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: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE

Federal Supply Group: Professional Services

Contract Period: May 17, 2021, through May 16, 2026

Pricelist current as of Modification #PA-0004 effective August 25, 2021

Contract Number: 47QRAA21D005P

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
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DACK CONSULTING SOLUTIONS, INC.
2 William St. Suite 202,
White Plains, NY 10601

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services
Subcategories: Technical and Engineering Services (non- IT)
Contract Number: 47QRAA21D005P
Business Size: Small Business
Telephone: 914-686-7102
FAX Number: 914-686-7103
Web Site: https://www.dackconsulting.com
E-mail: achancy@dackconsulting.com
Contract Administration: Aleksandra Chancy, PE
Contract Period: May 17, 2021, through May 16, 2026

Business Types:

<table>
<thead>
<tr>
<th>Business Types</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2X</td>
<td>For-Profit Organization</td>
</tr>
<tr>
<td>0Y</td>
<td>Black American Owned</td>
</tr>
<tr>
<td>A2</td>
<td>Women Owned Business</td>
</tr>
<tr>
<td>23</td>
<td>Minority Owned Business</td>
</tr>
</tbody>
</table>

SIN | Recovery | SIN Description            |
--- |---------|-----------------------------|
541330ENG | 541330ENGRC | Engineering Services |
OLM | OLMRC   | Order-Level Materials (OLM) |
FIRM PROFILE

DACK Consulting, a DBE/MWBE firm, provides professional construction consulting services to federal and state agencies, construction managers, municipalities, architects, developers and general contractors for governmental, educational, institutional, commercial, industrial and residential projects in the tri-state area. We are involved in all phases of projects, including pre-development, pre-construction, construction and post construction.

QUALIFICATIONS

The firm was established in 1997. The Principal, Aleksandra Chancy, has over 25 years of experience in the construction industry. DACK professionals have experienced the building process from inception of the client’s dream through the construction process. We have provided a variety of services for industrial, institutional, governmental, commercial, residential and educational projects. Our ability to provide consistent, highest quality, client-focused service throughout the entirety of a project’s life-cycle ensures a successful project. Since we have designed structures as well as managed construction projects, we have developed an excellent understanding of the construction process and all of the commodities and services necessary for the success of a project. We are thoroughly familiar with governmental contracting requirements. DACK Consulting has served many local, state, federal and non-profit organizations and agencies including SUNY, CUNY, SUCF, SCA, DASNY, EDC and DDC.

OWNER’S REPRESENTATIVE AND PROGRAM MANAGEMENT

DACK Consulting offers a full complement of Owner's Representation services to accomplish a broad range of clients' construction program requirements. As a result of our experience, we can provide exceptional assistance in developing and managing a project’s budget & schedule, monitoring construction, attending meetings, inspecting project sites, maintaining records, reviewing monthly requisitions and assisting the building owner in reviewing and submitting requests from contractors to facilitate a timely sign-off.

As Owner’s Representative, throughout the design effort, DACK provides constructability reviews and cost estimates to ensure that the design is within budget. We perform value engineering studies as required. We conduct risk analyses to identify the probability of the effect of certain issues on cost and schedule as strong pre-construction and planning efforts are vital to a successful project.

DACK administrates all Bid Management services inclusive of assisting the owner in sending bid packages to reviewing submitted bids and negotiating contracts with professionals and contractors. We prepare invitations to bid (ITB) to qualified bidders and conduct walkthroughs with the bidders which ensures completed bids and minimizes change orders. Once the bids are received, we perform bid comparisons, bid leveling and negotiations. We provide contractor’s evaluation, recommendations.
and ‘pros and cons. This evaluation helps the Owner to make an educated decision to select a reliable contractor who can provide quality work.

Our work also involves overseeing the construction which entails a great deal of components, such as monitoring the day-to-day construction activities, ensuring the design team is responding in a timely fashion, monitoring costs and schedules, change order management, reviewing payment requisitions, monitoring quality and safety, etc. Team members will compare project status and progress of the overall task.

