Multiple Award Schedule

Contract Number: 47QRAA19D003V

Contract Period: February 1, 2019 – January 31, 2024

Federal Supply Group: Professional Services

Business Size: Other than Small Business

Price list current as of Modification # PS-A812 effective February 11, 2020
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COMPANY OVERVIEW

THE REALIZATION OF ANY CAPITAL CONSTRUCTION PROJECT hinges on the coordination of many different people and organizations, all working towards one goal.

But with so many moving parts, there's just too much potential for miscommunication and waste.

At HPM, we're dedicated to leading your project every step of the way—striving to ensure that your vision comes to life on time, under budget, and beyond your expectations.

HPM ADVANTAGES:
+ Comprehensive project leadership
+ Meticulous selection and management of project teams/members
+ Complete knowledge of project delivery options
+ Precisely estimated cost of project schedule
+ Thorough project communication
+ Ensured contract compliance
+ Quality assurance

Founded in 1997
Offices in:
Birmingham
Dallas/Ft. Worth
Huntsville
Mobile
Tuscaloosa
Auburn
Tampa

HPM manages more than $750 million annual volume of program management work, totaling more than $7 billion in our 23-year history

145 employees (updated 9/15)
LEED accredited professionals
Green Advantage certified professionals
Certified Professional Estimators
Certified Construction Managers

Best Medium Size Places to Work
National award-winning projects
Multiple CMAA Awards, Distinguished Building Awards, Baseballparks.com Awards, and Excellence in Construction Awards
#22 ENR’s List of Top Program Management Firms

“One of the nation’s top program management firms.”
— ENGINEERING NEWS RECORD

CONTRACT ADMINISTRATOR:

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GSA Contract Holder
Contract 47QRAA19D003V

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WE WERE BUILT TO LEAD.

We start with the vision, wisdom and dedication to guide every facet of your project from beginning to end – taking into consideration each partner involved in the process. Our ultimate goal is seamless success.

From real estate analyses, feasibility studies and site selection to accounting, public relations and move management, HPM serves clients in government and private business for facilities centered around aerospace, hospitality, residence space, sports and recreation locales, cultural and entertainment venues, municipalities and K-12 schools, higher education, healthcare, as well as commercial and manufacturing needs.

Although we were born from builders and grew up in construction, we are not general contractors – nor are we an architectural or engineering firm.

We are full-time program managers in the business of leading your project to construction success – with singular focus, increased efficiency and complete accountability.

HPM understands the importance of project definition and determining the metrics that will define a project’s success – plus, keeping focused on these performance measurements throughout the project and communicating effectively with all those involved. It can be easy for a project team that lacks focus on these key metrics to allow the project to diverge from the elements that have been defined as critical. This results in a project that does not meet the desired outcome or one that requires additional time and money to regain the desired outcome. Neither of these is acceptable to HPM.

One of HPM’s core values is stewardship. We intend to ensure all stakeholders receive superb value for our construction administration. We manage all resources as if they were our own – which includes holding designers, suppliers, contractors, decision makers and even us accountable to the commitments made. HPM is thorough in evaluating potential suppliers, and we endeavor to create competitive conditions to maximize value for the construction spend. Yet, we are diligent in prequalification so that risks with respect to safety, schedule, quality and cost are adequately managed.
SERVICES OFFERED

PROJECT MANAGEMENT
- Comprehensive project leadership
- Meticulous selection and management of project teams/members
- Complete knowledge of project delivery options
- Precisely estimated cost of project schedule
- Thorough project communication
- Ensured contract compliance
- Quality assurance

AUDIT & CONTRACT SERVICES
- Contract negotiations
- Contract and bid evaluations
- Third party review of original project estimate
- Pay application reviews
- Change order management
- Interim and final audits
- Calculation of scheduled damages
- Completion audits to determine reimbursable costs, fees, savings and savings allocations
- Claims management and defense

PRECONSTRUCTION SERVICES
- Conceptual estimating and budgeting
- Cost estimating
- Developing preconstruction schedule
- Cost and schedule control
- Constructability reviews
- Project phasing
- Assisting in prequalification
- Bid packaging strategy

