

Federal Supply Contract No. GS-00F-006CA



JENSEN HUGHES

Advancing the Science of Safety

www.jensenhughes.com

3610 Commerce Drive, Suite 817
Baltimore, MD 21227

Contract Period: December 17, 2014 through December 16, 2019

Business Size: Large Business

Schedule Title: Professional Engineering Services & Environmental Consulting Services

Point of Contact: Joseph L. Scheffey, P.E., Director, RDT&E
Jscheffey@jensenhughes.com
PH: (410) 737-8677
FX: (410) 737-8688

Contracts Administrator: David Kerbel, CPA
Dkerbel@jensenhughes.com
PH: (410) 737-8677
FX: (410) 536-5016

JENSEN HUGHES, Inc. is a global leader of specialized engineering and consulting services for fire protection, life safety, external hazards and risk assessment, physical security, forensic analysis, testing and research and development with over 35 offices worldwide. We are committed to providing our clients with cost effective solutions for their routine and complex challenges. JENSEN HUGHES has pioneered research, testing and modeling techniques that have become the industry standard. Our technical expertise enables us to solve fire and life safety issues, mitigate risk, comply with building and fire safety codes, and reduce environmental impact in a sustainable manner for our clients across a broad range of industries.

Founded in 1980, JENSEN HUGHES has 35 years of experience in providing specialty engineering consulting services for the built environment. With our headquarters in Baltimore, Maryland, more than 40 office locations worldwide, and our staff of 500 engineers, scientists, consultants and computer programmers, we are well positioned and have the expertise to assist our clients with protecting and securing life, property and assets.

JENSEN HUGHES' primary activities in the field of fire protection engineering include hazard and risk analysis, fire modeling, structural fire resistance analysis and design, smoke control analysis, electrical engineering, training program development, life safety analysis and design, code consulting and advanced fire protection systems design.

JENSEN HUGHES' primary activities in the field of environmental consulting include environmental planning, environmental program management, compliance services, research and development planning, and advising on environmental, safety, and occupational health regulations.

Work has been performed under contract to a wide range of Government clients, including but not limited to the U.S. Navy, U.S. Air Force, U.S. Army, U.S. Marine Corps, GSA, DOI, DOD, DOT, etc. We are particularly proud of our capability to manage and direct large fire protection and environmental programs.

Under this contract, **with fire protection engineering and environmental consulting as our specialties**, JENSEN HUGHES offers services for the following **Special Item Numbers (SINS)** which are described in detail below:

SIN: C871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

SIN: C871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

SIN: C871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

SIN: C871-4 TEST AND EVALUATION SERVICES

SIN: C871-5 INTEGRATED LOGISTICS SUPPORT SERVICES

SIN: C871-7 CONSTRUCTION MANAGEMENT AND ENGINEERING CONSULTING SERVICES RELATED TO REAL PROPERTY

SIN: C899-1 ENVIRONMENTAL CONSULTING SERVICES

SIN: C871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Engineering (Fluids Engineering, Dynamic Systems and Control, Heat Transfer); Electrical Engineering

Description: Define and interpret high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Analyze mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

SIN: C871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Systems (Fluids Engineering, Safety Engineering and Risk Analysis); Electrical Engineering

Description: Perform abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Perform requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

SIN: C871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Systems (Fluids Engineering, Safety Engineering and Risk Analysis); Electrical Engineering

Description: Provide translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the

various components to produce a working prototype or model of the system. Provide computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

SIN: C871-4 TEST AND EVALUATION SERVICES

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Engineering (Fluids Engineering, Safety Engineering); Electrical Engineering

Description: Application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Provide testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

SIN C871-5: INTEGRATED LOGISTICS SUPPORT SERVICES

Primary Engineering Disciplines: Fire protection Engineering; Mechanical Engineering (Nuclear Engineering, Safety Engineering); Electrical Engineering

Description: Provide analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Provide ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

SIN C871-7: CONSTRUCTION MANAGEMENT AND ENGINEERING CONSULTING SERVICES RELATED TO REAL PROPERTY

Primary Engineering Disciplines: Fire protection Engineering; Mechanical Engineering (Nuclear Engineering, Safety Engineering); Electrical Engineering

Description: Provide advice to, or manage the project process for, the customer agency. Assume the position of professional advisor or serve as an extension of staff for the customer agency. Provide consulting to identify the best delivery method for a project. Provide expertise to temporarily expand the customer agency's capabilities so that they can successfully accomplish their program or project. Provide expert advice in support of the customer agency's decisions in the implementation of the project.

