



Smarter Buildings. Smarter People.
Connected Real Estate.

GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized
Federal Supply Schedule Price List



TECHNOLOGY
Integration and
Innovation



BUILDINGS
Operations and
Services



PEOPLE
Strategy and
Program Support

Schedule Information:

Multiple Award Schedule

Large Category: Information Technology, Professional Services, Facilities
Subcategory: IT Services, Business Administrative Services, Technical and Engineering
Services (non-IT), Logistical Services, Facilities Services

Schedule Contract No: GS-00F-237GA

Contract Period of Performance: **6/21/2017-6/20/2022**

Contractor Information:

The Building People
215 Depot Ct. SE, 3rd Floor
Leesburg, VA 20175

www.thebuildingpeople.com

Small Business Administration Classification:

8(a) Small Business Certified (Corporation), Small Disadvantaged Business (SDB), Minority
Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE) Certification #700197
SBA HUBZone Certification #53038

Contractor Point of Contact:

Lawrence A. Melton, CEO/President

(703) 669.2222 | lawrence.melton@thebuildingpeople.com

For more information on ordering from Federal Supply Schedules go to the GSA Schedules
page at GSA.gov

Price List Current as of Modification #PA-00024, effective September 23, 2020

*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.*



Federal Supply Schedule
Contract # GS-00F-237GA

1.A AWARDED SPECIAL ITEM NUMBERS

54151S	Information Technology Professional Services Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
514611	Support, and Business Program and Project Management Services
541330ENG	Engineering Services
541690E	Energy Consulting Services
541614	Deployment, Distribution and Transportation Logistics Services
561210FS	Facilities Support Services
541219	Budget and Financial Management Services
541715	Engineering Research and Development and Strategic Planning
611430	Professional and Management Development Training
OLM	Order-Level Materials (OLM)

1.B IDENTIFICATION OF THE 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 GEOGRAPHIC LOCATION OF THE CUSTOMER, SHOULD SHOW THE RANGE OF THE LOWEST PRICE, AND CITE THE AREAS TO WHICH THE PRICES APPLY.

Labor rates are in Appendix A.

1.C 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.

Labor Category Descriptions are in Appendix B.

2. MAXIMUM ORDER VALUE

\$1,000,000.00

3. MINIMUM ORDER

\$100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA)

Domestic

5. POINTS OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY)

All services offered are based from The Building People's headquarters, located in Leesburg, VA.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

All prices are net prices.

7. QUANTITY DISCOUNTS

None

8. PROMPT PAYMENT TERMS

Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.": No special discount is offered for prompt payment. Payment terms are net 30 days.

9. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):

N/A

10A. TIME OF DELIVERY:

Specific to each task order.

10B. EXPEDITED DELIVERY:

Specific to each task order.

10C. OVERNIGHT AND 2-DAY DELIVERY:

None.

10D. URGENT REQUIREMENTS:

Specific to each task order.

11. F.O.B. POINT(S):

Destination.

12A. ORDERING ADDRESS:

The Building People | 113 East Market St., Suite 210 | Leesburg, VA 20176

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:

The Building People | 215 Depot Ct. SE, 3rd Floor | Leesburg, VA 20175

14. WARRANTY PROVISION

N/A

15. EXPORT PACKING CHARGES, IF APPLICABLE

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 APPLICABLE):

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. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G. CONTRACTOR'S WEBSITE OR OTHER LOCATION.) THE EIT STANDARDS CAN BE FOUND AT: WWW.SECTION508.GOV/:

N/A

23. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

078428718

24. SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:

The Building People is registered in the System For Award Management (SAM) database (<https://www.sam.gov/SAM/>).

ABOUT THE BUILDING PEOPLE

The Building People is a recognized leader in real estate and facilities services. Our global organization delivers total lifecycle solutions for clients that integrate technology, buildings, and people to solve today's complex challenges for building owners, occupiers and stakeholders. We empower our clients to maximize the workplace experience and reduce costs without sacrificing quality and reliability. Our strategy leads clients towards the future of facilities through a connected real estate model that propagates new norms to deliver organizational efficiency, sustainability, and savings.