PLANNING SERVICES
- Demographics/Population Analysis
- Condition Assessment
- Framework Analysis
- Budget and Cost Assessment
SERVICES OFFERED

PROGRAM MANAGEMENT
- Program launch and verification meetings
- Facility planning and programming
- Conceptual estimating and budgeting
- Develop preconstruction schedule
- Develop project management plan
- Tracking and reporting system
- Task management
- Conduct pre-design project analysis workshop and partnering session
- Building Information Modeling (BIM)
- Design reviews and monthly preconstruction reports
- Cost and schedule control
- Life cycle cost and value engineering
- Bid packaging strategy
- Procurement analysis
- Early procurement methods
- Pre-bid construction schedule
- Staffing plan
- Communication
- Contract document preparation
- Develop and implement local and disadvantaged business enterprise program
- Bidder’s interest campaign
- Pre-bid conferences
- Assist with the bidding process
- Bid analysis and opening
- Construction contracts
- Pre-construction conference
- Full-time on-site management
- Establish on-site communication procedures
- Cost control
- Quality control
- Safety control
- Claims avoidance
- Communication
- Project accounting
- Building commissioning
- Contract closeout
- Assist in final inspection
- Occupancy plan and schedule

DESIGN & CONSTRUCTION PROCUREMENT

OWNER’S REPRESENTATION
SAMPLE PROJECT EXPERIENCE

HPM provided program management services for the design and construction of the $600 million Airbus A320 Final Assembly Line project at Brookley Aeroplex in Mobile, Alabama, and is currently providing the same services for the A220 Final Assembly Line project. HPM’s responsibilities included management and procurement of all design, engineering, construction and commissioning services.

In addition to the Final Assembly Line Hangar, HPM was responsible for the Final Phase/Flightline Hangar, Service Building, Flightline Delivery Center, Logistics Center, Transshipment Hangar, Main Gate, Gauging Canopy, off-site Logistics Building and the associated infrastructure. HPM also provided oversight on the Paint Shop, Central Utility Plant and Training Center.

The assembly line and associated facilities produce and deliver four aircraft per month.

PROJECT DETAILS
860,000 Square Feet
$600 Million
Multiple Facilities
Infrastructure Upgrades
LEED Silver
Project delivered 4 months early and nearly 7% below budget

SERVICES
Program Management

GUIDING TO SUCCESS THROUGH THE LANGUAGE OF LEADERSHIP
One of the most anticipated capital building programs in recent aviation history, Airbus entered North America with its first manufacturing facility on this continent in Mobile, Alabama. When Airbus considered the US, the executive management realized they needed a local expert to lead a monumental collaborative effort with an ambitious budget and schedule. Working with teams from Europe, Asia and North America, HPM found ways to meet the owners’ facility needs while maintaining a target for LEED Silver – which isn’t common for the local region and even less so in the industrial and manufacturing industry. Across time zones, despite language and cultural differences and under pressure to deliver a legacy project for a global company with myriad stakeholders and site partners, HPM implemented some of the most cutting edge technology in the construction business to aid design and construction teams throughout the entire process saving countless hours in the office and in the field. The results provided our client with efficiency and effectiveness and set a new standard for our company and our industry.
The Birmingham Zoo | Birmingham, Alabama

In 2001, the Birmingham Zoo launched a major campaign of expansion and renovation to gain prominence and attract more visitors. This multi-phase, multi-year, multi-million-dollar undertaking added educational opportunities and improved enclosures to the 60-year-old zoo. The Alabama Wilds area provided a tour of the state’s indigenous wildlife through wetlands, farmlands and the wilds of the city. The Children’s Area gave families a place to relax, have a bite to eat, take a ride on a custom-built endangered species carousel or cool off in an interactive fountain. The massive Trails of Africa exhibit brought visitors up close with African wildlife. Guided by HPM’s leadership, the expansion brought record numbers of visitors — and a herd of endangered elephants — to the Birmingham Zoo.

