The Professional Services Schedule
PSS Contract # GS-00F-212CA
GSA Schedule # 00CORP

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

Company Information:  
Mark G. Anderson Consultants, Inc.  
730 Eleventh Street, NW  
Washington, DC 20001  
202 942 3900 main  
202 942 3939 fax  
www.mgac.com

Point of Contact
Ann Hilpert  
Chief Financial Officer  
202 942 3904 direct  
202 942 3939 fax  
accounting@mgac.com

Business Size: LARGE

Contract Information:  
PSS Contract # GS-00F-212CA  
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Pricelist current through modification number PA-0004 effective 03/10/17

The Professional Services Schedule
The Consolidated Schedule provides a streamlined approach to fulfilling requirements that fall within the scope of more than one schedule for acquiring a total solution. Contractors under this schedule hold a single contract that includes two or more combined services from schedule.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>871-7</td>
<td>871-7RC</td>
<td>Construction Management and Engineering Consulting Services Related to Real Property</td>
</tr>
<tr>
<td>874-7</td>
<td>874-7RC</td>
<td>Integrated Business Program Support Services</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable

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.

Please see “Final GSA Rates”.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

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

7. **Quantity discounts:** None Offered

8. **Prompt payment terms:** 1% - 14 Days, Net 30 days applicable to SIN 874-7 only

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

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

11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

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 highlight items in its price list that have expedited delivery: Contact Contractor

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: Contact Contractor

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: Contact Contractor

12. **F.O.B Points(s):** Destination

13a. **Ordering Address(es):**

   Mark G. Anderson Consultants, Inc.
   Attention: Ann Hilpert
   730 Eleventh Street, NW
   Washington, DC 20001
   accounting@mgac.com
   (202) 942 3904
13b. 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).

730 Eleventh Street, NW 
Washington, DC 20001 
(202) 942-3904

15. Warranty provision.: Contractor’s standard commercial warranty.

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

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):  N/A

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. 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/.

25. Data Universal Numbering System (DUNS) number: 007675713

26. Notification regarding registration in the System for Award Management (SAM) database: Registered
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SINs 871 7  Construction Management and Engineering Consulting Services Related to Real Property (cont’d)
871 7 RC  Recovery Construction Management and Engineering Consulting Services Related to Real Property

The following are some of the tasks to be covered under Construction Management:

- **Project Design Phase Services**: These services may include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

- **Project Procurement Phase Services**: These services may include: providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis.

- **Project Construction Phase Services**: These services may include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work.
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SINs 871 7  Construction Management and Engineering Consulting Services Related to Real Property (cont’d)

871 7 RC  Recovery Construction Management and Engineering Consulting Services Related to Real Property

proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction-related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor’s compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all “Partnering” activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.
SINs 871 7 Construction Management and Engineering Consulting Services Related to Real Property (cont’d)

871 7 RC Recovery Construction Management and Engineering Consulting Services Related to Real Property

• **Commissioning Services:** These services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning needed from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, and conducting performance tests.

• **Testing Services:** The CM may be tasked to provide the services of an independent testing agency/laboratory to perform project-specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, Precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

• **Claims Services:** The CM may be tasked to provide Claims Services when and as required by the Government for specific projects. The CM will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government.
SINs 871 7 Construction Management and Engineering Consulting Services Related to Real Property (cont’d)

871 7 RC Recovery Construction Management and Engineering Consulting Services Related to Real Property

- Post Construction Services: At or near substantial completion of project construction, the CM may be tasked to provide services such as: Performing Post-Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

Mark G. Anderson Consultants will work with you to ensure that your needs and requirements are met and that your next PES project more than meets your expectations.
The MOBIS program offers a full range of management and consulting services that can improve a federal agency’s performance and their endeavor in meeting mission goals.

MOBIS contractors possess the necessary expertise to facilitate how the federal government responds to a continuous stream of new mandates and evolutionary influence such as the President’s Management Agenda; Government Performance and Results Act; Federal Acquisition Streamlining Act; OMB Circular A-76; Federal Activities Inventory Reform Act; and government reinvention initiatives such as benchmarking and streamlining.

Through the MOBIS schedule, GSA can help you improve performance and accomplish mission goals through the use of specialized consulting and training services, facilitation, surveys, competitive sourcing and project management.
SINs 874 7  Integrated Business Program Support Services (cont’d)

874 7 RC  Recovery Integrated Business Program Support Services

Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor’s Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

*Mark G. Anderson Consultants will work with you to ensure that your needs and requirements are met and that your next MOBIS project more than meets your expectations.*
SPECIAL ITEM NUMBER 871-7 LABOR CATEGORIES & DESCRIPTIONS

MGAC’s Labor Categories under this Contract include:

• **Engineer**
  Ensures all engineering projects, initiatives, and processes are in conformance with organization’s established policies and objectives. Requires a minimum of 10 years’ experience and a degree in Engineering from an accredited institution. The Engineer will have a Top Secret Clearance.

• **Program Manager**
  Acts as a senior advisor to the Project Managers and Project Executives/Directors. The Program Manager shall have oversight responsibility on all contract activity for their program. The Program Manager shall have a Bachelor’s degree, as well as advanced studies and training. The Program Manager shall have at least 15 years’ experience in the field of their program.

• **Project Director**
  Directs, supervises, and governs corporate projects. Reviews proposals to determine costs, timeline, funding, staffing requirements, and goals. Sometimes oversees the work of Project Managers and their Project Teams. This position requires a Bachelor’s degree, advanced training or certification in area of specialty, and at least 10 years of experience in the field or in a related area. Familiar with a variety of the fields’ concepts, practices, and procedures, and relies on extensive experience and judgment to plan and accomplish goals. Performs, leads, and directs the work of others. Reports to Executive Consultant or Program Manager.

