

AMAZING GRACE ENTERPRISES

**Professional Engineering Services | Construction
Management | Project Management.**

General Services Administration

**Federal Acquisition Service
Authorized Federal Supply Schedule Price List
Schedule for Professional Engineering Services (PES)**

Federal Supply Group: 871 | Class: R425

**Contract Number: GS-10F-010AA
Contract Period: 10/16/2012 through 10/15/2017**

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



For more information on ordering from Federal Supply Schedules
Click on the FSS Schedules button at
<http://www.gsa.gov/schedules-ordering>



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Contractor: **Amazing Grace Enterprises [AGE]**

Address: 3009 Eagles Nest Drive
Bowie, MD 20716 3912
Telephone: (301) 809-9716
Fax Number: (301) 809-9714
Web Site: www.AmazingGraceEnt.com

Contract Administration: Mrs. Yemi Obe. BSc,MRICS.
E-mail: Yemi@AmazingGraceEnt.com
Telephone: (301) 809-9716
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Technical POC: Charles Obe
E-mail: Charles@AmazingGraceEnt.com
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General Info. POC: Christopher Obe
E-mail: Folarin@AmazingGraceEnt.com
Telephone: (301) 809-9716
Fax Number: (301) 809-9714

Business Size: **Small Business, Woman owned.**



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Executive Summary

Amazing Grace Enterprises (AGE) is a woman-owned engineering firm located in Prince George’s County. The company was formed in August 2001 to provide professional and management services to all sectors of the construction industry. AGE mission is to provide clients with the highest level of engineered solutions with an emphasis on quality, costs, time and satisfaction.

AGE range of expertise includes Project Management, Construction management, Quantity Surveying /Construction Estimating / Cost Engineering, all segments of the construction / building industry from inception to final completion including Relocation Services, and other Construction related Services.

Core fundamentals of the business are:

- Providing the right engineering solution to projects
- Providing the highest level of service
- Employing the highest caliber people

Success in this business is focused on client service that typically translates into repeat business. Excellent service provided AGE has resulted in referrals.

Business Classification:

- Small Business. SBA Certified current until 07/28/2016
- 8A Program Participant current until 07/28/2016.
- Women-owned small business (WOSB)
- Economically disadvantaged women-owned small business (EDWOSB)

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 871-7/7RC

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government

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price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. **Maximum Order:** \$1,000,000.00 (One Million)
3. **Minimum Order:** \$100.00 (One Hundred)
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** A quantity discount of 2.0% for Task Orders over \$200,000.00.
8. **Prompt payment terms:** 2.0% at ten days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None



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

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor.

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor.

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

13a. Ordering Address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address (es): Same as company address

15. Warranty provision. Contractor's standard commercial warranty.

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



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- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
- 21. List of service and distribution points (if applicable): N/A
- 22. List of participating dealers (if applicable): N/A
- 23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number: 03-9392225
- 26. Notification regarding registration in Central Contractor Registration (CCR)/ (System for Award Management (SAM)) Database.



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LABOR CATERGORY DESCRIPTIONS

PES-SIN 871-7 Construction Management.

AGE's commercial practices include the education/experience substitutions identified below.

High School diploma/ GED Education plus additional 5 years of experience Equals Associate's Degree

Commercial Job Title: Estimator / Cost Engineer / Quantity Surveyor

Functional Responsibility: Prepare cost estimates for construction projects, or services to aid management in bidding on or determining fair and reasonable price of product or service. Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates. Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops. Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction. Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates. Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues. Prepare and maintain a directory of suppliers, contractors and subcontractors. Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project. Prepare estimates for use in selecting vendors or subcontractors. Prepare estimates used by management for purposes such as planning, organizing, and scheduling work. Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components. Set up cost monitoring and reporting systems and procedures. Development and construction commercial management, estimating, project cost and schedule controls, risk and contract management. Experience in accomplishing all Estimating task above in addition 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, 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.

