GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

SCHEDULE TITLE: Multiple Award Schedule
FSC GROUP: Professional Services

Contract Number: GS-00F-165GA

Contract Period: April 12, 2017 through April 11, 2027

Contractor: Veterans Professional Services LLC
14200 Schaeffer Road
Germantown, Maryland 20874

Telephone: (240) 832-4143 or 267-784-0070
Web Site: www.vetproserv.com
E-mail: mark@vetproserv.com and mcarter427@aol.com
matt@vetproserv.com and mdeeter333@aol.com

Contract Administration: Mark Carter & Matthew Deeter

Business Size: Small Veteran Owned Business

Price List current through modification PO-0011 effective March 1, 2022

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
Veteran Professional Services (VPS) Construction Management (CM) and Related Services Overview:

Construction Management services offer by VPS include the overall planning, coordination and control of design and construction programs from inception through completion. The goal is to meet our client's program requirements in order to produce functionally and financially feasible projects. We achieve this through the deployment of an independent team acting as the owner’s representative or in an integrated capacity with the owner’s staff to ensure the maximum application of expertise needed to produce project success.

Our role as Construction Managers and related discipline consultants has evolved over time from purely constructing a project based on architectural, engineering drawings and specifications prepared by architects and engineers to being an intricate member of the building process. As a Construction Management leader we apply our skills and knowledge in specifying project goals and objectives, including delineation in the scope of work, budgeting, bidding, scheduling, setting performance requirements, advising, inspecting, managing and ultimately facilitating a cohesive project team. In this regard our team seeks to maximize project resource efficiency through cost effective procurement of labor, materials and equipment. Further, management and control of planning, design oversight, estimating, subcontracting and the construction process defines our role as a Construction Manager. This role ensures extremely effective and efficient communication along with developing fair and equitable mechanisms for resolving conflicts and disputes should they arise during the design and construction process. Finally, the Construction Manager seeks to apply communication platforms and protocols that will best serve its clients in the achievement of the overall design intent and construction objectives. In so doing, we hope to deliver projects that not only meet, but exceed our customer needs well into the future of their programs.

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENG-RC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>OLM</td>
<td></td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

1c. **LABOR RATES:** see table below

2. **MAXIMUM ORDER**: $1,000,000 (The contractor may honor orders exceeding the maximum in accordance with Clause 52.216-19.)

3. **MINIMUM ORDER**: $100.00
4. **GEOGRAPHIC COVERAGE:** The Geographic Scope of Contract will be domestic delivery only.

5. **POINT(S) OF PRODUCTION:** USA

6. **DISCOUNT FROM LIST PRICES:** GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.

7. **QUANTITY DISCOUNT(S):** Minimum 2% for task orders over $500,000.00.

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

9. **FOREIGN ITEMS:** N/A

10a. **TIME OF DELIVERY:** 30 days

10b. **EXPEDITED DELIVERY:** N/A

10c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A

10d. **URGENT REQUIRMENTS:** N/A

11. **FOB POINT:** Destination

12a. **ORDERING ADDRESS:**

   Veterans Professional Services LLC  
   14200 Schaeffer Road  
   Germantown, Maryland 20874

12b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **PAYMENT ADDRESS:**

   Veterans Professional Services LLC  
   14200 Schaeffer Road  
   Germantown, Maryland 20874
14. WARRANTY PROVISION: N/A

15. EXPORT PACKING CHARGES: N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

21. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. SECTION 508 COMPLIANCE FOR EIT: N/A

23. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER: 805360083

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.
## GSA Awarded Pricing

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>April 12, 2021-April 11, 2022</th>
<th>April 12, 2022-April 11, 2023</th>
<th>April 12, 2023-April 11, 2024</th>
<th>April 12, 2024-April 11, 2025</th>
<th>April 12, 2025-April 11, 2026</th>
<th>April 12, 2026-April 11, 2027</th>
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<tr>
<td>Project Consultant</td>
<td>$161.47</td>
<td>$164.54</td>
<td>$167.66</td>
<td>$170.85</td>
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<tr>
<td>Sr. Construction/Project Manager</td>
<td>$129.33</td>
<td>$131.78</td>
<td>$134.29</td>
<td>$136.84</td>
<td>$139.44</td>
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<tr>
<td>Construction/Project Manager</td>
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<td>$119.41</td>
<td>$121.68</td>
<td>$123.99</td>
<td>$126.35</td>
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<tr>
<td>Sr. Engineer</td>
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<td>$123.99</td>
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<td>$108.81</td>
<td>$110.87</td>
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<td>$115.13</td>
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<td>Quality Assurance Representative</td>
<td>$98.72</td>
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<td>$102.51</td>
<td>$104.45</td>
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<td>$114.10</td>
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<tr>
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<tr>
<td>Construction Inspector</td>
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<td>$102.51</td>
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</tbody>
</table>

** denotes SCLS labor category

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 an (** 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).
Labor Category Descriptions

1. Project Consultant

Education:
Bachelor’s Degree in Engineering or Architecture from an accredited University. Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience as senior manager or technical advisor in field of construction programs including but not limited to the disciplines of architecture and engineering related to facilities (i.e., buildings and structures). Professional experience should also include strong knowledge of construction documents, as well as superior management and communication skills.

Functional Responsibility:
Provides project and/or construction management senior advisory support for complex programs or projects. Provides decisive direction in regard to business, technical and personnel management involving multi-disciplinary and diverse functional activities. Is responsible for the overall management, in terms of technical quality, cost and schedule.

2. Sr. Construction/Project Manager

Education:
Bachelor’s Degree in Construction Management, Engineering or Architecture from an accredited University. Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience in management of facility construction projects including supervision of engineering, design and construction, schedule control, cost management and program budgeting, and overall project management activities. Professional experience should include strong knowledge of construction documents, as well as superior management and communication skills.

Functional Responsibility:
Provides project and/or construction management of a single major program or project or multiple projects. Provides decisive direction in regard to business, technical and personnel management involving multi-disciplinary and diverse functional activities. Is responsible for the overall management, in terms of technical quality, cost and schedule. Maintains daily progress reports and inspection reports. Leads the inspection and quality assurance team assigned to projects to ensure timely and effective project oversight.
3. Construction/Project Manager

**Education:**
Bachelor’s Degree in Construction Management, Engineering or Architecture from an accredited University. Educational requirement may be substituted by 10 years of directly related experience.

**Professional Experience:**
7 years of experience in management of facility construction projects including supervision of engineering, design and construction, schedule control, cost management and program budgeting, and overall project management activities. Professional experience should include the ability to read and interpret construction documents, as well as communicate effectively with project construction team members.

**Functional Responsibility:**
Provides project and/or construction management of a single major program or project or multiple projects. Provides decisive direction in regard to business, technical and personnel management involving multi-disciplinary and diverse functional activities. Is responsible for the overall management, in terms of technical quality, cost and schedule. Maintains daily progress reports and inspection reports. Leads the inspection and quality assurance team assigned to projects to ensure timely and effective project oversight.

4. Sr. Engineer

**Education:**
Bachelor’s of Science Degree in Engineering from an accredited University.

**Professional Experience:**
10 years of experience in engineering (civil, structural, mechanical, electrical, safety, etc.) and construction management of buildings and structures. Familiarity with scheduling, cost estimating, and overall design integration is necessary. Professional experience should also include ability to review and resolve engineering issues associated with construction and specification documents.

**Functional Responsibility:**
Provides decisive guidance and direction in regard to the management of technical aspects of engineering related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

5. Engineer

**Education:**
Bachelor’s of Science Degree in Engineering from an accredited University.

**Professional Experience:**
7 years of experience in engineering (civil, structural, mechanical, electrical, safety, etc.) and construction management of buildings and structures. Familiarity with scheduling, cost estimating, and overall design integration is necessary. Professional experience should also include ability to review and resolve engineering issues associated with construction and specification documents.
Functional Responsibility:
Provides decisive guidance and direction in regard to the management of technical aspects of engineering related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

6. Sr. Quality Assurance Representative

Education:
Graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

Functional Responsibility:
Verifies compliance with design drawings, specifications, standards and construction practices. Accomplishes quality assurance inspections. Prepares associated reports. Maintains records of project progress.

