaders) in a constructive manner.

AEI LABOR CATEGORY DESCRIPTIONS

22. Delegates and manages work, identifies specific tasks, and balances work for Engineers and Designers in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established engineering principles are consistently used.
23. Identifies, provides, and manages the mentoring of team members through project work for staff at all levels.
24. Uses effective written communication skills to prepare meeting notes, create and edit design specifications, respond to Requests for Information (RFIs) and author studies and reports.
25. Travels to job sites to perform field verification and field surveys.
26. Actively participates in the advancement of discipline processes and tools.

Minimum Qualifications

1. Associates Degree and 10 years minimum experience
2. Fundamental knowledge of building systems across disciplines. Proven expertise in at least one discipline area such as fire protection, HVAC, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Expertise in computer operation for engineering design programs and in the current version of AutoCAD and/or REVIT.
4. Understanding of applicable design codes, design standards and specification requirements, and ability to interpret them.
5. Strong interpersonal and communication skills.
6. Ability to work well in a team environment, including carrying out appropriate follow-through with others, mentoring, delegating work, and giving and receiving constructive feedback. Communicates well with clients, project partners and with individuals at all levels in the organization.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Project Engineer

Summary: Responsible for engineering design process on assigned projects within a particular discipline. Develops innovative and unique engineering solutions to align with project, client and project partner's needs, and leads the discipline team in implementing the solutions.

Primary Accountabilities and Responsibilities

1. Leads and is responsible for the overall engineering design process within a specific discipline for projects.
2. Works to establish a positive working relationship with client and project partners based on competence, trust and respect.
3. Works collaboratively with the client and project partners to identify project technical requirements and user needs. Asks clarifying questions and validates understanding.
4. Coordinates and collaborates with project partners, develops engineering concepts and recommendations based on project requirements, and offers technically sound advice and innovative solutions.
5. Collaborates with the Project Manager and engineering design team to develop a project work plan, including schedule of project milestones and deliverables.
6. Develops and manages discipline specific work plans.
7. Identifies relevant project requirements/information required to establish conceptual plans and design criteria. Defines and documents applicable technical information in a basis of design, including information gathered from users, project partners, field surveys and code research.
8. Leads and is responsible for the overall production and quality of project deliverables required within a specific discipline.
9. Reviews the layout of systems and equipment with project team members, project partners and clients.
10. Performs and/or evaluates/oversees system calculations, and sizing and selection of major system components.
11. Consistently produces high quality documents and provides mentoring/guidance to others in order that they do the same.
12. Actively shares and presents lessons learned and suggests continuous improvement initiatives within the discipline.
13. In conjunction with the Project Manager and engineering design team, develops and executes a Quality Control (QC) plan for each phase of the project. Validates that appropriate QC efforts are conducted for the discipline at the appropriate times and in a timely manner.
14. In conjunction with the Project Manager, participates in discipline discussions in front of clients and code authorities.
15. Leads own discipline and collaborates with other disciplines to provide a level of consistency and coordination between documents created by all disciplines, both internal and external.
16. In conjunction with Project Manager and Senior Project Engineer, acts as primary point of contact with project partners and client on discipline design issues.
17. Creates and maintains an action list of open items and monitors progress in resolving issues.
18. Works with Project Coordinator to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
19. Identifies and participates in the resolution of interpersonal or project related internal issues that arise. Takes professional and productive action to move toward an agreeable solution. Seeks guidance as needed to ensure a positive outcome.
20. Maintains an awareness of client satisfaction and alerts Project Manager of any concerns.
21. Understands business and interpersonal dynamics of working with co-workers, clients and project partners, and responds appropriately seeking support as needed.
22. Collaborates with the Project Manager or Senior Project Engineer (as applicable) in the development of design budgets and schedules. Monitors fee, forecasts work effort, designs to budget, and communicates issues to Project Manager.

AEI LABOR CATEGORY DESCRIPTIONS

23. Anticipates, identifies, and plans design work required to meet project deadlines. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people (Project Managers, Department Facilitator, DMT Leaders) in a constructive manner.
24. Delegates and manages work, identifies specific tasks, and balances work for Engineers and Designers in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established engineering principles are consistently used.
25. Engages in employee mentoring through project work for staff at all levels of the project.
26. Uses effective written communication skills to prepare meeting notes, create and edit design specifications, respond to Requests for Information (RFIs) and author studies and reports.
27. Travels to job sites to perform field verification and field surveys.
28. Advances the discipline practices, processes and tools.

Minimum Qualifications

1. Bachelor's degree and 10 years minimum experience
2. Fundamental knowledge of building systems across disciplines. Proven expertise in at least one discipline area such as fire protection, HVAC, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Understanding of applicable design codes, design standards and specification requirements, and ability to interpret them.
4. Proficient in computer operation for engineering calculation/selection software.
5. Ability to work well in a team environment, including carrying out appropriate follow-through with others, mentoring, delegating work, and giving and receiving constructive feedback. Communicates with clients, project partners, and with individuals at all levels in the organization.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Project Manager

Summary: Secures and executes projects and ensures client satisfaction by bringing appropriate professional practices and resources to the project to address client needs and expectations. Responsible for the project's complete success.

