

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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



**SCHEDULE NUMBER** 00 CORP  
**SCHEDULE TITLE** SCHEDULE FOR PROFESSIONAL SERVICES  
**FEDERAL SUPPLY GROUP** PSS

**CONTRACT NUMBER:** GS-00F-230DA  
**CONTRACT PERIOD:** JULY 20, 2016 – JULY 19, 2021  
**CONTRACTOR:** MEAD AND HUNT, INC.  
2440 DEMING WAY  
MIDDLETON, WI 53562-1562

**Point of Contact:** Jeffrey S. Sorenson, PE, CFM, DBIA  
e-mail: [Jeff.sorenson@meadhunt.com](mailto:Jeff.sorenson@meadhunt.com)  
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Web: [www.meadhunt.com](http://www.meadhunt.com)

**Business Size:** Other than Small

## CUSTOMER INFORMATION

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<b>1a Table of Awarded SIN(s) with appropriate cross-reference to page numbers:</b>	<table border="1"> <tr> <td data-bbox="560 310 764 390">871-7/RC</td> <td data-bbox="764 310 1471 390">Construction Management and Engineering Consulting Services</td> </tr> <tr> <td data-bbox="560 390 764 432">899-1/RC</td> <td data-bbox="764 390 1471 432">Environmental Consulting Services</td> </tr> <tr> <td data-bbox="560 432 764 474">899-3/RC</td> <td data-bbox="764 432 1471 474">Environmental Training Services</td> </tr> <tr> <td data-bbox="560 474 764 525">899-7/RC</td> <td data-bbox="764 474 1471 525">Geographic Information Systems (GIS) Services</td> </tr> </table>	871-7/RC	Construction Management and Engineering Consulting Services	899-1/RC	Environmental Consulting Services	899-3/RC	Environmental Training Services	899-7/RC	Geographic Information Systems (GIS) Services
871-7/RC	Construction Management and Engineering Consulting Services								
899-1/RC	Environmental Consulting Services								
899-3/RC	Environmental Training Services								
899-7/RC	Geographic Information Systems (GIS) Services								
<b>1b Identification of Lowest Priced Item:</b>	N/A								
<b>1c Hourly Rates &amp; Labor Category Descriptions:</b>	See below								
<b>2 Maximum Order:</b>	All SINs - \$1,000,000.00								
<b>3 Minimum Order:</b>	\$100.00								
<b>4 Geographic Coverage:</b>	Worldwide								
<b>5 Point of Production:</b>	Same as company address								
<b>6 Discount:</b>	Government net prices (discounts already deducted). See Attachment.								
<b>7 Volume Discounts:</b>	2% off each task order exceeding \$250,000 and 3% off each task order exceeding \$500,000.								
<b>8 Prompt Payment Terms:</b>	0.5% - 10 Days; Net 30 days								
	Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.								
<b>9a Government Purchase Cards</b>	Government Purchase Cards are accepted at or below the micro-purchase threshold.								
<b>9b</b>	Contractor will not accept the Government Commercial Credit Card above the micro-purchase threshold.								
<b>10 Foreign Items:</b>	N/A								
<b>11 Time of Delivery:</b>									
a. Normal:	To be determined at the task order level								
b. Expedited	Contact Contractor for Availability								
c. Overnight & 2-day delivery	Contact Contractor for Availability								
d. Urgent Requirements	Contact Contractor for Availability								
<b>12 FOB Point(s):</b>	Destination								
<b>13a Ordering Address:</b>	Same as Contractor address								
<b>13b Ordering procedures:</b>	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3. Federal Supply Schedule GS-00F-230DA – Mod PS-0004								

- 14 **Payment Address:** Same as Contractor address
- 15 **Warranty Provision:** 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):** N/A
- 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 **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b **Section 508 Compliance for EIT:** N/A
- 25 **DUNS Number:** 066862558
- 26 **Notification regarding registration in CCR database:** Contractor has an Active Registration in the SAM database.