SIN C899-1: ENVIRONMENTAL CONSULTING SERVICES

Primary Engineering Disciplines: Environmental Consulting

Description: Provide environmental consulting services to address all aspects of environmental planning, environmental program management, pollution prevention and sustainability, including associated corrosion prevention and control considerations. Provide regulatory analysis, compliance and forecasting services throughout the United States and the world to government environmental programs, surety corporations and manufacturing corporations, to include assistance with international treaties, federal, state and local laws, DoD and service-specific regulations. Perform source reduction studies, program analysis, data collection and development, regulatory and economic impact analysis, equipment/technology feasibility analysis and market surveys.

Investigate environmentally compliant and sustainable alternatives for wide-scale implementation in government applications and provide management and financial planning of government environmental programs. Develop strong business cases to inform critical investing decisions. Weigh not only the quantitative life cycle costs and benefits of each alternative in comparison to the status quo, but also account for qualitative factors that are equally important to the clients' decision-making process. Ensure that alternatives meet client's unique performance requirements, and develop cost benefit analyses to demonstrate the life cycle impacts of each decision. Assess environmental and associated corrosion impacts posed by firefighting systems and make informed recommendations to help clients manage those risks. Assist clients with evaluating both the severity of the hazard and the probability of exposure associated with all of the chemicals used in materials, processes, and products throughout the client's enterprise in order to manage risk to an acceptable level. Serve as a leading expert on the environmental impacts of explosives and other energetic materials. Identify, evaluate, compare, and select alternatives to mitigate environmental, safety, occupational health and corrosion risks while still meeting performance requirements. Conduct alternatives analysis that may recommend removing or reducing the amount of chemical contained in a product, reformulate or replace a product to eliminate the use of a chemical; redesign the manufacturing process, engineering controls, and administrative controls associated with a product to reduce the risk of chemical release or exposure; or any combination of the above. Drive the revision of relevant military, federal, commercial and industry codes, specifications, and standards to incorporate the appropriate environmental criteria and to prevent the market from reverting to non-compliant and unsustainable products.

CUSTOMER INFORMATION

1. Table of Awarded Special Item Numbers:

- C871-1 Strategic Planning for Technology Programs/Activities
C871-1RC Strategic Planning for Technology Programs/Activities – recovery purchases
- C871-2 Concept Development and Requirements Analysis
C871-2RC Concept Development and Requirements Analysis – recovery purchases
- C871-3 System Design, Engineering and Integration
C871-3RC System Design, Engineering and Integration – recovery purchases
- C871-4 Test and Evaluation Services
C871-4RC Test and Evaluation Services – recovery purchases
- C871- 5 Integrated Logistics Support Services
C871-5RC Integrated Logistics Support Services – recovery purchases
- C871- 7 Construction Management and Engineering Consulting Services Related to Real Property
- C871-7RC Construction Management and Engineering Consulting Services Related to Real Property – recovery purchases
- C899-1 Environmental Consulting Services

C899-IRC Environmental Consulting Services – recovery purchases

2. Maximum Order: The total dollar value of any order placed under this contract will be \$1,000,000. Requirements exceeding the Maximum Order will be processed in accordance with Clause I-FSS-125.

3. Minimum Order: \$100.00.

4. Geographic Coverage (delivery area): The 48 contiguous states and the District of Columbia, Alaska, Hawaii, Commonwealth of Puerto Rico, and any overseas locations in which trade is not prohibited by the United States Government.

5. Points of Production: All JENSEN HUGHES facilities are available as "points of production". Current facilities are located in:

- Arizona: Phoenix
- California: Los Angeles, San Diego, San Francisco
- Colorado: Colorado Springs, Denver
- Florida: Lake Mary
- Georgia: Atlanta
- Illinois: Chicago
- Indiana: Fort Wayne
- Maine: Bingham
- Maryland: Baltimore (HQ), Laurel
- Massachusetts: Framingham
- Nebraska: Lincoln
- New Jersey: Woodstown
- New Mexico: Albuquerque
- New York: Armonk, New York City
- Nevada: Las Vegas
- North Carolina: Charlotte, Raleigh
- Ohio: Cincinnati, Cleveland
- Pennsylvania: Philadelphia
- Rhode Island: Warwick
- Tennessee: Chattanooga
- Texas: Dallas, Houston, Austin
- Virginia: Alexandria, Fairfax, Reston, Virginia Beach
- Washington: Vancouver, Seattle

6. Discounts from List Prices: Prices shown herein are "net" (i.e., discounts as negotiated with GSA have already been applied).