We provide technical, management consulting, and professional support services in the government, real estate, facilities management, energy and sustainability, financial management, project management, and information technology markets. We serve commercial, institutions, and government clients, delivering solutions that improve operations and asset management performance without sacrificing reliability and service.

Our team brings complete real estate and facilities management services that are a core market offering that our team understands *and* delivers on. We provide our clients with the strategic roadmap they need to deal with complex real estate decisions in today's market and bring critical, long standing knowledge in our market offerings that provides our customers with the level of experience needed to solve today's portfolio strategies.

The Building People's commitment is driven by our passion to innovate, lead with experience, and build long-term relationships with our clients. Our integrated delivery drives collaboration among building owners, occupants, and operators to develop sustainable facilities that are efficient, cost effective, and resilient. To make our clients successful, we offer solutions across the entire real estate life cycle of design, build, operate, maintain, and disposal. Our solutions lead clients to deliver smarter people, smarter buildings, and the Connected Real Estate Model.

The Building People at a Glance

- 8(a) Small Disadvantaged Business
- HUBZone
- Small Disadvantaged Business Enterprise (DBE)
- Minority Owned Business (MBE)
- Experienced Management Team
- Team of Senior-Level Subject Matter Experts
- Market Focus Areas:
 - ✓ Real Estate
 - ✓ Facility Management
 - ✓ Energy & Sustainability
 - ✓ Environmental Services
 - ✓ Construction & Engineering Management
 - ✓ Financial Management
 - ✓ Technology Solutions & Services
 - ✓ Mission Support Services
- Expertise in Government Contracting
- Delivering solutions internationally

OUR MISSION

The Building People integrate technology, buildings, and people to deliver the future of facilities today.

OUR STRATEGY

We understand that corporate real estate teams face relentless pressure to reduce costs and mitigate risk, while meeting mandates to continually add more value and support corporate goals for sustainability, productivity and growth. As an integrated real estate and facilities organization, we bring new ideas and methodologies that are needed to meet these demands.

As a recognized leader in real estate and facilities services, The Building People integrate technology, buildings, and people to deliver the future of facilities today. We solve the complex challenges facing building owners, tenants and stakeholders by maximizing the workplace experience and reducing costs – all without sacrificing quality or reliability. Our approach integrates all phases of the real estate life cycle, and our commitment is driven by our passion to innovate, lead with experience, and build long-term relationships with our clients. The real estate and the facilities landscapes are changing, join us and we will lead this change together.

OUR COMMITMENT

Our commitment to your facility and project is driven through our desire to innovate, lead with our experienced team's vision, and build long-term relationships. Our integrated delivery will drive collaboration for building owners, occupants, and the environment.

We know that our clients need to achieve maximum success. To make that a reality, we offer expertise in all areas, including design, build, operations and maintenance. We provide the complete lifecycle of operations for our clients.

OUR EXPECTATIONS

We expect our innovations to maximize the workplace experience and reduce costs without sacrificing quality and reliability. Our solutions equip building owners and operators with tools to propagate new norms and change tenant behaviors, which in turn drive greater organizational efficiency and provide cost savings and sustainability.

OUR MODEL

You don't have to choose between **efficiency, savings and sustainability**. Our model will lead our customers and the industry toward better utilization while providing the very best amenities. Whether its operations or strategy and program support, we have the unique ability and skill sets to provide solutions.

OUR CORPORATE GOAL

Our connected real estate organization is able to leverage consolidated data and analytics, which is why our goal and brand is to position our clients to prioritize their future using the data to transform insights into action. Our process enables a complete solution that is supported by robust facilities & real estate experts that understand the change needed around the "people" (building owners and occupants). We will position our clients to achieve "innovation" by driving competitive differentiation.