Primary Accountabilities and Responsibilities

1. Responsible for communicating with project coordinators and keeping information in the Project Manager Database (Phoebe) current.
2. Develops and maintains invoicing procedures with FAC.
3. Works with Department Facilitators, Managers, and other Project Managers to resolve workload management issues.
4. Negotiates project scope, schedule and fees with clients on behalf of AEI and administers the terms, conditions, and provisions of AEI's service contracts with owners, architects, other consultants and/or AEI's sub-consultants.
5. Responsible for seeking additional services prior to work being executed for work outside of contractual requirements.
6. Looks for opportunities to improve project outcomes by expanding AEI's scope of services on current projects through the breadth of services AEI offers.
7. Responsible for developing and communicating fee, deliverables, schedules and budgets to the Project Team.
8. Develops and monitors a project work plan with the project team throughout all phases of the project.
9. Initiates discussion with owner, architect, and other consultants on project issues and often represents the design team on behalf of multiple disciplines. Ensures decision making process is well documented utilizing AEI standard practices.
10. Holds primary responsibility for client satisfaction including conformance with criteria, coordination and successful completion. Responsible for preparation of quality products consistent with client needs.
11. Develops a project quality plan with the project team and ensures implementation throughout all phases of the project.
12. Leads the team, and as appropriate the whole project, in professional practices. Monitors all professional practices for excellence.
13. Maintains project team focus on client satisfaction and serves as communication link between client and project team.
14. Maintains client contact during construction phase and monitors AEI activities during this phase.
15. Identifies project staff needs and works with Department Facilitators and/or Managers to make proper assignments that meet project needs and offers development opportunities for staff.
16. Ensures employee mentoring occurs at all levels of the project team and plays an active role in teaching others.
17. Acts as an arbitrator in project issue resolution both internally and externally.
18. Manages and coordinates project presentation materials and makes presentations.
19. Establishes and maintains active presence with the client. Determines new business and repeat marketing potential, actively pursuing relevant opportunities for AEI in conjunction with AEI marketing team.
20. Leads interviews and proposal development in accordance with overall strategy (including development of detailed work plans, fee and labor estimates, and schedules which respond to client needs and issues)
21. Closes negotiations on behalf of AEI.

Minimum Qualifications

1. Bachelor's Degree and 10 years minimum of experience
2. Ten years of experience in a consulting environment designing building systems or leading design projects across MEP disciplines.
3. Full grasp of professional practices from project initiation to close out including dispute resolution and other legal concerns.
4. Understanding of applicable design codes, design standards and specification requirements, and ability to interpret them.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Project Support Manager

Summary: Responsible for developing and leading a high performing support function that contributes to long-term office success by coordinating project execution and office administration. Advances the department by developing team members, building team relationships, and continually improving the processes of the project support role as stewards of project information. Supports Project Managers to improve project performance and client satisfaction by monitoring and addressing budget issues, quality concerns, and service issues. Fills the role of Senior Project Coordinator on select projects.

Primary Accountabilities and Responsibilities

1. Establishes and clearly communicates performance expectations based on primary responsibilities, accountabilities and AEI competencies to Project Support and Office Administration staff. Provides timely and specific feedback through regular coaching conversations and performance reviews. Demonstrates and promotes service excellence and continual learning and improvement.
2. Analyzes and monitors the financial performance of projects and works with Project Managers and Principals to understand performance drivers through project check-ins and regular follow-up.
3. Influences interdisciplinary process and coordination development with positive collaboration through peer and management relationships.
4. Works closely with internal and external (client) project team members to carry out coordination and project support duties on select projects.
5. Collaborates with FAC to identify and implement updates to the Phoebe programs.
6. Provides training and education on the use of various Phoebe modules including Project Manager and Workload Analysis.
7. Establishes the expectation, and implements and manages a framework, for continually advancing technical knowledge, professional practices, and skill development with the team.
 - a. Develops and shares best practice tools and information promoting work efficiency.
 - b. Fosters an environment conducive to learning, teamwork and approachability.
 - c. Ensures appropriate training and development activities take place and transfer of learning occurs, including the sharing of lessons learned across the department.
 - d. Provides regular mentoring opportunities for all team members.
 - e. Sets a high departmental expectation of, and exhibits, a willingness to contribute as necessary to meet client expectations.
8. Maintains an overall awareness of departmental workload in terms of the scale, complexity, and schedule of projects. Has a general understanding of the resources needed to successfully complete projects. Promotes an awareness and understanding of project support capabilities available across the office.

Minimum Qualifications

1. Bachelor's degree
2. Eight years of experience working in the professional services industry including previous project coordination/management experience in an A/E/C firm.
3. Previous experience managing others.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Building Performance Project Consultant

Summary: Advances the high performance practice in the market, ensures project success (including client satisfaction and profitability), and defines and develops services for AEI's clients. Leads the high performance design process and provides sustainability expertise to clients and partners broadly. Provides expertise to internal project teams and consistently advocates for high performance excellence on all projects to project engineers, project managers, market leaders and principals.