Minimum Education: Bachelor's Degree Quantity Surveying or in Construction Cost Engineering / Cost Estimating

Minimum/General Experience: 8 years of experience in the Construction Industry



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Commercial Job Title: Senior Project Manager

Functional Responsibility: Project manager will provide assistance for the architectural and engineering efforts to provide design, construction and technical services necessary for the management of design and construction projects. Responsible for planning, designing, coordinating and providing technical services to agencies and other offices upon demand. Provides expert professional and technical assistance and support to high officials or agencies as required.

Project Manager will perform project management work as well as spend time leading other contractor employees. In this capacity, perform functions such as: Distributing and balancing workload; Monitoring status of work in progress; Resolving simple contractor employee complaints. Team creation and management, implementing procedures and efficient handover of the finished project.

Manages design process services, design technical reviews, constructability reviews; performs design review and value engineering analysis of value engineering proposals, review of design scope changes, conducting design related meetings. 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.

Manages planning Client / Subcontractor Interface, including participation and facilitation of project progress meetings, project planning work sessions, subcontractor project work coordination, and project issues/impact resolution.

Support construction work Participate in progress meetings, track project action item list, RFI, Submittals and PCOs, track Base Building and tenant project schedules, Coordinate tenant work with Lessor's teams programming, program development and implementation for facilities design and construction. Confirms basic scope of work, tasks required, performance, key dates and required deliverables. Analysis project requirements, prepares proposal identifying project staff and hours required to complete work. Oversees negotiations for work and completes agreement.

Minimum Education: Bachelor's Degree Architecture / Building Engineering
Minimum/General Experience: 10 years; General experience in the Construction Industry. Planning and implementing development of projects



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Commercial Job Title: Project Manager

Functional Responsibility: Project manager will manage assigned teams, review of design scope changes, and conduct construction meetings. Conduct and document project related meetings. Provide construction oversight and change order management. Facilitate project progress meetings, project planning work sessions, subcontractor project work coordination, and project issues/impact resolution. Support construction work, project action item list, RFI's, submittals and PCO's. Manage complex building projects from the preliminary planning stage through the design, construction, equipment installation, and check-out stage. Use financial and administrative computer systems and programs to assist in project monitoring. Coordinate inspection and acceptance of finished post occupancy space and post occupancy space evaluations. Confer and advise Client officials and other agency contacts at the working level on matters pertaining to project delivery.

Minimum Education: Bachelor's Degree Architecture / Building Engineering

Minimum/General Experience: 8 years; General experience in Construction industry. Planning and implementing development of projects.



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Commercial Job Title : Construction Project Manager

Functional Responsibility: Plan and coordinate activities concerned with the construction and maintenance of structures, facilities, and systems for GSA agency clients. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Include managing specialized construction fields, such as carpentry or plumbing etc. Confer with client, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems. Determine labor requirements and dispatch workers to construction sites. Develop and implement quality control programs. Direct and supervise workers under contract. Evaluate construction methods and determine cost-effectiveness of plans, using computers. Inspect and review projects to monitor compliance with building and safety codes, and other regulations. Interpret and explain plans and contract terms to admin. staff, workers, and clients, representing the owner or developer. Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out. Obtain all necessary permits and licenses. Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems. Prepare and submit budget estimates and progress and cost tracking reports. Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors. Requisition supplies and materials to complete construction projects. Schedule the project in logical steps and budget time required to meet deadlines. Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing. Study job specifications to determine appropriate construction methods. Take actions to deal with the results of delays, bad weather, or emergencies at construction site.

Minimum Education: Bachelor's Degree Architecture / Construction Management /Project Management /Building Construction Engineering

Minimum/General Experience: 8 years of experience in the Construction Industry



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Commercial Job Title: Planner and Scheduler
Functional Responsibility: Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications. Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities. Confer with Owner supervisors and other personnel to assess progress and suggest needed changes. Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, and engineering. Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays. Record production data, including volume produced consumption of raw materials, and quality control measures. Requisition and maintain inventories of materials and supplies necessary to meet production demands. Distribute production schedules and work orders to departments. Compile information for status reports as required by management. 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 projects to create a summarized Weekly/Monthly Report showing Comparison Schedules. Support engineering and architectural programs such as programming, planning and program development of facilities design and construction.
Minimum Education: Bachelor's Degree Architecture / Construction Engineering Minimum/General Experience: 8 years professional experience in the scheduling of design and construction projects.