7. Quantity Discounts: Quantity and/or spot discounts are not offered.

8. Prompt Payment Terms: Not applicable. JENSEN HUGHES does not offer a prompt payment discount.

9. Government Purchase Cards: JENSEN HUGHES will accept "Government Commercial Credit Cards" for payment of purchases up to the micro-purchase threshold for all valid oral and written orders placed by an authorized purchasing official and

accepted by JENSEN HUGHES; however, no additional discounts are offered for their use.

10. Foreign items: N/A

11. a. Time of Delivery: Not applicable to services.

b. Expedited Delivery: Not applicable to services.

c. Overnight and 2-day delivery: Not applicable to services.

d. Urgent Requirements: Not applicable to services.

12. F.O.B. POINT: Baltimore, MD

13. a. Ordering Address:

JENSEN HUGHES, Inc.,
Attn: Joseph L. Scheffey, P.E.
3610 Commerce Drive, Suite 817
Baltimore, MD 21227
PH: 410-737-8677
FX: 410-737-8688
Email: jscheffey@jensenhughes.com

b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

Transmit the request to JENSEN HUGHES:

--By E-mail: jscheffey@jensenhughes.com
--By Fax: (410) 536-5016 or (410) 737-8688
--By Mail: (See ordering address, Item 13a)

14. Payment Address:

By Check:

JENSEN HUGHES, Inc.
Attn: Accounts Receivable
3610 Commerce Drive, Suite 817
Baltimore, MD 21227

By Electronic Funds Transfer:

JENSEN HUGHES, Inc.
c/o M & T Bank

ACH Department
P.O. Box 1596
Baltimore, MD 21203

[Contact us for account & routing number information]

15. **Warranty provision:** Not applicable to services.
16. **Export Packing Charges:** Not applicable to services.
17. **Terms and conditions of Government purchase card acceptance:** JENSEN HUGHES will accept "Government Commercial Credit Cards" for payment of purchases up to the micro-purchase threshold for all valid oral and written orders placed by an authorized purchasing official and accepted by JENSEN HUGHES.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable to services.
19. **Terms and conditions of installation:** Not applicable to services.
20. **Terms and conditions of repair parts:** Not applicable to services.
21. **List of service and distribution points:** Not applicable to services.
22. **List of participating dealers:** Not applicable to services.
23. **Preventive maintenance:** Not applicable to services.
24. **Special attributes (environmental):** Not applicable to services.
25. **Data Universal Number System (DUNS) number:** 03-504-3744
26. **Central Contractor Registration (CCR) Database Information:** JENSEN HUGHES is registered with the System for Award Management (SAM). For more information on the SAM system, please see www.sam.gov .

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Technician	30063 DRAFTER/CAD OPERATOR III	2005-2247
Word Processor	01113 – GENERAL CLERK III	2005-2247

PRICE LIST
(Applies to all SINS)

LABOR CATEGORY	As of 12/17/2014
Quality Assurance Director / Technical Oversight Supervisor	\$221.40
Program Manager	\$184.63
Senior Engineer II	\$167.35
Senior Engineer I	\$130.83
Staff Engineer	\$114.99
Engineer	\$96.63
Senior Technician	\$106.36
Technician	\$69.33
Project Administrator	\$78.14
Word Processor	\$61.16

LABOR CATEGORY DESCRIPTIONS

QUALITY ASSURANCE DIRECTOR/TECHNICAL OVERSIGHT SUPERVISOR

Education/Experience – Personnel in this category shall have qualifications equal to a Program Manager plus have supervisory authority in one of the following areas:

- a. Quality assurance
- b. Independent technical review; and
- c. Overall task coordination and management.

Job Description – The Quality Assurance Director/Technical Oversight Supervisor (QA) provides the development of a Project Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Company representative to clients in both technical and administrative areas. Specialized technical expertise and or recognized expert in engineering field. The QA provides an independent assessment of how the project's development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. They may be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. May conduct audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality.