Primary Accountabilities and Responsibilities

1. Provides project leadership for the building performance practice including: new construction, campus planning, carbon/climate action plans, green development standards, energy and water conservation, and environmental policy.
2. Identifies and secures, with marketing support, prime high performance design, high performance consulting, high performance planning and performance modeling contracts.
3. Contributes effectively in supporting Market Leaders across the AEI system by collaborating in developing strategy, sharing resources, contributing to company-wide business planning efforts, and pursuing projects.
4. Advances high performance design practice internally and externally through professional organization participation, industry presentation/publication opportunities and/or identification and development of process improvements.
5. Functions as a Project Manager for high performance design and/or energy analysis driven projects; understands how cost, code, and schedules can impact overall project performance.
6. Establishes and maintains positive working relationship with project partners based on competence, trust and respect.
7. Identifies and evaluates building system options and design strategies (conventional and non-conventional) for consideration, establishes analysis criteria and methods, and offers technically sound advice and innovative solutions.
8. Works collaboratively with the client and project partners to identify project technical requirements and user needs. Asks clarifying questions and validates understanding.
9. Collaborates with the Project Manager and engineering design team to develop project and building performance practice specific work plans.
10. Identifies relevant project requirements/information required to establish conceptual plans and design criteria. Defines and documents applicable technical information in a basis of design, including information gathered from users, project partners, field surveys and code and rating system research.
11. Effectively presents and reviews system strategies and equipment with project team members, project partners and clients.
12. Evaluates and oversees whole building and component (energy, water, daylighting, CFD, etc.) simulation and analysis efforts.
13. Evaluates and oversees economic analysis (life-cycle cost, simple payback, return on investment, etc.) of building design strategies to support system selection and design optimization.
14. Evaluates and oversees energy and water related building rating system and code research and documentation required for project certification and permits.
15. Consistently produces high quality documents and provides mentoring/guidance to others in order that they do the same.
16. Actively shares and presents lessons learned and suggests continuous improvement initiatives within the discipline.
17. In conjunction with the Project Manager and engineering design team, develops and executes a Quality Control (QC) plan for each phase of the project. Validates that appropriate QC efforts are conducted for the discipline at the appropriate times and in a timely manner.

AEI LABOR CATEGORY DESCRIPTIONS

18. Independently leads discipline discussions in front of clients and code authorities.
19. Leads and monitors coordination efforts for project documents, both internal and external. Responsible for maintaining a level of consistency among documents created by the AEI engineering project team.
20. Acts as primary point of contact with project partners and client on discipline issues.
21. Works with Project Coordinator to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
22. Takes ownership of interpersonal or project related internal issues that arise. Takes professional and productive action to achieve an agreeable solution or outcome.
23. Provides leadership in resolving issues that are at an impasse between the discipline team and the architect or other consultants, and the client.
24. Collaborates with the Project Manager (as applicable) in the development of budgets and schedules. Monitors fee, forecasts work effort, consults to budget, and communicates issues to Project Manager and/or Principal in Charge.
25. Anticipates, identifies, and plans analysis and consulting work required to meet project deadlines and maintain client satisfaction. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people (Project Managers and Department Facilitator) in a constructive manner.
26. Delegates and manages work, identifies specific tasks, and balances work for Building Performance Consultant I, Building Performance Consultant II, and Building Performance Project Consultant in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established analysis and engineering principles are consistently used.
27. Ensures project design, simulated and measured performance data are benchmarked.

Minimum Qualifications

1. Bachelor's degree and 10 years minimum experience
2. Advanced understanding of building systems across disciplines and proven experience in at least one discipline such as HVAC, plumbing/piping, electrical, lighting, instrumentation and controls, or building envelope systems.
3. Ability to work well in a team environment, including carrying out appropriate follow-through with others, mentoring, delegating work, and giving and receiving constructive feedback. Communicates with clients, project partners, and with individuals at all levels in the organization.
4. Advanced understanding of major tenets of high performance design including renewable and alternative energy strategies, daylighting, embodied energy, indoor environmental quality, material composition, water efficiency, life cycle assessment, and built environment planning.
5. Proficiency with at least one building system simulation tool, including EnergyPlus, IES-VE, TRNSYS, DOE-2 (eQuest), TRACE, CFD, or Radiance, for consulting and analysis. Proven understanding and application of simulation tools for the appropriate systems and technologies.
6. Industry certification or license applicable to building system design and performance including but not limited to LEED AP, ASHRAE HPDP, ASHRAE BEMP, ASHRAE BEAP, Green Globes Professional, or AEE CEM.
7. Experience in computer operation for building system analysis and engineering calculation programs.
8. Proficiency in use of CAD/BIM software as necessary for building performance analysis and consulting.
9. Understanding of applicable rating systems, design codes and standards, and ability to interpret them.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Commissioning Agent

Summary: Cultivates and maintains relationships with clients and project partners. Responsible for the overall commissioning process on assigned projects. Develops innovative and unique commissioning process delivery solutions to align with project, client and project partner needs and leads the team in implementing solutions.