Finally, we complete our mission with a focus on the closeout stages by ensuring that a complete and successful project has been delivered, signed-off and its future assured with planned maintenance and service structures. We ensure quality is maintained by fully understanding the requirements and regularly verifying that construction conforms to the design documents and to the code.

CONSTRUCTION MANAGEMENT

DACK Consulting offers comprehensive construction management services to developers, New York State and City agencies, federal authorities, owners, and industry professionals. Our primary purpose is to assure our clients of a project delivered on time and within budget. Our representatives are seasoned professionals of the industry, who take the utmost pride in their abilities. Our partnership begins with the kick-off meeting, followed by mobilization, where we familiarize ourselves with the project goals and set guidelines and criteria for its achievement. We staff each project with a site representative whose responsibility is to monitor construction progress, maintain quality assurance and compliance with contract design, track the progress of the schedule and budget, and valuate proposed change orders. Finally, we complete our mission with a focus on the closeout stages by ensuring that a complete and successful project has been delivered, signed-off, and its future assured with planned maintenance and service structures. We ensure quality is maintained by fully understanding the requirements and regularly verifying that construction conforms to the design documents and to the code. We have found that taking a risk management approach to project delivery is the best practice methodology in protecting the owner's interests. Potentially problematical issues specific to the project scope, such as staging, demolition, excavation, safety, construction logistics (long lead items, etc.) are anticipated, thoroughly monitored and strategically mitigated, when appropriate, with multiple flexible options.

COST ESTIMATING & VALUE ENGINEERING

Since DACK is involved in bid management, project management, and change order analysis, we have an excellent pulse on the market, thus making our estimates very accurate. Our experienced team of professionals has a thorough understanding of construction and construction management and will take into consideration the design, scheduling, phasing and logistical details, evaluate construction and site conditions, assess risk, and accurately reflect their cost impacts. Early in planning and design, DACK works with its clients to develop control systems to manage design...
and construction. DACK uses current templates and computer guidelines to prepare estimates. All estimates will follow the CSI format, adjusted to reflect how work items are packaged and will include quantities, labor, equipment and material costs, unit costs, general conditions, inspection costs, contingencies, escalations, overhead, and profit. We provide decision support and cost analysis based on preliminary design considerations, site development requirements and coordination with regulatory requirements. DACK works with the designers and owners to evaluate construction methods and materials. We provide the estimates for the various schemes, in accordance with the scope of work provided using one or more of the following methods: a) comparisons with similar past projects b) defined units (i.e. square foot, cubic yard, etc.). We provide change order management.

**SIN Related Work**

Some prime examples of DACK’s Projects related to the services covered in this schedule include the following:

**AGENCY / OWNER:**
Empire State Development

**CLIENT:**
Empire State Development

**PROJECT VALUE:**
$100M

**SERVICES PROVIDED:**
Change Order Management

**PROJECT DETAILS:**
As part of the $1B expansion of the Jacob Javits Center, a new transformer building is being constructed to house all the piping and electric equipment and wiring for the center. DACK is performing Change Order Management.

**AGENCY / OWNER:**
Martin County, FL

**CLIENT:**
Adjuster International

**SERVICES PROVIDED:**
Estimating
Scheduling
Project Management
PROJECT DETAILS:
The project was initiated to help define and support a Disaster Preparedness and Disaster Recovery program intended to reduce threats prior to events, support emergency and mission-critical operations, during and immediately after an event, and address damages to reestablish full operation of its facilities quickly after a disaster. This program requires Disaster Preparedness services to assist with Plans, Accreditation, Technology and Training & Exercise Programs; and Disaster Recovery services to assist in immediate Disaster Response activities, facilitate a comprehensive Disaster Assessment process, manage the Public Assistance program and support the Disaster Restoration of infrastructure and facilities.

