





## Services Available Under this Schedule Contract:

### **Project Design Phase Services:**

- design technical reviews
- code compliance reviews
- constructability reviews
- analysis of Value Engineering proposals
- preparation of cost estimates
- cost analysis
- cost control/monitoring
- site investigations & site surveys
- scheduling and schedule reviews
- review design scope changes (including schedule impact analysis)
- scheduling/conducting/documenting design related meetings
- market studies (material availability, contractor interest, etc.)

### **Project Procurement Phase Services:**

- providing assistance in contract procurement
- answering bid/RFP questions
- attending/participating in site visits
- attending/participating in pre-bid conferences
- preparing and issuing solicitation amendments for review and approval
- performing cost/bid/proposal analysis.

### **Project Construction Phase Services:**

- establishing temporary field offices
- setting up job files, working folders, & record keeping
- maintaining organized construction files
- scheduling and conducting preconstruction meetings
- documenting actions taken and decisions made, etc.
- monitoring the submittal review process
- review and monitoring of project schedules, milestone completion dates, phasing requirements, work flow, material deliveries, test dates
- assisting in problem resolution and handling of disputed issues
- maintaining marked up sets of project plans and specifications for future as-built drawings
- performing routine inspections of construction, identifying work that does not conform to the contract requirements & notifying contractors when work requires correction
- compiling, through site inspections, lists of defects and omissions related to work performed & providing lists to the contractor for correction



- review of construction contractor payment requests (including preparation of necessary forms for payment processing)
- monitoring project financial data and budgetary cost accounting
- administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing)
- scheduling, conducting, and documenting regular progress meetings with
- all interested parties to review project status and resolve issues
- scheduling, conducting, and documenting construction related project meetings
- monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions & contractor failure to adhere to safety plan)
- monitoring construction contractor's compliance with contract labor standards
- coordination of construction activities with customer managers and occupying agency personnel
- monitoring design and construction clarification process and, when appropriate, reminding A/E and others of the need for timely actions
- preparing special reports and regular project status reports
- providing for progress and/or final photographs of project work
- perform site surveys
- provide assistance in obtaining permits
- perform hazardous material assessments and monitoring of hazardous material abatement work
- provide cost estimating assistance

**Claims Services:**

- review disputes & claims from A&E and/or construction contractor(s)
- furnish reports with supporting information necessary to resolve disputes or defend against claims
- participation in meetings or negotiations with claimants
- appearance in legal proceedings
- preparation of cost estimates for use in claims negotiations
- preparation of risk assessments /analyses relative to claim exposures
- preparation of findings of fact and any other documentation required by the Government.

**Post Construction Services**

- post occupancy evaluations (POEs)
- assisting agency in the formulation of lessons learned
- providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.
- providing move coordination, relocation assistance, and/or furniture coordination
- providing telecommunication and computer coordination.



**CONTRACT TERMS:**

Richard L. Bowen and Associates, Inc.  
Construction Management 871-7

- 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 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. – Administrative Assistant: \$46.54**
- 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. – See Labor Categories**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 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 \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor



**CONTRACT TERMS:**

Richard L. Bowen and Associates, Inc.  
Construction Management 871-7

- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** 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](http://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):** Not Applicable
- 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):** Not Applicable
- 19. **Terms and conditions of installation (if applicable):** Not Applicable
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
- 21. **List of service and distribution points (if applicable):** Not Applicable
- 22. **List of participating dealers (if applicable):** Not Applicable
- 23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable



**CONTRACT TERMS:**

Richard L. Bowen and Associates, Inc.  
Construction Management 871-7

**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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.**

**25. Data Universal Numbering System (DUNS) number: 04-5213964**

**26. Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

SIN	Labor Category	Min Ed	Min Exp	Year 1 1/27/12 through 1/26/13	Year 2 1/27/13 through 1/26/14	Year 3 1/27/14 through 1/26/15	Year 4 1/27/15 through 1/26/16	Year 5 1/27/16 through 1/26/17
871-7	Project Executive	BA	15	\$138.02	\$141.47	\$ 145.01	\$ 148.63	\$ 152.35
871-7	Project Manager	BA	10	\$86.30	\$ 88.46	\$ 90.67	\$ 92.94	\$ 95.26
871-7	Design Phase Coordinator	AA	8	\$80.55	\$ 82.56	\$ 84.63	\$ 86.74	\$ 88.91
871-7	QA/QC Project Manager	BA	6	\$80.55	\$ 82.56	\$ 84.63	\$ 86.74	\$ 88.91
871-7	Scheduler	AA	4	\$85.36	\$ 87.49	\$ 89.68	\$ 91.92	\$ 94.22
871-7	Project Engineer	AA	4	\$79.50	\$ 81.49	\$ 83.52	\$ 85.61	\$ 87.75
871-7	Superintendent	AA	10	\$79.50	\$ 81.49	\$ 83.52	\$ 85.61	\$ 87.75
871-7	Chief Estimator/Value Engineer	BA	8	\$101.61	\$ 104.15	\$ 106.75	\$ 109.42	\$ 112.16
871-7	Estimator	AA	5	\$80.55	\$ 82.56	\$ 84.63	\$ 86.74	\$ 88.91
871-7	Accounting Administrator	BA	4	\$107.27	\$ 109.95	\$ 112.70	\$ 115.52	\$ 118.41
871-7	Administrative Assistant	HS	2	\$46.54	\$ 47.70	\$ 48.90	\$ 50.12	\$ 51.37