Primary Accountabilities and Responsibilities

1. Leads the overall commissioning process delivery and review functions specific to AEI scope for projects.
2. Cultivates and maintains a positive working relationships with project team members, project partners and clients.
3. Works collaboratively with the client and project partners to identify and document owner's project requirements. Asks clarifying questions and validates understanding.
4. Coordinates and collaborates with project partners, develops commissioning process concepts and recommendations based on owner's project requirements, and offers technically sound advice and innovative solutions.
5. Collaborates with the Project Manager and commissioning team to develop a project work plan, including schedule of project milestones and deliverables.
6. Develops and manages commissioning specific work plans.
7. Identifies relevant project requirements to establish commissioning process delivery plans and commissioning criteria. Defines and documents applicable technical information in a commissioning plan, including information gathered from users, project partners, field surveys and code research.
8. Leads for the overall production and quality of project deliverables required within commissioning discipline.
9. Leads commissioning reviews of project designs with project team members, project partners and clients. Confirms quality of review comment and recommendations.
10. Models collaborative approach to problem solving among internal resources, project partners and clients.
11. Consistently produces high quality documents and provides mentoring/guidance to others.
12. Actively shares and presents lessons learned and initiates and advances continuous improvement efforts within the discipline.
13. In conjunction with Project Manager and commissioning engineering team, develops, tracks, and executes a Quality Control (QC) plan for each phase of the project. Validates that appropriate QC efforts are conducted for the deliverables at the appropriate times and in a timely manner.
14. Independently leads commissioning discussion in front of client, project partners and code authorities.
15. Leads, as appropriate, and monitors coordination efforts between documents created by all project partners, both internal and external. Responsible for maintaining a level of consistency among documents created by the AEI commissioning team.
16. Acts as a primary point of contact with project partners and client on commissioning issues.
17. Creates and maintains an action list of open items and monitors progress in resolving issues.
18. Works with Project Coordinator, or Project Manager to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
19. Takes ownership of interpersonal or project related internal issues that arise. Takes professional and productive action to achieve an agreeable solution or outcome.
20. Provides leadership in resolving issues that are at an impasse between the commissioning team and the architect or other consultants, and the client.
21. Maintains an awareness of client satisfaction at all times and alerts Project Manager of any concerns. Collaborates with the Project Manager to ensure timely resolution if issues arise.

AEI LABOR CATEGORY DESCRIPTIONS

22. Supports Project Managers and Business Development staff in marketing specific projects.
23. Collaborates with Project Managers in the development of commissioning budgets and schedules. Monitors fee, forecasts work effort, works to budget, and communicates issues to Project Manager.
24. Provides monthly progress reports for projects and works with project coordinator or project manager to ensure appropriate documentation is compiled to support invoicing.
25. Anticipates, identifies, and plans commissioning work required to meet project deadlines. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people in a timely and constructive manner.
26. Delegates and manages work, identifies specific tasks, and balances work for staff in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established practices are consistently used.
27. Identifies, provides, and manages the mentoring of team members through project work for staff at all levels.
28. Uses effective written communication skills to prepare meeting notes, create and edit commissioning specifications and protocols, respond to Requests for Information and author studies and reports.
29. Travels to job sites to lead and participate in scheduling and coordination sessions as well as perform field observations and functional testing.
30. Actively participates in the advancement of discipline processes and tools.
31. Identifies and participates in professional development opportunities to maintain credentials and advance professional skill sets.

Minimum Qualifications

1. Associates Degree and 7 years minimum experience
2. Functional knowledge of building systems across disciplines including fire protection, HVAC, plumbing/piping, electrical, technology, instrumentation and controls, process and lighting systems.
3. Extensive knowledge of commissioning processes and commissioning process delivery.
4. Fundamental knowledge of construction processes and project delivery models.
5. Understanding of applicable codes, standards and specification requirements, and ability to interpret them.
6. Commissioning certification with a nationally recognized professional body.
7. Proficient in application of applicable technologies including computer/software, data loggers, test and measurement equipment.
8. Valid driver's license and state required vehicle insurance.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Commissioning Engineer

Summary: Cultivates and maintains relationships with clients and project partners. Responsible for the overall commissioning process on assigned projects. Develops innovative and unique commissioning process delivery solutions to align with project, client and project partner needs and leads the team in implementing solutions.

Primary Accountabilities and Responsibilities

1. Leads the overall commissioning process delivery functions specific to AEI scope for projects.
2. Cultivates and maintains a positive working relationships with project team members, project partners and clients.
3. Works collaboratively with the client and project partners to identify owner's project requirements. Asks clarifying questions and validates understanding.
4. Coordinates and collaborates with project partners, develops commissioning process concepts and recommendations based on project requirements, and offers technically sound advice and innovative solutions.
5. Collaborates with the Project Manager and commissioning team to develop a project work plan, including schedule of project milestones and deliverables.
6. Develops and manages commissioning specific work plans.
7. Identifies relevant project requirements to establish commissioning process delivery plans and commissioning criteria. Defines and documents applicable technical information in a commissioning plan, including information gathered from users, project partners, field surveys and code research.
8. Is responsible for the overall production and quality of project deliverables required within commissioning discipline.
9. Leads commissioning reviews of project designs with project team members, project partners and clients. Confirms quality of review comment and recommendations.
10. Models collaborative approach to problem solving among internal resources, project partners and clients.
11. Consistently produces high quality documents and provides mentoring/guidance to others.
12. Actively shares and presents lessons learned and initiates and advances continuous improvement efforts within the discipline.
13. In conjunction with Project Manager and commissioning team, develops, tracks, and executes a Quality Control (QC) plan for each phase of the project. Validates that appropriate QC efforts are conducted for the deliverables at the appropriate times and in a timely manner.
14. Independently leads discipline discussion in front of client, project partners and code authorities.
15. Leads, as appropriate, and monitors coordination efforts between documents created by all project partners, both internal and external. Responsible for maintaining a level of consistency among documents created by the AEI commissioning team.
16. Acts as a primary point of contact with project partners and client on commissioning issues.
17. Creates and maintains an action list of open items and monitors progress in resolving issues.
18. Works with Project Coordinator, or Project Manager to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
19. Takes ownership of interpersonal or project related internal issues that arise. Takes professional and productive action to achieve an agreeable solution or outcome.
20. Provides leadership in resolving issues that are at an impasse between the commissioning team and the architect or other consultants, and the client.
21. Maintains an awareness of client satisfaction at all times and alerts Project Manager of any concerns. Collaborates with the Project Manager to ensure timely resolution if issues arise.
22. Supports Project Managers and Business Development staff in marketing specific projects.

