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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services
FSC Class: 
Contract number: 47QRAA21D009N

Contract period: 09/01/2021 through 08/31/2026

MFS Consulting Engineers & Surveyor, D.P.C.
2780 Hamilton Blvd
South Plainfield, NJ 07080
Phone Number: 908-922-4622
FAX: 866-517-7413
www.MFSengineers.com

Contract administration source (if different from preceding entry). Maksim Gorbach
mg@mfsengineers.com

Business size: SMALL
Certified DBE, MBE, and SBE

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

Prices Shown Herein are Net (discount deducted)
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>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
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<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
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<td>541420</td>
<td>541420RC</td>
<td>Engineering System Design and Integration Services</td>
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<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials</td>
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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. See Page 4

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 Page 4

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area). 48 States, DC

5. Point(s) of production (city, county, and State or foreign country).
   2780 Hamilton Blvd
   South Plainfield, NJ  07080

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

7. Quantity discounts.
   1% on all orders over $100,000
   2% on all task orders between $250,000 and $500,000
   3% on all task orders over $500,000

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point. Destination

12a. Ordering address:

2780 Hamilton Blvd
South Plainfield, NJ  07080

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:

2780 Hamilton Blvd
South Plainfield, NJ  07080

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable
23. Unique Entity Identifier (UEI) number. 079458435

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

### Labor Category Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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</tbody>
</table>

**Labor Category Descriptions**

**Principal Engineer**
Plans, organizes, and directs the activities of an assigned section of the Engineering Division; assigns, reviews and evaluates the work of staff in the Section for accuracy, suitability, and completeness. Serves as a member of the firm’s executive management team and participates in the development and implementation of Division goals, policies, and procedures; administrative planning; and problem resolution. Plans, coordinates, and supervises responsible engineering work in connection with his projects; manages the design of engineering plans and specifications. Decides on design procedures and interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness. Interprets and applies relevant codes, ordinances, rules, and regulations. Provides continuing technical assistance to staff; supervises and participates in the work of lower-level engineering staff in preparation of project plans, agreements, specifications, cost estimates and contract administration for projects. Assists in the preparation, coordination and control of the operating and project budgets; assists in evaluating the need for and developing plans and schedules for long-range projects. Coordinates projects with other departments, divisions, sections or teams, consultants, developers and/or property owners; gives presentations; responds to client inquiries and complaints, and takes appropriate action. Tracks new or pending regulatory requirements that affect his division and provides support to meet these requirements.
Masters Degree/Min. 20 years experience

**Senior Associate Engineer**
Responsible for one or more technical engineering functions. Performs highly specialized engineering tasks relative to the assigned area of responsibility. Plans, supervises and performs professional engineering work in the planning, design, and construction. Interprets, analyzes, applies and articulates laws, rules, contracts, ordinances, regulations and guidelines. Provides leadership and direction and perform professional and technical engineering activities related to program and project management. Performs complex professional and technical engineering tasks relative to assigned area of responsibility; reviews and checks plans for accuracy and conformance with codes, ordinances, and departmental requirements; prepares complex estimates and technical reports for departmental use and/or presentation to the client. Supervises and participates in multidepartment or multi-agency studies to provide engineering analysis and input; conducts detailed research and prepare extensive written reports. Coordinates construction projects from definition of scope through engineering or architectural design, contract specification/plan preparation, construction, and warranty closeout; recommends and administers contracts with outside consultants as appropriate; reviews work and tasks performed, recommends progress payments and monitors billings. Assigns routine investigation, design, drafting and inspections tasks to technical subordinates. Regular, predictable, consistent, and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks. Works cooperatively with others. Promotes and maintains safe work practices. Confers and coordinates with contractors, private engineers, public agencies, City codes, ordinances, and policies. Supervises and participates in the development, update and implementation of standard engineering plans and design criteria.
Masters Degree/Min. 15 years experience

