On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order through GSA Advantage®, a menu driven database system. The INTERNET address for GSA Advantage® is: gsaadvantage.gov

Schedule For - Multiple Schedule Award (MAS)
Federal Supply Group: MAS
Contract Number: 47QSHA19D0020
For more information on ordering from Federal Supply Schedules click on the FSS Schedule button at: fss.gsa.gov

Contract Period: January 30, 2019 - January 29, 2024

Website: www.k2mdesign.com
Email: smaloney@k2mdesign.com
Contract Administration: Scott Maloney
Business Size: Small Business

Pricelist current as of Modification #PS-A812, effective February 5, 2020
Empowerment, creativity, and individual leadership embody the strengths of our design teams. We are a dynamic, high-growth Architecture, Engineering, and Interior Design firm with a multi-discipline Facility Assessment division. Our established regional teams are strengthened by the depth of our experience and are united by an ambitious spirit and proven ability to manage projects.

Having wide ranged experience with assessment and planning projects, our primary expertise is in the management and execution of institutional-based projects. We have a passion and focus to help organizations think smarter about their physical assets. K2M understands the specialized workings of these project types, knows how to engage stakeholders, and listens to truly understand your needs. Through working extensively with stakeholders our team has gained valuable insight over the years that positively impacts each of our projects.

Our team includes Architects, Engineers, Interior Designers, Asset Managers, Cost Estimators, Schedulers, and Construction Administrators. Our expertise includes Architecture, Mechanical, Electrical, Plumbing, Structural, Engineering, Interior Design, Master Planning / Needs Assessments, Programming, Facility Condition Assessments, Capital Asset Management, Strategic Visioning, Design, Building Envelope, Documentation, Solar, and many Specialty Consulting Services for the governmental, institutional, commercial, hospitality, and retail markets. K2M is recognized for developing the unique character of each project and creating innovative design solutions that respect our clients’ sensibilities and budgets.

**Assessments** – Master tradesmen lead the team and K2M’s business intelligence software empowers building owners to make strategic investment decisions, maximizing the life expectancy of their property.

**Architecture** – Leaders in the markets they serve, our Project Managers offer a hands-on, open-door culture, inviting all stakeholders into the design process for greater ownership in the final design.

**Engineering** – Integrity is an inherent attribute of our full-service, in-house team of Engineers. Their collaborative spirit leads to greater productivity, resulting in a more efficient building design.

**Interior Design** - Custom solutions that exemplify the uniqueness of the project is what drives the creative spirit of our award-winning Interior Designers.
Our Locations

K2M has several locations across the United States:
- Baltimore, MD
- Charlotte, NC
- Cleveland, OH
- Columbus, OH
- Key West, FL
- Marathon, FL
- Key Largo, FL
- Indianapolis, IN
- Rogers, AR
- Satellite locations include Atlanta, Gainesville, Tallahassee

Competitive Advantages

Our team prides itself on our abilities to build relationships with our client partners based on trust and results. From Day 1 to Day Done we are committed to ensuring a smooth project process for our Clients. You might ask the question, why work with K2M Design, Inc. What differentiates us from the rest?

- **Culture**: Principled in integrity, and resolute in culture. Our team prides itself on our unwavering commitments to our clients, team, and trusted partners.
- **Responsive with Solutions**: Every engagement we undertake is an opportunity to serve as a trusted advisor. We take pride in the quality of product produced for each and every client. The team is diligent in providing solutions to everyday problems while adhering to schedule and budget.
- **Fearless, Driven, Tenacious**: We have a fierce determination to look towards the future, resulting in constant improvement in what we do. Led by experienced leaders, pushing the team to new heights, focused on doing things right.
Our Assessment Services
The K2M team has vast experience with assessments having completed analysis on hundreds of millions of square feet of facilities globally. Our approach represents a thorough and comprehensive understanding of facilities of all types and is a solid first step in many organization’s road to more effective

- **Facility Condition Assessment** - Understand the condition of your facility capital assets and planning for the future.
- **Deferred Maintenance Assessment** - Take stock of your assets and evaluate the conditions against the risk of inaction.
- **Accessibility Assessment** - Comprehensive surveys evaluate levels of compliance and provide recommendations for jurisdictional conformance.
- **Post Occupancy Evaluation** - Assess the prescribed design delivery method, and building operation against the actual facility performance and people impact post construction.
- **Single System Assessments** - Focused evaluation of individual components of an asset(s) such as HVAC, structure, envelope, doors, or cultural impact.
- **Roofing Assessments** - In-depth roof inspections, components, and accessory evaluations, with proactive cost and schedule loaded recommendations.

Our team utilizes benchmarking standards that have been specifically identified as best practice elements in providing reliable information on the condition of the facilities. Our team is highly experienced in understanding full life-cycle building systems, operational requirements and maintenance of facilities. Our experience spans all facets of the assessment.

Utilizing the experience with various programs, K2M has created its own capital asset spreadsheet unique to the industry. The K2M facility system was designed as a client owned data approach with the ability for the client to manage the facility information without the need for an exclusive software program license and support. K2M provides clients ownership of the Microsoft Excel spreadsheets in an open format allowing the manipulation of future changes to the capital asset condition, improvements, and renewals, creating complete control of the individual assets and/or groups of assets compiled.
Comprehensive Listing of Services Provided by the K2M TEAM
We work in a variety of delivery methods including traditional design-bid-build, fast track, CMr, CMa, criteria architect, and design/build. We provide the following services:

**Facility and User Programming**
- Feasibility assessment
- Facility master planning
- Building assessment analysis
- Space Programming

**Predesign Services**
- Data collection
- Site studies and analysis
- Preliminary design
- Rendering services

**Architectural**
- Concept design
- Design development
- Construction Documentation
- Engineering design
- Code analysis
- Specification writing

**Interior Design Services**
- Concept development
- Finish materials selection
- Procurement
- Detailed finish schedules/plans
- Custom millwork design and detailing
- Plumbing fixtures specification
- Lighting fixture layouts and specification
- Interior signage and wayfinding packages
- Selection of artwork, sculpture and accessories

**Project Management**
- Contract and information management
- Quality control
- Cost control
- Schedule control

**Mechanical Engineering**
- Heating Ventilation & Air Conditioning
- Refrigeration Systems
- Energy Management Systems
- Central Energy Plants
- Heat Recovery
- Pipelines & Fuel Systems
- Indoor Air Quality

**Electrical Engineering**
- Systems Studies and Analyses
- Power Generation and Cogeneration
- Standby, Emergency Power & UPS
- Communication Systems
- Lighting System Design
- Grounding Systems

**Plumbing and Fire Protection**
- Compressed Air Piping
- Fire Protection
- Code Analyses

**Structural Engineering**
- Structural & Foundation Design
- Building Inspection

**Roof Design & Engineering Capabilities**
- Structural roof evaluations
- Performance engineering of roofing projects, including wind uplift calculations
- Project inspection and post evaluations