AGENCY / OWNER:
MTA

CLIENT:
McKissack

PROJECT VALUE:
Billions

DATE OF COMPLETION:
Ongoing

SERVICES PROVIDED:
Construction Oversight
Estimating Scheduling Risk Analysis Claim Review
Change Order Management

PROJECT DETAILS:
MTA IEC project scope included monitoring numerous design and construction projects for compliance with project management, budget, schedule, safety and quality requirements for the Authority's operating agencies which include: New York City Transit, Long Island Rail Road, Metro-North Railroad, MTA Bridges and Tunnels and the MTA Capital Construction Company. Projects monitored included 2nd Avenue Subway, East Side Access, Fulton Transit Center, Verrazano Bridge and Security Oversight.
OUR COMMITMENT

SCHEDULING
DACK Consulting has successfully completed hundreds of scheduling assignments throughout its history. As a result of our experience, we are intimately familiar with methods and systems used throughout the design phase and construction phase. Our scheduling services include a comprehensive combination of master schedule development, oversight, and updates. DACK provides expert knowledge and utilizes cutting-edge technology to develop comprehensive, accurate, and reliable Critical Path Method (CPM) schedules. DACK has a wealth of technical experience and training across all construction disciplines that provides our clients with the most innovative and state-of-the-art scheduling and cost solutions. Our work product is generally prepared using the latest scheduling software customized to the client’s needs using Primavera (P6). Our experience includes planning and managing over a billion dollars’ worth of complex global schedules to ensure projects are successfully completed on time and within budget. We increase efficiency by saving time, enhancing productivity, and alleviating the stress of the project management staff by freeing them to focus on their priorities. Our schedules are accurate, consisting of realistic and concise analysis of critical milestones and identification of interdependent activities to improve project performance. From conception to completion, we coordinate subcontracting work, permitting and submittal approvals into an integrated schedule. We provide management teams with full control of project schedules, resources and budget to successfully manage & track the progress.

MWBE COMPLIANCE
As part of our administrative oversight, we facilitate MWBE requirements and needs. We handle extensive MWBE outreach, pre-qualification, and compliance work. We provide the research, development, and implementation of outreach efforts to promote full and equal business opportunities for all businesses to meet Agency/Owner compliance requirements.

LEED COMPLIANCE
We work extensively with architectural firms to help streamline the compliance process, and assist with keeping LEED submittals and certification.
INFORMATION MANAGEMENT SYSTEMS AND DOCUMENT CONTROL

DACk tracks and updates project statuses and information throughout the entire construction process from the pre-development phase all the way to closeout. We have organized and tangible data analysis procedures and document tracking systems in place to ensure that at all times, a project’s status is up-to-date and easily accessible by Owners, GCs, PMs or authorized parties.

This system includes:

- Management of shop drawings.
- Distribution, collection and procurement of bid documents and contract deliverables.
- Generation, solicitation, and storage of all project documents, RFI/RFPs/RFQs, Contractor Correspondences, Inspection Records, File Indexes, Monthly Estimates, Meeting Minutes, Call Logs, EEO Documents, Field Tests, Claims, Insurance documents, Corrective Action Reports and contractor and subcontractor information.
- Record Management and Document Control for Change Orders, Punch lists, and Project Reports.

All information management systems will adhere to all regulations required by the agency.

ON-SITE INSPECTIONS/TESTING

DACk will oversee and coordinate all third-party inspection services for material and equipment testing, handling, and geotechnical inspections. Our team will ensure that all necessary permits are being put in place where and when needed and that any issues found during inspections will be resolved in a timely and effective manner. All inspections and testing will be recorded via daily, weekly, bi-weekly and monthly logs and reports.

EMERGENCY MANAGEMENT/DISASTER MANAGEMENT

DACk Consulting Solutions is a construction management and emergency management consulting firm. Our team brings over 20 years of experience managing billion-dollar emergency operations around the country. We have delivered comprehensive construction management services to city, state and federal agencies and industry professionals, including planning, estimating, scheduling, and designing better buildings and infrastructures. This experience in all phases of construction allows DACk to provide comprehensive emergency management services assisting both public and private sector clients with addressing storm resiliency, hazard mitigation, emergency response, grant management, and short-term and long-term recovery programs. Our building and infrastructure expertise allows us to strengthen organizations, communities, and local, state and federal governments and accurately develop preemptive and corrective measures to create more resilient communities.