**Associate Engineer**
Reviews project development plans for compliance with codes, regulations, standards, and compliance with Principal Engineer and/or Senior Associate Engineer. Evaluates sites, structures, construction, and other public works related impacts related to projects. Makes recommendations for conditions of approval. Coordinates and/or undertakes the development of the engineering programs involving multiple service disciplines. Determines applicable codes, regulations, and requirements for assigned projects. Develops project scope and selection criteria, and manages consultant selection process if one is utilized. Coordinates the preparation of, or develops, engineering plans, specifications, estimates for complex projects. Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria. Provides project management for the construction of the projects. Inspects and oversees assigned projects to ensure contractor compliance with contract documents, schedules, and budget parameters for the project. Assures accurate as-built records of projects, and coordinates warranty and training issues for a smooth transition to the operation and maintenance programs. Maintains regular contact with consulting engineers/architects/professionals, construction project engineers, city, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services. Prepares investigative studies and engineering reports. Performs and assists in survey work. Provides engineering support for other departments.

Masters Degree/Min. 15 years experience

**Project Engineer II**
The Project Manager works directly with other Project Managers and reports to the Associate Engineers. The Project manager is responsible for assigning project tasks to staff, providing technical guidance and supervision to staff, reviewing completed design plans/calculations, reviewing reports, field inspection reports, and ensuring the company established QA/QC standards are being adhered to during design development, project inspections, and reporting. The project Manager is responsible for direct client correspondence, final review/development of proposals, contracting a project, setting the project up in company accounting system, generating project invoicing with billing department, contracting, and managing subcontractors, reviewing, and updating project backlog and project profitability reporting. In addition, the Project Manager is responsible for project and divisional budget tracking and guiding the staff to adhere to the project cost budgeting while still providing a quality product.

Bachelors Degree/Min. 10 years experience

**Project Engineer I**
The Project Manager works directly with other Project Managers and reports to the Associate Engineers. The Project manager is responsible for assigning project tasks to staff, providing technical guidance and supervision to staff, reviewing completed design plans/calculations, reviewing reports, field inspection reports, and ensuring the company established QA/QC standards are being adhered to during design development, project inspections, and reporting. The project Manager is responsible for direct client correspondence, final review/development of proposals, contracting a project, setting the project up in company accounting system, generating project invoicing with billing department, contracting, and managing subcontractors, reviewing, and updating project backlog and project profitability reporting. In addition, the Project Manager is responsible for project and divisional budget tracking and guiding the staff to adhere to the project cost budgeting while still providing a quality product.

Bachelors Degree/Min. 7 years experience

**Assistant Project Engineer II**
The Assistant Project Manager works directly with other Assistant Project Managers and reports to Project Managers. The Assistant Project Manager is responsible for the development of design plans/calculations, development of reports; performing field inspection and reporting are completed in accordance with the company established QA/QC standards. The Assistant Project Manager is responsible for supervising staff, development of proposals for Project Manager review and submission to the client, completing/coordinating pre and post job reviews with staff, and reviewing the staff’s work during the development of the design/calculations, development of reports and inspections. The Assistant Project Manager tracks project costs, submits out of scope change orders to the Project Manager for review and submission to the client, schedules staff for projects and subcontractors for projects.

Bachelors Degree/Min. 6 years experience

**Assistant Project Engineer I**
The Assistant Project Manager works directly with other Assistant Project Managers and reports to Project Managers. The Assistant Project Manager is responsible for the development of design plans/calculations, development of reports;
performing field inspection and reporting are completed in accordance with the company established QA/QC standards. The Assistant Project Manager is responsible for supervising staff, development of proposals for Project Manager review and submission to the client, completing/coordinating pre and post job reviews with staff, and reviewing the staff’s work during the development of the design/calculations, development of reports and inspections. The Assistant Project Manager tracks project costs, submits out of scope change orders to the Project Manager for review and submission to the client, schedules staff for projects and subcontractors for projects.

Bachelors Degree/Min. 5 years experience

**Senior Staff II**
In addition to the responsibilities of the Senior Staff I position, this position is knowledgeable and assists in the preparation of developing the project design from concept, schematic, then to final, and assists throughout the construction phases. This position is responsible for performing moderate design tasks, preparing portions of project documents, editing specifications, and performing research and investigations. This position performs periodic special inspections during construction and trains entry-level staff. In addition, this position prepares and reviews Site Inspection Reports. This position develops proposals and trains entry-level staff. This position assigns tasks to and coordinates work with entry-level engineers, technicians, and administrative staff and assists in developing schedule and budget requirements.