Services

Our service offerings related to this Schedule include the following:

FACILITY MANAGEMENT

- Operations & Maintenance Support Services
- Facilities Engineering & Maintenance
- Outsourced Facility Staff & Services
- Remote Monitoring and Remote Operations
- Training & Distance Learning
- Computer Maintenance Management Systems (CMMS)

FINANCIAL MANAGEMENT

- Capital Planning, Budgeting & Forecasting
- Enterprise Asset & Financial Management
- Lease Administration & Occupant Performance
- Property Accounting & Acquisition Services
- Regulatory & Transaction Management

ENERGY & SUSTAINABILITY

- Energy Benchmarking, Management Planning & Strategies
- Training on Energy Management
- Energy Program Support Services and Audit Services
- Innovations in Renewable Energy
- Energy Consulting Services

TECHNOLOGY

- Enterprise Architecture & Resource Planning
- System Design Integration & Innovation
- Data Solutions & Analytics
- Computer Maintenance Management System (CMMS)
- Integrated Work Management Systems (IWMS)
- Smart Buildings
- Systems Integration & Engineering
- Facility Operations & Efficiency
- Planning & Design and Training & Development
- Remote Building Monitoring
- Security Integration, Monitoring & Design

Additional service offerings our team provides include the following:

ENVIRONMENTAL SERVICES

- Environmental Consulting and Training
- Geographic Information Systems (GIS) Services
- Materials & Waste, Recycling & Disposal Support Services
- Consulting relating to protecting the environment
- Consulting relating to designing environments
- Creation and enforcement of environmental legislation
- Assessment of the impact of actions on the environment

REAL ESTATE SERVICES

- Enterprise Real Estate Standards & Policy
- Move & Space Management & Planning
- Property Management and Tenant Representation
- Workplace Performance & Optimization

CONSTRUCTION & ENGINEERING MANAGEMENT

- Project Management
- Project Risk Analysis
- Project Scheduling & Project Training
- Consulting relating to designing environments
- Creation and enforcement of environmental legislation
- Cost Analysis & Estimating
- Project Turnaround & Value Management
- Assessment of the impact of actions on the environment

MISSION SUPPORT SERVICES

- Strategic Business Analysis & Planning
- Acquisition, Project Management, and Logistics
- Benchmarking & Performance Measures
- Process & Performance Improvement
- Communications & Change Management
- Human Capital Management

APPENDIX A – THE BUILDING PEOPLE LABOR RATES

Labor Category	Year 1 6/21/17- 6/20/2018	Year 2 6/21/18- 6/20/2019	Year 3 6/21/19- 6/20/2020	Year 4 6/21/20- 6/20/2021	Year 5 6/21/21- 6/20/2022
Senior Principal	\$230.88	\$236.65	\$242.57	\$248.63	\$254.85
Principal	\$202.91	\$207.98	\$213.18	\$218.51	\$223.97
Program Manager	\$189.09	\$193.82	\$198.66	\$203.63	\$208.72
Project Manager	\$133.93	\$137.28	\$140.71	\$144.23	\$147.83
Sr. Project Manager	\$173.55	\$177.89	\$182.34	\$186.89	\$191.57
Subject Matter Expert I	\$194.42	\$199.28	\$204.26	\$209.37	\$214.60
Subject Matter Expert II	\$237.47	\$243.41	\$249.49	\$255.73	\$262.12
Subject Matter Expert III	\$269.15	\$275.88	\$282.78	\$289.85	\$297.09
Technical Writer**	\$81.90	\$83.95	\$86.05	\$88.20	\$90.40
Administrative Assistant**	\$87.10	\$89.28	\$91.51	\$93.80	\$96.14
Analyst I	\$90.76	\$93.03	\$95.35	\$97.74	\$100.18
Analyst II	\$113.46	\$116.30	\$119.20	\$122.18	\$125.24
Analyst III	\$145.86	\$149.51	\$153.24	\$157.08	\$161.00
Logistics Specialist I	\$85.05	\$87.18	\$89.36	\$91.59	\$93.88
Logistics Specialist II	\$117.36	\$120.29	\$123.30	\$126.38	\$129.54
Logistics Specialist III	\$142.61	\$146.18	\$149.83	\$153.58	\$157.41
Engineer Jr.**	\$81.16	\$83.19	\$85.27	\$87.40	\$89.59
Engineer	\$117.98	\$120.93	\$123.95	\$127.05	\$130.23
Engineer Sr.	\$144.82	\$148.44	\$152.15	\$155.96	\$159.85
Engineering Principal	\$200.93	\$205.95	\$211.10	\$216.38	\$221.79
GIS/CAD Specialist	\$104.76	\$107.38	\$110.06	\$112.82	\$115.64
Application Developer	\$122.44	\$125.50	\$128.64	\$131.85	\$135.15
Systems Administrator	\$52.00	\$53.30	\$54.63	\$56.00	\$57.40
IT Specialist	\$65.98	\$67.63	\$69.32	\$71.05	\$72.83
Consultant I	\$145.39	\$149.02	\$152.75	\$156.57	\$160.48
Consultant II	\$173.99	\$178.34	\$182.80	\$187.37	\$192.05
Consultant III	\$211.11	\$216.39	\$221.80	\$227.34	\$233.03
Manager I	\$83.78	\$85.87	\$88.02	\$90.22	\$92.48
Manager II	\$120.95	\$123.97	\$127.07	\$130.25	\$133.51
Manager III	\$135.87	\$139.27	\$142.75	\$146.32	\$149.98
Manager IV	\$203.84	\$208.94	\$214.16	\$219.51	\$225.00
Construction Manager I	\$71.87	\$73.67	\$75.51	\$77.40	\$79.33
Construction Manager II	\$109.03	\$111.76	\$114.55	\$117.41	\$120.35
Construction Manager III	\$135.87	\$139.27	\$142.75	\$146.32	\$149.98
Construction Principal	\$191.98	\$196.78	\$201.70	\$206.74	\$211.91
Resource Efficiency Manager (REM) 1		\$90.38	\$92.64	\$94.96	\$97.33