PROGRAM MANAGER

Education/Experience -A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

- a. BS/BA and having 15 or more years of experience
- b. MS and having 13 or more years of experience
- c. Ph.D./Doctorate and having 12 or more years of experience

Job Description – A Program Manager (PM) leads teams on large projects or significant segments of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. The PM will become the technical expert in one or more subject areas. The PM provides applications systems analysis and programming activities for a Government site, facility or multiple locations; prepare long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources and oversee all aspects of projects.

SENIOR ENGINEER II

Education/Experience – A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

- a. BS/BA and having 11 or more years of experience
- b. MS and having 9 or more years of experience
- c. Ph.D./Doctorate and having 7 or more years of experience

Job Description – A Senior Engineer II can conduct multiple or large projects independently. They have the authority to enter into contracts with clients and expected to lead business development activities. They may be responsible for some specific company management functions. They are responsible for all aspects of project management including sales; proposal preparation, client management, communication, project organization, scheduling, delegation, and timely and profitable completion of the project with budget. They should be able to mentor one or more staff or senior level personnel for project work. Conduct fieldwork and have excellent written and oral communication skills, including serving as an expert witness. They must have strong computer skills and advanced skills in data analysis.

SENIOR ENGINEER I

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

- a. BS/BA and having 7 or more years of experience
- b. MS and having 5 or more years of experience
- c. Ph.D./Doctorate and having 3 or more years of experience

Job Description - A Senior Engineer I can conduct projects independently. They may actively participate in business development activities. They are responsible for all aspects of project management including sales; proposal preparation, client management, communication, project organization, scheduling, delegation and completion of projects on time and within budget. Mentor one or more Staff level personnel for project work and complete complex data analysis and calculations. Conduct fieldwork and have excellent written and oral communication skills. They are expected to have strong computer skills, and be efficient in developing proposals, reports, tables and preparing presentation with little supervision.

STAFF ENGINEER

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

- a. BS/BA and having 3 or more years of experience
- b. MS and having 2 or more years of experience
- c. Ph.D./Doctorate and having 1 or more year of experience

Job Description – A Staff Engineer plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, and analysis, planning, and estimating. They may work on the standardization of facilities, systems, structures, software applications, devices, or materials with moderate supervision.

ENGINEER

Education/Experience – A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

- a. BS/BA and having between 0 and 3 years of experience
- b. MS and having between 0 and 2 years of experience
- c. Ph.D./Doctorate and having between 0 and 1 year of experience

Job Description – Under direct or indirect supervision of a senior engineer or Project Manager, provides engineering services towards fulfillment of contract related tasks. Such tasks might include research, assistance with the design of systems, and some data analysis, instrumentation and testing.

SENIOR TECHNICIAN

Education/Experience – Senior Technicians are personnel having 7 or more years of experience in fire protection engineering design (e.g., CAD) or test and evaluation, and having a minimum of a high school degree.

Job Description – The Senior Technician is highly experienced and knowledgeable regarding field or laboratory operations. Primary duties involve field data collection and documentation. Monitors field explorations, construction monitoring projects, and experimental testing. Documents field/laboratory conditions and writes field/test reports. Plans, budgets and coordinates field or laboratory operations for specific projects. A Senior Technician directs the field and testing activities of other personnel as needed and becomes the technical consultant on the project.

TECHNICIAN

Education/Experience – Technicians are personnel having less than 7 years of experience in fire protection engineering design (e.g., CAD) or test and evaluation, and having a minimum of a high school degree.

Job Description – The Technician is highly experienced and knowledgeable regarding field or laboratory operations. Primary duties involve data collection and documentation. Monitors field explorations, construction monitoring projects, and experimental testing. Documents field/laboratory conditions and writes field/test reports. Plans, budgets and coordinates field or laboratory operations for specific projects.

PROJECT ADMINISTRATOR

Education/Experience – Project Administrators are personnel having 5 or more years of project experience, including coordinating deliverables, technical writing, and quality assurance in terms of reports, documents, and associated program/task elements. Associates Degree required in a related field of study.

Job Description – Under direct supervision, operates data entry devices in recording a variety of data; verifies data entered; performs related clerical duties.

WORD PROCESSOR

Education/Experience – Personnel having 2 or more years of experience in word processing, report preparation, and document preparation. Post-secondary training or education required.

Job Description – The word processor is responsible for production and quality control of a variety of company documents and produces draft and final documents that get submitted to the customer. The word processor develops expert knowledge and proficiency on all software used in the word processing department as well as basic software and hardware troubleshooting capabilities. They implement all company style guidelines. Guides staff on document style requirements and proper grammar.