CHILDREN’S ZOO: EXCELLENCE IN CONSTRUCTION MERIT AWARD, ABC
TRAILS OF AFRICA: 2011 PROJECT ACHIEVEMENT AWARD, CMAA

WE BUILT A ZOO

While HPM has experience with projects in a wide variety of industries, Birmingham Zoo was a first — there isn’t a lot that compares to an elephant lair or a rhinoceros habitat. But the zoo called on HPM because of our reputation and track record for smart management, not because of mud wallow expertise. Any gaps in wildlife-related experience were filled by listening to, and learning from, specialists in the industry. The rest was handled with best-practice approaches to budgeting, contractual administration, construction scheduling, specialty staffing and willingness to innovate. HPM didn’t need to know how to transport an elephant or build a faux-rock mountain — with proven experience and experts on call, we delivered a zoo on time and on budget.
The Atlanta Braves have recently opened a new ballpark — modern, elegant and closely involved with the surrounding community. When they decided to open a new spring training facility, built to the same standards, they called on HPM to represent them in negotiations to make it a reality. The facility includes practice and multi-use fields, major and minor-league team clubhouses, and a year-round baseball academy, as well as space for 8,000 fans to watch the Braves prepare for the season to come.

The complex is intended to be more than just a training facility for the team. It also serves as the heart of a planned town center for North Port. The commercial and residential district provides opportunities for local healthcare providers and students at the nearby State College of Florida to connect with the team. HPM’s responsibility is always to our client, but in negotiating expenses and cost sharing, we worked towards a deal that improved both the Braves and Sarasota County.

“HPM was a phenomenal team member. They were the ones who were the glue to the ball. They kept everybody together. They kept the general contractor on track. They kept the owners informed. They kept the schedule moving.”

Mike Dunn, Atlanta Braves VP of Florida Operations

PROJECT DETAILS
$118 million complex
70 acres
6,500-seat stadium, 1,500 berm seats
Minor- and major-league team clubhouses
Training facility
6 practice fields, 6 multi-use fields
Space for team’s sports medicine academy

SERVICES
Audit and Contract Services
The Intermodal transit hub expanded and transformed the existing Birmingham Jefferson County Transit Authority (BJCTA) Bus Transfer Facility into a fully integrated, multi-modal transportation center linking intercity rail, intercity bus, public transportation, taxis, car and van pools and even Zyp bikes. Amtrak, Greyhound and local bus services are now available from a single complex, able to accommodate the possibility of light-rail service in the future. The two-building hub also includes a parking structure to serve the needs of employees and commuters and shell space for future retail and commercial tenants, making Intermodal a center for business as well as transportation. HPM’s program management services kept the complex project on schedule and on budget, facilitating clear communication among the numerous parties interested in the success of the project.

PROJECT DETAILS
$24 million
Transportation hub
Parking structure
Shell space for future retail and commercial tenants

SERVICES
Program Management

CARING FOR THE SMALLEST CLIENT
Tenant coordination and relocation took a different twist at the Birmingham Intermodal Facility as HPM worked with Foxhound Bee Company to relocate an estimated 40,000 honey bees which had taken residence in the masonry cavity of the old CSX office. Along with the queen, the entire colony now resides more than 11 miles away, and just another day on the site quickly turned into a stinging reminder of the importance of using the proper safety gear.
SAMPLE PROJECT EXPERIENCE

Hoover City School District | Hoover, Alabama

HPM first partnered with the Hoover City School District for the construction of what would be the largest high school in Alabama. Despite a difficult build site and millions of dollars of potential cost overruns, Spain Park High School was completed on time and at considerable savings to the school district. Several years later, when the school district prepared to build the new Riverchase Elementary School, it called in HPM to make the process easy and affordable, and the relationship continued for the construction of Berry Middle School.

PROJECT DETAILS

- 106,000-square-foot elementary school
- 166,000-square-foot middle school
- 363,000-square-foot high school

- Indoor and outdoor classroom space, lunchroom/auditorium, atrium, gymnasium, computer lab
- 26-acre site, kitchen/dining wing, 2 full-size gymnasiums, band and choral rooms, 3 athletic fields
- Performing arts facility, 700-seat auditorium, football stadium and track, baseball fields

MITIGATING CHANGE, SAVING MONEY

Change orders are expected in construction projects — it seems to be the nature of the industry. But they can start to add up if gone unchecked. During the course of construction on Spain Park High School, dozens and dozens of change orders added up to $3 million. Smart value engineering by HPM, including extensive review and negotiation with the contractor and a complete redesign of several miles of sanitary sewer piping, saved the owner $2.9 million of that $3 million. While maintaining a positive relationship with the construction team, HPM was able to deliver the school of Hoover City Schools’ dreams and come in under budget — paying for our own fee several times over with just those savings on change orders.