AEI LABOR CATEGORY DESCRIPTIONS

23. Collaborates with Project Managers in the development of commissioning budgets and schedules. Monitors fee, forecasts work effort, works to budget, and communicates issues to Project Manager.
24. Provides monthly progress reports for projects and works with project coordinator or project manager to ensure appropriate documentation is compiled to support invoicing.
25. Anticipates, identifies, and plans commissioning work required to meet project deadlines. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people in a timely and constructive manner.
26. Delegates and manages work, identifies specific tasks, and balances work for team members under their supervision in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established engineering principles are consistently used.
27. Identifies, provides, and manages the mentoring of team members through project work for staff at all levels.
28. Uses effective written communication skills to prepare meeting notes, create and edit commissioning plan specifications, protocols, respond to Requests for Information and author studies and reports.
29. Travels to job sites to lead and participate in scheduling and coordination sessions as well as to perform field observations and functional testing.
30. Actively participates in the advancement of discipline processes and tools.
31. Identifies and participates in professional development opportunities to maintain credentials and advance professional skillsets.

Minimum Qualifications

1. Bachelor's degree and 7 years minimum experience
2. Functional knowledge of building systems across disciplines including fire protection, HVAC, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Understanding of applicable codes, standards and specification requirements, and ability to interpret them.
4. Extensive knowledge of commissioning processes and commissioning process delivery.
5. Fundamental knowledge of construction processes and project delivery models.
6. Proficient in application of applicable technologies including computer/software, data loggers, test and measurement equipment.
7. Professional Engineering license (PE) in one or more states or minimum of 10 years in a commissioning related practice.
8. Commissioning certification with a nationally recognized professional body.
9. Valid driver's license and state required vehicle insurance.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Designer

Summary: Establishes design criteria and develops system designs from concept plans. Interprets information set forth in basis of design as well as information gathered from users, project partners, field surveys and code research.

Primary Accountabilities and Responsibilities

1. Works to establish a positive working relationship with client and project partners based on competence, trust and respect.
2. Works collaboratively with the client and project partners to identify project technical requirements and user needs. Asks clarifying questions and validates understanding.
3. Coordinates and collaborates with project partners, develops engineering concepts and recommendations based on project requirements, and offers technically sound advice and innovative solutions.
4. Identifies relevant project requirements/information required to establish conceptual plans and design criteria. Defines and documents applicable technical information in a basis of design, including information gathered from users, project partners, field surveys and code research.
5. Is responsible for the overall production and quality of project deliverables required within a specific discipline.
6. Establishes criteria for distribution systems, develops system routing options, and designs equipment room layouts.
7. Consistently produces high quality documents and provides mentoring/guidance to others in order that they do the same.
8. Actively shares and presents lessons learned and suggests continuous improvement initiatives within the discipline.
9. In conjunction with the Project Engineer, Senior Project Engineer, Project Designer or Project Manager, participates in discipline discussions in front of clients and code authorities.
10. Assists in the leadership of own discipline and collaborates with other disciplines to provide a level of consistency and coordination between documents created by all disciplines, both internal and external.
11. Creates and maintains an action list of open items and monitors progress in resolving issues.
12. Identifies and participates in the resolution of interpersonal or project related internal issues that arise. Takes professional and productive action to move toward an agreeable solution. Seeks guidance as needed to ensure a positive outcome.
13. Maintains an awareness of client satisfaction and alerts Project Engineer, Senior Project Engineer, Project Designer or Project Manager of any concerns.
14. Understands business and interpersonal dynamics of working with co-workers, clients and project partners, and responds appropriately seeking support as needed.
15. Anticipates, identifies, and plans design work required to meet project deadlines. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people (Project Managers, Department Facilitator, DMT Leaders) in a constructive manner.
16. Delegates and manages work, identifies specific tasks, and balances work for Designers in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established engineering principles are consistently used.
17. Engages in employee mentoring through project work for staff at all levels of the project.
18. Uses effective written communication skills to prepare meeting notes, create and edit design specifications, respond to Requests for Information (RFIs) and author studies and reports.
19. Travels to job sites to perform field verification and field surveys.
20. Advances the discipline practices, processes and tools.

AEI LABOR CATEGORY DESCRIPTIONS

Minimum Qualifications

1. Associates Degree and 5 years minimum experience
2. Fundamental knowledge of building systems across disciplines. Proven expertise in at least one discipline area such as fire protection, HVAC, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Expertise in computer operation for engineering design programs and in the current version of AutoCAD and/or REVIT.
4. Understanding of applicable design codes and specification requirements, and ability to interpret them.
5. Ability to work well in a team environment, including carrying out appropriate follow-through with others, mentoring, delegating work, and giving and receiving constructive feedback. Communicates with clients, project partners, and with individuals at all levels in the organization.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Estimator

Summary: Has overall responsibility for the creation of cost estimates for facility designs and coordinates Mechanical, Electrical, Piping, Fire Protection, Technology, Process, and Instrumentation systems, materials, labor, and equipment. Prepares conceptual estimates from scope documents and benchmarking data, interprets construction documents, and translates graphic and written information into understandable cost estimate figures and language.

