

*Building Teams ... Building Dreams*

**SIRIS**

## PROFESSIONAL SERVICES SCHEDULE

- PROGRAM MANAGEMENT
- CAPITAL IMPROVEMENT SUPPORT
- DESIGN-CONSTRUCTION MANAGEMENT
- STAFF AUGMENTATION

GSA FEDERAL SUPPLY SCHEDULE  
FSC GROUP: 00CORP  
CONTACT NO. - 47QRAA19D00CA

CONTRACT PERIOD  
SEPT. 11, 2019 THRU SEPT. 10, 2024

SIRIS LLC  
1156 Bowman Rd. Suite 200  
Mount Pleasant, SC 29464  
p: 843.901.3540  
e: [chris@sirisusa.com](mailto:chris@sirisusa.com)

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

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**GSA**

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## EXECUTIVE SUMMARY

SIRIS, LLC or SIRIS is proud to be an approved supplier on the GSA Professional Services Schedule (PSS). The schedule simplifies the procurement of professional services tasks and allows the government owners to quickly acquire expertise in the area they need it most. SIRIS is also proud to be a CVE verified Service Disabled Veteran Owned Small Business SDVOSB. As an approved supplier, we are confident that SIRIS can be a valuable resource to your organization in the areas of Program/Project Management, Design and Construction Management, Acquisitions and Strategic Planning and Recovery Operations.

Our management approach is two-fold: first, if we can't provide a service at a **world-class level**, we don't provide it at all. Second, we can provide each of our services together in a comprehensive management role, or deliver **any customized mix** of them in a way that meets your specific needs.

- **High Quality Results - Customer Focused Approach**
- **Reduced Cost - Customized Experience**
- **Reduced Risk - Best Practices**

### Customer Focused Approach

Government institutions exist to serve its customers, and likewise, *SIRIS believes that every project should be approached first and foremost with our client's customers and staff in mind.* The last activity we will do (transition to operations) is the first thing we think about, it is the starting point of our planning process and will be our focus throughout the project. *We understand that the capital expenditure of a facility makes up only 15-20 % of the life-cycle cost to an Owner*, so we begin with that in mind. Additionally, transition to operations of each phase of the new construction and renovation needs to be seamless in order to keep the Client's mission to their customers unhindered. *Our approach is guided by our values of transparency, listening closely, cultivating a collaborative partnership, and ownership perspective.*

” I work closely with Chris and am always impressed with his commitment to protect the interest of the client. He is extremely collaborative has a great attention to detail. Chris understands that “how” results are achieved is as important as the actual result. Chris provides leadership and good judgment, and I trust his instinct, abilities, and perspective. This (project) was extremely challenging, the stakes were high, and Chris executed flawlessly

Lance Ferguson, Chief Operations  
Memorial Hermann Healthcare System



We strive to make sure that all elements are coordinated and scheduled properly. As we successfully did on the Smithsonian National Postal Museum, despite a short 36-month concept to opening schedule, we opened three months early and well under budget. As the Founding Director James Bruns said:

” Without Glen's assistance, it would certainly cost more than the funds available, and it would not have been as well received. ”

James Bruns, Founding Director  
Smithsonian Institution  
Smithsonian National Postal Museum  
Washington DC

### Customized Experience to Reduce Cost

We our metrics show consistently that our services are not an additional cost to the project but a savings. We specialize in providing Construction Management Support Services and have been able to provide our clients with on-time projects, **reduce construction costs by 10%**, and **reduce contingency use to an average of 2-3%** (10-15% is standard contingency). We do this through getting the **right people on board at the right time for the right price.**

### Implement Best Practices to Reduce Risk

SIRIS specializes in a collaborative pro-active approach to project management. As our client's project representative we understand the challenges projects face and have a proven record of exceeding the goals set forth by our clients by using our tested and refined industry best practices based on:

IASSC - Lean Six Sigma Guidelines

PMI-PMBOK - Project Management Body of Knowledge

CMAA - Construction Management Standards of Practice

SIRIS is a CVE SDVOSB that offers our clients a full spectrum of construction management consulting services, enabling them to complete construction, acquisitions, and maintenance on time, within budget, while minimizing risk of claims and other problems.

SIRIS' project management services include:

- Owner Representation
- Program Management
- Construction Management
- Project Controls
- Project Management
- Acquisitions Management
- Feasibility Studies
- Estimating
- Scheduling
- Risk Analysis
- Claims Analysis
- Job Cost Accounting



Our point of contact for the PSS is:

Chris Hopkins, CCM, PMP, LEED® AP BD+C  
 1156 Bowman Rd. Suite 200  
 Mount Pleasant, SC, 29464  
 Mobile: 843-901-3540  
 Fax: (843) 352-2049  
 chris@sirisusa.com

Following is a summary of how SIRIS can help you in each of our eight (8) approved GSA schedule services and their recovery operations SINs as well as a sample of our project experience and specialties.