7. Quality Assurance Representative

Education:
Graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 10 years of directly related experience.

Professional Experience:
7 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

Functional Responsibility:
Verifies compliance with design drawings, specifications, standards and construction practices. Accomplishes quality assurance inspections. Prepares associated reports. Maintains records of project progress.
8. **Fire Protection Engineer**

**Education:**
Bachelor’s of Science Degree in Fire Protection Engineering from an accredited University.

**Professional Experience:**
10 years of experience in engineering and life safety management for building structures. Knowledge with the application of NFPA codes and standards within the building industry, experience with analyzing building life safety design and shop drawing submittals and acceptance testing of all fire protection and life safety systems. Professional experience should also include ability to review and resolve engineering issues associated with construction and specification documents.

**Functional Responsibility:**
Provides decisive guidance and direction in regard to the management of technical aspects of Fire Protection Engineering and Life Safety related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

9. **Commissioning Engineer**

**Education:**
Bachelor’s Degree in Engineering or Architecture from an accredited University. Educational requirement may be substituted by 10 years of directly related experience.

**Professional Experience:**
7 years of experience with the operation, maintenance and commissioning of building equipment and systems. Knowledge of equipment and system operating standards and practices, as well as standard preventive maintenance procedures. Professional experience should also include strong technical writing skills and knowledge with organizing commissioning documentation to facilitate and ensure the ability of the facility owner to maintain the building and associated equipment and systems in accordance with a reliable program schedule.

**Functional Responsibility:**
Provides startup, testing and commissioning services related to building systems to ensure owner of a fully functioning and operational facility. Gather, review and organize all equipment and system operating and maintenance procedure for turnover to client for future facility management.

10. **Certified Industrial Hygienist**

**Education:**
Bachelor’s Degree from an accredited University in Biology, Physics, Engineering or IH or Safety from and ABET accredited program. Educational requirement may be substituted by 8 years of directly related experience.

**Professional Experience:**
5 years of experience with environmental management of facilities projects. Knowledge required inspecting job sites to assure compliance with EPA, OSHA, state and local regulations, as well as insuring compliance with job specifications and time schedules. Experience performing inspection of
facilities, developing cost estimates of asbestos abatement, indoor air quality surveys and ambient air monitoring for the removal of lead-based paint in steel structures is necessary. Professional experience should also include technical writing and communication skills.

**Functional Responsibility:**
Provide Compliance Solution consultation services for industrial hygiene and safety issues. Typical tasks include OSHA style surveys, custom-made written safety and health programs, employee training, case review for litigation, and monitoring for air contaminants and noise. Also, conduct indoor air quality as well as mold investigations.

11. **Specification Writer**

**Education:**
Associate’s Degree from an accredited University or graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 8 years of directly related experience.

**Professional Experience:**
5 years of experience in a construction and/or engineering work environment interfacing and coordinating with an A/E staff responsible for facility design engineering and construction requirements. Knowledge with specification software and technical background in interfacing with engineering and construction professionals required. Professional experience should also include strong technical writing skills.

**Functional Responsibility:**
Interpret architectural, engineering and interior design plans and prepare standards and workmanship criteria, material and equipment lists and specifications to be used as standards by contractors related to building construction activities.

12. **Claims Analyst**

**Education:**
Bachelor’s Degree in Law (Construction) or engineering from an accredited University. Educational requirement may be substituted by 14 years of directly related experience in the construction field.

**Professional Experience:**
10 years of experience in construction claims analysis and negotiations. Professional experience should also include experience with day to day problem resolution of construction site management, technical and engineering issues. Strong writing and communication skills necessary.

**Functional Responsibility:**
Review project records, create logical interpretations about what happened, provide an analysis of how the work was performed, and assess responsibility for specific outcomes. In addition, construction claims analyst may assist in negotiating claims to either recoup the greatest compensation or to save the most money in resolving claims.

13. **Sr. Estimator**
**Education:**
Graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in construction of facility projects. Knowledge with detailed take-offs associated with material and labor items as related to construction activities required. Strong skills in math and spreadsheets also necessary.