QUALITY AND COST CONTROL

We validate our work by checking for errors and identifying variances. We update the model as more data becomes available or as changes occur; finally, we conduct risk analysis and perform QA/QC and peer reviews by validating
that standard policies and procedures have been followed and that requirements have been met to ensure a high quality work.

BUSINESS CONTINUITY

DACK Consulting has been in business for over 22 years and places reliability and consistency at the forefront of its services. We plan in advance and anticipate potential problems. We have a business continuity plan in place to:

- Protect critical networks, systems and applications to ensure a rapid recovery
- Train and educate employees - perform skill set assessments to understand staffing requirements necessary to support continuous operation
- Review, test, and refresh – continuously

PHILOSOPHY

Our philosophy is Dedicated, Accountable, Competent and Knowledge. Each and every single one of our professionals abides by this philosophy, and thereby ensures that every task and every project is successful.

OUR SERVICES

For governmental, institutional, commercial, industrial and residential projects, DACK Consulting offers the following services:

- Owner’s Representative
- Construction Management
- Estimating
- Scheduling
- Value Engineering
- MWBE Outreach and Compliance
- Oversight of Construction
- LEED Compliance
- Training to Small Businesses
- Contract Administration
- Contractor Prequalification
- Bid Management
- Change Order Analysis / Evaluation
- Program Review
- Constructability Review
- Long Lead Material/Equipment Procurement
- Progress Payment Review
- Anticipated Cost Reporting
- Shop Drawing Coordination
- Project Scoping
- Budgeting Cash Flow Analysis
- Site Logistics Planning
- Emergency Management
- Construction Administration
- Project Closeout
- Claims Analysis

Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>DLM</td>
<td>DLMRC</td>
<td>Order-Level Materials (DLM)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Lowest Priced Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Construction Estimator</td>
<td>$88.87</td>
</tr>
</tbody>
</table>

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

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only (48 States, DC)

5. Point(s) of production (city, county and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: - 2% on discounts on task orders at or above $250,000.

8. Prompt payment terms: Discount1: 1%- 10 days; Net 30 days.
   Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. 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

10c. 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
10d. 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

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

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(es): Same as company address

14. Warranty provision.: Contractor's standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

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

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

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

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/. N/A

23. Unique Entity Identifier (UEI) number: 015537991

24. Notification regarding registration in System for Award Management (SAM) database: Registered
### Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Min Education</th>
<th>Min Exp.</th>
<th>EPA</th>
<th>GSA Price</th>
<th>GSA Price</th>
<th>GSA Price</th>
<th>GSA Price</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Construction Inspector</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>8 years</td>
<td>2%</td>
<td>$111.38</td>
<td>$113.61</td>
<td>$115.88</td>
<td>$118.20</td>
<td>$120.56</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Senior Project Manager</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>10 years</td>
<td>2%</td>
<td>$112.54</td>
<td>$114.80</td>
<td>$117.09</td>
<td>$119.43</td>
<td>$121.82</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Construction Superintendent</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>8 years</td>
<td>2%</td>
<td>$128.00</td>
<td>$130.56</td>
<td>$133.17</td>
<td>$135.83</td>
<td>$138.55</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Construction Estimator</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>5 years</td>
<td>2%</td>
<td>$88.87</td>
<td>$90.64</td>
<td>$92.46</td>
<td>$94.31</td>
<td>$96.19</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Construction Scheduler</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>5 years</td>
<td>2%</td>
<td>$105.75</td>
<td>$107.87</td>
<td>$110.02</td>
<td>$112.22</td>
<td>$114.47</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Assistant Project Manager</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>5 years</td>
<td>2%</td>
<td>$90.55</td>
<td>$92.36</td>
<td>$94.20</td>
<td>$96.09</td>
<td>$98.01</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Construction Manager</td>
<td>Bachelor’s degree in Construction Management, Engineering or Architecture</td>
<td>8 years</td>
<td>2%</td>
<td>$129.78</td>
<td>$132.38</td>
<td>$135.03</td>
<td>$137.73</td>
<td>$140.48</td>
</tr>
</tbody>
</table>