## Healthcare

••••••••

### Memorial Hermann TMC - Sarofim Tower

Our healthcare team puts the patients and staff first. We bring the flexibility and expertise to integrate technology and create the most flexible and highest quality healthcare solutions.

## Monuments

••••••••

### American Veterans Disabled for LIFE Memorial

We have experience taking high profile projects through the entire development process including interacting with all authorities having jurisdiction.

## Museums

••••••••

### Smithsonian National Postal Museum - William H. Cross Stamp Gallery

Our team of museum experts can take a museum from concept to a self sustaining reality. We understand both the construction and the business aspects of

## Office/Admin

••••••••

### 4100 North Fairfax

Our teams have taken on complex projects. We know how to respond to diverse user groups of administration, staff, and public engagement spaces.

## SAMPLE PROJECT PERFORMANCE / CLIENT RECOMMENDATIONS



### Memorial Hermann Texas Medical Center Sarofim Tower Expansion - Houston, TX

Broaddus with Chris Hopkins as Project Manager

*“Chris Hopkins was one of the initial team members when the contract was awarded in 2013 to serve as the owner’s representative and project manager for the expansion at MH-TMC and largest capital project in Memorial Hermann Health System’s 109 year history. I work closely with Chris and am always impressed with his commitment to protect the interest of the client. He is extremely collaborative has a great attention to detail. Chris understands that “how” results are achieved is as important as the actual result. He is respected by everyone on the team not only for his abilities, but also because of his work ethic and honesty.”*

– Lance Ferguson, MBA/MHA, VP, Hospital Operations  
Memorial Hermann Texas Medical Center.



### Embassy of the Republic of Lithuania Washington, DC

*“Glen is a take-charge kind of guy, who knows what needs to happen to keep a project on schedule, and makes sure the client gets the lowest prices and best services from project consultants and contractors. Having Glen Hopkins on board allowed the Republic of Lithuania Embassy staff to focus on those issues that were most important to them.”*

– Nelson Mejia, Project Manager,  
TPG Architects



### American Veterans Disabled for LIFE Memorial Washington, DC

*“It is with great admiration and respect we extend our thanks to you for your dedicated leadership of the American Veterans’ Disabled for Life Memorial. Glen Hopkins helped to develop realistic schedules, project benchmarks and goals, pushed to get consultant contracts and proposals reviewed, and throughout have led the coordination with multiple federal agencies. Without your steady guidance, practical knowledge and expertise of complex construction projects, we would not have the list of successes defined today.”*

– E. Michael Vergason, FAAR, FASLA  
Michael Vergason Landscape Architects

## SAMPLE PROJECT PERFORMANCE / CLIENT RECOMMENDATIONS



### **Smithsonian National Postal Museum Smithsonian William H. Gross Stamp Gallery Washington, DC**

*"One of Glen's strongest attributes is his ability to be a calming presence when, by the very nature of the business, difficulties arose. Thanks in large measure to Glen Hopkins' professionalism and expertise, the National Postal Museum was delivered ahead of schedule (33 months) and on budget. I believe it is safe to say that without Glen's assistance and direction the museum could not have opened on time. Further, without Glen's assistance it certainly would have cost more than the funds available, and it would not have been as well received."*

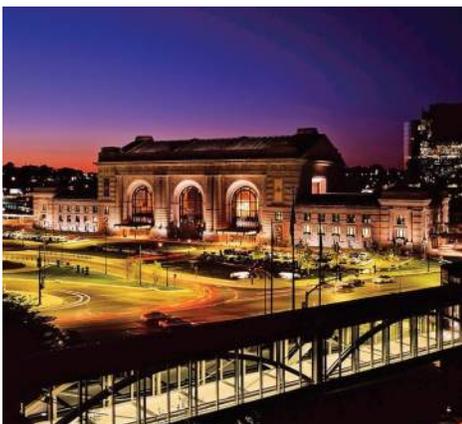
- James H. Bruns, Founding Director  
National Postal Museum



### **Saint John Paul II National Shrine Washington, DC**

*"Our small staff at the Saint John Paul II National Shrine has spent more than three years working to develop a mission and vision for the Shrine while welcoming thousands of visitors. This would have been impossible without Glen Hopkins working every day to ensure that our project continued on time and on budget. As we continue to renovate the Shrine's facilities over the next year, I am confident that Glen Hopkins will provide top-tier service as our representative. In fact, if presented with another project of this great scale and difficult nature, I would hire Glen again without hesitation."*

