

AMAZING GRACE ENTERPRISES LLC.

<http://www.amazinggraceent.com>

GS-07F-0641N

SIN 736-5 Professional Operations

JOB DESCRIPTIONS

Cost Estimator/Cost Engineer/Quantity Surveyor

- Prepare budget, design and construction cost estimates for all disciplines. – Civil site work, Architectural, Structural, Mechanical, Electrical etc
- Prepare and present life cycle and cost benefit analyses on projects or programs.
- Review and analyze proposals by contractors and consultants for construction and engineering design services.
- Provide oversight and certification of estimates prepared by others.
- Analyze contractors' claims, and perform price and cost analysis.
- Evaluate contractors' bids or proposals, and analyze contractors' cost schedules.
- Cost Management during Design
- Conception to Pre-bid Estimate
- Design Option Cost Evaluation
- Preparation of Bills of Quantities.
- Prepares Independent government estimates (IGE's), technical analysis, and Price negotiation objectives (PNO's) for Contracting officers.
- Claims Control, including development and administration of - change order analysis procedures change order documents, claim requests, and delay issues/impacts.
Client / Subcontractor Interface, including participation and facilitation of project progress meetings, project planning work sessions, subcontractor project work coordination, and project issues/impact resolution.

Project Manager

- Manages design process, performs design review and value engineering.
- Represents owner providing construction oversight and change order management.
- Sets up all commissioning work and property management capability for the facility. Serves as owner's property manager.
- Organize design and construction team to respond to client SFO's to bid and develop a building project. Prepares SFO submittal for developer/owner in response to requirements.
- Performs due diligence for investors and buyers of commercial property.

Planner and Scheduler

- Prepare Baseline schedules, review contract time determination schedules, review baseline construction schedules, analyze monthly updates of construction schedules, analyze modifications to construction schedules, prepare project schedule status reports, perform time impact analysis and prepare recommendations to analyze schedules, coordinate schedule impacts between adjacent projects, monitor and document construction progress Collection, compilation and preparation of data from different Onshore and Offshore projects to create a summarized Weekly/Monthly Report showing Comparison Schedules.

***Project Controller/Construction Quality Manager-Construction Management;
Contract Management*** –Administration

- Architectural/Engineering Firm evaluation and recommendation for selection
- Coordinate A/E and Client Design phase(s)
- Owner representation –Work with Client to determine need, Defines Project team
- Project Contract administration and negotiation recommendations through final Project close-out
- Assures project is completed on Schedule within Budget, and in conformance with project specifications.
- Turnkey Project support from Initial Design Phase through Project completion.
- Coordination of A/E Services, IT Support, Furniture layout, Physical relocation and Contract Management throughout Project Cycle.
- Special Construction Management including Secure/SCIF Construction Coordination of Special Equipment requirements including Secure Voice and Data Cabling and Equipment, Installation of Video Teleconferencing Equipment, Security Equipment, Public Address Systems, etc.
- Prepares Bill of Materials Recommendations for Client throughout Project duration

Move Manager

Move Coordination

- Furniture Selection/ Specification Recommendation
- Inventory existing Furniture for re-use
- Responsible for Pre-move documentation of Interiors
- On-site relocation coordination during physical move
- Post- move validation Inspections
- Space Planning Recommendation
- Recommends Space requirement per individual Client Specifications
- Agencies Matrix preparation
- Block Plan development Recommendation
- Stacking Plan Alternatives
- Situational Space Review
- Changes recommendation to Client
- Interior Designs
- Provides Client with conceptual Design
- Makes recommendations for Work Station Typical, Schematic Layout, Color Palettes and Ergonomics
- Environmental Impacts through Project Inception to Completion.
- Interface with Client and A/E Firm to ensure Client Requirements and Designed into Space Layout.

Assistant Engineer

Assist Cost Engineer/ other related fields

- Claim Analysis, Variations, Reviews
- Change Order Analysis and Negotiation/Settlement
- Final Cost Projections/ Periodic Cost Reporting.

Contract Specialist/ Cost Analyst

- Performs cost analyses, cost realism analyses, and price analyses, and provides advice and guidance to contracting officers and contract specialists on contracting issues.
- Assist contracting officers and contract specialists with a complete range of contracting activities such as acquisition planning/negotiation, evaluation of proposals, and contract cost and price proposal evaluation.
- Examine and evaluate contractors' prospective cost estimates or price proposals to determine the necessity and reasonableness of proposed contract costs. Utilize a variety of price/cost analysis techniques.
- Review technical and audit reports on various cost elements to determine the reasonableness of the various cost elements or justified exceptions. Develop comprehensive detailed reports on cost/price analysis, including recommending cost.

Skill Category	Total GSA Price
Cost Estimator/Cost Engineer/ Quantity Surveyor	\$98.69
Project Manager	\$114.49
Planner and Scheduler	\$98.69
Project Controller/Construction Quality Manager	\$98.69
Move Manager	\$83.89
Assistant Engineer	\$54.28
Contract Specialist/ Cost Analyst	\$56.86