Bachelors Degree/Min. 3 years experience

**Senior Staff I**
This position is responsible for the development of non-technical reports and assists in the development of technical engineering reports, design development drawings, and final construction documents. This position is responsible for performing moderate design tasks, preparing portions of project documents, editing specifications, and performing research and investigations. This position performs periodic special inspections during construction and trains entry-level staff. In addition, this position prepares Site Inspection Reports. This position assists in the development of proposals and trains entry-level staff. This position begins to assign tasks to and coordinates work with entry-level engineers, technicians, and administrative staff and assists in developing schedule and budget requirements.

Bachelors Degree/Min. 3 years experience

**Staff II**
This position is responsible for performing engineering work based on project requirements. In addition to the responsibilities of the Staff I position, this position may estimate costs, prepare justifications, and complete expenditure requests as required. In addition, this position may formulate the basis for an engineering study, or project, or design in any basic or special engineering field. This position is responsible for performing basic design tasks. In addition, the position is responsible for assisting with other tasks including preparing permit applications, material testing, drawings, and computer aided design work. This class differs from Civil Engineer I in that incumbents perform the full range of duties as assigned. This level independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria to solve engineering problems.

Bachelors Degree/1 years experience

**Staff I**
This is the entry level position in the professional engineering series. Employees in this position possess the applicable educational and training background required of classes in the professional engineering series, yet typically lack practical work experience. This position is responsible for performing engineering work based on project requirements. Some tasks include comparing design options and document findings, producing detailed reports, review technical and engineering drawings, and make revisions accordingly. This position collects data and gathers information or documents, performs standard computations and analyses, prepares drawings and visual aids, and observes construction activities. This position differs from the Staff II class in that incumbents perform more routine tasks and duties assigned to positions within this series. Incumbents work under immediate supervision in the performance of job tasks.

Bachelors Degree/Min. 1 year experience

**Principal Land Surveyor**
Principal Land Surveyor is in responsible charge of the overall management, organization, and general operation / direction of the land surveying department. This position requires exercise of the highest degree of land surveyor expertise, initiative, technical proficiency, and sound judgment.
The Principal Land Surveyor leads and manages the day-to-day operations of the land survey department and all staff assigned to that department. Duties include, but are not limited to, the following:

- Reviewing and certifying all final maps, parcel maps, property corner records, and other records of survey.
- Oversees the work of personnel engaged in conducting surveys and related services for various projects; preparing Legal Descriptions; surveying for land acquisition and disposal; and arranging survey and boundary line services.
- Performs supervisory actions such as selection, training, performance evaluation, coaching, counseling, discipline, and termination.
- Oversees the maintenance of fair and accurate records of surveys performed.
- Supervises the preparation of budgetary requests and proposals.
- Proposes and implements policies and procedures related to surveying programs.
- Participates in negotiations with clients, consultants, grant agencies, and regulatory bodies.
- Prepares or supervises the preparation of special studies and reports.
- Recommends program objectives and resource allocations, including planning for capital construction programs.
- Is competent and fully capable of performing all the requirements of a Project Manager and/or Project Surveyor.

High School Diploma/Min. 20 years experience

Party Chief/1 Man Survey Crew
The Party Chief works solo and/or with an instrument operator. Experience with Leica data collection software is required, including running the data collector, along with downloading/uploading files in accordance with company procedures. Knowledge and ability to collect data in a manner acceptable for field to finish procedures is highly desirable.

- Runs and supervises a one or two man field crew.
- Prepares field notes, sketches and photos.
- Collects and codes data for topographic, utility, structural monitoring, boundary, wetlands, other types of surveys.
- Performs construction layout.
- Utilizes robotic total stations, optical/digital levels, and GPS.
- Performs daily downloads of data collector files.
- Adheres to company protocols for maintenance and upkeep of survey equipment and vehicles.
- Interfaces and reports to MFS’ Principal Land Surveyor or project managers/surveyors as assigned to a project.