- Patrick E. Kelly, Founding Executive Director,  
Saint John Paul II National Shrine



### **Union Station and Science City Kansas City, MO**

*"Throughout the redevelopment process of Kansas City's Union Station, Glen Hopkins has demonstrated an encyclopedic level of knowledge regarding design, adaptive reuse, historic preservation issues, museum development and operations, construction, scheduling, budgeting, and finance. He was an enormous creative problem solver no matter what the issue happened to be. I have no doubt that Glen Hopkins can lead any project of any size anywhere."*

- Andy Scott, Founding Executive Director  
Union Station Assistance Corporation

# SIN 520-21 / 520-21(RC)

## Program Management

Our management approach is two-fold: first, if we can't provide a service at a *world-class level*, we don't provide it at all. Second, we can provide each of our services together in a comprehensive management role, or deliver *any customized mix* of them in a way that meets your specific needs.

- **High Quality Results - Customer Focused Approach**
- **Reduced Cost - Customized Experience**
- **Reduced Risk - Best Practices**

Our management team approaches every project from the customers perspective and endeavors to provide a holistic solutions that *minimize risk, reduce waste, and maximize mission success*. We provide services that allow our clients to have the pulse of the project with the confidence that they are being represented by the premier business management professionals that understand their mission, their customers and their staff.

SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

PMP - Project Management Professionals  
 CCM - Certified Construction Managers  
 LSS - Lean Six Sigma Certified Personnel  
 AIA - Licensed Architects  
 PE - Licensed Engineers



**Saint John Paul II National Shrine, Washington DC**  
 This project brought 3 organizations together under one roof saving our client \$5-7 million on one value engineering item.

# SIN 871-2 / 871-2 (RC)

## Concept Development and Requirement Analysis -

SIRIS excels in the early stages of a project. We look at all our projects from our customers business perspective. SIRIS is often contracted by the Owner or A/E at the most conceptual stages of a project to provide:

- Project Feasibility Studies
- Develop Project Proformas and Business Plans
- “Right Sizing” of Project Elements
- Early Stage Value Engineering and Return of Investment Analysis
- Site Selection Evaluation Studies
- Construction Cost and Schedule Analysis
- Managing Master Plans
- Developing Public Private Partnerships
- Economic Impact and Fiscal Analysis Studies.

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SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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**Saint John Paul II National Shrine Gift of Love Exhibit, Washington DC.**  
 integrated architecture and technology to make the life of Saint John Paul II accessible to people of all ages

# SIN 871-3 / 871-3(RC)

## System Design, Engineering and Integration

As the design of a project progresses, SIRIS provides updates to initial cost estimates to help mitigate the risks involved with designing a project that is over-budget. We also provide:

- Phasing Studies
- Value Engineering
- Life Cycle Cost Analysis
- Design Coordination Reviews
- Manage Commissioning and Peer Review Plans
- Develop Design and Engineering Alternates
- Develop Sub-Consultant Procurements
- Green Building Certifications Schedule and Cost Analysis

We manage and coordinate separately procured engineering and designing services to meet the overall construction completion. This includes managing resident engineering services provided by others to fulfill project needs and quality standards. We also provide integrated management and scheduling of design, procurement and construction, ensuring the design proceeds to support construction and procurement needs and ultimately the project end date.

SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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**Smithsonian Institutions William H. Gross Stamp Gallery - Washington, DC**  
 Our team managed this project and were informed it was only the second Smithsonian project completed on time or on budget. We completed it on time under budget.

# SIN 871-4 / 871-4 (RC)

## Test and Evaluation

SIRIS helps our clients execute detailed external independent reviews for entire projects which validate the proposed technical, cost and schedule baseline, and assess the overall status of the project management and control systems. The review provides confirmation of project accomplishments and/or deficiencies and provides pertinent objective information for management reviews. A successful review helps to assure:

- Readiness to proceed to a subsequent project phase
- Confirms orderly and mutually supportive progress of various project efforts
- Validates functional integration of project or organization systems and efforts
- Enables identification and resolution of issues at the earliest time
- Supports event-based decisions
- Controls overall project risk

The SIRIS team provides an in-depth analysis of issues of cost, schedule feasibility, constructability, and trade coordination. We develop commissioning and facility turnover plans and provide QC over sampling and testing activities. We also manage all 3rd party testing during construction.

SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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**Memorial Hermann, Texas Medical Center  
 Gamma Knife Suite, Houston, TX**  
 Our staff has conducted and managed clinical and technical commissioning on complex medical equipment for patient care to meet both Dept of Homeland Security Standards and Joint Commission Facility Standards.

# SIN 871-6 // 871-6 (RC)

## Acquisition and Life Cycle Management

SIRIS managers will help our customer with creative business solutions and detailed preparation of bid and procurement documents to managing their risks, budgets and accomplish their goals. We assist our client in developing bid alternates, analysis business opportunity cost alternatives, and to minimize scope gaps or overlap.

During the bid, construction, and project closeout phases, SIRIS provides full-service Owner's representative services, including, but not limited to: program management, project management, construction management, inspection, change order analysis and negotiation, CPM schedule review services, and all related document control. We serve as the liaison between the A/E, Contractor(s), and the Owner. Following the completion of construction, we work pro-actively to ensure that all the following systems are properly installed and functioning:

- All warranties have been cataloged
- Project is free from deficiencies
- Local jurisdictions have signed-off on the successful completion of the project
- Facility managers, users, and maintenance personnel possess all of the
- Information needed to take possession of the project
- Procurement functions to acquire materials and services
- Manage/coordinate deliveries and interim storage

SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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Smithsonian Institutions National Postal Museum - Washington, DC  
 Our team helped reduce the operations cost by over \$1 million annually through intentionally creative operations analysis and design solutions.

# SIN 871-7 // 871-7 (RC)

## Construction Management and Engineering Consulting Services Related to Real Property

Customer agencies utilize our construction managers as their principal agent to advise on or manage the processes of the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project. The following are some of the tasks to be covered under Construction Management:

- Project Design Phase Services
- Project Procurement Phase Services
- Project Construction Phase Services
- Commissioning Services
- Testing Management Services
- Change Order or Claims Analysis Services
- Post Construction Services

SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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**Memorial Hermann Texas Medical Center - Sarofim Tower**  
 Our staff managed the expansion of a new medical tower which connected on 4 floors including complex phasing leading up to connection points 8 feet from active operating rooms, intensive care units and emergency rooms.

# SIN 874-1 / 874-1 (RC)

## Integrated Consulting Services

SIRIS provides full-spectrum consulting and specializes in real-estate analysis and selection, capital projects, feasibility studies and the development of public private partnerships. We are routinely contracted to conduct studies, develop and manage the planning of capital and real-estate projects including the business case analysis. We have managed the formation, development, funding efforts, and construction of public-private partnership ventures and are experienced in developing partnerships and buy-in of different agencies, commercial investors, and philanthropic individuals.

The key to our success is the transparency, accountability and creativity that we are able to use with these groups and the contractors and consultants needed to pull off difficult projects of this nature. Some of the types of services we have provided are:

- Public Input Meetings - Messaging Session Facilitation
- Program Development Facilitation
- Site Analysis Studies
- Develop and Refine Architectural Program for Maximized Self-Sustainability
- Developing and Refining Operations Proformas
- Developing and Refining Economic Impact and Fiscal Impact Studies
- Job Cost Accounting/Reporting to Multiple Agencies
- Quantitative Claims and Contact Analysis

SIN	PMP	CCM	LSS	AIA	PE
520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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### Union Station Redevelopment - Kansas City

Our team managed the development of a new science museum, the historic renovation of a historic train station as a public-private partnership including 2 states, 2 municipalities, philanthropic donors, and a commercial developer. The project was delivered on time and on budget and received well by both the community and governing officials.

# SIN 874-7 / 874-7 (RC)

## Integrated Business Program Support Services

SIRIS provides services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals in every phase of the project. *Our staff understands that often “how” results are achieved is often as important as the actual results themselves.*

Our team focuses on *listening first, and developing a collaborative environment* for all the stakeholders and contractors second. We believe that creativity and the best-results are achieved when an environment where people feel safe to share their knowledge and understand the ultimate goals of the project. Our team excels in the management of complex projects with multiple moving parts particularly in the early stages or during strategic transitions. Our services include:

- Feasibility & Development Consulting
- Business Planning
- Design Team Selection and Management
- Procurement / Acquisition Strategy
- Bid and Buyout Administration
- Program Management
- Transition to Operations Management

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520-21	✓	✓	✓	✓	✓
871-2	✓	✓	✓	✓	✓
871-3	✓	✓		✓	✓
871-4	✓	✓		✓	✓
871-6	✓	✓	✓	✓	✓
871-7	✓	✓	✓	✓	✓
874-1	✓	✓	✓	✓	✓
874-7	✓	✓	✓	✓	✓

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# CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SINs	Recovery SINs	SIN Descriptions
520-21	520-21RC	Program Management Services
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-6	871-6RC	Acquisition and Life Cycle Management
871-7	871-7RC	Construction Management
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support 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. Commercial Job Titles**

See attached listing of job titles and descriptions

**2. Maximum Order**

\$1,000,000

**3. Minimum Order**

\$100

**4. Geographic Coverage:**

Domestic and Overseas

**5. Point of Production:**

Same as company address.