**Bidding and Construction Administration**
- Bid documentation and permitting
- Pre-bid conference
- Bid negotiation and contract award
- Request for information, payment application reviews, change order reviews, field clarifications and onsite inspections
- Construction oversight through occupancy

**Schedule and Budget Strategies**
- Team review/coordination meetings
- Milestone delivery dates for all project deliverables
- Cost estimates and owner approvals
- Construction schedule planning and maintenance
- Budget analyses control

**Asset Management / Capital Planning**
- Master Planning & Site Evaluation
- Facility Programming & Feasibility Studies
- Schedule and Cost Analyses
- Building Assessment
- Life Cycle Costing

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**ARCHITECTURAL AND ENGINEERING REGISTRATIONS**


BUILDING RELATIONSHIPS BASED ON TRUST AND RESULTS | k2mdesign.com | P: 855.866.4K2M | F: 216.357.2796
The K2M Team has been privileged to work with Federal Agencies through direct contracting and partnership opportunities throughout our history. A listing of project experience is located below. An (*) indicates current Contracting Vehicles by the team. A summary of selected projects and contracting follows.

<table>
<thead>
<tr>
<th>Federal Agency</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASA Glenn Research Center*</td>
<td>B2 Building - Minor Improvements</td>
</tr>
<tr>
<td></td>
<td>Campus Security</td>
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<tr>
<td></td>
<td>B55/54 Renovations</td>
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<td>Space Power Facility</td>
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<td>Fall Protection</td>
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<td>Campus Entry Design</td>
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<td>Fitness Center Renovations</td>
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<td>Cultural Resources Study</td>
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<td>Engineering Relay Study</td>
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<td>Retaining Wall Repair</td>
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<td>Utility Mapping</td>
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<td>Smart Grid</td>
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<td>Signage Upgrade</td>
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<td>Historic Preservation and Lewis Field</td>
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<td>Culverts 1-4 Remediation</td>
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<td>O and M Cost Studies</td>
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<td>Controllers for TE3-5</td>
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<td>SFC Upgrades</td>
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<td>Abram Creek Culverts</td>
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<td>B142 Scenic Lab Expansion/Renovation</td>
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<td>High Voltage Study</td>
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<td>SFC MWES Drives</td>
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<td>CPSDC Alarm Response</td>
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<td>Acoustic Study</td>
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<td>Commissioning Training</td>
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<td>UPS Replacement</td>
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<td>ERB Facility Renovations</td>
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<td>B3 Lobby and Corridor Improvements</td>
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<td>B14 Renovations</td>
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<td>B5 Exterior Envelope Repairs</td>
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<td>Critical Infrastructure Training</td>
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<td>Agency Design Guide</td>
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<td>Energy Management Study</td>
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<td>Door Audit</td>
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<td>Structural Analysis</td>
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<td>Project</td>
<td>Description</td>
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<td>B87 Platform Design</td>
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<td>B150 Bedplates</td>
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<td>W8 Piping Support</td>
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<td>B4 Roof Replacement</td>
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<tr>
<td>NASA Plumbrook Facility*</td>
<td>SPF Facility</td>
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<td>Historic Preservation</td>
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<td></td>
<td>ATS Building 1121</td>
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<tr>
<td>NASA Headquarters*</td>
<td>Deferred Maintenance Assessments 2011-2020</td>
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<td>Post Occupancy Evaluation Johnson</td>
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<td>Post Occupancy Evaluation Goddard Space Flight Center</td>
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<td></td>
<td>Master Planning Support</td>
</tr>
<tr>
<td></td>
<td>NASA NEAT Projects</td>
</tr>
<tr>
<td>General Services Administration</td>
<td>GSA Schedule Holder</td>
</tr>
<tr>
<td></td>
<td>USMC Cell Block Renovation</td>
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<td></td>
<td>Golden Collum Federal Building Renovations</td>
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<td></td>
<td>Timberlake Administrative Building NAVY Offices</td>
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<td>Timberlake Admin Building SIPRNet Room</td>
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<td>Bonneville Power Admin Building Roofing Renovation</td>
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<td></td>
<td>Gus Solomon Federal Courthouse Roof Replacement</td>
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<td>NAVFAC Southeast</td>
<td>NAVY Hospital Exterior Envelope Renovations</td>
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<td>Renovation to Bldg A-1019</td>
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<td>Boca Chica, NAS</td>
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<td>GO NAVY Highrise Exterior Renovations</td>
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<td>JAITF Elevator Replacement</td>
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<td>Naval Facilities Engineering Command Southeast -</td>
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<td>Building C-2076 Renovations</td>
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<td>Building L-47 Medical Annex Demolition</td>
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<td>Building 4191 Renovations</td>
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<tr>
<td>MacDill Air Force Base</td>
<td>Vehicle Maintenance Facility</td>
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<td>Warehouse III Construction</td>
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<td>Fuel Cell Hanger Addition &amp; Alteration</td>
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<tr>
<td></td>
<td>Air Traffic Control Tower Renovations</td>
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<td></td>
<td>CNS Medical Clinic Loading Zone Roof</td>
</tr>
<tr>
<td></td>
<td>Wounded Warrior Upgrades - Buildings 46,47</td>
</tr>
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<td></td>
<td>Renovation of MARCENT Facilities Buildings 535 &amp; 1102</td>
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<tr>
<td></td>
<td>Fire Suppression Upgrades</td>
</tr>
<tr>
<td></td>
<td>VAQ372 Building Repair</td>
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<td>JICCENT Data Center HVAC</td>
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<td>Agency/Department</td>
<td>Description</td>
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<tr>
<td>Department of Energy</td>
<td>Asset Management Program</td>
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<tr>
<td>National Defense University</td>
<td>Flour Federal Petroleum – Roof Inspections</td>
</tr>
<tr>
<td>Federal Bureau of Prisons</td>
<td>Capital Development Plan Needs Assessment</td>
</tr>
<tr>
<td>NAVY</td>
<td>IDIQ Contract</td>
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<tr>
<td>NAVFAC Cherry Point USMC*</td>
<td>ICAP Assessments</td>
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<td>NAVFAC Washington</td>
<td>Quantico 1391 Capital Planning</td>
</tr>
<tr>
<td>NAVFAC Southeast</td>
<td>IDIQ Contract with Folsom Enterprises</td>
</tr>
<tr>
<td>Navy Annex</td>
<td>NAVY Annex Renovations</td>
</tr>
<tr>
<td>Tobyhanna Army Depot*</td>
<td>IDIQ Contract</td>
</tr>
<tr>
<td>USACE Jacksonville AE*</td>
<td>IDIQ Contract</td>
</tr>
<tr>
<td>Lackland Air Force Base</td>
<td>DD1391 Studies and Preparation</td>
</tr>
<tr>
<td>MATOC Mid-Atlantic*</td>
<td>C-130 Paint System Upgrades</td>
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<tr>
<td>Naval Support Activity – Mechanicsburg</td>
<td>Building 112 &amp; 113 Renovations</td>
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<td>Demolition of Building 208</td>
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<td>US Army – Redstone Arsenal</td>
<td>Dental Sterilization – Medical Facility</td>
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<td>HVAC Replacement</td>
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<td>US Army – Detroit Arsenal</td>
<td>B230 East DTA Upgrade</td>
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<td>B230 West MSO SAMD Renovation</td>
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</tbody>
</table>