## Mead & Hunt GSA Pricing

SIN	Labor Category	Unit of Issue	GSA Price
871-7/RC, 899-1, -3 & -7/RC	Administrative Assistant**	hour	\$ 63.34
871-7/RC, 899-1, -3 & -7/RC	Engineer I -Civil	hour	\$ 85.44
871-7/RC, 899-1, -3 & -7/RC	Engineer I -Electrical	hour	\$ 90.78
871-7/RC, 899-1, -3 & -7/RC	Engineer I -Structural	hour	\$ 89.71
871-7/RC, 899-1, -3 & -7/RC	Engineer I -Mechanical	hour	\$ 76.90
871-7/RC, 899-1, -3 & -7/RC	Engineer II - Civil	hour	\$ 101.19
871-7/RC, 899-1, -3 & -7/RC	Engineer II -Electrical	hour	\$ 98.75
871-7/RC, 899-1, -3 & -7/RC	Engineer II -Structural	hour	\$ 103.63
871-7/RC, 899-1, -3 & -7/RC	Engineer II -Mechanical	hour	\$ 93.87
871-7/RC, 899-1, -3 & -7/RC	Engineer III -Civil	hour	\$ 120.09
871-7/RC, 899-1, -3 & -7/RC	Engineer III -Electrical	hour	\$ 106.29
871-7/RC, 899-1, -3 & -7/RC	Engineer III -Structural	hour	\$ 118.71
871-7/RC, 899-1, -3 & -7/RC	Engineer III -Mechanical	hour	\$ 114.57
871-7/RC, 899-1, -3 & -7/RC	Planner II	hour	\$ 96.56

871-7/RC, 899-1, -3 & -7/RC	Planner III	hour	\$ 101.52
871-7/RC, 899-1, -3 & -7/RC	Project Engineer - Civil	hour	\$ 131.71
871-7/RC, 899-1, -3 & -7/RC	Project Engineer - Electrical	hour	\$ 131.71
871-7/RC, 899-1, -3 & -7/RC	Project Engineer - Structural	hour	\$ 131.71
871-7/RC, 899-1, -3 & -7/RC	Project Engineer - Mechanical	hour	\$ 131.71
871-7/RC, 899-1, -3 & -7/RC	Project Planner	hour	\$ 120.96
871-7/RC, 899-1, -3 & -7/RC	Project Scientist	hour	\$ 129.02
871-7/RC, 899-1, -3 & -7/RC	Scientist I	hour	\$ 98.26
871-7/RC, 899-1, -3 & -7/RC	Scientist III	hour	\$ 113.44
871-7/RC, 899-1, -3 & -7/RC	Senior Associate/Project Manager	hour	\$ 155.95
871-7/RC, 899-1, -3 & -7/RC	Senior Engineer - Civil	hour	\$ 129.32
871-7/RC, 899-1, -3 & -7/RC	Senior Engineer - Electrical	hour	\$ 129.32
871-7/RC, 899-1, -3 & -7/RC	Senior Engineer - Structural	hour	\$ 130.84
871-7/RC, 899-1, -3 & -7/RC	Senior Engineer - Mechanical	hour	\$ 129.32
871-7/RC, 899-1, -3 & -7/RC	Senior Planner	hour	\$ 130.46
871-7/RC, 899-1, -3 & -7/RC	Senior Project Engineer - Civil	hour	\$ 145.97

871-7/RC, 899-1, -3 & -7/RC	Senior Project Engineer - Electrical	hour	\$ 145.97
871-7/RC, 899-1, -3 & -7/RC	Senior Project Engineer - Structural	hour	\$ 145.97
871-7/RC, 899-1, -3 & -7/RC	Senior Project Engineer - Mechanical	hour	\$ 145.97
871-7/RC, 899-1, -3 & -7/RC	Senior Project Planner	hour	\$ 139.25
871-7/RC, 899-1, -3 & -7/RC	Senior Project Scientist	hour	\$ 135.64
871-7/RC, 899-1, -3 & -7/RC	Senior Scientist	hour	\$ 106.50
871-7/RC, 899-1, -3 & -7/RC	Senior Technician**	hour	\$ 111.51
871-7/RC, 899-1, -3 & -7/RC	Technician I**	hour	\$ 69.27
871-7/RC, 899-1, -3 & -7/RC	Technician II**	hour	\$ 82.94
871-7/RC, 899-1, -3 & -7/RC	Technician III**	hour	\$ 79.20
871-7/RC, 899-1, -3 & -7/RC	Technician IV**	hour	\$ 94.46

**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
Administrative Assistant	01020 – Administrative Assistant	2005-2579
Technician I	30081 – Engineering Technician I	2005-2579
Technician II	30082 – Engineering Technician II	2005-2579

Technician III	30083 – Engineering Technician III	2005-2579
Technician IV	30084 – Engineering Technician IV	2005-2579
Senior Technician	30086 – Engineering Technician VI	2005-2579

## Mead and Hunt, Inc. Labor Category Descriptions

### Administrative Assistant

Minimum/General Experience: At least five years of relevant office experience.