**Service Contract Act**: The Service Contract Labor Standards, formerly the Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Contract and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA 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/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor Category Description</th>
<th>Minimum Education and Years of Experience</th>
</tr>
</thead>
</table>
| Construction Inspector | - Inspect construction work to ensure compliance with building standards and project specifications  
- Review plans to identify potential violations  
- Document inspections and report any issues  
- Determine the quality of materials being used through testing  
- Responds to, reports and investigates accidents, incidents and complaints for conformity with NYC Construction Codes, Department rules, other pertinent laws and rules, and approved plans and specifications. Studies drawings to obtain details for inspections.  
- Issues violations, summonses and stop work orders.  
- Verifies licenses of onsite workers.  
- When issuing violations, advises the recipient of the nature of the violating condition.  
- Testifies as needed, including at ECB, depositions, and court.  
- Maintains records and makes reports.                                                                                                                                                                                                                                                                                                                                                   | Minimum/General Experience: 8 years’ work experience. The Construction Inspector is familiar with standard construction practices and methods. This role involves inspecting work to ensure compliance with regulatory standards as well as project specifications.  
Minimum Education: Bachelor’s degree in Construction Management, Engineering or Architecture                                                                                                   |
| Senior Project Manager | The Senior Project Manager oversees the project management team by keeping the project on schedule and within budget. The ideal candidate should have a thorough understanding of the Project Management process with a keen eye for detail.  
- The Senior project manager is responsible for project planning, project scheduling, cost monitoring, and cost control  
- Communicate directly with the client  
- Provide technical evaluations, advice and guidance  
- Manage contractor compliance with documents  
- Coordinate the work of numerous contractors, provide progress reports, contract correspondences, manage the submittals, requisitions and change order process  
- Oversee design, development and construction document preparation.  
- Oversee the construction bid and award process.  
- Ensure good design decisions are made in line with hard cost budgets.  
- Value engineer design with contractors and designers to maximize the best product for competitive pricing.  
- Establish and manage weekly meetings, as needed, for individual projects.  
- Manage the closeout, documentation and turnover to operations of all project related documents and information.  
- Oversee projects from start to finish, ensuring the projects are completed on schedule and on budget, while maintaining quality.                                                                                                                                                                                                                      | Minimum/General Experience: 10 years’ work experience. Ideal candidate will have experience managing projects as well as oversee construction performed by a general contractor. Candidate will have to travel from site to site, attend meetings, interface with various stakeholders.  
Minimum Education: Bachelor’s degree in Construction Management, Engineering or Architecture                                                                                                               |
| Construction Superintendent | A construction superintendent is responsible for supervising various activities at the construction site; overseeing the performance of construction crew or laborers; mentoring and training the staff; advising the management on deployment of workforces at different sites and use of different raw materials; and taking care of administrative issues like leaves, and wages.  
- Ensure job safety requirements are understood and implemented by all project personnel and trade contractors, working with the safety support personnel as a resource.  
- Continually strives for Zero Injury on all projects.  
- Lead on-site safety meetings.  
- Review the trade contractor’s safety program and MSDS information in the trade.                                                                                                                                                                                                                                                                                                                                                       | Minimum/General Experience: 8 years’ work experience. Ideal candidate will have experience managing projects as well as oversee construction performed by a general contractor. Candidate will have to travel from site to site, attend meetings, interface with various stakeholders.  
Minimum Education: Bachelor’s degree in Construction Management, Engineering or Architecture                                                                                                           |
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor Category Description</th>
<th>Minimum Education and Years of Experience</th>
</tr>
</thead>
</table>
| Construction Estimator | - Evaluate risk and budgets for projects by considering RFP, blueprints, specs, or other documents.  