**Current Federal Contracts**

NASA Glenn Research Center / Plumbrook Station / NASA Worldwide – Contract # NNC14BA06B
NAVFAC Cherry Point USMC – Contract # N40085-16-D-5504
NAVFAC Southeast – Contract # N6945017D6001, Folsom Enterprises Prime Contract Holder
Tobyhanna Army Depot – Pinnacle Construction Prime Contract Holder
MATOC Mid Atlantic – Harris Design Prime Contract Holder (SC-17-HR-001)
USACE Jacksonville District – Freese and Nichols Prime Contract Holder (Contract # W912EP19D0017)
NASA Deferred Maintenance Assessments

K2M Design, as the Prime Contractor, partnered with NASA headquarters to complete the 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 and most recently the 2020 Deferred Maintenance Assessments including site visits to all worldwide NASA facilities to assess and estimate NASA’s annual maintenance budgets. The purpose of the assessment is to document existing facilities conditions in accordance with the procedures outlined by NASA. This information is required by Executive Order 13327, Federal Real Property Asset Management, and is used to support the Agency’s Annual Accountability Report, build and justify the agency’s annual budget, and as a functional performance metric trended over time.

The annual task includes visiting every NASA site worldwide and performing a condition assessment for each NASA facilities to document existing deficiencies and facilities conditions.

**NASA Post Occupancy Evaluations** - In addition to Deferred Maintenance Assessments the K2M Team also developed and implemented the first Post Occupancy Evaluations (POE) on NASA facilities completed under the USGBC LEED criteria. POE is a process of systematically evaluating the performance and/or effectiveness of aspects of a building and project site such as occupant health, satisfaction, utility reductions, and maintenance.

**NASA Glen Research Center – IDIQ for Architecture/Engineering**

K2M Design, Inc. was awarded our third continuous IDIQ contract for Architectural and Engineering services in support of the NASA Glenn Research Center (GRC), Cleveland, Ohio, and the NASA Plum Brook Station, Sandusky, Ohio from 2009-2024. These services are required for projects to rehabilitate, repair, construct, modify, or demolish research and institutional facilities. The project size will typically be less than $5,000,000 total construction cost. This is a 100% Small Business Set-Aside solicitation. Required services for projects include the preparation of conceptual engineering studies and final designs. Final designs typically include multi-discipline field investigation, engineering and drafting, implementation planning, construction bid documents preparation and cost estimating. The disciplines required include project management, architectural, civil, surveying, landscape architecture, force protection, structural, mechanical, plumbing, fire protection, industrial hygiene, geotechnical engineering, environmental engineering, cost estimating, and electrical engineering. Design phases include task order preparation, conceptual design, scope of work statements, construction documents, bidding, and full construction administration services, preparation of O&M manuals, and project closeout.

As part of the first contract the team completed the following projects:

As part of the second contract the team completed the following projects:

Deferred Maintenance Assessments - K2M Design, as the Prime Contractor, partnered with NASA headquarters to complete the 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, and 2020 Deferred Maintenance Assessments including site visits to all worldwide NASA facilities to assess and estimate NASA’s annual maintenance budgets. The purpose of the assessment is to document existing facilities conditions in accordance with the procedures outlined by NASA. This information is required by Executive Order 13327, Federal Real Property Asset Management, and is used to support the Agency’s Annual Accountability Report, build and justify the agency’s annual budget, and as a functional performance metric trended over time. The annual task includes visiting every NASA site worldwide and performing a condition assessment for each NASA facilities to document existing deficiencies and facilities conditions.

MacDill Air Force Base Design/Build IDIQ

K2M Design, Inc. in association with a D/B Partner was awarded a design-build construction contract in support of the 6th Contracting Squadron mission at MacDill AFB. Work to be performed includes architecture, engineering, facility assessments, inspections, report development, energy efficiency assessment, documentation facility upgrades, utility work, airfield pavement, roads, roofs and other assorted repair and maintenance projects. At the most a 120- day design schedule has been provided by the Customer. All projects have been completed within schedule expectations. These projects have ranged from office building renovations, to driveway aprons, to fire range improvements.

Sample Project Include:
Vehicle Maintenance Facility: The K2M team supplied complete A/E CAD drawings for the project, design project leadership, and created specialty designs for fall protection / safety around the maintenance pits.
Warehouse III: Provided architectural and engineering coordination including civil engineering for the construction of Warehouse III at MacDill AFB. The team surveyed the area and provided complete design services for the construction of the new facility.
Addition and Alteration of Fuel Cell Hanger: Provided architectural services and engineering coordination in addition to existing conditions assessment for the addition and alteration of the current Fuel Cell Hanger at MacDill AFB. As part of this project the team provided interior and exterior renovations in addition to an updated administration and entry located at Building 1071.
Control Tower: Provided architectural services to repair Air Traffic Control Tower B1180. The Control tower windows and siding were in need of repair to prevent water intrusion. In addition a full roof replacement was performed in this highly secure building. The project required Architecture, Existing Condition Assessments, Design and Construction Administration.
General Services Administration – Gus Solomon Federal Courthouse & Bonneville Administration Roof Replacements

The Gus Solomon Federal Courthouse Roof Renovation project was the roof replacement of approximately 38,000 square feet of existing roofing located on the high rise building in downtown Portland, Oregon. K2M Design was part of the design / build team that was successfully awarded the project thru the GSA. The building is a historic building so great care was taken to preserve the character of the building while installing the best technologies to support its longevity and sustainability goals.

The Bonneville Power Administration Building Roof Renovation is a roof replacement project located in downtown Portland, Oregon. The building is a traditional high-rise office building and has over 50,000 square feet of roofing area. K2M Design was part of the design / build team that was successfully awarded the project thru the GSA. The building is a historic building so great care was taken to preserve the character of the building while installing the best roofing and sustainable technologies to support its longevity.

USACE Jacksonville, Civil Works and Other AE Services

The work includes engineering and design services for predominantly civil works projects with limited support for military projects and projects owned by other agencies, such as preparation of design reports, engineering studies, cost estimates and construction schedules, calculations/analyses, and construction plans/specifications suitable for use in competitive bidding processes. The work will encompass all types of civil works projects including environmental restoration, flood control, erosion control, jetties, navigation (including dredging), bridges, site planning, structural design (including pump stations, bridges, and water control structures), paving, grading, canals, levees and dams, drainage plans, utility systems design and relocation, and value engineering. The support for military projects includes various types of construction including demolition, renovation and repairs related to multiple facility types such as military, commercial, industrial, and logistical. The work encompasses all facets of design including architectural, structural, roofing, carpentry, masonry, mechanical, heating, ventilation and air conditioning (HVAC), plumbing, electrical and electronic, fire protection or life safety systems, typical interior and exterior finishes, as well as associated site work, utilities, landscaping, security, and force protection.