SERVICES

- Preconstruction Services
- Construction Management
Texas Christian University first engaged HPM at the beginning of what was expected to be a spike in on-campus construction, bringing HPM in as an owner’s representative to supplement TCU’s own staff. Three years later, the spike hasn’t abated, and building after building on campus bears HPM’s fingerprints.

The Harris College of Nursing included classrooms with writable walls, faculty offices and simulation labs with robotic patients and was accompanied by renovations to the attached Bass Building to match the new construction. Renovating the existing basketball coliseum into the 6,860-seat Ed and Rae Schollmaier Arena involved adding and renovating locker rooms, adding office spaces and conference rooms, lowering the arena’s entire playing surface by five feet and adding courtside seating. Lupton Baseball Stadium got indoor batting cages, an artificial practice field and a new bullpen, along with new locker rooms and training space, with construction coordinated around regular and post-season play.

TCU’s first parking structure, the Frog Alley Parking Garage, brought four stories and 984 spaces of parking for TCU students and football fans — and the Worth Hills Parking Garage added six stories and 1,200 more spaces. Currently under development, the Greek Village will bring 781 beds’ worth of housing to sororities and fraternities in Worth Hills. Even buildings that HPM wasn’t responsible for, like the Burnett Library, have received facelifts to match the high quality and elegant design of the new HPM-guided construction.

**PROJECT DETAILS**

$500+ million project
- Schollmaier Arena, Justin Athletic Center, Lupton Baseball Stadium improvements
- Frog Alley Parking Garage
- Worth Hills Greek Village, Worth Hills Parking Garage
- Harris College of Nursing and Health Sciences Brunett Library renovation

**SERVICES**

- Preconstruction Services
- Construction Administration
- Program Management

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Texas Christian University  |  Fort Worth, Texas
CUSTOMER INFORMATION

1A. Special Item Numbers (SINs)
   a. OLM - Order-Level Materials
   b. 541330ENG - Engineering Services

1B. See the Labor Category Descriptions & Pricing section for lowest pricing for all services that are offered.

1C. See the Labor Category Descriptions & Pricing section for all corresponding commercial job titles, experience, functional responsibility and education for all services that are offered.