- Evaluates offers to purchase by costing changes, additions, and site requirements.  
- Manage subcontractor bids and process.  
- Develop strategies to meet project goals, like setting work hours, sequencing tasks, obtaining materials, etc.  
- Develop and present cost estimates for internal and external audiences.  
- Understand construction means and methods and how they affect schedule and productivity. | Minimum/General Experience:  
5 years' work experience. Projects and controls construction costs by collecting and studying information; controlling construction costs. The individual will have the opportunity to work on exciting projects such as large-scale commercial buildings, laboratory spaces, and ground-up institutional facilities both domestically and internationally.  
Minimum Education: Bachelor's degree in Construction Management, Engineering or Architecture |
| Construction Scheduler | - Prepare project schedules, resource plans and cost budgeting from scopes of work, estimates, drawings and contract specifications that follow scheduling best practices.  
- Analyze, evaluate, forecast, and report schedule status against established baselines.  
- Plan, coordinate, supervise and direct all planning and direct all planning and scheduling activities;  
- Provide development/implementation of project controls standards and procedures;  
- Interface/maintain liaison with project management, owner, subcontractors, etc. on all planning and scheduling related items and functions including reporting requirements, progress status, new impacts, etc;  
- Represent company and/or project in meetings with owner, A/E representatives and other contractors as required;  
- Ensure that corporate planning and schedule standards are implemented and that all project related activities comply;  
- Review schedules prepared by others;  
- Assist in maintaining effective relationships with internal and external clients; | Minimum/General Experience:  
5 years' work experience. The Project Scheduler supervises and directs all planning and scheduling activities of project through application of diversified controls, systems, principles and practices. The Project Scheduler must be a team player and have strong organizational and problem-solving skills.  
Minimum Education: Bachelor's degree in Construction Management, Engineering or Architecture |
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor Category Description</th>
<th>Minimum Education and Years of Experience</th>
</tr>
</thead>
</table>
| **Assistant Project Manager** | The Assistant Project Manager supports the project management team by keeping the project on schedule and within budget. The ideal candidate should be willing to grow and learn and do what it takes to support the Project Manager and the project team.  
  - Assist the project manager in project planning, project scheduling, cost monitoring, and cost control  
  - Negotiate/procure subcontractors/suppliers  
  - Effectively draft memos, reports and documents.  
  - Write letters to subcontractors and vendors.  
  - Communicate project requirements to subcontractors and vendors.  
  - Assist in the preparation and negotiation of change orders.  
  - Review amplified drawings for changes and clarifications.  
  - Review Submittals, RFI’s, etc. from subcontractors and with owners.  
  - Perform any other duties as required.  
  - 5 years of prior civil construction experience (including internships).  
  - Prior experience with public agency work desirable.  
  - Possess solid analytical skills.  
  - Effective time management skills.  
  - Willingness to grow and learn in a fast-paced environment.  
  - Strong verbal and written communication skills.  
  - Ability to take on more responsibility over a period of time. | Minimum/General Experience:  
5 years’ work experience. Ideal candidate will have experience managing projects as well as oversee construction performed by a general contractor. Candidate will have to travel from site to site, attend meetings, interface with various stakeholders.  
Minimum Education: Bachelor’s degree in Construction Management, Engineering or Architecture |
| **Construction Manager** | Inspect installation of the work on a weekly basis, ensuring adherence to contract documents, approved submittals, shop drawings and RFIs;  
  - Monitor contract activities to ensure that the work is being executed in a safe manner.  
  - Monitor the Construction Permits to ensure that they are up to date and provide proper notification when any permit nears its expiration date.  
  - Coordinate required Special Inspection testing and monitor results.  
  - Monitor NCR’s.  
  - Monitor the projects to ensure that they progress in accordance with the approved schedule.  
  - Assist in the coordination of upcoming construction activities.  
  - Act as the field liaison between the Contractors and the Beneficiaries.  
  - Coordinate all meeting follow-ups.  
  - Attend all project meetings.  
  - Assist in the review and evaluation of change order proposals.  
  - Review and make recommendations on pencil requisitions.  
  - Maintain all relevant records for the project, including contract documents, files, visitor logs and pictures; and  
  - Utilize project management software to store project documents, daily reports and other project correspondence, and RFIs. | Minimum/General Experience:  
8 years’ work experience. Ideal candidate will be familiar with agency work, Section 3 contracts and GOSR contracts. Ideal candidate will have experience managing projects as well as oversee construction performed by a general contractor. Candidate will have to travel from site to site, attend meetings, interface with various stakeholders.  
Minimum Education: Bachelor’s degree in Construction Management, Engineering or Architecture |