MCAS Cherry Point

A key aspect of providing warfighter support to the Marine Corps is the accuracy and condition of the facility records and space requirements at the Fleet Readiness Center - East (FRC East) tenant command located aboard Marine Corps Air Station, Cherry Point (MCAS CP). As a service provider specializing in support of Marine Corps aircraft, engines, and components, FRC East is the only source of repair within the continental United States for many jet engines and rotary wing engines, as well as turbofan vectored thrust engines. Most recently the team has provided Asset Evaluations, Basic Facilities Requirements, and Facility Planning Documentation for the Air Station. The team prepared Asset Evaluations in accordance with NAVFAC BMS processes and standards, and in compliance with the Marine Corps Real Estate and Real Property accountability Handbook dated 2013, for property records which lists FRC East as the preponderant user located on MCAS CP property. Prepared BFR documentation in accordance with NAVFAC BMS processes and standards for all existing and required CCN’s to support FRC East operational requirements. The FRC East mission has undergone a significant transformation in the last decade, with more rapid changes to come. This has impacted almost every building at FRC East.
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): SIN 811-006 Facilities Maintenance and Management Consulting.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
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<tbody>
<tr>
<td>561210FAC</td>
<td>56121FAC-RC</td>
<td>Complete Facilities Maintenance and Management</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM-RC</td>
<td>Order level Materials</td>
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</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. N/A

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
   Point(s) of production (city, county, and State or foreign country). K2m Design, Inc. 1150 Virginia St. Key West, FL 33040-3379


6. Quantity discounts. 2% for a single order at $1,000,000.00 or above.

7. Prompt payment terms. None 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 at or below the micro-purchase threshold. Yes

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. (Contractor insert number of days.) Determined at Task Order Level

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 highlights items in its price lists that have expedited delivery. Determined at Task Order Level

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. Determined at Task Order Level

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. Determined at Task Order Level

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

13a. Ordering address(es). 1150 Virginia St. Key West, FL 33040-3379

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(es). 3121 Bridge Avenue Cleveland, OH 44113

15. Warranty provision. Standard
16. Export packing charges, if applicable. N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None
18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A
19. Terms and conditions of installation (if applicable). N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). 20a. Terms and conditions for any other services (if applicable). N/A
21. List of service and distribution points (if applicable). N/A
22. List of participating dealers (if applicable). N/A
23. Preventive maintenance (if applicable). N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov. N/A
25. Data Universal Number System (DUNS) number. 121576420
26. Notification regarding registration in System for Award Management (SAM) database. Registered

**Awarded Pricing**

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<th>SERVICE (LABOR CATEGORY)</th>
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Labor Category Descriptions

Job Title: QA Architect

Summary: Licensed architect, Oversee and Reviews plans and development of projects of medium to large scope and works under minimal supervision. May oversee a large staff of architects, designers and technicians. Responsible for interpreting, organizing, executing, and coordinating assignments. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors. Responsible for work on substantial client accounts. Selects, evaluates, and implements procedures and techniques used on projects. Also responsible for writing and implementing quality assurance procedures. Reviews and approves project plans and structure. Coordinates project activities with activities of government regulatory or other governmental agencies. Reviews schedule and allocates work load to complete project on time. Establishes priorities for specific customer projects. Selects, evaluates, and implements procedures and techniques used on projects. Specification material research and coordination with manufacturers. Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans. Drafting responsibilities for projects as needed to accomplish client expectations.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of junior project personnel to ensure project progresses on schedule and within prescribed budget.
- Prepares project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Review schedule and allocate work load to complete project on time.
- Establishes priorities for specific customer projects.
- Selects, evaluates, and implements procedures and techniques used on projects.
- Specification material research and coordination with manufacturers.
- Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans.
- Drafting responsibilities for projects as needed to accomplish client expectations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree (B. A.) in Architecture from a five year NAAB accredited College or university; and 15+ years related experience and/or training.
- (10) or more years work experience in the field of Architecture.
- ARE (Architectural Registration Exam) registration/license completed and approved by State Board.
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.

Job Title: QA Engineer

Summary: As a fully competent Engineer, oversees and provides quality assurance for work involving the application of all conventional aspects of the subject matter of the functional area of the assignment. Exercises judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Responsible for conceptualizing the initial design approach for a major phase of a large project, or have overall responsibility for the engineering work on a project of limited scope. Plans, schedules, conducts or coordinates engineering work involving conventional engineering practices but may include a variety of complex features such as conflicting design requirements.
**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Managing projects and overseeing engineering team efforts.
- Expanding the company’s engineering breadth and growing and maintaining new client relationships.
- Development of engineering design.
- Provide QA/QC review of deliverables.
- Resolving technical Issues.
- Exceeding client project cost performance requirements while maintaining schedule – on time and on budget
- Signing and sealing construction documents (may be required).  
- Proficient in the design of engineering systems including lighting, power, life safety, security, HVAC, and communication systems for commercial and public buildings.
- Prepares reports and correspondence concerning the direction of assigned projects.
- Serves as a technical advisor to project team members.
- May devise new approaches to problems encountered.
- Assists Construction Administrator.
- May require CAD / BIM drafting in order to meet client schedule expectations.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
- (10) or more years work experience in the field of Engineering.
- Minimum 15+ years’ experience managing projects
- (35-40) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
- Professional engineer in field of study.

**Job Title:** **Writer/Technician**

**Summary:** Prepare written technical documents including deliverables and reports for the assessment team. Provide detailed account of assessment findings and clarify the summary into a clear and concise document. Develop and maintain standards and documentation templates. Provide instruction to assessment staff relating to the preparation of assessments and reports.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

Bachelor’s Degree in English, Liberal Arts, Architecture, Engineering, Construction management, or Equivalent combination of education and experience is required.

- 3+ Years technical writing experience for an A/E or FCA firm.
- Expertise in writing and editing, developing and maintaining uniform writing style and format standards, and organizing written material.
- Excellent organizational, communication and interpersonal skills.
- Strong Microsoft Office skills in Word, Excel, and PowerPoint.

