GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule 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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

Schedule: Multiple Award Schedule (MAS)
Category: Professional Services    Class: R414

Contract Number: 47QRAA19D00AZ

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: August 1, 2019 – July 31, 2024


Contractor: Leland Saylor Associates Inc.
Address: 2121 N California BLVD STE 620
Walnut Creek, CA 94596-7350

Contract Administrator: Lauren Sullivan

Telephone: 415-291-4930

E-mail: lsullivan@lelandsaylor.com

Website: http://www.lelandsaylor.com

Pricelist current through modification: PA-0004 effective 01/25/21

Leland Saylor Associates Inc
PH: 415-291-3200    •   info@lelandsaylor.com    •   http://www.lelandsaylor.com
GSA Terms and Conditions

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)**

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN**
See attached Price List.

1c. **HOURLY RATES (Services Only)**
See attached Price List.

2. **MAXIMUM ORDER**
SIN(s) 541330ENG: $1,000,000
SIN(s) OLM: $250,000

3. **MINIMUM ORDER**
$100.00

4. **GEOGRAPHIC COVERAGE**
50 States, DC Territories

5. **POINT OF PRODUCTION**
NA – Offering Services

6. **DISCOUNT FROM LIST PRICES**
Net GSA pricing is listed in attached Price List. Basic discounts have been deducted.

7. **QUANTITY/VOLUME DISCOUNTS**
GSA prices shall be discounted an additional 1.0% from the GSA Price (excluding IFF) for all orders issued under the resulting Multiple Award Schedule contract that exceeds $150,000

8. **PROMPT PAYMENT TERMS**
Net Thirty (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**
None

10a. **TIME OF DELIVERY**
To Be Determined by Task

10b. **EXPEDITED DELIVERY**
To Be Determined by Task

10c. OVERNIGHT AND 2-DAY DELIVERY
Please contact contractor for overnight and 2-day delivery.

10d. URGENT REQUIREMENTS
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. POINT
Destination

12a. ORDERING ADDRESS
2121 N California BLVD STE 620
Walnut Creek, CA 94596-7350

12b. ORDERING PROCEDURES
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. PAYMENT ADDRESS
2121 N California BLVD STE 620
Walnut Creek, CA 94596-7350

14. WARRANTY PROVISION
No Warranty Policy for Services

15. EXPORT PACKING CHARGES
N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR
N/A

17. TERMS AND CONDITIONS OF INSTALLATION
N/A

18. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES
N/A
18a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES
N/A

19. LIST OF SERVICE AND DISTRIBUTION POINTS
N/A

20. LIST OF PARTICIPATING DEALERS
N/A

21. PREVENTIVE MAINTENANCE
N/A

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)
N/A

22b. SECTION 508 COMPLIANCE
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: N/A
The EIT standard can be found at: www.Section508.gov/.

23. DATA UNIVERSE NUMBER SYSTEM (DUNS) NUMBER
861025989

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) WEBSITE
Active
**Approved FSS Prices**

*Multiple Award Schedule (MAS)*

*All Prices Include the Industrial Funding Fee (IFF)*

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service</th>
<th>Base Period Year 1</th>
<th>Base Period Year 2</th>
<th>Base Period Year 3</th>
<th>Base Period Year 4</th>
<th>Base Period Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Principal Estimator</td>
<td>$203.63</td>
<td>$208.31</td>
<td>$213.10</td>
<td>$218.00</td>
<td>$223.02</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Director of Quality Assurance/Quality Control (Chief Estimator)</td>
<td>$184.69</td>
<td>$188.93</td>
<td>$193.28</td>
<td>$197.72</td>
<td>$202.27</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Project Manager (Managing Estimator)</td>
<td>$165.74</td>
<td>$169.56</td>
<td>$173.46</td>
<td>$177.44</td>
<td>$181.53</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Senior MEP Estimator</td>
<td>$161.01</td>
<td>$164.71</td>
<td>$168.50</td>
<td>$172.37</td>
<td>$176.34</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Senior Estimator</td>
<td>$161.01</td>
<td>$164.71</td>
<td>$168.50</td>
<td>$172.37</td>
<td>$176.34</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Estimator</td>
<td>$140.25</td>
<td>$143.48</td>
<td>$146.78</td>
<td>$150.15</td>
<td>$153.61</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Scheduler</td>
<td>$135.42</td>
<td>$138.53</td>
<td>$141.72</td>
<td>$144.98</td>
<td>$148.31</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Constructability Reviewer</td>
<td>$145.09</td>
<td>$148.43</td>
<td>$151.84</td>
<td>$155.33</td>
<td>$158.90</td>
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<tr>
<td>541330ENG</td>
<td>Estimates Coordinator</td>
<td>$91.89</td>
<td>$94.00</td>
<td>$96.16</td>
<td>$98.38</td>
<td>$100.64</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Project Engineer</td>
<td>$120.91</td>
<td>$123.69</td>
<td>$126.53</td>
<td>$129.44</td>
<td>$132.42</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Document Control Engineer</td>
<td>$78.35</td>
<td>$80.15</td>
<td>$81.99</td>
<td>$83.88</td>
<td>$85.81</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire MAS and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
## Labor Category Descriptions