• **Project Manager**
  A Project Manager as defined by Mark G. Anderson Consultants under this Contract shall have a Bachelor’s degree or at least eight (8) years’ experience in a field related to their project. Additionally, the Project Manager shall have successfully managed at least five (5) projects worth over $1 million. A Project Manager will be the main point of contact for each task order issued against a contract.
• **Administrative Assistant**

  Assists the Project Manager in administrative tasks such as typing, filing, collating reports, and any other administrative duties required by a specific task order issued against this contract. Updates calendars, schedules, and prepares for/sets up meetings and meeting materials. Requires a High School diploma or GED. No experience required.

  * MGAC policy allows substitution of seven (7) years of relevant progressive experience for a Bachelor’s degree.
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SPECIAL ITEM NUMBER 874-7 LABOR CATEGORIES & DESCRIPTIONS

MGAC’s Labor Categories under this Contract include:

• **Program Manager**
  
  A Program Manager as defined by Mark G. Anderson Consultants under this contract shall act as a senior advisor to the Project Managers. The Program Manager – serving in an oversight capacity – shall be involved in task orders issued against this contract. The Program Manager shall have a Bachelor’s degree and advanced studies in their field. The Program Manager shall have at least fifteen years’ experience in their field.

• **Project Director**
  
  A Project Director as defined by Mark G. Anderson Consultants under this contract shall direct, supervise, and govern corporate projects. A Project Director shall review proposals to determine cost, time frame, funding, staffing requirements and goals, and will sometimes oversee the work of Project Managers and their project teams. This position requires a Bachelor’s degree, advanced training or certification in the area of specialty, and at least 10 years’ experience in the field or a related area. A Project Director shall be familiar with a variety of field concepts, practices and procedures, and will rely on his/her extensive experience and judgment to plan and accomplish goals. A Project Director performs, leads, and directs the work of others. Reports to Executive Consultant or Principal.

• **Project Manager**
  
  A Project Manager as defined by Mark G. Anderson Consultants under this Contract shall have a Bachelor’s degree in their field. The Project Manager shall have at least eight (8) years’ experience in their field. Additionally, the Project Manager shall have successfully managed at least five (5) projects worth over $5 million. A Project Manager will be the main point of contact for each task order issued against a contract.

• **Administrative Assistant**
  
  An Administrative Assistant as defined by Mark G. Anderson consultants under this contract shall assist the Project Manager in administrative tasks such as typing, filing, collating reports, and any other administrative assistance required by a specific task order issued against this contract.
FINAL GSA RATES

MGAC’s Labor Rates for the Labor Categories listed under this Contract are:

**Special Item Number 874-7**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>$158.72</td>
</tr>
<tr>
<td>Project Director</td>
<td>$143.85</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$114.12</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$41.50</td>
</tr>
</tbody>
</table>

**Special Item Number 871-7**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer</td>
<td>$195.00</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$180.00</td>
</tr>
<tr>
<td>Project Director</td>
<td>$171.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$158.00</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$41.50</td>
</tr>
</tbody>
</table>

**Service Contract Act (SCA) Matrix**

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code - Title</th>
<th>WD (Wage Determination) #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01020 - Administrative Assistant</td>
<td>05-2103</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
MARK G. ANDERSON CONSULTANTS, INC. – FIRM PROFILE

Established in 1996, MGAC is a Veteran-Owned, Owner’s Representation and Project Management firm dedicated to our clients and their organizational success. We are innovators and integrators of people, resources, and materials toward a common goal: the client’s satisfaction through the professional achievement of their design and construction project goals and objectives. Our clients are government agencies, institutions, corporations, and discerning individuals with national reach and challenging projects. MGAC has collectively managed over $2.1 billion of government, corporate, hospitality, historic, mission critical and cultural building projects over the last five years.

Most of our projects result from repeat clients and their recommendation, with a high percentage of our assignments being performed under task-based, full-service contracts for government clients such as The State Department, the Equal Employment Opportunity Commission, the Federal Bureau of Investigation, the Office of the Comptroller of the Currency, DARPA, and the Department of Defense.

Our management philosophy is the pursuit of excellence. As a firm, we hire only highly seasoned professionals: Furniture Program Managers, Project Managers and Construction Managers with broad and extensive management experience spanning more than 25 years on average, and including complex office relocation, construction and renovation projects. Our knowledge and expertise guarantee our ability to provide committed, full-time Project and Construction Management services for all phases of delivery. Our personnel possess a breadth of experience that ranges from move planning/execution, architecture, interior design and cost estimating to engineering, construction, value engineering and commissioning. Though we staff all projects with dedicated Project and Construction Managers, this broad pool of experienced MGAC professionals is always available to our clients, lending their knowledge and expertise where necessary.

We begin each project with technical expertise, a proactive approach, creative problem solving, and excellent customer service. Our Project Team is your resource and single point of contact for information, communication and action. This management approach provides efficiency and accountability throughout the entire project process, and yields dividends as your objectives are quickly understood and translated into a timely and effective plan. We are committed to delivering successful projects by managing cost, schedule and quality, in keeping with your requirements.
MARK G. ANDERSON CONSULTANTS, INC. – FIRM PROFILE (cont’d)

MGAC’s success stems from a collaborative culture and our exceptionally well-developed core competencies. Our work has included long-term projects and programs, as well as straightforward task orders of shorter duration. Our team of experts has experience with both small and large projects involving new buildings, renovations, historic properties, and for as long or as short a period as is required. This flexibility results in a well-executed project while minimizing the project risks and demands on our clients’ staff and resources. Above all, we at MGAC are committed to – and never lose sight of – our clients’ vision and business objectives.