High School Diploma/Min. 2 years experience

Party Chief- Laser 3D Scanner
The Party Chief works solo and/or with an instrument operator. Experience with 3D Laser Scanners in required. Experience with Leica data collection software is desired, including running the data collector, along with downloading/uploading files in accordance with company procedures. Knowledge and ability to collect data in a manner acceptable for field to finish procedures is highly desirable.

- Runs and supervises a one or two man field crew.
- Prepares field notes, sketches and photos.
- Collects and codes data for topographic, utility, structural monitoring, boundary, wetlands, other types of surveys.
- Performs construction layout.
- Utilizes 3D Laser scanners, robotic total stations, optical/digital levels, and GPS.
- Performs daily downloads of data collector and scan data files.
- Adheres to company protocols for maintenance and upkeep of survey equipment and vehicles.
- Interfaces and reports to MFS’ Principal Land Surveyor or project managers/surveyors as assigned to a project.

High School Diploma/Min. 2 years experience

Project Manager – Survey
- Responsible for all aspects of the survey process including: technical aspects, staff management, staff scheduling, and playing a key role in identifying and closing new business.
- Requires broad based knowledge of all phases of land surveying including boundary analysis, topography, GPS, 3D laser scanning, and construction layout services.
- Coordinates multiple survey projects involving various survey tasks including estimating and proposal preparation.
- Ability to provide supervision and guidance to field crews and office staff and communicate with client representatives and internal engineering project managers.
• Ability to relate to clients and people at all levels of an organization.
• Be accessible and responsive to the needs of clients.
• Provides billing reports to management, completes invoicing and collections for projects.
• Be committed to the ongoing training and development of MFS' Survey team.
• Prepares and executes quality control reviews, safety and quality assurance procedures, and the final QC of all survey documents.
• Reads, analyzes, and interprets drawings and the most complex documents.
• Any other duties as assigned.
• Interfaces with, and reports to, MFS's Principal Land Surveyor or other project managers as required.
High School Diploma/Min. 7 years experience

Project Surveyor
The Project Surveyor performs office survey tasks, as well as supervising/directing office and field surveyors. Knowledge and ability to use and process data in a manner acceptable for field to finish procedures is required. This position requires experience and knowledge of field procedures, and the capability of performing field surveys as needed.
Responsibilities:
• Oversees and coordinates daily activities of at least one field crew and or survey technician.
• Responsible for budgeting, project cost control and meeting project schedules.
• Processing and filing of survey data files, field notes, photos, sketches.
• Performs CAD work to create and finalize survey drawings.
• Use CAD, survey programs and Microsoft Office to process, verify data, and run reports.
• Researches deeds and maps, perform boundary analysis and determinations.
• Adheres to company standards, protocols for maintenance and upkeep of survey equipment and vehicles.
• Other duties as assigned.
• Interfaces with, and reports, to MFS's Principal Land Surveyor or project managers as assigned to a project.
High School Diploma/Min. 5 years experience

Instrument Operator
The Instrument Operator would work under the direction of a Party Chief. Experience with Leica data collection software is desired, including running the data collector and inputting proper codes. Knowledge and ability to collect data in a manner acceptable for field to finish procedures is highly desirable.
• Operates a total station, optical level, GPS as directed by the Party Chief.
• Assists Party Chief in any and all field work.
• Collects and codes data for topographic, utility, structural monitoring, boundary, wetlands, other types of surveys.
• Performs construction layout.
• Utilizes total stations, optical levels and GPS.
• Interfaces with, and reports, to party Chief, Principal Land Surveyor or project managers/surveyors as assigned to a project.
High School Diploma/Min. 1 year experience

Survey Technician II
• Daily processing and filing of survey data files, field notes, photos, and sketches.
• Performs CAD work to create and finalize survey drawings.
• Use CAD, survey programs and Microsoft Office to process, verify data, and run reports.
• Performs daily downloads of data collector files.
• Adheres to company standards, protocols for maintenance and upkeep of survey equipment and vehicles.
• Interface with, and reports, to MFS' Principal Land Surveyor or project managers/surveyors as assigned to a project.
High School Diploma/Min. 4 years experience