**Job Title:** **Senior Project Administrator**

**Summary:** Provide support for the development of the company-wide Facilities Condition Assessment department. Plans, directs, and coordinates activities of all project personnel to ensure that (customer, project team and/or K2M) goals and
objectives of project are accomplished within schedule and budget. Oversees all activities related to operations, fiscal, and development of the department.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Manage the operational and fiscal activities (to optimum efficiencies) of the FCA department to include: staffing levels, project budgets, and financial goals.
- Plan, develop, and responsible for systems and procedures to improve the quality and efficiency of the department and its projects.
- Analyze and document condition assessment practices and procedures. Develop solutions / technologies to enhance efficiencies.
- Build solid and secure business partnerships / relationships with key consultants, groups, organizations, and teams.
- Develop and implement competitive business proposals leading to improved market share of our facility condition assessment services.
- Development of long-term customer relationships through the ability to identify and capitalize on opportunities that immediately satisfy customer needs.
- Provides leadership, mentoring, guidance, and inspiration to FCA staff.
- Lead quality control specialist for all FCA deliverables.
- Develops FCA reporting and organization.
- Responsible for final overall direction / coordination of objectives for FCA assignment.
- Working knowledge of general building codes and construction best practices.
- Bachelor's degree; or 10 years related experience and/or training; or equivalent combination of education and experience.
- Minimum 15 years related work experience (design, construction administration, conducting forensic studies, etc.)
- 10 years of experience conducting Property Condition Assessments / building forensic studies.
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by COO.

**Job Title: Project Task Manager (Senior)**

**Summary:** Individual with overall responsibility for a variety of projects, including client contact, scheduling and budgeting. Selects, evaluates, and implements procedures and techniques used on projects. Also responsible for writing reports and specifications, supervising the preparation of architectural & engineering plans, reviewing completed plans and estimates. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinates.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Management of projects and staff from preliminary through field design
- Client management
- Development of proposals, scope of work, budgets
- Ensuring that projects stay on track and within budget and that profit is attained
- Resolving technical issues and coordinating with other disciplines and consultants
- Keeping senior management informed of any administrative or project related issues
- Contribute to team efforts in a fast-paced, client-focused environment
- Registered Professional preferred
• Project management experience
• Excellent verbal and written communication skills
• Ability to organize and lead multiple projects
• Creativity and problem-solving skills

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

• Bachelor’s degree (B. A.) in Architecture from a five year NAAB accredited College or university.
• (10) or more years work experience.
• Membership and activity in at least one practice related organization such as AIA, NCARB, NAIOP, ULI, other
• ARE (Architectural Registration Exam) registration/license (or on desired registration track).
• (35-40) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
• At least six (6) credit hours per year of continuing education specific to project management position.

Job Title: Project Task Manager (Junior)

Summary: Responsible for assisting with writing reports and specifications, the preparation of architectural & engineering plans, reviewing completed plans and estimates. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:
• Assistance with development of proposals, scope of work, budgets
• Ensuring that projects stay on track and within budget and that profit is attained
• Resolving technical issues and coordinating with other disciplines and consultants
• Keeping senior management informed of any administrative or project related issues
• Contribute to team efforts in a fast-paced, client-focused environment
• Project management experience
• Excellent verbal and written communication skills
• Ability to organize and lead multiple projects
• Creativity and problem-solving skills

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

• Bachelor’s degree (B. A.) in Architecture from a five year NAAB accredited College or university.
• (5) or more years work experience.
• (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
• At least six (6) credit hours per year of continuing education specific to project management position

Job Title: Asset Management (Senior)

Summary: Individual with overall reasonability for a variety of projects, including client contact, scheduling and budgeting. Responsible for work on substantial, continuing service accounts. Selects, evaluates, and implements procedures and techniques used on projects. Also responsible for writing reports, coordinating the preparation of architectural & engineering plans, reviewing completed plans and specifications. Plans, directs, and coordinates activities of designated
Especially limited

Essential requirements

Qualifications:

Job supervisors.

BUILDING

Essential

Develops

Manages

Recommends

Writes

immediately

personnel.

budget.

Analyze

Confers

Directs

Confers

Reviews

Build

Analyse and document condition assessment practices and procedures. Develop solutions to enhance efficiencies.

Schedules meetings, records all meetings, and insures follow-up on decisions made.

Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.

Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.

Reviews status reports prepared by project personnel and modifies schedules or plans as required.

Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.

Confers with project personnel to provide technical advice and to resolve problems.

Development of long-term customer relationships through the ability to identify and capitalize on opportunities that immediately satisfy customer needs.

Manages multiple FCA assignments at any one time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

Bachelor’s degree; or 10 years related experience and/or training; or equivalent combination of education and experience.

Minimum 15 years related work experience (design, construction administration, conducting forensic studies, etc.)

Job Title: Asset Management (Junior)

Summary: Plans and develops projects with many complexities, executes and coordinates projects, and may oversee staff. Plans and develops projects and works under minimal supervision. Responsible for interpreting, organizing, and executing assignments. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing personally or through subordinates / supervisors.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

Conducts extensive research in specific or general project areas.

Writes and presents formal and technical reports, working papers, and correspondence.

Recommends priorities, schedules, and funding sources to implement public improvements plan.

Performs advanced professional work related to variety of planning assignments.

Manages complex planning studies, development applications and reviews consultant proposals.

Develops project budgets, contracts with consultants, verifies contract expenditures and compliance on small to
medium projects.

- Conducts research and prepares statistical reports on land use, physical, social & economic issues.
- Performs field inspections to gather data relevant to the project.
- Presents reports and other findings to staff and clients.
- Attends substantial number of meetings.
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project staff to ensure project progresses on schedule and within prescribed budget.
- Confers with project personnel to provide technical advice and to resolve problems.
- Review schedule and allocate work load to complete project on time.
- Establishes priorities for specific customer projects.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree (B.A) or Master’s degree (M.A.) from an accredited College or University.
- (6) or more years work experience in the field of Asset Management.
- Certified Facility Manager (IFMA) within 2 years.
- (28) credit hours per year required relative to position, project management, and / or certifications. Training classes to be reviewed / approved by Director, Asset Management.

Job Title: Planner (Senior)

Summary: Plans and develops medium- to large-scope projects with many complexities. Will serve as project manager, and is responsible for successful completion of projects and project components and assist with long-term development of client relationships. Takes responsibility for technical direction of work products and works directly with internal staff and clients to complete projects from inception to final presentation. Responsible for ensuring the goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Conducts extensive research in specific or general project areas.
- Recommends priorities, scope, schedules, and funding requirements to implement development plans as part of contract process with client.
- Develops project budgets, contracts with consultants, verifies contract expenditures and compliance.
- Manages complex planning studies, development applications, and consultant team.
- Conducts research and prepares statistical reports on land use, physical, cultural, social & economic issues
- Performs field inspections to gather data relevant to the project.
- Assembles all needed application documentation from various team members, consultants, authorities, key community stakeholders.
- Leads in report writing, generation, and presentation, and assist with production.
- Presents reports and other findings to staff, clients, government, and community.
- Attends substantial number of meetings (day or night).
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Review schedule and allocate work load to complete project on time.
- Establishes priorities for specific client projects.
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Land Use / Code expertise such as building, development, general laws and zoning codes.
- Ability to manage projects from inception to completion
- Ability to develop scopes of work and negotiate contracts with vendors and sub-consultants
- Ability to balance multiple projects
- Exceptional organizational skills
- Outstanding communication and presentation skills
- Strong sense of customer service
- Ability to communicate technical information to non-technical audiences both verbally and in writing
- Familiar with planning requirements in your location where work is being performed.
- Ability to interpret, explain and design to building, development and zoning ordinances.
- Experience with practical application of green & environmentally responsible design.
- Bachelor’s degree (B.A) or Master’s degree (M.A.) from an accredited College or University.
- (10) or more years work experience in the field of Planning.
- (24) credit hours per year required relative to position. Training classes can be taken online or in person and to be reviewed / approved by COO.
- AICP accreditation required.