**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.

**9a. Notification that Government purchase cards are accepted or not accepted up to the micro-purchase threshold.**

Will Accept

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**9b. Notification whether government purchase cards are accepted or not accepted ABOVE the micro-purchase threshold.**

Will Accept

**10. Foreign items (list items by country of origin)**

None.

**11a. Time of delivery**

Specified on the Task Order

**11b. Expedited Delivery**

The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

**11c. Overnight and 2-day delivery**

The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**11d. Urgent Requirements**

The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

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

F.O.B. destination

**13a. Ordering Address**

Same as Contractor

**13b. Ordering procedures**

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

**14. Payment Address**

Same as company address

**15. Warranty Provision**

Contractor's standard commercial warranty.

**16. Export Packing Charges**

Not Applicable

**17. Terms and conditions Government purchase card acceptance (any threshold above the micro-purchase level)**

Contact Contractor

**18. Terms and conditions of rental, maintenance and repair**

Not Applicable

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**19. Terms and conditions of installation**

Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**

Not Applicable

**20a. Terms and conditions for any other services (if applicable):**

Not Applicable

**21. List of service and distribution points**

Not Applicable

**22. List of participating dealers**

Not Applicable

**23. Preventative maintenance**

Not Applicable

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

**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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**

**25. Data Universal Number System (DUNS) Number**

080576594

**26. System for Award Management (SAM) database**

Registered

**27. Final Pricing**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

# SIRIS PRICE LIST

<b>SIRIS LLC, Base Period Prices</b>			
<b>Awarded SINS</b>	<b>Labor Category</b>	<b>Site</b>	<b>Authorized GSA Pricing</b>
All SINS *	Project Executive	Both	\$188.41
All SINS *	Program Manager	Both	\$181.36
All SINS *	Sr. Project Manager	Both	\$171.28
All SINS *	Project Manager	Both	\$146.10
All SINS *	Assistant Project Manager	Both	\$115.87
All SINS *	Sr. Construction Manager	Both	\$171.28
All SINS *	Construction Manager	Both	\$146.10
All SINS *	Senior Architect/Engineer	Both	\$156.17
All SINS *	Architect/Engineer	Both	\$136.02
All SINS *	Project Engineer	Both	\$146.10
All SINS *	Construction Inspector	Both	\$108.82
All SINS *	Senior Scheduler /Field Project Planner	Both	\$141.06
All SINS *	Project Scheduler	Both	\$115.87
All SINS *	Project Controls Specialist	Both	\$123.12
All SINS *	Sr. Project Cost Estimator	Both	\$151.13
All SINS *	Cost Estimator	Both	\$125.94
All SINS *	Claims Analyst	Both	\$166.25
All SINS *	Subject Matter Expert I	Both	\$136.02
All SINS *	Subject Matter Expert II	Both	\$156.17
All SINS *	Subject Matter Expert III	Both	\$186.40
All SINS *	Administrative Assistant	Both	\$68.41
All SINS *	Sr. Job Cost Accountant	Both	\$90.68
All SINS *	Data Entry Clerk	Both	\$45.34

All SINS \* - refers to all awarded SINS listed below:

520-21, 871-2, 871-3, 871-4, 871-6, 871-7, 874-1, 874-7

520-21(RC), 871-2 (RC), 871-3 (RC), 871-4 (RC), 871-6 (RC), 871-7 (RC), 874-1 (RC), 874-7(RC)

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## SCA PRICING MATRIX

SCA Labor Category	SCA Equivalent Code Title	Wage Determination Number
Administrative Assistant	01112 - General Clerk II	2015-4427
Data Entry Clerk	01051 - Data Entry Operator I	2015-4427

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

# SIRIS JOB DESCRIPTIONS

## Experience Substitutions

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelor's Degree + 2 years additional experience	Equals	Masters Degree
Master's Degree + 2 years additional experience	Equals	Ph. D.

## Education Substitutions

A Ph.D. may be substituted for 2 years of required experience with a Masters Degree or 4 years with a Bachelor's degree
A Masters Degree may be substituted for 2 years of required experience with a Bachelor's Degree.
A Bachelor's Degree may be substituted for 4 years of required experience with a H.S. Diploma.