Functional Responsibility: Type correspondence, reports, proposals, contracts, addenda, meeting minutes, specifications, contract change orders, construction administration forms, and/or other documents for department staff; enforce corporate style standards; review documents produced by department staff for consistency with company guidelines and provide grammatical suggestions; assist with set-up of initial project file information; maintain files, and preparation of close-out documentation; update and maintain technical binders, code resources, specifications, and library resources; responsible for maintaining technical specifications for other departments as assigned; assist with report production and provide managers with backlog, subcontractor billing, budget status, project financial status as requested; may maintain department job status reports or compile project financial documents such as contracts, prebills, or closeouts as assigned; answer incoming telephone calls/relay messages as necessary; data entry and database maintenance; handle outgoing mail and filing duties; assist with administrative services throughout company should supplemental help be needed as time and workload permit; may maintain schedules of department staff and arrange meetings; may make travel arrangements as requested.

Minimum Certifications and Education: Associate's degree in administrative assistants program (or related field).

### Civil Engineer I

Minimum/General Experience: 0-1 year of relevant experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; assist in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Valid driver's license.

## Electrical Engineer I

Minimum/General Experience: 0-1 year of relevant experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; assist in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Valid driver's license.

## Structural Engineer I

Minimum/General Experience: 0-1 year of relevant experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; assist in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Valid driver's license.

## Mechanical Engineer I

Minimum/General Experience: 0-1 year of relevant experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; assist in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Valid driver's license.

## Civil Engineer II



Minimum/General Experience: 2 years of experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – days or nights; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification preferred. Valid driver's license.

## Electrical Engineer II

Minimum/General Experience: 2 years of experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – days or nights; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification preferred. Valid driver's license.

## Structural Engineer II

Minimum/General Experience: 2 years of experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – days or nights; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification preferred. Valid driver's license.

## Mechanical Engineer II

Minimum/General Experience: 2 years of experience.

**Functional Responsibility:** Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – days or nights; assists in client contact and communication pertaining to specific projects.

**Minimum Certifications and Education:** Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification preferred. Valid driver's license.

### Civil Engineer III

**Minimum/General Experience:** 4 years of experience.

**Functional Responsibility:** Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – day or night; assists in client contact and communication pertaining to specific projects.

**Minimum Certifications and Education:** Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification strongly preferred; PE license preferred. Valid driver's license.

### Electrical Engineer III

**Minimum/General Experience:** 4 years of experience.

**Functional Responsibility:** Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – day or night; assists in client contact and communication pertaining to specific projects.

**Minimum Certifications and Education:** Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification strongly preferred; PE license preferred. Valid driver's license.

### Structural Engineer III

**Minimum/General Experience:** 4 years of experience.

**Functional Responsibility:** Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project;

assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – day or night; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification strongly preferred; PE license preferred. Valid driver's license.

### **Mechanical Engineer III**

Minimum/General Experience: 4 years of experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; uses CADD for design and plan development; prepares design computations and quantity estimates; may instruct technicians to reduce designs to working drawings; assists in the analysis and preparation or modification of reports, specifications, plans, schedules, studies, permits and designs for project; assists in the development of probable construction cost estimates for his/her projects within the department; visits project site to monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – day or night; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. EIT certification strongly preferred; PE license preferred. Valid driver's license.

### **Planner II**

Minimum/General Experience: 2 years of experience.

Functional Responsibility: Uses the planning process to assist in the development of long-range improvement plans; collects data to be utilized in preparing demand forecasts; may instruct support staff to assist in data collection; may instruct technicians to assist in the development of working drawings and exhibits; conducts basic planning research to determine facility or system requirements; assists in the analysis and preparation or modification of reports and plans for planning projects; assists in the development of materials for client and other public planning meetings; visits project site to gather data; attends project coordination meetings – day or night; responsible for job specific quality system tasks as defined in quality manual; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in planning or related field from an accredited four-year college or university. Valid driver's license. AICP preparation underway.