Job Title: Planner (Junior)

Summary: Works in concert with the team to plans and develop small, medium and large-scope projects with many complexities. Takes responsibility for technical direction of work products and works directly with internal staff and clients to complete projects from inception to final presentation. Responsible for ensuring the goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Planning, programming, research, technical writing and editing
- Participation in planning/facility-related projects
- Project Management
- Client meetings
- Site investigations
- Facility Assessments
- Exhibit and graphic support
- Participation in marketing and business development
- Some travel required
- Hands-on Federal government/military master planning experience preferred
- AICP and/or LEED Certification preferred
- Project management experience preferred
- Strong research and analytical skills
- Excellent verbal and written communication skills

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree (B.A) from an accredited College or University.
• (5) years work experience in the field of Asset Management.
• (24) credit hours per year required relative to position, project management, and/or certifications. Training classes to be reviewed/approved by Director, Asset Management.

Job Title: Architect (Senior)

Summary: Licensed architect, with major project responsibility. Plans and develops projects of medium to large scope and works under minimal supervision. May oversee a large staff of architects, designers and technicians. Responsible for interpreting, organizing, executing, and coordinating assignments. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors. Responsible for work on substantial client accounts. Selects, evaluates, and implements procedures and techniques used on projects. Also responsible for writing reports and specifications, supervising the preparation of architectural plans, and reviewing completed plans and estimates.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

• Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
• Directs and coordinates activities of junior project personnel to ensure project progresses on schedule and within prescribed budget.
• Prepares project reports for management, client, or others.
• Confers with project personnel to provide technical advice and to resolve problems.
• Coordinates project activities with activities of government regulatory or other governmental agencies.
• Review schedule and allocate work load to complete project on time.
• Establishes priorities for specific customer projects.
• Selects, evaluates, and implements procedures and techniques used on projects.
• Specification material research and coordination with manufacturers.
• Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans.
• Drafting responsibilities for projects as needed to accomplish client expectations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

• Bachelor's degree (B. A.) in Architecture from a five year NAAB accredited College or university; and 10 years related experience and/or training.
• (10) or more years work experience in the field of Architecture.
• ARE (Architectural Registration Exam) registration/license completed and approved by State Board.
• (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed/approved by Director.

Job Title: Architect (Junior)

Summary: Licensed architect, who exercises independent judgment in evaluation, selection, and use of standard techniques, solves problems when encountered, and receives guidance on complex projects. Licensed architect who is competent in all conventional aspects of architecture. Performs work requiring independent judgment in evaluation, selection, and adaptation/modification of standard techniques, procedures, and criteria. Independently solves problems encountered with senior staff support. Receives technical guidance on unusual or complex issues and supervisory approval on proposed project plans.
Responsible for production of work on small to medium projects supporting project managers. Selects, evaluates, and implements procedures and techniques used on projects. Also responsible for preparation of plans, communication with clients, and coordination of team members.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Confers with project staff to outline work plan and coordinate duties, and responsibilities of team members.
- Directs and coordinates activities of junior project personnel to ensure project progresses on schedule and within prescribed budget.
- Prepares project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Review schedule and coordinate work load to complete project on time.
- Selects, evaluates, and implements procedures and techniques used on projects.
- Specification material research and coordination with manufacturers.
- Drafting work on projects.
- Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree (B. A.) in Architecture from a five year NAAB accredited College or university; and 10 years related experience and/or training.
- (5) or more years work experience in the field of Architecture.
- ARE (Architectural Registration Exam) registration/license completed and approved by State Board.
- (24) credit hours per year required relative to position as part of the K2M U program. Training classes to be reviewed / approved by Director

**Job Title:** Electrical Engineer (Senior)

**Summary:** As a fully competent Engineer, performs work involving the application of all conventional aspects of the subject matter of the functional area of the assignment. Exercises judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Responsible for conceptualizing the initial design approach for a major phase of a large project, or have overall responsibility for the engineering work on a project of limited scope. Plans, schedules, conducts or coordinates engineering work involving conventional engineering practices but may include a variety of complex features such as conflicting design requirements.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Managing projects and overseeing electrical engineering team efforts.
- Expanding the company’s engineering breadth and growing and maintaining new client relationships.
- Development of electrical design.
- Provide QA/QC review of deliverables.
- Resolving technical issues.
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
- (10) or more years work experience in the field of Engineering.
- Minimum 4 years’ experience managing projects
- (35-40) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
- Professional engineer in field of study.

Job Title: Electrical Designer (Junior)

Summary: Responsible for design, development, implementation, and analysis of electrical designs and systems. Performs engineering design evaluations. May develop a range of electrical solutions. Recommends alterations to development and design to improve quality of products and/or procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Expanding the company’s engineering breadth and growing and maintaining client relationships.
- Collects and prepares data/information and performs engineering calculations.
- Responsible for the production of CAD / BIM drawings that are of high quality being consistent, complete and accurate.
- Develops technical specifications & data sheets.
- Assists in field work, checking installations, and problem solving activities.
- Performs calculation checking and vendor drawing reviews.
- Interacts with other departments and suppliers to obtain pertinent information.
- Knowledgeable in the design of electrical systems including lighting, power, life safety, security, and communication systems for commercial and public buildings.
- Confers with project staff for resourcing availability.
- Coordination between all A/E disciplines on a project.
- Ensure project progresses on schedule and within prescribed budget.
- Assist in the preparation of project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Construction administration, shop drawings review, response to request for information.
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor's degree (B.S.) or Master’s degree (M.S.) from an ABET accredited College or University.
- (5) or more years work experience in the field of Engineering.
- Fundamental of Engineering (FE) test complete or Professional Engineer.
- (40) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.