**Service Contract Act (SCA) Matrix**

SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Title	WD Number
Administrative Assistant	01020	Administrative Assistant	05-2415

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.



### LABOR CATEGORY DESCRIPTIONS

Labor Category	Minimum Education	Minimum Experience
<b>Project Executive</b>		
<p>Responsible for executive oversight and senior level management of programs ensuring project completion in compliance with contract requirements, plans and specifications, schedules, budgets and other stipulated goals. Responsible for staffing and managing other resources; ensuring that the work meets the stipulated quality requirements.</p>	<p>Bachelor's Degree  10-Hour OSHA Training</p>	<p>15* total years of building construction experience including a minimum of 5 years in the field. Thorough knowledge of construction costs, scheduling, estimating, safety, procurement (including third party services), management best practices, working understanding of computer resources and operational procedures. Wide knowledge of best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; Demonstrated leadership, and interpersonal skills; superior communication skills in all forms.</p> <p><i>(*Total years of minimum experience required may be reduced by up to 2 years for equivalent years of relevant education in excess of minimum education requirement.)</i></p>
<b>Project Manager</b>		
<p>Responsible for day-to-day management and execution of assigned project(s), ensures compliance with the contract requirements, plans and specifications, schedules, budgets and other stipulated goals. Serves as the key point of contact with the client during and after project execution. Has overall responsibility for project quality, budget and schedule.</p>	<p>Bachelor's Degree  10-Hour OSHA Training</p>	<p>10* total years of building construction experience including a minimum of 5 years in the field. Knowledge of construction costs, scheduling, estimating, safety, procurement, management best practices, working understanding of computer resources and operational procedures. Wide knowledge of best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; demonstrated leadership, and interpersonal skills; solid verbal and written communication skills.</p> <p><i>(*Total years of minimum experience required may be reduced by up to 2 years for equivalent years of relevant education in excess of minimum education requirement.)</i></p>



<b>Design Phase Coordinator</b>		
<p>Responsible for management of the design phase services including supervision of estimators, estimating building construction projects including independent cost estimating, detailed quantity surveys, evaluation of cost models, budget development and compliance cost estimating, and change order cost analysis including establishing a fair and reasonable cost for authorized changes as required, document and constructability reviews of project plans and specifications. Oversees the bid process.</p>	<p>Associate's Degree</p>	<p>8* total years of building construction experience including a minimum of 3 years in the field. Knowledge of construction costs, scheduling techniques and resources, estimating methods and presentation, procurement (including third party services), architectural and engineering design process. Basic understanding of construction accounting; knowledge of best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; demonstrated ability to perform or manage the following: detailed quantity surveys, identify and tabulate value engineering opportunities, progressive design phase estimates (including conceptual estimates and cost studies), constructability reviews; design compliance reviews; bid document preparation; bid advertisements and addenda. Knowledge of basic computer operations and estimating software.</p>
<b>QA/QC Project Manager</b>		
<p>Responsible for development and implementation of project quality assurance and quality control policies and procedures, deployment and management of QA/QC staff, related documentation, tracking of corrective action, performance or management of field observation, coordinating solutions with the project team.</p>	<p>Bachelor's Degree</p>	<p>6* total years of building construction experience including a minimum of 2 years in the field. Extensive and current knowledge of architectural and engineering design process, best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; basic understanding of testing methods; report writing and project documentation; knowledge of basic computer operations and sound communication skills both verbal and written.</p> <p><i>(*Total years of minimum experience required may be reduced by up to 2 years for equivalent years of relevant education in excess of minimum education requirement.)</i></p>
<b>Scheduler</b>		
<p>Provides support to the Project Manager and project team by developing and maintaining the project schedule. Reviews and monitors contractor schedules, produces look ahead schedules and related reports and reviews recovery schedules. Analyzes requests for extensions or time related claims.</p>	<p>Associate's Degree</p>	<p>4 total years of building construction experience including a minimum of 2 years in the field; basic knowledge of construction cost, estimating, safety, procurement process, design process, working understanding of computer resources, general knowledge of best construction means and methods, sequence of construction; command of scheduling software (e.g., Primavera), ability to prepare and develop baseline schedule and perform schedule updates; ability to communicate scheduling issues well to non-schedulers verbally and in writing.</p>