Survey Technician I
• Daily processing and filing of survey data files, field notes, photos, and sketches.
• Performs CAD work to create and finalize survey drawings.
• Use CAD, survey programs and Microsoft Office to process, verify data, and run reports.
• Performs daily downloads of data collector files.
• Adheres to company standards, protocols for maintenance and upkeep of survey equipment and vehicles.
• Interface with, and reports, to MFS’ Principal Land Surveyor or project managers/surveyors as assigned to a project.
High School Diploma/Min. 2 years experience

Senior CAD Operator
The Senior CAD Operator performs advanced professional assignments with initiative, independence, and creativity, exercising sound professional judgment and problem-solving skills. The CAD Operator will be responsible for coordinating production efforts, managing resources, and facilitating quality control procedures. In addition, the CAD Operator will provide design drafting services of a complex and specialized nature using CAD Software for engineering projects with broad direction from the Project Management team. This position requires a high degree of effective communication with professional engineers, design professionals and managers. The Sr. CAD Designer is also responsible for maintaining and updating the company’s CAD design standards and communicating to the engineering teams the proper way to develop construction document sets for approvals.
High School Diploma/Min. 5 years experience

CAD Operator
The CAD Operator performs professional assignments with initiative and creativity, exercising sound professional judgment and problem-solving skills. The CAD Operator will be responsible for coordinating production efforts, managing resources, and facilitating quality control procedures. In addition, the CAD Operator will provide design drafting services of a complex and specialized nature using CAD Software for engineering and architectural projects with broad direction from Project Management team as well as the Sr CAD Operator. This position requires attention to detail and direction from the Sr. CAD Operator on specifics task related to project drawing creation The CAD Operator maintains the companies CAD standards and must understand the importance of adhering to these in order to maintain the companies quality of work. The CAD Operator shall keep informed of the latest software updates and be familiar with the various CAD software and their new releases.
High School Diploma/Min. 1 year experience

Project Administrator
Coordinates project activities, including simple tasks and larger plans. Manages schedules, arranges assignments, and communicates progress to all team members.
Project Administrator’s responsibilities include preparing action plans, analyzing risks and opportunities and gathering necessary resources. For this role, you will work with a team of Project Managers and Project Coordinators, so good communication and collaboration skills are essential.
Ultimately, you will ensure our projects meet quality standards and are completed on time and within budget.
• Schedules regular meetings and records decisions (e.g. assigned tasks and next steps)
• Breaks projects into doable tasks and set timeframes and goals
• Creates and updates workflows
• Conducts risk analyses
• Prepares and provides documentation to internal teams and key stakeholders
• Orders resources, such as equipment and software
• Retrieves necessary information (e.g. user/client requirements and relevant case studies)
• Tracks expenses and predicts future costs
• Monitors project progress and address potential issues
• Coordinates quality controls to ensure deliverables meet requirements
• Measures and reports on project performance
• Acts as the point of contact for all participants
Bachelors Degree/Min. 1 year experience

Project Executive
Multiple project responsibility at a senior level. Possessing a high degree of business insight, with responsibility to develop and maintain client relationships. Provides managerial and technical leadership over project manager and project team, with responsibility for team performance. Quality, profit, and loss responsibility limited to assigned projects. Actively participates in business development and is responsible for the timely and accurate completion of projects.
Bachelors Degree/Min. 15 years experience
Senior Project Manager
Provides effective leadership and management to a large projects or multiple small projects, ensuring quality performance by the project team and by the company as a whole. Expert knowledge of the planning and budgeting and design process, including all phases from strategic operational/logistical planning/budgeting, procurement strategy and implementation, end user, project team and public communications and close out. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel.
Bachelors Degree/Min. 10 years experience

Project Manager III
Provides effective leadership and management to complex and/or multi-disciplined projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel and Project managers I and II.
Bachelors Degree/Min. 10 years experience

Project Manager II
Provides effective leadership and management to fairly complex projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel and Project manager I.
Bachelors Degree/Min. 8 years experience