Job Title: Mechanical [HVAC] Engineer  (Senior)

Summary: As a fully competent Engineer, performs work involving the application of all conventional aspects of the subject matter of the functional area of the assignment. Exercises judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Responsible for conceptualizing the initial design approach for a major phase of a large project, or have overall responsibility for the engineering work on a project of limited scope. Plans, schedules, conducts or coordinates engineering work involving conventional engineering practices but may include a variety of complex features such as conflicting design requirements.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Managing projects and overseeing mechanical engineering team efforts.
- Expanding the company’s engineering breadth and growing and maintaining new client relationships
- Development of mechanical design.
- Provide QA/QC review of deliverables.
- Resolving technical Issues.
- Exceeding client project cost performance requirements while maintaining schedule — on time and on budget
- Signing and sealing construction documents (may be required).
- Proficient in the design of mechanical systems including heating, ventilation, cooling, exhaust, and specialty systems for commercial and public buildings.
- Proficient in the design of plumbing systems including gas, potable water, sanitary, sewer, fire suppression, and specialty systems for commercial and public buildings.
- Prepares reports and correspondence concerning the direction of assigned projects.
- Serves as a technical advisor to project team members.
- May devise new approaches to problems encountered.
- Assists Construction Administrator.
- May require CAD / BIM drafting in order to meet client schedule expectations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
- (10) or more years work experience in the field of Engineering.
- Minimum 4 years’ experience managing projects
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
- Professional Engineer (PE) in field of study.
Job Title: Mechanical [HVAC] Designer (Junior)

Summary: Responsible for design, development, implementation, and analysis of mechanical designs and systems. Performs engineering design evaluations. May develop a range of mechanical solutions. Recommends alterations to development and design to improve quality of products and/or procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Expanding the company’s engineering breadth and growing and maintaining client relationships.
- Collects and prepares data/information and performs engineering calculations.
- Responsible for the production of CAD / BIM drawings that are of high quality being consistent, complete and accurate.
- Develops technical specifications & data sheets.
- Assists in field work, checking installations, and problem solving activities.
- Performs calculation checking and vendor drawing reviews.
- Interacts with other departments and suppliers to obtain pertinent information.
- Knowledgeable in the design of mechanical systems including heating, ventilation, cooling, exhaust, and specialty systems for commercial and public buildings.
- Knowledgeable in the design of plumbing systems including gas, potable water, sanitary, sewer, fire suppression, and specialty systems for commercial and public buildings.
- Confers with project staff for resourcing availability.
- Coordination between all A/E disciplines on a project.
- Ensure project progresses on schedule and within prescribed budget.
- Assist in the preparation of project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Construction administration, shop drawings review, response to request for information.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
- (5) or more years work experience in the field of Engineering.
- Fundamental of Engineering (FE) test complete or Professional Engineer.
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.

Job Title: Mechanical [Plumbing] Engineer (Senior)

Summary: As a fully competent Engineer, performs work involving the application of all conventional aspects of the subject matter of the functional area of the assignment. Exercises judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Responsible for conceptualizing the initial design approach for a major phase of a large project, or have overall responsibility for the engineering work on a
project of limited scope. Plans, schedules, conducts or coordinates engineering work involving conventional engineering practices but may include a variety of complex features such as conflicting design requirements.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Managing projects and overseeing mechanical engineering team efforts.
- Development of mechanical design (plumbing).
- Provide QA/QC review of deliverables.
- Resolving technical Issues.
- Exceeding client project cost performance requirements while maintaining schedule – on time and on budget.
- Signing and sealing construction documents (may be required).
- Proficient in the design of mechanical systems including heating, ventilation, cooling, exhaust, and specialty systems for commercial and public buildings.
- Proficient in the design of plumbing systems including gas, potable water, sanitary, sewer, fire suppression, and specialty systems for commercial and public buildings.
- Prepares reports and correspondence concerning the direction of assigned projects.
- Serves as a technical advisor to project team members.
- May devise new approaches to problems encountered.
- Assists Construction Administrator.
- May require CAD / BIM drafting in order to meet client schedule expectations.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
- (10) or more years work experience in the field of Engineering.
- Minimum 4 years’ experience managing projects
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
- Professional Engineer (PE) in field of study.

**Job Title: Mechanical [Plumbing] Designer (Junior)**

**Summary:** Responsible for design, development, implementation, and analysis of mechanical plumbing designs and systems. Performs engineering design evaluations. May develop a range of mechanical solutions. Recommends alterations to development and design to improve quality of products and/or procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Expanding the company’s engineering breadth and growing and maintaining client relationships.
- Collects and prepares data/information and performs engineering calculations.
- Responsible for the production of CAD / BIM drawings that are of high quality being consistent, complete and accurate.
- Develops technical specifications & data sheets.
• Assists in field work, checking installations, and problem solving activities.
• Performs calculation checking and vendor drawing reviews.
• Interacts with other departments and suppliers to obtain pertinent information.
• Knowledgeable in the design of mechanical systems including heating, ventilation, cooling, exhaust, and specialty systems for commercial and public buildings.
• Knowledgeable in the design of plumbing systems including gas, potable water, sanitary, sewer, fire suppression, and specialty systems for commercial and public buildings.
• Confers with project staff for resourcing availability.
• Coordination between all A/E disciplines on a project.
• Ensure project progresses on schedule and within prescribed budget.
• Assist in the preparation of project reports for management, client, or others.
• Confers with project personnel to provide technical advice and to resolve problems.
• Coordinates project activities with activities of government regulatory or other governmental agencies.
• Construction administration, shop drawings review, response to request for information.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

• Bachelor’s degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
• (5) or more years work experience in the field of Engineering.
• Fundamental of Engineering (FE) test complete or Professional Engineer.
• (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.

Job Title: Structural Engineer (Senior)

Summary: As a fully competent Engineer, performs work involving the application of all conventional aspects of the subject matter of the functional area of the assignment. Exercises judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Responsible for conceptualizing the initial design approach for a major phase of a large project, or have overall responsibility for the engineering work on a project of limited scope. Plans, schedules, conducts or coordinates engineering work involving conventional engineering practices but may include a variety of complex features such as conflicting design requirements.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

• Managing projects and overseeing design team efforts.
• Expanding the company’s engineering breadth and growing and maintaining new client relationships.
• Development of structural designs.
• Provide QA/QC review of deliverables.
• Resolving technical Issues.
• Exceeding client project cost performance requirements while maintaining schedule – on time and on budget.
• Signing and sealing construction documents (may be required).
• Proficient in the design of structural systems including foundation (matt, pile, slab-on-grade), framing design, bearing wall, roof design, specialized systems, calculations, specification writing.
• Prepares reports and correspondence concerning the direction of assigned projects.
• Serves as a technical advisor to project team members.
May devise new approaches to problems encountered.
Assists Construction Administrator.
May require CAD / BIM drafting in order to meet client schedule expectations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree (B.S.) or Master’s degree (preferred) (M.S.) from an ABET accredited College or University.
- (10) or more years work experience in the field of Engineering.
- Minimum 4 years’ experience managing projects.
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training classes to be reviewed / approved by Director.
- Professional Engineer in field of study.

Job Title: Structural Designer (Junior)

Summary: Responsible for design, development, implementation, and analysis of structural designs and systems. Performs engineering design evaluations. May develop a range of structural solutions. Recommends alterations to development and design to improve quality of products and/or procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.