### **Planner III**

Minimum/General Experience: Bachelor's degree in planning or related field from an accredited four-year college or university and minimum of 4 years of experience.

Functional Responsibility: Uses the planning process to assist in the development of long-range improvement plans; leads in the preparation of demand forecasts and understands how forecasts are used; instructs support staff to assist in data collection; instructs technicians to assist in the development of working drawings and exhibits; familiar with industry standards and regulatory guidance for planning and design; prepares major elements of a facility or system plan set or study, and maintains a working

knowledge of appropriate planning/design checklists; conducts planning research to determine long-range improvement needs, including demand/capacity analyses; analyzes, prepares or modifies reports and plans for planning projects; develops materials for client and other public planning meetings; visits project site to gather data; attends project coordination meetings – day or night; may present elements of study results; responsible for job specific quality system tasks as defined in quality manual; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in planning or related field from an accredited four-year college or university. Valid driver's license. AICP preparation underway.

### **Project Engineer - Civil**

Minimum/General Experience: At least 6 years of experience.

Functional Responsibility: Serves as project engineer on projects; may serve as a project manager; directs and supervises other project staffs' activities. May perform supervisory duties related to the assigned project; assists with contract administration; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; attends client meetings – day or night; coordinates and assists with pricing, estimating, and scoping for specific tasks within proposed projects; develops probable construction cost estimates for specific tasks within assigned projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, and designs for projects; responsible for control of work-in-process; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; visits project site to monitor progress and handles routine construction administration; may serve as onsite project representative.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

### **Project Engineer - Electrical**

Minimum/General Experience: Minimum of 6 years of experience.

Functional Responsibility: Serves as project engineer on projects; may serve as a project manager; directs and supervises other project staffs' activities. May perform supervisory duties related to the assigned project; assists with contract administration; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; attends client meetings – day or night; coordinates and assists with pricing, estimating, and scoping for specific tasks within proposed projects; develops probable construction cost estimates for specific tasks within assigned projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, and designs for projects; responsible for control of work-in-process; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; visits project site to monitor progress and handles routine construction administration; may serve as onsite project representative.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

## Project Engineer - Structural

Minimum/General Experience: Minimum of 6 years of experience.

Functional Responsibility: Serves as project engineer on projects; may serve as a project manager; directs and supervises other project staffs' activities. May perform supervisory duties related to the assigned project; assists with contract administration; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; attends client meetings – day or night; coordinates and assists with pricing, estimating, and scoping for specific tasks within proposed projects; develops probable construction cost estimates for specific tasks within assigned projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, and designs for projects; responsible for control of work-in-process; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; visits project site to monitor progress and handles routine construction administration; may serve as onsite project representative.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

## Project Engineer - Mechanical

Minimum/General Experience: Minimum of 6 years of experience.

Functional Responsibility: Serves as project engineer on projects; may serve as a project manager; directs and supervises other project staffs' activities. May perform supervisory duties related to the assigned project; assists with contract administration; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; attends client meetings – day or night; coordinates and assists with pricing, estimating, and scoping for specific tasks within proposed projects; develops probable construction cost estimates for specific tasks within assigned projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, and designs for projects; responsible for control of work-in-process; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; visits project site to monitor progress and handles routine construction administration; may serve as onsite project representative.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or. Registered PE. Valid driver's license.

## Project Planner

Minimum/General Experience: Minimum of 6 years of experience.

Functional Responsibility: Serves as a project planner on projects; directs and supervises other project staffs' activities; may perform supervisory duties related to the assigned project; assists with contract administration; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned budgets; coordinates and assists with scoping and pricing of specific tasks within assigned projects; prepares or directs preparation and modification of inventories, demand forecasts, and facility/policy needs analysis; instructs technicians to assist in the development of drawings and exhibits; demonstrates thorough understanding of industry

guidance and regulatory standards for planning and design; prepares major elements of a facility or system plan set or study, and has a thorough knowledge of appropriate checklists; analyzes, prepares or modifies reports and plans for planning projects; responsible for control of work-in-progress; assists in the research and preparation of marketing proposals; responsible for quality system tasks as defined in the quality manual; responsible for development of materials for client and other public planning meetings; visits project site to handle project meetings and client interaction; attends project coordination meetings – day or night; presents elements of study results in public meetings; performs lead function with client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in planning or related field from an accredited four-year college or university. Valid driver's license. AICP membership preferred.