### 1. Project Executive

- Minimum education requirements include a Bachelors Degree in engineering, architecture, construction management, or a business related field
- Minimum 10 years' experience in project/construction management
- Principal point of contact from the company for the contract and the Contracting Officer.
- Principal person from the company responsible for providing direction, coordination and completion of the construction management teams obligations as contained in the contract.
- Work closely with the owner's representative, project manager, architect, and contractors during all phases of design and construction.
- Provide strategic advice and recommendations on improving process, leverages additional company resources, and introduces innovative approaches to new and complex client issues.

### 2. Program Manager

- Minimum education requirements include a Bachelors Degree in engineering, architecture, construction management, or a related field
- Minimum 15 years' experience in project/construction management
- Responsible for the overall administration and coordination of the CM's activities on the contract.
- Provides direction, coordination to ensure the company meets its contract obligations.
- Establishes project work plan including working with the client to define program/project requirements and deadlines.
- Manages program/project team by providing direction and leadership.
- Responsible for identifying training needs, tracking performance, coaching and motivating direct reports.
- Responsible for multi-site projects or multi-phase Contracts exceeding \$10M working in the field
- Perform other CM management functions as outlined in contract.

### 3. Sr. Project Manager

- Minimum education requirements include a Bachelors Degree in engineering, architecture, construction management, or a related field
- Minimum 10 years' experience in project/construction management
- Responsible for the overall administration and coordination of the CM's activities on the contract.
- Provides direction, coordination to ensure the company meets its contract obligations.
- Establishes project work plan including working with the client to define program/project requirements and deadlines.
- Manages program/project team by providing direction and leadership.
- Responsible for identifying training needs, tracking performance, coaching and motivating direct reports.
- Responsible for multi-site projects or multi-phase Contracts exceeding \$5M working in the field
- Perform other CM management functions as outlined in contract

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#### **4. Project Manager**

- Minimum education requirements include a Bachelors Degree in engineering, architecture, construction management, or a related field
- Minimum 5 years' experience in project/construction management
- Assist the Sr. Project Manager, if present
- Plans, organizes, directs, coordinates and reviews the project management activities
- Responsible for multi-site trade or multi-trade Contracts exceeding \$2M working in the field
- Perform other CM management functions as outlined in contract

#### **5. Assistant Project Manager**

- Minimum education requirements include a Bachelors Degree in engineering, architecture or construction management
- Minimum 3 years' experience in project/construction management
- Assist the Sr. Project Manager and/or the Project Manager in review and coordination of project planning, constructibility review, bid packaging, scheduling, estimating, and reporting
- Perform other CM management functions as outlined in contract.

#### **6. Sr. Construction Manager**

- Minimum education requirements include a Bachelors Degree in engineering, architecture or construction management
- Minimum 10 years' experience in construction management
- Provide pre-construction activities including
  - Assist in bid evaluation
  - Prepare bid analyses
  - Evaluate contractor responsibility
  - Attend bid evaluation meetings
- Perform day-to-day contract administration including coordinating pre-construction schedule, schedule of values, submittals, and generally respond to contractor's questions regarding contract administration
- Supervise, coordinate and direct the CM staff
- Perform other CM management functions as outlined in contract

#### **7. Construction Manager**

- Minimum education on requirements include a Bachelors Degree in engineering, architecture or construction management
- Minimum 5 years' experience in construction on management
- Provide pre-construction on activities including
  - Assist in bid evaluation
  - Prepare bid analyses
  - Evaluate contractor responsibility
  - A end bid evaluation on meetings
- Perform day-to-day contract administration including coordinating pre-construction conferences, review of contractor's initial construction schedule, schedule of values, submittals, and generally respond to contractor's questions regarding contract administration
- Supervise, coordinate and direct the CM staff
- Perform other CM management functions as outlined in contract.

#### **8. Sr. Architect/Engineer**

- Minimum education requirements include a Bachelors Degree in engineering, architecture or construction Management; registration is preferred but not required.
- Minimum 10 years' experience in construction management
- Work under the direction of the Project Manager
- Meet with the Project design firm periodically to perform constructibility reviews, recommend changes to design that could reduce cost associated with construction.
- Provide on-site support to the project Construction Manager as the need arises.
- Provide technical and engineering support.
- Coordinate with surveying, testing, commissioning, and inspection staff.
- Perform other duties as directed by PM/CM