Essential Duties and Responsibilities (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Collects and prepares data/information and performs engineering calculations.
- Responsible for the production of CAD / BIM drawings that are of high quality being consistent, complete and accurate.
- Develops technical specifications & data sheets.
- Assists in field work, checking installations, and problem solving activities.
- Performs calculation checking and vendor drawing reviews.
- Interacts with other departments and suppliers to obtain pertinent information.
- Knowledgeable in the design of structural systems including foundation (matt, pile, slab-on-grade), framing design, bearing wall, roof design, specialized systems, calculations, specification writing.
- Confers with project staff for resourcing availability.
- Coordination between all A/E disciplines on a project.
- Ensure project progresses on schedule and within prescribed budget.
- Assist in the preparation of project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Construction administration, shop drawings review, response to request for information.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree (B.S.) or Master’s degree (M.S.) from an ABET accredited College or University.
- (5) or more years work experience in the field of Engineering.
- Fundamentals of Engineering (FE) test complete or Professional Engineer.
- (24) credit hours per year required relative to position and certifications as part of the K2M U program. Training
classes to be reviewed / approved by Director.

Job Title: Editor/Specifications

Summary: Reviews reports prepared by the assessment team and staff. Edits reports and documents to ensure content is correct and the deliverable is developed in the manner selected by the client. Develop and maintain specification standards and documentation templates. Provide quality control on specifications prepared by design staff. Provide instruction to design staff relating to the preparation of specifications.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s Degree in English, Liberal Arts, Architecture, Engineering, Construction management, or Equivalent combination of education and experience is required.
- 5+ Years technical writing experience, preferably specifications / reports for an A/E or FCA firm.
- Expertise in writing and editing, developing and maintaining uniform writing style and format standards, and organizing written material.
- Familiarity with integrating citations from reference standards such as ASTM, ACI, and ASME.
- Excellent organizational, communication and interpersonal skills.
- Strong Microsoft Office skills in Word, Excel, and PowerPoint.

Job Title: Writer/Specifications

Summary: Prepare written technical documents including deliverables and reports for the assessment team. Provide detailed account of assessment findings and clarify the summary into a clear and concise document. Develop and maintain standards and documentation templates. Provide instruction to assessment staff relating to the preparation of assessments and reports.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s Degree in English, Liberal Arts, Architecture, Engineering, Construction management, or Equivalent combination of education and experience is required.
- 3+ Years technical writing experience for an A/E or FCA firm.
- Expertise in writing and editing, developing and maintaining uniform writing style and format standards, and organizing written material.
- Excellent organizational, communication and interpersonal skills.
- Strong Microsoft Office skills in Word, Excel, and PowerPoint.

Job Title: Construction Specialist (Senior)

Summary: Performs inspections of the site and assessment activities. Immediately reporting anomalies and non-conformance work as detailed. In addition to assessments and studies the Construction Specialist provides construction administration, shop drawings review, response to request for information. Participates and attends weekly meetings and prepares punch lists and certificates of Substantial Completion. Preparation of daily and monthly reports and quarterly fee reports. Must have experience monitoring, to determine that the construction work is performed in accordance with scope, and applicable codes.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.
Job Title: Construction Specialist (Junior)

Summary: Performs inspections of the site and assessment activities. Immediately reporting anomalies and non-conformance work as detailed to supervisory positions. In addition to assessments and studies the Construction Specialist provides construction administration, shop drawings review, response to request for information. Participates and attends weekly meetings and prepares punch lists and certificates of Substantial Completion. Preparation of daily and monthly reports and quarterly fee reports. Must have experience monitoring, to determine that the construction work is performed in accordance with scope, and applicable codes.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s Degree in Architecture, Engineering, Construction management
- 5 Years CM experience for an A/E or FCA firm.
- Must have good background knowledge in construction, field observation, building codes, as well as, oral and written communication skills
- Design experience a plus

Job Title: Technician/Draftsperson/Tech. Asst.

Summary: Works directly with architects/engineers to produce concept, design development, and construction documents using nation CAD and BIM Standards. Possess experience in disciplines of engineering and architecture.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- High School Diploma, Secondary Education Preferred
- 5 Years previous experience for an A/E or FCA firm.
- Must have good background knowledge in architecture, engineering, construction, field observation, building codes, as well as, oral and written communication skills
- Excellent communication skills

Job Title: Account Administrator

Summary: Position requires attention to detail, organization skills, and the aptitude to multi-task. Analyze and dissect large amounts for data while conceptualizing complex processes. Provides general program management support to the client. Ability to work under pressure and with flexibility when handling and coordinating tasks with multiple stakeholders, possess excellent client service skills and computer literacy and high knowledge of MS Office products

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s Degree in Accounting, English, or similar
- Minimum 2 Years previous experience for a service based business
- Clearly document pertinent project information in a timely manner and copy all involved parties on items such as
trip reports, phone conversations, meeting minutes, etc.

- Excellent communication skills

**Job Title: Clerical**

**Summary:** Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints. Answer telephones, direct calls, and take messages. Compile, copy, sort, and file records of office activities, business transactions, and other activities. Complete and mail bills, contracts, policies, invoices, or checks. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. Compute, record, and proofread data and other information, such as records or reports. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Review files, records, and other documents to obtain information to respond to requests.

**Qualifications:**

- Associates Degree from a two year college, Bachelor's degree from four-year College or university; or minimum two years related experience and/or training; or equivalent combination of education and experience.
- Minimum 2 years work experience in the field of Administration.
- Notary a plus.

**Job Title: Graphics**

**Summary:** Provide graphic support for the development of reports, evaluations and other deliverables needed by the Facilities Condition Assessment department.

**Essential Duties and Responsibilities** (subject to change, modification, etc. as seen fit by Company) are as follows but are not limited to:

- Confers with project staff to carry out work plan and necessary deliverables.
- Member of project team to ensure project progresses on schedule and within prescribed budget.
- Makes drafts and final layout of proposed deliverable, checking for accuracy, brand consistency, and relation of various deliverables to support the entire project.
- Utilizes knowledge of various page layout programs and design tools.
- Makes any adjustments or changes necessary or desired.
- Implements procedures and techniques used in graphic design.
- Responsible for final overall direction / coordination of objectives for FCA assignment.
- Working knowledge of applicable programs and techniques for layout and design.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, yearly requirements and/or ability required.

- Bachelor’s degree from four-year College or university; or minimum five years related experience and/or training; or equivalent combination of education and experience.
- (3+) years work experience in the field of Graphic Design, Advertising or Marketing.
- Design software skills a must
- (8) credit hours per year required relative to position. Training classes to be reviewed/approved by Director of Administration.
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).

Wage Determination No. 2015-4281 Revision No.12
Date of Revision 12/26/2018

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<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code Title</th>
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