Labor Category	Year 1 6/21/17- 6/20/2018	Year 2 6/21/18- 6/20/2019	Year 3 6/21/19- 6/20/2020	Year 4 6/21/20- 6/20/2021	Year 5 6/21/21- 6/20/2022
Resource Efficiency Manager (REM) 2		\$108.61	\$111.33	\$114.11	\$116.96
Resource Efficiency Manager (REM) 3		\$131.36	\$134.64	\$138.01	\$141.46
Resource Efficiency Manager (REM) 4		\$169.69	\$173.93	\$178.28	\$182.74
Junior Energy Consultant		\$93.46	\$95.80	\$98.19	\$100.65
Energy Consultant		\$116.08	\$118.98	\$121.96	\$125.01
Senior Energy Consultant		\$132.99	\$136.31	\$139.72	\$143.22

All prices include the GSA .75% Industrial Funding Fee.

Service Contract Act Matrix		
SCA Eligible Labor Category/Service**	SCA Equivalent Code & Title	Applicable Wage Determination
Administrative Assistant	01020- Administrative Assistant	2015-4281
Technical Writer	30461- Technical Writer	2015-4281
Engineer Jr.	30081- Engineering Technician I	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

APPENDIX B – LABOR CATEGORY DESCRIPTIONS

GSA Labor Category	Education	Years of Exp.	Description
Senior Principal	Bachelors	18	Senior corporate manager responsible for the management, direction, and operation of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Integrates technical requirements and solutions into business process reengineering requirements and translates concepts into operational improvements and systems.
Principal	Bachelors	15	Corporate manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Provides management, organizational, and improvement services that include organizing and planning strategies, data analysis and risk management, financial management and management and program oversight.
Program Manager	Bachelors	10	Oversees cradle-to-grave program management, providing detailed program plans and project assignments for staff members. Responsible for implementation and execution of the Quality Control Plan, working closely with clients, Senior Principal, Principal, and Project Managers.
Project Manager	Bachelors	8	Manages financial systems and oversees administrative contractual requirements. Tracks budgets for projects and communicates frequently internally and externally with the senior principal and principal and externally with the client regarding adherence to budgets and contract terms and conditions. Provides financial forecasts and reviews past performance with the client regarding funding. Also responsible for all procurement and subcontract management on a project. Manages and oversees activities of project team.
Sr. Project Manager	Bachelors	12	Directs complex projects requiring integration of refined engineering techniques with the outputs of other disciplines, such as environmental, engineering, energy, and law. Provides management, organizational, and environmental services that include planning and strategies, consulting and analysis, compliance and risk management, and management oversight.
Subject Matter Expert I	Bachelors	10	Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex program and business issues. Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.