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**9. Architect/Engineer**

- Minimum education requirements include a Bachelors Degree in engineering, architecture or construction Management; registration is preferred but not required.
- Minimum 5 years' experience in construction management
- Work under the direction of the Project Manager or Sr. Architect/Engineer
- Meet with the Project design firm periodically to perform constructibility reviews, recommend changes to design that could reduce cost associated with construction.
- Provide on-site support to the project Construction Manager as the need arises.
- Provide technical and engineering support.
- Coordinate with surveying, testing, commissioning, and inspection staff.
- Perform other duties as directed by PM/CM

**10. Project Engineer**

- Minimum education requirements include a Associates Degree in engineering, architecture or construction management
- Minimum 3 years' experience in construction management
- Assist in submittal procedures
- Maintain and distribute current contract plans and specifications. Confirm contractor's maintenance of record drawings
- Provide technical and engineering support.
- Coordinate with surveying, testing and inspection staff.
- Perform other duties as directed by PM/CM

**11. Construction Inspector**

- Minimum 2 years of experience with a relevant Bachelors Degree
- Experience in performing inspections of project activities
- Generate reports of conditions found
- Notify management of significant problems
- Document completion of inspection or test activities

**12. Field Project Planner/ Senior Scheduler**

- Minimum education requirements include a Associates Degree in engineering, architecture or construction management
- Minimum 10 years' experience in construction scheduling.
- Prepare and maintain master project schedule if required
- Review contractors' schedule submissions for conformance with contract documents, for sufficiency, and for quality
- Check critical path, cost and resources loading, schedule content, use of relationships and lag, constraints and milestones.
- Review and verify contractors' monthly progress
- Prepare reports as needed and directed

**13. Project Scheduler**

- Associates Degree in engineering or related technical field.
- Minimum 2 years' experience in construction scheduling.
- Prepare and maintain master project schedule under the direction of the Lead Project Controls Engineer.
- Review Contractors' schedule submissions for conformance with contract documents, for sufficiency, and for quality.
- Check critical path, cost and resource loading, schedule content, use of relationships and lag, constraints and milestones.
- Review and verify contractors' monthly progress.
- Prepare reports as needed and directed by the Government PM.

**14. Project Controls Specialist**

- Associates Degree in engineering or related technical field
- Minimum 2 years' experience in project controls of building modernization projects
- Responsible for planning and scheduling, budget management, cost control, schedule control and contract change control
- Responsible to support Construction Managers in contract and price negotiations
- Responsible for the implementation of scheduling systems and procedures
- Responsible for the implementation of cost control systems and procedures

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**15. Sr. Project Cost Estimator**

- Minimum education requirements include a Bachelors Degree in engineering, architecture or construction management
- Minimum 10 years' experience in construction management
- Prepare preliminary independent cost estimates of projects for comparison
- Prepare change order estimates to establish negotiating position
- Support Resident Engineer or Office Engineer in price negotiations
- Prepare claim analyses and estimates

**16. Cost Estimator**

- Minimum education requirements include a Bachelors Degree in engineering, architecture or construction management
- Minimum 5 years' experience in construction estimating
- Prepare preliminary independent cost estimates of projects for comparison
- Prepare change order estimates to establish negotiating position.
- Support Resident Engineer or Office Engineer in price negotiations.
- Prepare claim analyses and estimates.

**17. Claims Analyst**

- Bachelors Degree in engineering or related technical field.
- A minimum of 12 years of engineering, construction, or claims and litigation experience
- Should Have a thorough understanding of the claims review and defense process and performs:
  1. Cause and Effect Analysis
  2. Cost and Schedule Integration
  3. Entitlement Analysis
- Develop plans for the review of claims and impacts on construction projects and prepares response reports as necessary and/or directed by the government team and attorneys.
- Provide Court Ready Examples
- Experience in arbitration/court settings

**18. Subject Matter Expert I**

- Bachelors Degree in technical or business discipline or related field.
- A minimum of 2 years of progressive work experience, culminating in current role as a senior technical/engineering/business professional who acts as an advisor in complex client projects.
- This individual has developed specific, intimate, often unique and specialized knowledge of a particular technology, program, system, organization, mission R&D effort, academic pursuit, or some combination thereof. This individual's unique and detailed experience has allowed them to attain highly critical skills, knowledge and understanding in specialized areas.
- Provides expert scholarly advice, inspiration and consultation to projects professional co-workers.
- Applies expert and highly specialized knowledge to gather facts, research and analyze data, and develop conclusions, recommendations and strategies.
- Generally, has attained very senior levels within the military, government and/or industry.