Primary Accountabilities and Responsibilities

1. Manages and coordinates the people, software, and other resources used to perform the estimating functions.
2. Establishes standardized procedures, methods, and processes for the estimating functions.
3. Populates, updates, maintains, and reviews historic benchmark cost information in database/program.
4. Interprets and analyzes engineering drawings and other documents to thoroughly understand the complexity of scope and requirements in order to prepare detailed cost estimates.
5. Leads and also executes the development of conceptual and feasibility cost model estimates utilizing historic benchmarking information, industry experience, and scope documents to develop complete early stage cost estimates.
6. Prepares detailed take-off cost estimates for various building types including estimates for building systems.
7. Obtains accurate and up-to-date pricing information from databases, contractors, suppliers, etc. to utilize in estimates.
8. Reviews and finalizes estimate unit cost pricing to reflect current market conditions and specific project characteristics.
9. Engages with internal and/or external project team members as necessary to ensure clear understanding of project scope for accurate preparation of estimate. Communicates concisely and professionally, and develops relationships with clients and project team members.
10. Participates in the simultaneous preparation of multiple estimates, as necessary. Actively manages the Estimating team's workload to ensure all work is complete and reviewed for quality assurance (completeness, content, accuracy and format) on or before deadlines.
11. Reviews contractor construction change orders for proper scope and fair market costs and documents specific feedback regarding contractor's construction change orders.
12. Answers cost related questions for design/engineering staff to make educated, cost effective design decisions.
13. Reviews estimates developed by other firms and documents and discusses concerns with other firms as well as clients.
14. Reconciles estimates developed by AEI with estimates developed by others to obtain a single estimate agreeable to all entities.
15. Travels to client sites to perform estimating/estimating surveys, as needed.
16. Any other duties as assigned.

Minimum Qualifications

1. Associates degree
2. Ten years of experience and knowledge of construction materials, practices, methodologies and components for construction of engineered building systems with an emphasis on MEP systems.
3. Demonstrated leadership on projects and with staff.
4. Strong working knowledge of RS Means and On Center or other estimating tools.
5. Fundamental knowledge of building systems across disciplines.
6. Proficiency in Microsoft Office products.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Lighting Designer

Summary: Establishes design criteria and develops system designs from concept plans. Responsible for leading project design development and documentation as well as coordinating support from the lighting design team.

Primary Accountabilities and Responsibilities

1. Leads the project team with the development of lighting concepts and controls.
2. Manages the project goals, scope, and documentation as well as designs systems within fee and construction budget.
3. Leads the documentation of lighting and controls concepts.
4. Maintains a high level of knowledge on leading edge technologies.
5. Participates in lighting or other design related organizations (for example, IALD and IES).
6. Interfaces with the client through project presentations as well with the architectural design team by leading design meetings.
7. Anticipates and identifies design work to be done to meet project deadlines.
8. Manages client deadlines by balancing multiple priorities and responding to changes in deadline, scope and design as they occur.
9. Responsible for project leadership of Lighting Interns, Lighting Designer I, and Lighting Designer II to ensure client and individual project deadlines are met.
10. Responsible for professional and effective business writing, such as drafting and editing design specifications, authoring meeting notes and responding to Requests for Information (RFIs).
11. Assists in business development and marketing to new and existing clients.
12. Any other duties as assigned.

Minimum Qualifications

1. Bachelor's degree and 0 years minimum experience
2. Strong knowledge of lighting design as well as of lighting sources, fixtures, and lighting controls as well as computer-generated lighting calculations and photometry.
3. Proficiency in Adobe InDesign and Photoshop, Microsoft Office products, AutoCAD, Revit, and AGI.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Project Coordinator

Summary: Responsible for proactive client service activities that contribute to timely, high quality and efficient execution of projects of any size, scope, or complexity. Works closely with internal and external (client) project team members to independently carry out coordination and support duties, in accordance with AEI policies and standards. Also has responsibility for participating in team development and advancement activities.

Primary Accountabilities and Responsibilities

1. Timely processing and distribution of all relevant project information, such as schedules, meeting notes, RFIs, submittals, field reports and review comments, using project specific delivery processes.
2. Works with the Project Manager to establish and maintain overall project work plans and in-house schedules that ensure deadlines established by the client are met.
3. Sets up new project information in Phoebe Project Manager (including fee, schedule and workload forecast information), Deltek and Newforma for use by the project team.
4. Ensures consistency of style, application of AEI and client standards, and overall quality by proofreading all documents produced by project team members.
5. Coordinates and attends project team and client meetings as necessary. Takes appropriate meeting notes and assigns tasks using Newforma where applicable.
6. Ensures all outstanding task deadlines are met by monitoring Newforma Action Items and/or other methods established by the project team.
7. Maintains up-to-date project data files including electronic information and hardcopy versions (as needed) according to AEI standards, specifically using Deltek and Newforma. Completes project archiving activities.
8. Works with the Project Manager to monitor financial project performance, ensure appropriate fee allocation, monitor job progress to date versus workload forecast, and ensure invoices are processed in a timely manner.
9. Facilitates AEI Quality Program guidelines as it relates to project execution.
10. Adheres to all project support related standards, processes, work plans and established project delivery standards and processes while identifying and operationalizing areas for improvement to enhance project quality.
11. Provides general office support for project managers, team members and other AEI staff as needed.
12. Contributes as necessary to meet client expectations.
13. Maintains a chargeability target of 80-85%, to be individually and annually reviewed.
14. Facilitates project delivery and communication by actively advancing knowledge and understanding of Deltek, Phoebe and Newforma.
15. Actively seeks to learn and advance personal knowledge of technical language and concepts.
16. Mentors Project Coordinators on a formal and informal basis. Trains AEI team members in the use of tools such as Newforma and project specific applications. Encourages AEI team members to adhere to established project related standards.
17. Supports Project Managers and others in identifying, solving and implementing continuous service improvements for internal and external clients.
18. Identifies areas for development and/or improvement of project support processes and tools.
19. Collaborates with other internal teams by participating in or initiating special projects that bring value to AEI's project delivery systems.
20. Effectively promotes and adapts AEI project support services to meet changing client needs.
21. In addition to the above responsibilities, an individual specifically identified as a Team Leader (in offices where this is applicable) shall also have responsibility for the following:
 - a. Oversees workload and mentors assigned Project Coordinators and Senior Project Coordinators.
 - b. Provides strategic input for continuous improvement of the Project Support team.
 - c. Expertise and added responsibility in specialty departmental functions as periodically assigned.
22. Assumes responsibility for other duties assigned or needed.