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Title</th>
<th>Description</th>
<th>Minimum Years of Experience</th>
<th>Minimum Education Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Principal Estimator</td>
<td>Under administrative direction, responsibilities include, but are not limited to: Personal safety as well as the safety of co-workers, The estimate plan, including development with the project team and implementation, Total Project Estimate including final pricing for various commercial terms, Presentation of the estimates to client management, Turnover of the completed and approved estimate to the Estimating Team, Provide the appropriate, positive environment that encourages the growth of other departmental personnel in pursuing their career path, and Champion the office estimating database and information such as escalation indices, rate of exchange variation, productivity, etc. Some of the basic tasks frequently performed in this position include, but are not limited to: Participates in Functional Strategic planning, Initiates and/or participates in developmental activities, Frequent interaction with functional leadership, project personnel, engineers and estimating team members, Assist in all activities with respect to estimate quality; execution; planning; staffing; consistency; systems training; and employee performance appraisal, career development, and counseling, Lead customers to the best systems and methods for their application, Serve as an intra-corporate expert on estimating methods and systems, and other duties as assigned.</td>
<td>20</td>
<td>Degree required in a related field plus minimum of twenty years of experience relevant to Engineering, Construction, and/or Estimating Minimum of eight years of experience using any of the estimating programs. Strong PC skills to include Microsoft software; automated accounting and cost management systems Strong interpersonal and communication skills Understands the fundamental concepts of Estimating</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Director of Quality Assurance/QC (Chief Estimator)</td>
<td>The Chief Estimator will be responsible for all estimating operations for our West Coast region. The Chief Estimator will engage on the largest, most prominent and technically complex billion-dollar public projects and will oversee a team of highly experienced and certified cost consulting professionals. Daily duties to include: assigns and coordinates scope of work with estimating staff for each project, reviews project plans, specifications, estimating scopes and pricing prepared by estimating staff, prepares budget and general conditions estimates for entire project prior to bid date, reviews budgets and general conditions prepared by other estimators, ensures the flow of project information is maintained and documented, maintains and communicates data on construction and material cost trends affecting project costs, prepares and reviews conceptual estimates on multi-million/billion dollar projects using past experience, historical data and parametric estimating ratios, assess risk and adjust prices accordingly. Advise clients on risk mitigation, value engineering and market trends, maintains and updates the estimating software, produces new and modifies existing construction systems, wizards, assemblies, and models as necessary, updates Unit Price Catalog and Company Standards as required, utilizes computer software</td>
<td>18</td>
<td>A B.S. in Construction Management or Engineering, Chartered Quantity Surveyor, Industry Specific certification such as CPE, PMP, CCE or related field preferred.</td>
</tr>
<tr>
<td>SIN</td>
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<td>Minimum Education Level</td>
</tr>
<tr>
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</tr>
<tr>
<td>541330ENG</td>
<td>Project Manager (Managing Estimator)</td>
<td>The Project Manager (Managing Estimator) will manage all project aspects, from design through post-construction. Daily duties to include: Maintain project budget and schedule, Ensure Constructability, Provide on-site supervision, Provide construction phase cost, schedule, and quality controls, Act as intermediary between Owner, Design Professional, and Contractor, Provide estimates, review schedules, process project documents (change orders, requests for information, submittals, etc.), Conduct meetings, and Mitigate claims by proactively addressing potential issues and conflicts.</td>
<td>15</td>
<td>A B.S. in Construction Management or Engineering, Chartered Quantity Surveyor, Industry Specific certification such as CPE, PMP, CCE or related field preferred. * Minimum 5 years’ experience in project/construction management.</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Senior MEP Estimator</td>
<td>Demonstrated ability to produce meticulous estimates at concept, schematic, DD and final phases, and a minimum of 5+ years related experience in large institutional projects (civil, airports, rail, water, hospital, university, large office, etc.). Must work effectively with architects, engineers, project managers and owners. Must possess the ability to manage budgets, schedules, and projects to ensure client satisfaction.</td>
<td>5</td>
<td>A B.S. in Engineering and/or Construction Management. Strong knowledge of MS Excel</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Senior Estimator</td>
<td>The Senior Cost Estimator will have a demonstrated ability to produce meticulous estimates at concept, schematic, DD and final phases, who has 10+ years related experience. Types of services will be primarily design phase estimating, peer review/validation, and on-site change order estimating. Daily duties to include: Preconstruction, conceptual estimating; Construction phase change order estimating and negotiation; Value engineering; Managing projects to ensure profitability.</td>
<td>10</td>