**19. Subject Matter Expert II**

- Bachelors Degree in technical or business discipline or related field.
- A minimum of 5 years of progressive work experience, culminating in current role as a senior technical/engineering/business professional who acts as an advisor in complex client projects.
- This individual has developed specific, intimate, often unique and specialized knowledge of a particular technology, program, system, organization, mission R&D effort, academic pursuit, or some combination thereof. This individual's unique and detailed experience has allowed them to attain highly critical skills, knowledge and understanding in specialized areas.
- Provides expert scholarly advice, inspiration and consultation to projects professional co-workers.
- Applies expert and highly specialized knowledge to gather facts, research and analyze data, and develop conclusions, recommendations and strategies.
- Generally, has attained very senior levels within the military, government and/or industry.

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**20. Subject Matter Expert III**

- Bachelors Degree in technical or business discipline or related field.
- A minimum of 10 years of progressive work experience, culminating in current role as a senior technical/engineering/business professional who acts as an advisor in complex client projects.
- This individual has developed specific, intimate, often unique and specialized knowledge of a particular technology, program, system, organization, mission R&D effort, academic pursuit, or some combination thereof. This individual's unique and detailed experience has allowed them to attain highly critical skills, knowledge and understanding in specialized areas.
- Provides expert scholarly advice, inspiration and consultation to projects professional co-workers.
- Applies expert and highly specialized knowledge to gather facts, research and analyze data, and develop conclusions, recommendations and strategies.
- Generally, has attained very senior levels within the military, government and/or industry.

**21. Administrative Assistant/Field Clerk**

- Minimum education requirements include a degree a High School Degree or GED equivalent
- 3 years' experience in project administration
- Maintain records and files on construction projects and contracts including checking of bonds, specifications, forms, contracts and related documents
- Provide information by telephone and through correspondence on requirements concerning bonds, insurance, licenses, signatures, specification, bid procedures, change orders and payments
- Assist professional staff members in performing assigned technical tasks under immediate supervision
- Prepare written materials including correspondence, reports, procedural guides and instructions
- Assist in project analysis by making computations and comparisons
- Must operate a computer

**22. Sr. Job Cost Accountant**

- Minimum education requirements include a Bachelors Degree or certification in accounting or related field
- 5 years' experience in project accounting
- Work under the direction of the Project Manager or Sr. Job Cost Accountant
- Create and maintain records and files on construction budget, cost categories, and invoices with backup.
- Prepare monthly draws, manage the recommendation for approval process of all job cost, and send reports/reminders to appropriate parties for approval.
- Assist professional staff members in performing assigned technical tasks under immediate supervision
- Assist in financial analysis by making computations and comparisons
- Must operate a computer

**23. Job Cost Accountant**

- Minimum education requirements include a Bachelors Degree or certification in accounting or related field
- 5 years' experience in project accounting
- Work under the direction of the Project Manager or Sr. Job Cost Accountant
- Create and maintain records and files on construction budget, cost categories, and invoices with backup.
- Prepare monthly draws, manage the recommendation for approval process of all job cost, and send reports/reminders to appropriate parties for approval.
- Assist professional staff members in performing assigned technical tasks under immediate supervision
- Assist in financial analysis by making computations and comparisons
- Must operate a computer

**24. Data Entry Clerk**

- Supports personnel in the entry of data into various project controls applications as directed by the Construction Manager
- Demonstrated proficiency in the use of Microsoft Office applications and construction project control applications, such as Primavera Project Planner and Primavera Expedition.
- Plans, organizes, directs, coordinates and reviews the project management activities
- Responsible for multi-site trade or multi-trade Contracts exceeding \$2M working in the field
- Perform other CM management functions as outlined in contract



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**SIRIS**



“The team worked tirelessly with the Museum Foundation’s CEO, Bob Wilburn, to meet the challenges of a very demanding Project that will ultimately house three separate organizations under one roof. This demonstrated a great deal of expertise in the overall development process, and took a leadership role in every aspect of the design and construction elements of the Project. They always conducted themselves professionally. They did so with the integrity that should be expected from those dedicated to the creation of The National Medal of Honor Museum and Education Center.”

– Maj. Gen James Livingston, USMC(Ret),  
 National Medal of Honor Museum Board Member

“I will make this note short and simple. I have opened up many large and complicated Postal Facilities in my time with the Postal Service. The William H. Gross Gallery construction and phase in was more complicated than any other facility I was involved in. Without Glen Hopkin’s knowledge, professionalism, and ability to work with diverse clientele this project would never have opened on time and within budget.”

– Allen Kane, Executive Director,  
 Smithsonian Institutions, National Postal Museum

“He was an enormous creative problem solver no matter what the issue happened to be. I have no doubt that Glen Hopkins can lead any project of any size anywhere.”

- Andy Scott, Founding Executive Director,  
 Union Station Assistance Corporation