AEI LABOR CATEGORY DESCRIPTIONS

Minimum Qualifications

1. Bachelor's degree
2. Five years of experience in a professional office environment including previous experience in project coordination/management in an A/E/C firm.
3. Proficiency in Microsoft Office products. Ability to design and format documents for a professional look consistent with AEI and client standards.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Project Engineer

Summary: Builds and maintains relationships with clients and project partners, and is responsible for the overall design process on assigned projects within a particular discipline. Develops innovative and unique design solutions to align with project, client and project partner needs and leads the team in implementing solutions.

Primary Accountabilities and Responsibilities

1. Leads and is responsible for the overall engineering design process within a specific discipline for projects.
2. Establishes and maintains positive working relationships with client and project partners.
3. Works collaboratively with the client and project partners to identify project requirements and user needs. Asks clarifying questions and validates understanding.
4. Coordinates and collaborates with project partners, develops engineering concepts and recommendations based on project requirements, and offers technically sound advice and innovative solutions.
5. Collaborates with the Project Manager and engineering design team to develop a project work plan, including schedule of project milestones and deliverables.
6. Develops and manages discipline specific work plans.
7. Identifies relevant project requirements/information required to establish conceptual plans and design criteria. Defines and documents applicable technical information in a basis of design, including information gathered from users, project partners, field surveys and code research.
8. Leads and is responsible for the overall production and quality of project deliverables required within a specific discipline.
9. Reviews the layout of systems and equipment with project team members, project partners and clients.
10. Evaluates and oversees system calculations, and sizing and selection of major system components.
11. Consistently produces high quality documents and provides mentoring/guidance to others in order that they do the same.
12. Actively shares and presents lessons learned and initiates and advances continuous improvement efforts within the discipline.
13. In conjunction with Project Manager and engineering design team, develops, tracks, and executes a Quality Control (QC) plan for each phase of the project. Validates that appropriate QC efforts are conducted for the discipline at the appropriate times and in a timely manner.
14. Independently leads discipline discussion in front of client and code authorities.
15. Leads and monitors coordination efforts between documents created by all disciplines, both internal and external. Responsible for maintaining a level of consistency among documents created by the AEI engineering design team.
16. Acts as a primary point of contact with project partners and client on discipline design issues.
17. Creates and maintains an action list of open items and monitors progress in resolving issues.
18. Works with Project Coordinator to monitor and ensure project decisions are appropriately documented and meeting notes are issued on a timely basis.
19. Takes ownership of interpersonal or project related internal issues that arise. Takes professional and productive action to achieve an agreeable solution or outcome.
20. Provides leadership in resolving design issues that are at an impasse between the discipline team and the architect or other consultants, and the client.
21. Maintains an awareness of client satisfaction at all times and alerts Project Manager of any concerns. Collaborates with the Project Manager to ensure timely resolution if issues arise.
22. Supports Project Managers and Business Development staff in marketing specific projects.
23. Collaborates with Project Managers in the development of design budgets and schedules. Monitors fee, forecasts work effort, designs to budget, and communicates issues to Project Manager.

AEI LABOR CATEGORY DESCRIPTIONS

24. Anticipates, identifies, and plans design work required to meet project deadlines. Effectively adapts to changing needs and priorities. Raises day-to-day and long-term staffing, budget, and quality issues with the appropriate people (Project Managers, Department Facilitator, DMT Leaders) in a constructive manner.
25. Delegates and manages work, identifies specific tasks, and balances work for Engineers and Designers in order to meet client demands and project deadlines. Provides appropriate level of oversight and reviews work to ensure established engineering principles are consistently used.
26. Identifies, provides, and manages the mentoring of team members through project work for staff at all levels.
27. Uses effective written communication skills to prepare meeting notes, create and edit design specifications, respond to Requests for Information (RFIs) and author studies and reports.
28. Travels to job sites to perform field verification and field surveys.
29. Actively participates in the advancement of discipline processes and tools.