## Project Scientist

Minimum/General Experience: Minimum of 6 years of experience.

Functional Responsibility: Serves as project engineer, project scientist or other project technical specialist on projects; may serve as a project manager; directs and supervises other project staffs' activities. May perform supervisory duties related to the assigned project; assists with contract administration; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; attends client meetings – day or night; coordinates and assists with pricing, estimating, and scoping for specific tasks within proposed projects; develops estimates for specific tasks within assigned projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, environmental impact or other studies, and designs for projects; responsible for control of work-in-process; may use computer assisted engineering and design software and equipment including GIS to prepare engineering, design, or other maps, plans, and documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; visits project site to evaluate conditions and monitor progress, and handles routine contract administration; may serve as onsite project representative.

Minimum Certifications and Education: Bachelor's degree in engineering, science, or applicable specialty field from an accredited four-year college or university. Registered PE preferred. Valid driver's license.

## Scientist I

Minimum/General Experience: 0-1 year of relevant experience.

Functional Responsibility: May use computer assisted engineering and design software and equipment including GIS to prepare engineering, design, or other maps, plans, and documents; uses GIS or CADD for design and plan development; prepares computations and estimates; conducts research and assists in the analysis and preparation or modification of reports, specifications, plans, schedules, environmental impact or other studies, permits and designs for project; assists in the development of estimates for his/her projects within the department; visits project site to evaluate conditions and monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; assist in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering, science or applicable specialty field from an accredited four-year college or university. Valid driver's license.

### Scientist III

Minimum/General Experience: 6 years of experience.

Functional Responsibility: May use computer assisted engineering and design software and equipment including GIS to prepare engineering, design, or other maps, plans, and documents; uses GIS or CADD for design and plan development; prepares computations and estimates; may instruct technicians; conducts research and assists in the analysis and preparation or modification of reports, specifications, plans, schedules, environmental impact or other studies, permits and designs for project; assists in the development of estimates for his/her projects within the department; visits project site to evaluate conditions and monitor progress and other duties per the contract documents; may serve as onsite project representative; responsible for job specific quality system tasks as defined in quality manual; attends client meetings – day or night; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in engineering, science or applicable specialty field from an accredited four-year college or university. EIT certification preferred; PE license preferred. Valid driver's license.

### Senior Associate/Project Manager

Minimum/General Experience: Minimum of 12 years of experience.

Functional Responsibility: Serves as a project manager or technical leader on complex projects, including preparing and monitoring budgets; has overall responsibility for the profitability of assigned projects; investigates and identifies marketing opportunities to attract clients and obtain work for the Company; researches and recommends advances in technical software and other new technology in the field to improve efficiency; provides technical guidance to staff in area of expertise; responsible for project schedules and timely completion of projects; coordinates and approves pricing, estimating, scoping, and marketing strategies for proposed projects; develops agreements for his/her projects within the department; prepares forecast of workload for assigned staff; develops estimates for his/her projects within the department; attends client meetings – day or night; responsible for control of work-in-process; directs and supervises other staff activities; assists with contract administration; prepares or directs preparation and modification of reports, specifications, plans, schedules, environmental impact and other studies, permits and designs for projects; instructs technicians to convert designs to working drawings; visits project site to evaluate conditions and monitor progress and other duties per the contract documents; may use computer assisted engineering and design software and equipment including GIS to prepare engineering and design documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual.

Minimum Certifications and Education: Bachelor's degree in engineering, science, or applicable specialty field from an accredited four-year college or university. Registered PE preferred. Maintains competency in and serves as a major firm resource in field of expertise. Valid driver's license.

### Senior Civil Engineer

Minimum/General Experience: Minimum of 4 years of experience.

Functional Responsibility: May serve as a project engineer; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; prepares, analyzes and/or modifies reports, specifications, plans, schedules, studies, permits and designs for projects; directs and supervises other project staffs' activities; responsible to project manager and/or project team for quality system tasks as defined in the quality manual; prepares design computations and quantity estimates;

develops probable construction cost estimates for his/her projects within the department; attends client meetings – day or night; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; visits project site to monitor progress and handles routine construction administration; serves as onsite project representative; may perform project management tasks on certain projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university and a minimum of 4 years of experience. Registered PE required. Valid driver's license.