Commercial Job Title: Resident Architect/Engineer
Functional Responsibility: Performs constructability and contract documents review, CPM scheduling and estimating during the construction phase. Assists in managing project teams to meet stringent schedule, budget, and quality requirements. Interprets plans and specifications, prepares project cost breakdowns and change orders. Responsible for construction progress monitoring and preparation of progress reports. Maintain weekly field observations and recommended approval or corrective action, in accordance with the contract documents of all subcontractor work during the construction.
Minimum Education: Bachelor's Degree Architecture Minimum/General Experience: 8 years general experience in Construction Industry.



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Commercial Job Title: Electrical /Mechanical / Plumbing Engineer
Functional Responsibility: Experience in mechanical and electrical design and contract administration of commercial, industrial and institutional projects, educational, retail, high rise office buildings, warehouse, computer facilities, and airport design.
Minimum Education: Bachelor’s Degree Mechanical / Electrical Engineering Minimum/General Experience: 8 years of experience in Mechanical, Electrical and Plumbing services within the Construction Industry

Commercial Job Title: Structural Engineer
Functional Responsibility: Constructability Reviews, Work involve location surveys, Structural investigations and testing, preparation of feasibility studies, final design reviews and construction supervision, review of contract documents on commercial, industrial and institutional projects, educational, retail, high rise office buildings, warehouse, computer facilities, airport etc.
Minimum Education: Bachelor’s Degree Structural Engineering /Building Engineering Minimum/General Experience: 8 years of experience in Building Construction or Structural Engineering

Commercial Job Title : Program Analyst
Functional Responsibility: Performs cost analyses, project budget, cost realism analyses, and price analyses. Provides advice and guidance to contracting officers on contracting issues. Assist contracting officers with a complete range of contracting activities such as acquisition planning/negotiation, evaluation of proposals, and contract cost and price proposal evaluation. Examines and evaluates contractors’ prospective cost estimates or price proposals to determine the necessity and reasonableness of proposed contract costs, tracking obligations against funds available. Utilizes 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. Develops comprehensive detailed reports on cost/price analysis, including recommending cost.
Minimum Education: Associate degree Accounting, Business, Finance, Contracts, Purchasing. Minimum/General Experience: 5 years of experience in Accounting, Business, Finance, Cost management.

Commercial Job Title : Administrative Assistant
Functional Responsibility: Provides administrative support to the members of the project team, such as general typing, filing, and answering phones. PC, Word Perfect/Windows, Excel, Microsoft Office, Windows XP
Minimum Education: Associate’s degree Minimum/General Experience: 2 years experience in performance of administrative duties.



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RATES FOR SERVICES .

Labor Category	EDU	EXP	Hourly Rate
Cost Estimator /Cost Engineer/ Quantity Surveyor	BS	8	\$ 89.00
Senior Project Manager	BS	10	\$ 114.85
Project Manager	BS	8	\$ 90.68
Construction Project Manager	BS	8	\$ 114.85
Planner /Scheduler	BS	8	\$ 81.43
Resident Architect/Engineer	BA	8	\$ 130.00
Electrical /Mechanical/Plumbing Engineer	BS	8	\$ 130.00
Structural Engineer	BS	8	\$ 130.00
Program Analyst	AA	5	\$ 56.86
Administrative Support	AA	2	\$ 31.48

- ❖A quantity discount of 2.0% for Task Orders over \$200,000.00.
- ❖A Prompt Payment discount of 2.0% at ten days.



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Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code & Title	Wage Determination No.
Administrative Support	05-2103 Administrative Assistant	2005-2103
Program Analyst	01261 Management Analyst	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable 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 and above. 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.