Subject Matter Expert II	Bachelors	12	Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex program and business issues. Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.
Subject Matter Expert III	Masters	15	Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex program and business issues. Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.
Technical Writer	Bachelors	5	Working with technical specialists, writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation.
Administrative Assistant**	Associates	2	Assists technical experts with the management of schedules, organization of tasks, preparation for meetings and other sessions, documentation of meeting results, and completion of contractually required paperwork.
Analyst I	Associates	5	Provides research and analysis tasks as assigned. Conducts data surveys and audits, collects, analyzes and summarizes data. Contributes to reports and assists more senior staff members as required.
Analyst II	Bachelors	5	Provides research and analysis tasks as assigned. Conducts data surveys and audits, collects, analyzes and summarizes data. Contributes to reports and assists more senior staff members as required.
Analyst III	Bachelors	8	Provides research and analysis tasks as assigned. Conducts data surveys and audits, collects, analyzes and summarizes data. Contributes to reports and provides direction to Analyst I and II.
Logistics Specialist I	Bachelors	3	Plans, develops and executes logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities including technical documentation, RAM, provisioning, etc.; coordinates efforts of subcontractors and field service personnel; resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.
Logistics Specialist II	Bachelors	5	Supports the program manager and task managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such was capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses.

Logistics Specialist III	Bachelors	8	Provides high-level consultation support to task personnel involved in performing tasking associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support. Ensures that proper logistic considerations are included in development processes at each major milestone. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs analyses to determine maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Performs cost analyses associated with logistic support and develops and reviews acquisition operating plans and procedures to ensure logistic support considerations are included. Performs technical training and quality assurance. Provides oversight and guidance to junior logistics personnel.
Engineer Jr.	Bachelors	2	Provides basic technical assistance in engineering under the supervision of more experienced personnel.
Engineer	Bachelors	6	Provides more advances technical assistance and trouble shooting in engineering, may supervise junior engineering staff.
Engineer Sr.	Bachelors	8	Devises tests to evaluate and check systems. Performs and documents the results of complex analyses and design tasks. May design complex systems and act as a project manager.
Engineering Principal	Masters	12	Devises tests to evaluate and check systems. Performs and documents the results of complex analyses and design tasks. Designs complex systems and acts as a project manager. Supervises Engineering positions and interacts with client and company leadership.
GIS/CAD Specialist	Bachelors	5	Manages data analysis and creation of various maps for incorporation into reports and or presentations. Leads the development of GIS, AutoCAD, and database software at a senior level.
Application Developer	Bachelors	5	Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a small support staff and/or serve as liaison to client staff. Researches developments in field of expertise and applies them to the client environment, including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision.
Systems Administrator	Bachelors	5	Oversees plans for automated data processing systems from project inception to conclusion. Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise support staff and/or serve as liaison to client staff. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision.

IT Specialist	Bachelors	6	Provides strategic guidance to other technical staff in areas such as specifications, architectures, and information system design. Researches developments in field of expertise and applies them to the client environment, including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels.
Consultant I	Bachelors	8	Serves as a Project Manager or Functional Specialist on projects related to an area of relevant management consulting such as property management, portfolio management, program management, workplace solutions, financial strategy and operations including public/private partnerships, technology services and strategies, financial management, or a related field.
Consultant II	Bachelors	10	Serves as a Project Manager or Functional Specialist on projects related to an area of relevant management consulting such as property management, portfolio management, program management, workplace solutions, financial strategy and operations including public/private partnerships, technology services and strategies, financial management, or a related field.
Consultant III	Masters	12	Serves as a Project Manager or Functional Specialist on projects related to an area of relevant management consulting such as property management, portfolio management, program management, workplace solutions, financial strategy and operations including public/private partnerships, technology services and strategies, financial management, or a related field. Provides direction to Consultant I and II
Manager I	Bachelors	4	Manages all aspects of a complex project including managing people, projects and budgets, research and development or enhancement of products, processes, or designs; determining equipment needs, creating detailed plans for reaching technical goals. Resolve technical problems; creating detailed plans and solutions to reach technical goals; setting administrative policies and procedures; ensure technical accuracy. May be involved with construction engineering management, industrial engineering management or engineering project management.
Manager II	Bachelors	8	Manages all aspects of a complex project including managing people, projects and budgets, research and development or enhancement of products, processes, or designs; determining equipment needs, creating detailed plans for reaching technical goals. Resolve technical problems; creating detailed plans and solutions to reach technical goals; setting administrative policies and procedures; ensure technical accuracy. May be involved with construction engineering management, industrial engineering management or engineering project management.