<b>Project Engineer</b>		
Provides support to the Project Manager and/or Superintendent and project team in all areas of project execution, primarily with regard to project documentation, quality control and assurance and cost control; including primary responsibility for any of the following: schedule, submittals, meeting minutes, requests for information (RFIs) and change order log.	Associate's Degree  10-Hour OSHA Training	4 total years of building construction experience including a minimum of 1 year in the field. Basic knowledge of construction costs, scheduling, estimating, safety, procurement, management best practices, project document control, working understanding of computer resources and operational procedures. Wide knowledge of best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; demonstrated leadership, and interpersonal skills; solid verbal and written communication skills.
<b>Superintendent</b>		
Responsible for oversight, coordination and supervision of the field construction operations of a project, including organization, planning, safety, scheduling, coordination of contractors, labor, third parties' site activities and site logistics so as to complete the work on time, within budget, and meeting the required quality; is the primary field point of contact for client, design professional and other stakeholders.	Associate's Degree  10-Hour OSHA Training	10* total years of experience in building construction including a minimum of 4 years in the field. Extensive knowledge of construction costs, scheduling, estimating, procurement and management best practices; strong knowledge of safety, best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; working understanding of computer resources; demonstrated leadership, and interpersonal skills; solid verbal and adequate written communication skills.  <i>(*Total years of minimum experience required may be reduced by up to 2 years for equivalent years of relevant education in excess of minimum education requirement.)</i>
<b>Chief Estimator / Value Engineer</b>		
Responsible for management or performance of estimating building construction projects including independent cost estimating, detailed quantity surveys, evaluation of cost models and data bases, budget development and compliance, progressive cost estimating, and change order analysis and negotiation; constructability reviews of project plans and specifications (both in progress and completed designs). Responsible for identifying and evaluating the cost of potential savings opportunities, logging and presenting same and developing the summary effect on budget.	Associate's Degree	8 total years of building construction experience including a minimum of 2 years in the field and 3 years of estimating. Extensive knowledge of construction cost, scheduling techniques and resources, estimating methods and presentation, vendor/contractor contact, architectural and engineering costs, solid understanding of construction accounting; wide knowledge of best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; demonstrated ability to perform or manage the following: detailed quantity surveys, identify and tabulate value engineering opportunities, progressive design phase estimates (including conceptual estimates and cost studies), knowledge of basic computer operations and estimating software.



<b>Estimator</b>		
<p>Responsible for estimating building construction projects including independent cost estimating, detailed quantity surveys, evaluation of cost models and data bases, budget development and compliance, progressive cost estimating, and change order analysis; constructability reviews of project plans and specifications (both in progress and completed designs). Responsible for identifying and evaluating the cost of potential savings opportunities, logging same.</p>	<p>Associate's Degree</p>	<p>5 total years of building construction experience including a minimum of 1 year in the field and 2 years of estimating; extensive knowledge of construction cost, scheduling techniques and resources, estimating methods and presentation, vendor/contractor contact, architectural and engineering costs, solid understanding of construction accounting; wide knowledge of best construction means and methods, current materials, their attributes and limitations, installation requirements and potential problems; demonstrated ability to perform or manage the following: detailed quantity surveys, identify and tabulate value engineering opportunities, progressive design phase estimates (including conceptual estimates and cost studies), knowledge of basic computer operations and estimating software.</p>
<b>Accounting Administrator</b>		
<p>Responsible for all accounting functions including financial statement preparation and analysis, job cost reporting, accounts receivable, accounts payable, cash management and financing, implementation plan development and maintenance, develop and implement controls, establish procedures for monthly billing to the client, implementation of company accounting system.</p>	<p>Bachelor's Degree</p>	<p>4 years of experience in construction accounting, job cost accounting, general ledger and financial reporting, accounts receivable and billing, accounts payable, contract billing and labor compliance, treasury management; wide knowledge of accounting systems and advanced level of MS Excel skills.</p>
<b>Administrative Assistant</b>		
<p>Responsible for all clerical duties including record keeping, report preparation, word processing, project file maintenance, telephone system management, assist in the preparation of project reports, document distribution and coordination of project meetings.</p>	<p>High School Diploma</p>	<p>2* years of administrative experience. Basic knowledge of computer operations, word processing, spreadsheet and presentation software applications; basic knowledge of construction documentation and terminology; demonstrated experience in document management, office management, telephone and business equipment systems; ability to communicate well, both verbally and in written form, effective interpersonal skills.</p> <p><i>(*Total years of minimum experience required may be reduced by up to 2 years for equivalent years of relevant education in excess of minimum education requirement.)</i></p>