### Senior Electrical Engineer

Minimum/General Experience: Minimum of 4 years of experience.

Functional Responsibility: May serve as a project engineer; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; prepares, analyzes and/or modifies reports, specifications, plans, schedules, studies, permits and designs for projects; directs and supervises other project staffs' activities; responsible to project manager and/or project team for quality system tasks as defined in the quality manual; prepares design computations and quantity estimates; develops probable construction cost estimates for his/her projects within the department; attends client meetings – day or night; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; visits project site to monitor progress and handles routine construction administration; serves as onsite project representative; may perform project management tasks on certain projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university and a minimum of 4 years of experience. Registered PE required. Valid driver's license.

### Senior Structural Engineer

Minimum/General Experience: Minimum of 4 years of experience.

Functional Responsibility: May serve as a project engineer; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; prepares, analyzes and/or modifies reports, specifications, plans, schedules, studies, permits and designs for projects; directs and supervises other project staffs' activities; responsible to project manager and/or project team for quality system tasks as defined in the quality manual; prepares design computations and quantity estimates; develops probable construction cost estimates for his/her projects within the department; attends client meetings – day or night; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; visits project site to monitor progress and handles routine construction administration; serves as onsite project representative; may perform project management tasks on certain projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE required. Valid driver's license.

### Senior Mechanical Engineer



Minimum/General Experience: Minimum of 4 years of experience.

Functional Responsibility: May serve as a project engineer; uses computer assisted engineering and design software and equipment to prepare engineering and design documents; prepares, analyzes and/or modifies reports, specifications, plans, schedules, studies, permits and designs for projects; directs and supervises other project staffs' activities; responsible to project manager and/or project team for quality system tasks as defined in the quality manual; prepares design computations and quantity estimates; develops probable construction cost estimates for his/her projects within the department; attends client meetings – day or night; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; visits project site to monitor progress and handles routine construction administration; serves as onsite project representative; may perform project management tasks on certain projects.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE required. Valid driver's license.

### Senior Planner

Minimum/General Experience: Minimum of 8 years of experience.

Functional Responsibility: Serves as a project planner; uses the planning process to assist in the development of long-range improvement plans; directs and supervises other project staffs' activities. Responsible to project manager and/or project team for quality system tasks as defined in the quality manual; prepares demand forecasts and analyzes impact on future facility and public policy needs; instructs technicians to assist in the development of drawings and exhibits; demonstrates thorough understanding of industry guidance and regulatory standards for planning and design; prepares major elements of a facility or system plan set or study, and has a working knowledge of appropriate planning/design checklists; analyzes, prepares or modifies reports and plans for planning projects; instructs technicians to develop materials for client and other public planning meetings; visits project site to gather data; attends project coordination meetings – day or night; presents elements of study results in public; performs lead function with client contact and communication pertaining to specific projects; may perform project management duties on certain projects.

Minimum Certifications and Education: Bachelor's degree in planning or related field from an accredited four-year college or university. Valid driver's license. AICP membership preferred.

### Senior Project Engineer - Civil

Minimum/General Experience: Minimum of 8 years of experience. Maintains competency in and serves as a major firm resource in field of expertise.

Functional Responsibility: May serve as a project manager or project engineer on complex projects; may serve as technical leader; may direct and supervise other staffs' activities; attends client meetings – day or night; assists with development of engineering agreements for projects; responsible for schedules, work in process, and timely completion of projects; prepares forecast of workload for projects; coordinates pricing, estimating, and scoping for proposed projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, permits and designs for projects; develops probable construction cost estimates for projects; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; prepares and monitors budgets; assists with contract administration; visits project site to monitor progress and other duties per the contract documents; uses computer assisted engineering and design software and equipment to prepare engineering and design

documents.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

### **Senior Project Engineer - Electrical**

Minimum/General Experience: Minimum of 8 years of experience. Maintains competency in and serves as a major firm resource in field of expertise.