**Functional Responsibility:**
Performs construction cost estimates. Makes quality take offs. Assists Project and Construction Managers in negotiations with contractors or vendors.

14. Estimator

**Education:**
Graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 10 years of directly related experience.

**Professional Experience:**
7 years of experience in construction of facility projects. Knowledge with detailed take-offs associated with material and labor items as related to construction activities required. Strong skills in math and spreadsheets also necessary.

**Functional Responsibility:**
Performs construction cost estimates. Makes quality take offs. Assists Project and Construction Managers in negotiations with contractors or vendors.

15. Sr. Scheduler

**Education:**
Bachelor’s Degree from an accredited University in construction management or engineering. Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in planning and scheduling associated with building construction projects.

**Functional Responsibility:**
Prepares and analyzes sequencing of activities and interrelationships of activities. Prepares schedules to support program and project accomplishments. Revises project schedule to conform to project decisions. Supports managers in all scheduling activities.

16. Scheduler
Education:
Bachelor’s Degree from an accredited University in construction management or engineering. Educational requirement may be substituted by 10 years of directly related experience.

Professional Experience:
7 years of experience in planning and scheduling associated with building construction projects.

Functional Responsibility:
Prepares and analyzes sequencing of activities and interrelationships of activities. Prepares schedules to support program and project accomplishments. Revises project schedule to conform to project decisions. Supports managers in all scheduling activities.

17. Sr. Contracts Specialist

Education:
Bachelor’s Degree from an accredited University in business management and similar discipline. Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience in procurement and contracts management of facility construction related projects. Knowledge of industry cost models for services and materials, as well as familiarity with the Federal Acquisition Regulations (FAR) and state and local regulations essential. Professional experience should also include strong communication, writing and negotiations skills.

Functional Responsibility:
Provides support to the procurement process for contractors to accomplish projects under Capital Improvement Programs. Attends pre-bid meetings. Assists in the development of amendments and modifications relating to the procurement process. Assists in the processing of contract actions and payments.

18. Contracts Specialist

Education:
Bachelor’s Degree from an accredited University in business management and similar discipline. Educational requirement may be substituted by 8 years of directly related experience.

Professional Experience:
5 years of experience in procurement and contracts management of facility construction related projects. Knowledge of industry cost models for services and materials, as well as familiarity with the Federal Acquisition Regulations (FAR) and state and local regulations essential. Professional experience should also include strong communication, writing and negotiations skills.

Functional Responsibility:
Provides support to the procurement process for contractors to accomplish projects under Capital Improvement Programs. Attends pre-bid meetings. Assists in the development of amendments and
modifications relating to the procurement process. Assists in the processing of contract actions and payments.

19. Sr. Technical Specialist

Education:
Associate degree in science or graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 12 years of directly related experience.

Professional Experience:
10 years of experience in technical project coordination preferably in building, equipment and system engineering. Knowledge of equipment and system operation, calibration and maintenance as must. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.

Functional Responsibility:
Provides support for equipment & systems. Ensures compliance with equipment operating parameters, as well as safety requirements. Prepares associated reports. Maintains records of project progress.

20. Technical Specialist

Education:
Associate degree in science or graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 8 years of directly related experience.

Professional Experience:
6 years of experience in technical project coordination preferably in building, equipment and system engineering. Knowledge of equipment and system operation, calibration and maintenance as must. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.

Functional Responsibility:
Provides support for equipment & systems. Ensures compliance with equipment operating parameters, as well as safety requirements. Prepares associated reports. Maintains records of project progress.

21. Sr. Architect

Education:
Bachelor’s Degree in Architecture from an accredited University.

Professional Experience:
10 years of experience in Architecture of buildings and structures. Familiarity with construction management, scheduling, cost estimating, and overall building concept integration is necessary.
Professional experience should also include ability to review and resolve architectural issues associated with construction and specification documents.