Project Manager I
Provides effective management to simple and/or small-scale projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel.
Bachelors Degree/Min. 5 years experience

Assistant Project Manager II
The Assistant Project Manager works directly with Project Managers to construct a safe and quality project, adhering to estimate budgets, improving the total operating profit margin over the original bid, and building strong customer relationships.
This position is responsible for completing/coordinating pre and post job reviews and overseeing the management of the work prior to and throughout construction. The Assistant Project Manager tracks project costs, submits change orders, schedules jobs, generates shop drawings, as-built drawings, and submittals, schedules subcontractors, procurement, and field operations.
Bachelors Degree/Min. 4 years experience

Assistant Project Manager I
The Assistant Project Manager works directly with Project Managers to construct a safe and quality project, adhering to estimate budgets, improving the total operating profit margin over the original bid, and building strong customer relationships.
This position is responsible for completing/coordinating pre and post job reviews and overseeing the management of the work prior to and throughout construction. The Assistant Project Manager tracks project costs, submits change orders, schedules jobs, generates shop drawings, as-built drawings, and submittals, schedules subcontractors, procurement, and field operations.
Bachelors Degree/Min. 2 years experience

Health & Safety Officer
The Health and Safety Officer works directly with Project Managers and Contractors to maintain a safe and healthy environment on a project. The candidate will be part of an on-site project management team and will support the implementation of the Project Health & Safety Program.
This position is responsible for providing technical leadership, drafting necessary reports to clients and agencies, coordinating audits of health and safety programs, and communicating programs to enhance employee awareness of prevention and compliance.

- Assists Project Manager to ensure field safety at jobsites
- Supports Project Manager in development and implementation of project health and safety program in accordance with client expectations, policies, and procedures.
- Administers Site Health and Safety Program and advise Project Manager with regard to all matters of health and safety.
- Provides Leadership for all project safety personnel
- Provides orientation to all personnel and subcontractors working on project.
- Complies with safety procedures/policies and address and/or elevate non-compliance among employees, subcontractors, and vendors.
- Serves as safety and health competent person as defined by OSHA standards.
- Documents all health and safety operations and reconciles with employees daily.
- Takes site walks to communicate with Foreman, Superintendents, and Employees about current operation safety standards.
- Ensures that projects are safely constructed.
- Establishes excellent working and professional relationships.
- Reports and documents findings and issues related to site safety.
- Coordinates daily site-wide tasks with Project Supervisors addressing safety concerns and resolutions.
- Supervises all site-monitoring activities.
- Ensures all training for site is accomplished and current.
- Reviews and assists with preparation of AHAs

Associate Degree/Min. 3 years experience

QA/QC Inspector
Works with Project Manager to review contractor and subcontractor quality plans, project documentation to ensure adherence to required level of quality control and/or quality assurance. Oversite and implementation of quality in the field, including inspections, mock ups, benchmarking, first material delivery inspections, equipment start up and project closeout. May be responsible for coordination of 3rd party testing.
Associate Degree/Min. 2 years experience

Estimator
Performs complicated construction cost estimating. Can provide conceptual cost estimates during pre-design, design and construction phases. Able to review and understand systems shown in design documents as well as those systems not shown. Identifies unusually high cost items in relation to other facilities. Assist in value engineering workshops. Supports and works under supervision of The Project Manager/Executive.
Bachelors Degree/Min. 5 years experience

Scheduler
Coordinates input from all stakeholders to develop master planning and/or project planning schedules. Thorough understanding of scheduling software and logic relationships to assist in either preparing, editing, or reviewing construction project schedules. Knowledge and exposure to construction is preferred.
Bachelors Degree/Min. 5 years experience

Field Engineer
Provides support in coordination, documentation, compliance, and project controls. Interprets plans and specifications. Employs project management tools to manage tasks, resources, changes, budget, and schedule. Assists management team with program activities, communication efforts, monitoring/reporting, and issue facilitation.
Bachelors Degree/Min. 2 years experience

Project Administrator-Construction Management
Provides administrative support to project managers. Facilitates meeting schedules and attendance. Oversees document management and provides consistent, quality support to projects and services groups.
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) 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 to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/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.