Manager III	Bachelors	10	Manages all aspects of a complex project including managing people, projects and budgets, research and development or enhancement of products, processes, or designs; determining equipment needs, creating detailed plans for reaching technical goals. resolve technical problems; creating detailed plans and solutions to reach technical goals; setting administrative policies and procedures; ensure technical accuracy. May be involved with construction engineering management, industrial engineering management or engineering project management. Provides direction to Manager I and II
Manager IV	Masters	12	Provides expertise on complex project budgets, research and development or enhancement of products, processes, or designs; resolving technical problems; designing complex approaches and solutions to reach technical goals; ensure technical accuracy. May be involved with construction engineering management, industrial engineering management or engineering project management Supervises positions and interacts with client and company leadership
Construction Manager I	Bachelors	4	Prepares and negotiates cost estimates, budgets, and work timetables. Reports on work progress and budget matters to clients. Collaborates with architects, engineers, and other construction and building specialists Responds to work delays and other problems and emergencies. Complies with legal requirements, building and safety codes, and other regulations.
Construction Manager II	Bachelors	8	Prepares and negotiates cost estimates, budgets, and work timetables. Reports on work progress and budget matters to clients. Collaborates with architects, engineers, and other construction and building specialists Responds to work delays and other problems and emergencies. Complies with legal requirements, building and safety codes, and other regulations. Selects appropriate construction methods and strategies. Interprets and explains contracts and technical information to workers and other professionals. Instructs and supervises construction personnel and activities onsite. Selects, hires, and instructs laborers and subcontractors.
Construction Manager III	Bachelors	10	Prepares and negotiates cost estimates, budgets, and work timetables. Reports on work progress and budget matters to clients. Collaborates with architects, engineers, and other construction and building specialists. Responds to work delays and other problems and emergencies. Complies with legal requirements, building and safety codes, and other regulations. Selects appropriate construction methods and strategies. Interprets and explains contracts and technical information to workers and other professionals. Instructs and supervises construction personnel and activities onsite. Selects, hires, and instructs laborers and subcontractors. Supervises Construction team and projects.

Construction Principal	Bachelors	12	<p>Most Senior Construction supervisory position. Serves as a construction subject matter expert. Collaborates with architects, engineers, and other construction and building specialists. Responds to work delays and other problems and emergencies. Complies with legal requirements, building and safety codes, and other regulations. Selects appropriate construction methods and strategies. Interprets and explains contracts and technical information to workers and other professionals.</p> <p>Instructs and supervises construction personnel and activities onsite. Selects, hires, and instructs laborers and subcontractors. Supervises Construction team and projects.</p>
Resource Efficiency Manager (REM) 1	Bachelors	2	<p>Provides assistance in identifying and implementing cost saving initiatives in energy, water, and resource conservation. Develops energy, water, and resource conservation projects to reduce costs. Evaluates technical and economic feasibility of energy and resource conservation projects including life cycle and payback analysis. Supports energy and resource conservation awareness programs and conducts field investigations.</p>
Resource Efficiency Manager (REM) 2	Bachelors	6	<p>Helps facilitate the reduction in energy, solid waste, water, and sewer costs. Helps establish highly visible energy and resource conservation programs through awareness campaigns. Provides strong educational support to all occupants at a facility. Reviews the economic and technical feasibility of energy conservation projects, provides project management and coordination for development and implementation of energy conservation projects, including Utility Energy Service Contract (UESC) and Energy Service Performance Contract (ESPC) projects. Supervises field investigations.</p>
Resource Efficiency Manager (REM) 3	Bachelors	8	<p>Manages the reduction in energy, solid waste, water, and sewer costs. Identifies and implements cost saving initiatives in energy, water, and resource conservation. Develops energy, water, and resource conservation projects to reduce costs. Evaluates the technical and economic feasibility of energy and resource conservation projects. Supports energy and resource conservation awareness programs. Helps establish strong energy and resource conservation policies within the organization. Is a technical resource for occupants, building monitors, operations, and maintenance staff, and other stakeholders.</p>
Resource Efficiency Manager (REM) 4	Bachelors	12	<p>Directs a full range of energy management and resource conservation services including identifying potential energy projects, programs, and initiatives; supporting project implementation; conducting energy training; developing and sustaining an effective energy awareness program; supporting demand reduction programs; and coordinating grants and incentives for eligible energy conservation projects.</p>