Functional Responsibility: May serve as a project manager or project engineer on complex projects; may serve as technical leader; may direct and supervise other staffs' activities; attends client meetings – day or night; assists with development of engineering agreements for projects; responsible for schedules, work in process, and timely completion of projects; prepares forecast of workload for projects; coordinates pricing, estimating, and scoping for proposed projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, permits and designs for projects; develops probable construction cost estimates for projects; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; prepares and monitors budgets; assists with contract administration; visits project site to monitor progress and other duties per the contract documents; uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

### **Senior Project Engineer - Structural**

Minimum/General Experience: Minimum of 8 years of experience. Maintains competency in and serves as a major firm resource in field of expertise.

Functional Responsibility: May serve as a project manager or project engineer on complex projects; may serve as technical leader; may direct and supervise other staffs' activities; attends client meetings – day or night; assists with development of engineering agreements for projects; responsible for schedules, work in process, and timely completion of projects; prepares forecast of workload for projects; coordinates pricing, estimating, and scoping for proposed projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, permits and designs for projects; develops probable construction cost estimates for projects; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; prepares and monitors budgets; assists with contract administration; visits project site to monitor progress and other duties per the contract documents; uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

### **Senior Project Engineer - Mechanical**

Minimum/General Experience: Minimum of 8 years of experience. Maintains competency in and serves as a major firm resource in field of expertise.

Functional Responsibility: May serve as a project manager or project engineer on complex projects; may serve as technical leader; may direct and supervise other staffs' activities; attends client meetings – day or night; assists with development of engineering agreements for projects; responsible for schedules, work in process, and timely completion of projects; prepares forecast of workload for projects; coordinates pricing, estimating, and scoping for proposed projects; prepares or directs preparation and modification of reports, specifications, plans, schedules, studies, permits and designs for projects; develops probable construction cost estimates for projects; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; prepares and monitors budgets; assists with contract administration; visits project site to monitor progress and other duties per the contract documents; uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

Minimum Certifications and Education: Bachelor's degree in engineering or related field from an accredited four-year college or university. Registered PE. Valid driver's license.

### Senior Project Planner

Minimum/General Experience: Minimum of 10 years of experience. Maintains competency in, and serves as a major firm resource, in area of expertise.

Functional Responsibility: Serves as a lead project planner on complex jobs; may serve as a technical leader; directs and supervises other project staffs' activities. Performs supervisory duties related to the assigned project; assists with development of agreements for planning services, including scoping and budgeting; assists with contract administration; active in industry organizations, including presenting papers; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules, work-in-progress, and timely completion of specific tasks; prepares forecast of workload for projects; prepares or directs preparation and modification of inventories, demand forecasts, and facility/policy needs analysis; instructs technicians to assist in the development of drawings and exhibits; demonstrates thorough understanding of industry guidance and regulatory standards for planning and design; prepares major elements of a facility or system plan set or study, and has a thorough knowledge of appropriate planning/design checklists; leads the preparation of reports and plans for planning projects; takes lead role in researching and preparing marketing proposals; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; responsible for development of materials for client and other public planning meetings; visits project site to handle project meetings and client interaction; attends project coordination meetings – day or night; responsible for presenting all elements of study; performs lead function with client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Bachelor's degree in planning or related field from an accredited four-year college or university. Valid driver's license. AICP membership preferred.

### Senior Project Scientist

Minimum/General Experience: Minimum of 10 years of experience. Maintains competency in and serves as a major firm resource in field of expertise.

Functional Responsibility: May serve as a project manager, project engineer or project technical specialist on complex projects; may serve as technical leader; may direct and supervise other staffs' activities; attends client meetings – day or night; assists with development of agreements for projects; responsible for schedules, work in process, and timely completion of projects; prepares forecast of workload for projects; coordinates pricing, estimating, and scoping for proposed projects; prepares or directs preparation and

modification of reports, specifications, plans, schedules, environmental impact or other studies, permits and designs for projects; develops estimates for projects; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; prepares and monitors budgets; assists with contract administration; visits project site to evaluate conditions and monitor progress and other duties per the contract documents; may use computer assisted engineering and design software and equipment including GIS to prepare engineering, design or other maps, plans, and documents.

Minimum Certifications and Education: Bachelor's degree in engineering, science or applicable specialty field from an accredited four-year college or university. Registered PE preferred. Valid driver's license.

## Senior Scientist

Minimum/General Experience: Minimum of 4 years of experience.