**Functional Responsibility:**
Provides decisive guidance and direction in regard to the management of architectural aspects related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

22. **Architect**

**Education:**
Bachelor’s Degree in Architecture from an accredited University.

**Professional Experience:**
7 years of experience in Architecture of buildings and structures. Familiarity with construction management, scheduling, cost estimating, and overall building concept integration is necessary. Professional experience should also include ability to review and resolve architectural issues associated with construction and specification documents.

**Functional Responsibility:**
Provides decisive guidance and direction in regard to the management of architectural aspects related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

23. **Sr. Construction Inspector**

**Education:**
Associate degree in science or graduate of an accredited 2 year Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

**Functional Responsibility:**
Performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to Chief Building Official. Maintains, updates and assures the accuracy of inspection records, project documentation and project files.
24. Construction Inspector

Education:
Associate degree in science or graduate of an accredited 2 years Trade School or formal apprenticeship program in a construction oriented discipline (i.e., Mechanical, Electrical, Plumbing, etc.). Educational requirement may be substituted by 10 years of directly related experience.

Professional Experience:
7 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

Functional Responsibility:
Performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to Chief Building Official. Maintains, updates and assures the accuracy of inspection records, project documentation and project files.

25. Sr. Interior Designer/Space Planner

Education:
Bachelor’s Degree in Interior Design from an accredited University.

Professional Experience:
10 years of experience in design/technical project coordination, preferably in interior or architectural design field. Must be proficient in CADD, Microsoft Office and have experience in document control and management.

Functional Responsibility:
Manages and coordinates conducting of interviews and handles preparation of advice in regard to functional adjacencies. Assists user in making determinations in regard to space needs. Oversees the determination of the compatibility of existing space to organizational needs versus defining new space requirements.

26. Interior Designer/Space Planner

Education:
Bachelor’s Degree in Interior Design from an accredited University.

Professional Experience:
5 years of experience in design/technical project coordination, preferably in interior or architectural design field. Must be proficient in CADD, Microsoft Office and have experience in document control and management.
Functional Responsibility:
Assists in conducting of interviews and preparation of advice in regard to functional adjacencies. Assists user in making determinations in regard to space needs. Assists in the determination of the compatibility of existing space to organizational needs versus defining new space requirements.

27. Sr. CADD

Education:
Associate degree or graduate of an accredited 2 year Trade School with a program specializing in drafting & CAD. Educational requirement may be substituted by 8 years of directly related experience.

Professional Experience:
5 years of experience in technical project coordination, preferably in architectural-engineering industry. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.

Functional Responsibility:
Maintains revisions to contract drawings and makes architectural and engineering sketches and prepares CADD drawings to support field management related to building construction or renovation.

28. CADD

Education:
Associate degree or graduate of an accredited 2 year Trade School with a program specializing in drafting & CAD. Educational requirement may be substituted by 5 years of directly related experience.

Professional Experience:
3 years of experience in technical project coordination, preferably in architectural-engineering industry. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.

Functional Responsibility:
Maintains revisions to contract drawings and makes architectural and engineering sketches and prepares CADD drawings to support field management related to building construction or renovation.

29. Sr. Project Administrator

Education:
High School Diploma.

Professional Experience:
At least 6 years of experience in project and administrative support functions.

Functional Responsibility:
Perform senior construction project administration, word processing, data entry, preparation of meeting minutes, construction documents organization (i.e., filing of contracts, change orders, RFI's; engineering and construction drawing, etc.) and various other construction administration tasks necessary to support construction management and engineering program activities.

30. **Project Administrator**

**Education:**
High School Diploma.

**Professional Experience:**
At least 4 years of experience in project and administrative support functions.

**Functional Responsibility:**
Perform mid-level construction project administration, word processing, data entry, preparation of meeting minutes, construction documents organization (i.e., filing of contracts, change orders, RFI's; engineering and construction drawing, etc.) and various other construction administration tasks necessary to support construction management and engineering program activities.

31. **Jr. Admin/Word Processor**

**Education:**
High School Diploma.

**Professional Experience:**
At least 2 years of experience in project and administrative support functions.

**Functional Responsibility:**
Perform construction project reception responsibilities (i.e., answering telephone, scheduling meeting and conference space activities, filing, word processing, etc.).