Junior Energy Consultant	Bachelors	3	Assists in providing technical consulting to managers and supervisors for energy and carbon management and auditing program support. Assists in the analysis of programmatic, organizational, and operational requirements, and assessment of needs. Provides research and analytical support during strategic planning, auditing, and life cycle cost analysis.
Energy Consultant	Bachelors	5	Directs or assists in energy and carbon management programs, projects, and management systems. Helps develop energy programs, plans, and projects in support of agency and installation energy management programs. Supports customers in evaluating energy choices, including technical and economic analyses of alternatives. Provides risk management services to minimize the impact of price uncertainties. Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports.
Senior Energy Consultant	Bachelors	8	Assists agencies and installations in developing, executing, and reporting their energy and carbon implementation plan activities. Develops energy plans and strategies, supports energy choice analyses, and provides risk management services. Provides energy metering and data management services, manages and analyzes utility billings, and helps improve customer bill processing systems. Assists agencies in preparing statements of work for energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility- provided energy efficiency programs.

Labor Category Education / Experience Substitution							
Labor Category	Min Edu	Min Exp	Experience / Education Substitution				
			PhD	Masters	Bachelors	Associate	High School
Senior Principal	Bachelors	18	14	16		20	22
Principal	Bachelors	15	11	13		17	19
Program Manager	Bachelors	10	6	8		12	14
Project Manager	Bachelors	8	4	6		10	12
Sr. Project Manager	Bachelors	12	8	10		14	16
Subject Matter Expert I	Bachelors	10	6	8		12	14
Subject Matter Expert II	Bachelors	12	8	10		14	16
Subject Matter Expert III	Masters	15	13		17	19	21
Technical Writer**	Bachelors	5	1	3		7	9
Administrative Assistant	Associates	2	0	0	0		4
Analyst I	Associates	5	0	1	3		7
Analyst II	Bachelors	5	1	3		7	9
Analyst III	Bachelors	8	4	6		10	12
Logistics Specialist I	Bachelors	3	0	1		5	7
Logistics Specialist II	Bachelors	5	1	3		7	9
Logistics Specialist III	Bachelors	8	4	6		10	12
Engineer Jr.	Bachelors	2	0	0		4	6
Engineer	Bachelors	6	2	4		8	10
Engineer Sr.	Bachelors	8	4	6		10	12
Engineering Principal	Masters	12	10		14	16	18
GIS/CAD Specialist	Bachelors	5	1	3		7	9
Application Developer	Bachelors	5	1	3		7	9
Systems Administrator	Bachelors	5	1	3		7	9
IT Specialist	Bachelors	6	2	4		8	10
Consultant I	Bachelors	8	4	6		10	12
Consultant II	Bachelors	10	6	8		12	14
Consultant III	Masters	12	10		14	16	18
Manager I	Bachelors	4	0	2		6	8
Manager II	Bachelors	8	4	6		10	12
Manager III	Bachelors	10	6	8		12	14
Manager IV	Masters	12	10		14	16	18
Construction Manager I	Bachelors	4	0	2		6	8
Construction Manager II	Bachelors	8	4	6		10	12
Construction Manager III	Bachelors	10	6	8		12	14
Construction Principal	Bachelors	12	8	10		14	16
Resource Efficiency Manager (REM) 1	Bachelors	2	0	0		4	6
Resource Efficiency Manager (REM) 2	Bachelors	6	2	4		8	10
Resource Efficiency Manager (REM) 3	Bachelors	8	4	6		10	12
Resource Efficiency Manager (REM) 4	Bachelors	12	8	10		14	16
Junior Energy Consultant	Bachelors	3	0	1		5	7
Energy Consultant	Bachelors	5	1	3		7	9
Senior Energy Consultant	Bachelors	8	4	6		10	12