Functional Responsibility: May serve as a project engineer, project scientist, or other project technical specialist; may use computer assisted engineering and design software and equipment including GIS to prepare engineering, design or other maps, plans, and documents; conducts research and prepares, analyzes and/or modifies reports, specifications, plans, schedules, environmental impact or other studies, permits and designs for projects; directs and supervises other project staffs' activities; responsible to project manager and/or project team for quality system tasks as defined in the quality manual; prepares computations and estimates; develops estimates for his/her projects within the department; attends client meetings – day or night; prepares and monitors budgets for specific tasks within assigned projects; responsible for schedules and timely completion of specific tasks within assigned projects; visits project site to evaluate conditions and monitor progress and handles routine contract administration; serves as onsite project representative; may perform project management tasks on certain projects.

Minimum Certifications and Education: Bachelor's degree in engineering, science or applicable specialty field from an accredited four-year college or university. Registered PE preferred. Valid driver's license.

## Senior Technician

Minimum/General Experience: Minimum eight years of experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment including survey and GIS to develop engineering, design or other maps, plans, and documents; responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; uses CADD for plan drafting; responsible for schedules and timely completion of specific tasks within assigned projects; prepares or directs preparation or modifications of reports, specifications, plans, schedules, studies, and designs for projects; develops estimates for specific tasks within assigned projects; attends client meetings – day or night; visits project site to evaluate conditions and monitor progress and handles routine construction administration; may serve as onsite project representative.

Minimum Certifications and Education: Associate's degree or higher in engineering or applicable specialty field from an accredited secondary institution.

## Technician I

Minimum/General Experience: 0 – 1 year of experience.

Functional Responsibility: Uses CADD for design and plan development; uses computer assisted engineering and design software and equipment including survey and GIS to prepare engineering, design or other maps, plans, and documents; assists with design computations and quantity estimates; assists with preparation or modification of reports, specifications, plans, construction schedules, environmental impact and other studies, permits and designs for project; visits project site to evaluate conditions; responsible for job specific quality system tasks as defined in quality manual; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Associate's degree or higher in engineering or applicable specialty field from an accredited secondary institution or two year equivalent relevant work experience.

## Technician II

Minimum/General Experience: At least four-years of relevant work experience.

Functional Responsibility: Uses CADD for design and plan development; uses computer assisted engineering and design software, and equipment including survey and GIS to prepare engineering, design or other maps, plans, and documents; assists with design computations and quantity estimates; assists with preparation or modification of reports specifications, plans, schedules, environmental impact and other studies, permits and designs for project; assists with development of estimates for his/her projects within the department; visits project site to evaluate conditions and monitor progress and other duties per the contract documents; responsible for job specific quality, and system tasks as defined in quality manual.

Minimum Certifications and Education: Associate's degree or higher in engineering or applicable specialty field from an accredited secondary institution.

## Technician III

Minimum/General Experience: At least four years of relevant work experience.

Functional Responsibility: Uses CADD for design and plan development; uses computer assisted engineering and design software and equipment including survey and GIS to prepare engineering, design or other maps, plans, and documents; assists in the analysis, preparation or modifications of reports, specifications, plans, schedules, environmental impact and other studies, permits, and designs for projects; assists with preparation of design computations and quantity estimates; assists in the development of estimates for his/her projects within the department; responsible for job specific quality system tasks as defined in quality manual; visits project site to evaluate conditions and monitor progress and other duties per the contract documents; may serve as onsite project representative; attends client meetings – day or night; assists in client contact and communication pertaining to specific projects.

Minimum Certifications and Education: Associate's degree in engineering or applicable specialty field from an accredited secondary institution.

## Technician IV

Minimum/General Experience: Minimum five years of experience.

Functional Responsibility: Uses computer assisted engineering and design software and equipment including survey and GIS to draft engineering, design or other maps, plans, and documents for review;

responsible to the project manager and/or project team for quality system tasks as defined in the quality manual; uses GIS or CADD for plans and maps; responsible for schedules and timely completion of specific tasks within assigned projects; assists with preparation or modifications of reports, specifications, plans, schedules, environmental impact and other studies, and designs for projects; develops estimates for specific tasks within assigned projects; attends client meetings – day or night; visits project site to evaluate conditions and monitor progress and may handle routine construction administration.

Minimum Certifications and Education: Associate's degree or higher in engineering or applicable specialty field from an accredited secondary institution.