<td>A B.S. in Engineering and/or Construction Management. * 5+ years related experience in large institutional projects (civil, airports, rail, water, hospital, university, large office, etc.) Accredited P.Q.S., RICS, or AACE accreditation preferable but not required</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Estimator</td>
<td>The Cost Estimator will have a demonstrated ability to aid in producing estimates at concept, schematic, DD and final phases. Daily duties to include: analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates, assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops, consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues, confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates, prepare estimates used by management for</td>
<td>5</td>
<td>A B.S. in Engineering and/or Construction Management. * 5+ years related experience in large institutional projects (civil, airports, rail, water, hospital, university, large office, etc.) * Accredited P.Q.S., RICS, or AACE</td>
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Programs in preconstruction with particular emphasis on estimating software (e.g. Excel, Timberline, On-Screen Takeoff (OST), HCSS and Bluebeam), and develops internal budgets and ensures project profitability.
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<tr>
<td>541330ENG</td>
<td>Scheduler</td>
<td>The Scheduler will have proven scheduling experience with complex, multi-phase, multi-million-dollar construction and/or renovation projects. Daily duties to include: Understand the Scope of work to define the Work Break Down Structure, Perform schedule development by identifying activities to be accomplished and interrelationships between the work to be performed, Establish activity resource requirements and duration, load activity data into Primavera P6 or MS Project scheduling software, track status and progress against the schedule, interface with designated management; work with the project team on scheduling activities, and incorporating milestones for the project, monitor schedule performance and impacts on the total project, perform Schedule analysis, control activities, and additional duties as directed.</td>
<td>3</td>
<td>A B.S. in a Construction, Engineering, or Technical Field. * 3-10+ years of relevant, recent scheduling experience with construction projects. * Experience using Primavera P6 or MS Project scheduling software; excellent MS Office skills.</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Constructability Reviewer</td>
<td>The Constructability Reviewer is responsible for providing constructability and coordination review services for building and civil projects. Daily duties to include: identity potential areas of Owner exposure and work with Design professionals to correct errors and omissions, provide backcheck of plans, review all project documentation including plans, specifications, and reports, and aid in the reduction of construction-phase change requests and claims.</td>
<td>15</td>
<td>B.S. in Architecture, Engineering, or Construction Management.</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Estimates Coordinator</td>
<td>The Estimates Coordinator will have proven problem-solving ability, a dedication to client service, and relationship management. They are able to take on projects with quick turnaround and able to finish projects with minimal supervision. Daily duties to include: partnering with our consultants to download construction drawings and specifications, open projects, and coordinate with various project teams to schedule and execute work efficiently, developing formats (in Excel) for a variety of construction cost estimates, performing QA/QC (spelling, math, formatting checks.), and general office admin: copying, printing, assisting with reports, general computer troubleshooting.</td>
<td>2</td>
<td>A B.S. in Business Administration or Finance preferred. * 2+ years related experience in administrative role.</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Project Engineer</td>
<td>The Project Engineer will possess demonstrated attention to detail, exceptional interpersonal skills, and commitment to the success of the project. Daily duties to include: assist in submittal procedures, maintain and distribute current contract plans and specifications. Confirm contractor's maintenance of record drawings, maintain a track of most up to date project documents</td>
<td>3</td>
<td>A B.S. in Engineering, Architecture, or Construction Management. * Minimum of 3 years'</td>
</tr>
</tbody>
</table>
(estimates, change orders, change logs) in the internal server and project database. Also, make sure all relevant project members are aware of these updated documents, provide technical and engineering support, coordinate with surveying, testing, and inspection staff, and perform other duties as directed by the PM/CM.

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<tr>
<td>541330ENG</td>
<td>Document Control Engineer</td>
<td>Document Controller will record, monitor, and track submittals between the Contractor and Owner. Job duties are as follows: establish procedures and work instructions compatible with the Owner's procedures and information systems, manage the receipt, logging, control, tracking, and timely processing of all Project documents, including correspondence and other forms of communication, technical documents, documentation of mitigation compliance oversight, shop drawings, calculations, data submittals, manuals, and samples received as part of the design, procurement, and construction process, file all communication in the Project files, in accordance with the Authority information management plan, refine procedures for the tracking of documentation between the Contractor and any third parties per Master Agreements and Task Orders, provide oversight of construction documentation processes and procedures undertaken by the Contractor, and reconcile documentation records with the Contractor on a monthly basis.</td>
<td>2</td>
<td>College Degree in Business, Construction Management, a related field, or qualifying experience.</td>
</tr>
</tbody>
</table>