Minimum Qualifications

1. Bachelor's degree and 10 years minimum experience
2. Fundamental knowledge of building systems across disciplines. Proven expertise in at least one discipline area such as fire protection, HVAC, plumbing/piping, electrical, technology, instrumentation and controls, process or lighting systems.
3. Professional Engineering license (PE) in one or more states required.
4. Understanding of applicable design codes, design standards and specification requirements, and ability to interpret them.
5. Proficient in computer operation for engineering calculation/selection software.
6. Strong interpersonal and communication skills.
7. Ability to work well in a team environment, including carrying out appropriate follow-through with others, mentoring, delegating work, and giving and receiving constructive feedback. Communicates well with clients, project partners and with individuals at all levels in the organization.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Senior Visualization Artist

Summary: Defines, plans, and executes accessible, compelling, factually correct technical 2D and 3D illustrations and other visual content.

Primary Accountabilities and Responsibilities

1. Produces primarily digital line drawing representations of the physical manifestation, integration, and functioning of engineered systems.
2. Creates maps, data visualizations, infographics, and interactive media.
3. Works directly with technical staff – and, as necessary, with the National Communications Director and firm leaders – to assure factual accuracy and confirm strategic intent.
4. Responsible for quality assurance of products.
5. Coordinates workload with Visualization Artist.
6. Updates and maintains the illustration content for the image library.
7. Any other duties as assigned.

Minimum Qualifications

1. Associates Degree and 5 years minimum experience
2. Five years of experience in illustration (preferably within an A/E/C environment).
3. Strong portfolio demonstrating variety, versatility, and achievement in illustration.
4. Proficiency in Adobe Creative Suite and related graphics software.
5. Strong working knowledge of SketchUp. Experience in 3d Studio Max, Viz, Flash, and 3D Maya is a plus.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Studio Leader - Lighting

Summary: Provides overall leadership to the Lighting Design Studio. Leadership is provided in terms of meeting client needs through identifying and developing staff potential, advancing technical knowledge, balancing workload, and ensuring a quality product is delivered.

Primary Accountabilities and Responsibilities

1. Works with Market Leaders, Project Managers and Business Development to market lighting services across the AEI system.
2. Ensures employee mentoring for staff at all levels occurs routinely through project work and delegation. Takes a lead in mentoring and training lighting designers.
3. Reinforces and promotes the expectation and provides a framework for continually advancing lighting design knowledge within Pivotal. Promotes an awareness of lighting design and illumination engineering throughout the AEI system.
4. Creates an environment in the team conducive to learning: encourages questions, delegates and teaches others how to delegate, expects professionalism and high quality, and fosters a flexible work environment.
5. Reinforces AEI's commitment to service. Ensures all team members respond to clients, consultants, and other AEI employees in a timely and professional manner. Exhibits a willingness to contribute as necessary to meet AEI clients' expectations in terms of both project work and providing support to marketing efforts.
6. Ensures instruments of service (design memos, standard details, master specifications, etc.) are consistently used and maintained, and that document quality is maintained at a high level. Identifies specific resource needs for the team (hardware, software, etc.) and communicates this to the appropriate parties.
7. Develops Pivotal marketing material with the assistance of the marketing staff.
8. Fulfills a lead lighting design role on projects and ensures the lighting team completes projects per project requirements.
9. Makes marketing calls to existing and new clients for continued business development.
10. Participates in lighting or other design related organizations (for example, IALD and IES).
11. Any other duties as assigned.

Minimum Qualifications

1. Bachelor's degree and 10 years minimum experience
2. Proven expertise in the area of lighting systems. Strong knowledge of lighting sources, fixtures, and lighting controls as well as computer-generated lighting calculations and photometry.
3. Proficiency in Adobe InDesign and Photoshop, Microsoft Office products, AutoCAD, Revit, and AGI.

AEI LABOR CATEGORY DESCRIPTIONS

Position Title: Visualization Artist

Summary: Defines, plans, and executes accessible, compelling, factually correct data visualizations, infographics, technical illustrations, graphic design layouts, interactive media, and website design.

Primary Accountabilities and Responsibilities

The following job functions are typical of the position but are not all encompassing.

1. Works directly with National Communications Director, Market Leaders, technical staff, and Business Development Directors to determine informational projects' goals and to provide the most pertinent visual representations.
2. Produces digital line drawing representations of the physical manifestation, integration, and function of engineered systems in coordination with the Senior Visualization Artist.
3. Executes graphic design presentation of AEI project experience and technical expertise in a manner that readily engages and effectively informs, mindful of strategic intent and factual clarity. Produces marketing materials in house, including booklets, posters, and handouts. This is done in coordination with the Graphic Designer.
4. Designs, builds, and manages AEI website under the direction and supervision of National Communications Director.
5. Responsible for the quality assurance of products.
6. Provides guidance on a limited basis to personnel in the Madison office and other offices on the proper use of graphics software.
7. Any other duties as assigned.

Minimum Qualifications

1. Associates Degree and 3 years minimum experience
2. Three years of experience in illustration and/or graphic design (preferably within an A/E/C environment).
3. Strong portfolio demonstrating variety, versatility, and achievement in illustration and/or graphic design for print, web, or other media.
4. Proficiency with Adobe Creative Suite (InDesign, PhotoShop, Illustrator), Acrobat, SketchUp, Dreamweaver, Prezi, Powerpoint, Excel, Word, Google Analytics.
5. Proficiency in current front-end web development languages, including CSS3, HTML5, and Javascript/jQuery.
6. Working knowledge of AutoCad, Flash, and Maya.
7. Experience working with professional printers and creating files necessary for printing needs. Able to create printed pieces using in-house printing and binding materials.