2. Maximum Order - $1,000,000
3. Minimum Order - $100
4. Geographic Coverage – 48 States & D.C.
5. Points of Production – Services will be provided at any HPM office of Government job site
6. Discounts - Government net prices (discounts already deducted)
7. Quantity Discounts – None
8. Prompt Payment Terms: Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items (list items by country of origin). - Not applicable
10A. Time of delivery. - Delivery times are determined at the time of purchase
10B. Expedited Delivery. – Delivery times are determined at the time of purchase
10C. Overnight and 2-day delivery. – Delivery times are determined at the time of purchase.
10D. Urgent Requirements. - Delivery times are determined at the time of purchase.
11. F.O.B. Point(s) – Destination
12A. Ordering Address - 2 Metroplex Drive, Suite 300, Birmingham, AL 35209
12B. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment Address - 2 Metroplex Drive, Suite 300, Birmingham, AL 35209
14. Warranty Provision – Not applicable
15. Export Packing Charges – Not applicable
16. Terms & Conditions of Rental, Maintenance & Repair – Not applicable
17. Terms & Conditions of Installation – Not applicable
18A. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices – not applicable.
18B. Terms & Conditions for Any Other Services – Not applicable
19. List of Services & Distribution Points – Not applicable
20. List of Participating Dealer – Not applicable
21. Preventative Maintenance – Not applicable
22A. Special Attributes Such as Environmental – Not applicable
22B. 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/. – Not applicable
23. Data Universal Number System number - 942059457
24. Notification Regarding Registration in System for Award Management (SAM) Database – HPM is presently registered in the SAM Database
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<th>MINIMUM EDUCATION LEVEL</th>
<th>PRICE LIST</th>
<th>MINIMUM CERTIFICATIONS, MEMBERSHIPS, AND LICENSURES</th>
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<tr>
<td>Regional Preconstruction Director</td>
<td>The Regional Preconstruction Director provides leadership and direction for the quality, consistency, accuracy, and advancement of preconstruction services provided to clients both internally and externally. This role provides daily management, supervision, coordination and successful completion of the project pre-construction phase to achieve cost objectives with respect to contracting, scheduling, estimating and bidding. In this role you may be required to travel up to 25% of the time.</td>
<td>15</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$172.82</td>
<td>LEED AP, American Society of Professional Estimators (ASPE), Construction Management Association of America (CMMA), Valid Driver’s License</td>
</tr>
<tr>
<td>Senior Preconstruction Manager</td>
<td>The Senior Preconstruction Manager is responsible for managing the entire preconstruction process from the initial concept to the final design and contractor selection. This position guides projects from early design until start of construction while maintaining the Owner’s budget, implementing phasing and contracting requirements and keeping the design team on schedule. This position works closely with Project and Program Managers, Architects, Engineers, and Owners to align preconstruction services to the overall mission of a given project or program and to insure the highest level of professionalism and service to clients. This position will manage other Preconstruction Managers on certain projects and will have proven capabilities of mastering the responsibilities of a Preconstruction Manager.</td>
<td>7</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$132.51</td>
<td>LEED AP, CPE</td>
</tr>
<tr>
<td>Preconstruction Manager / Estimator</td>
<td>The Preconstruction Manager is responsible for managing the entire preconstruction process from the initial concept to the final design and contractor selection. This position guides projects from early design until start of construction while maintaining the Owner’s budget, implementing phasing and contracting requirements and keeping the design team on schedule. This position works closely with Project and Program Managers, Architects, Engineers, and Owners to align preconstruction services to the overall mission of a given project or program and to insure the highest level of professionalism and service to clients. In this role you may be required to travel up to 25% of the time.</td>
<td>5</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$106.06</td>
<td>LEED AP</td>
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<tr>
<td>Program Executive</td>
<td>The Program Executive is responsible for all projects/programs in the group including overall operations, business development, and marketing support. This position maintains all contractual relations and primary owner point of contact for all owner contracts. They promote good relationships through marketing outings with owners, architects, and contractors to assure the company is maintaining relationships. This position maintains all contractual relations and is the primary owner point of contact for all owner contracts.</td>
<td>15</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$191.71</td>
<td>Certified Construction Manager (CCM), LEED AP, Valid Driver’s License, OSHA 30 Hour</td>
</tr>
<tr>
<td>Senior Program Manager</td>
<td>The Senior Program Manager is responsible for the managerial support and oversight of employees and contractors delivering projects under the pre-construction and construction services within the organization. This position is directly responsible for formulating and leading project teams; interacting with clients at an executive level, managing project details to established financial and business performance goals and participates in the hiring, training and developing of other project members. Acts as an extension of the owner, looking out for the owner’s interest by overseeing, directing and keeping all entities engaged.</td>
<td>10</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$171.23</td>
<td>Certified Construction Manager (CCM), LEED AP, Valid Driver’s License, OSHA 30 Hour</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>The Senior Project Manager provides project management experience to designated projects and assignments for a particular client account through interaction with the client, property or facility management team, and project management staff. Monitors and coordinates the execution of the various services and processes relating to client contracted agreements for project management and tenant improvement consulting services. In this role you may be required to travel up to 20% of the time.</td>
<td>7</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$165.32</td>
<td>Certified Construction Manager (CCM), AGC/ABC Membership, LEED AP, Valid Driver’s License, OSHA 30 Hour</td>
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<tr>
<td>Project Manager</td>
<td>The Project Manager is responsible for managing the entire construction process from start to finish. This position plans and coordinates all aspects of the construction process to effectively manage the risk at hand. This includes managing subcontractors, contract negotiations, client expectations, dispute resolution, estimating/procurement and schedule production. In this role you may be required to travel up to 30% of the time.</td>
<td>5</td>
<td>Bachelor's Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$140.97</td>
<td>Certified Construction Manager (CCM), AGC/ABC Membership, LEED AP, Valid Driver's License, OSHA 30 Hour</td>
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<tr>
<td>Assistant Project Manager</td>
<td>The Assistant Project Manager is responsible for working with the internal and external project teams to help facilitate project documentation and delivery requirements and ensure internal and external communication through effective day to day administration and coordination of projects. Key contributions include: produce/distribute meeting agendas and minutes, RFI management, submittal management, drawing management, assisting with change order review and management, project close out management and keeping project documentation up to date in the construction management software. This position will have more experience than a Project Engineer and will be capable of performing some responsibilities of the Project Manager.</td>
<td>3</td>
<td>Bachelor's Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$90.66</td>
<td>Valid Driver's License, LEED AP</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>The Project Engineer is responsible for working with the internal and external project teams to help facilitate project documentation and delivery requirements and ensure internal and external communication through effective day to day administration and coordination of projects. Key contributions include: produce/distribute meeting agendas and minutes, RFI management, submittal management, drawing management, assisting with change order review and management, project close out management and keeping project documentation up to date in the construction management software. In this role you may be required to travel up to 25% of the time.</td>
<td>1</td>
<td>Bachelor's Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$75.31</td>
<td>Valid Driver's License, LEED AP</td>
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## LABOR CATEGORY DESCRIPTIONS & PRICING

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</thead>
<tbody>
<tr>
<td>Senior Field Coordinator</td>
<td>The Senior Field Coordinator is responsible for monitoring and managing Field Coordinators for multiple projects to ensure completion within approved budgets and schedule and within regulatory, environmental and health and safety requirements. This position acts as a liaison, communicating necessary information from the client and management into the field and keeping lines of communication open to the entire project team including the owner, architect, engineers and contractors. In this role you may be required to travel up to 50% of the time.</td>
<td>7</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$147.70</td>
<td>OSHA 10 Hour, Valid Driver’s License, OSHA 30 Hour, LEED AP</td>
</tr>
<tr>
<td>Field Coordinator</td>
<td>The Field Coordinator is responsible for monitoring the construction of projects to ensure completion within approved budgets and schedules, regulatory, environmental, and health and safety requirements. The Field Coordinator ensures clear and effective communication and coordination between owners, field personnel, design team, maintenance and outside contractors. In this role you may be required to travel up to 30% of the time.</td>
<td>5</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering or related field</td>
<td>$142.84</td>
<td>OSHA 10 Hour, Valid Driver’s License, OSHA 30 Hour</td>
</tr>
<tr>
<td>Accountant / Project Controls</td>
<td>The Accounting Associate is responsible for providing financial, administrative and clerical services as it relates to accounts payable, accounts receivable and job cost. This includes relaying information pertaining to vendor/subcontractor payments, owner billings, and month end reporting to Hoar Accounting Associates, as well as, being a go-to source for HPM employees with regards to any accounting reporting.</td>
<td>3</td>
<td>Bachelor’s Degree in Accounting, Finance, Business or related field</td>
<td>$72.24</td>
<td>n/a</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>The Administrative Assistant is responsible for handling documentation and correspondence in support of one or more managers.</td>
<td>1</td>
<td>High School Diploma, GED or equivalent</td>
<td>$57.31</td>
<td>n/a</td>
</tr>
<tr>
<td>Scheduler</td>
<td>The Scheduler is responsible for developing and maintaining project/program schedules using Oracle Primavera P6. The position partners with various functional leads and project managers to gather the correct information to incorporate into a project schedule to present to facilities planning. In addition, this position produces cost load schedules at a reasonable level of detail in order to produce cash flow for the project. In this role, you may be required to travel up to 25% of the time.</td>
<td>3</td>
<td>Bachelor’s Degree in Building Science, Construction Management, Civil Engineering, or related field</td>
<td>$94.20</td>
<td>Valid Driver’s License</td>
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</tbody>
</table>
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

<table>
<thead>
<tr>
<th>SCLS ELIGIBLE LABOR CATEGORY</th>
<th>SCLS EQUIVALENT CODE TITLE</th>
<th>WAGE DETERMINATION NO.</th>
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<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01020 - Administrative Assistant</td>
<td>15-4591</td>
</tr>
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