GENERAL SERVICES ADMINISTRATION
Federal Supply Service Multiple Award Schedule

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 is available through GSA Advantage!™, a menu-driven database system.

The INTERNET address for GSA Advantage! is: http://www.GSAAdvantage.gov. Prices Shown Herein are Net (discount deducted).

SCHEDULE TITLE: Multiple Award Schedule
FEDERAL SUPPLY GROUP: Professional Services

GSA Contract Number: GS10F0204V

Contract Period: May 29, 2019 through May 28, 2024

Contractor: MSS Services, Inc.
14200 Schaeffer Road
Germantown, Maryland 20874

Telephone: 301-528-5531 or 240-832-4143 or 267-784-0070
Fax Telephone: 301-528-5559
Web Site: www.mssserv.com
E-mail: mark.carter@msserv.com or matt.deeter@msserv.com

Contract Administrator: Mark Carter & Matthew Deeter

Business Size: Small Disadvantaged Business

Price list current as of Modification # PS-A812 effective February 17, 2020.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.
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CORPORATE OVERVIEW:

MSS Services, Inc. (MSS) is a Construction Management (CM), Engineering and Related Services corporation.

The services offer by MSS include the overall planning, coordination and control of design and construction programs from inception through completion. The goal is to meet our client’s program requirements in order to produce functionally and financially feasible projects. We achieve this through the deployment of an independent team acting as the owner’s representative or in an integrated capacity with the owner’s staff to ensure the maximum application of expertise needed to produce project success.

Our role as Construction Managers and related discipline consultants has evolved over time from purely constructing a project based on architectural, engineering drawings and specifications prepared by architects and engineers to being an intricate member of the building process. As a Construction Management leader, we apply our skills and knowledge in specifying project goals and objectives, including delineation in the scope of work, budgeting, bidding, scheduling, setting performance requirements, advising, inspecting, managing and ultimately facilitating a cohesive project team. In this regard our team seeks to maximize project resource efficiency through cost effective procurement of labor, materials and equipment. Further, management and control of planning, design oversight, estimating, subcontracting and the construction process defines our role as a Construction Manager. This role ensures extremely effective and efficient communication along with developing fair and equitable mechanisms for resolving conflicts and disputes should they arise during the design and construction process. Finally, the Construction Manager seeks to apply communication platforms and protocols that will best serve its clients in the achievement of the overall design intent and construction objectives. In so doing, we hope to deliver projects that not only meet, but exceed our customer needs well into the future of their programs.
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENG-RC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>OLM</td>
<td></td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. LABOR RATES: See table below.

2. MAXIMUM ORDER*: $1,000,000 (The contractor may honor orders exceeding the maximum in accordance with Clause 52.216-19.)

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: The Geographic Scope of Contract will be domestic delivery only.

5. POINT(S) OF PRODUCTION: USA

6. DISCOUNT FROM LIST PRICES: GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.

7. QUANTITY DISCOUNT(S): None Offered.

8. PROMPT PAYMENT TERMS: Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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
CUSTOMER INFORMATION CONTINUED:

10. FOREIGN ITEMS (list items by country of origin): None

11a. TIME OF DELIVERY (Contractor insert number of days): Specified on Task Order

11b. EXPEDITED DELIVERY. (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 are available. Also, the Contractor will indicate that the schedule customer may contract the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. URGENT REQUIREMENTS. The Contractor will note in its pricelist 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. POINT(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 are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS(ES): Same as company address

15. WARRANTY PROVISION: Contractor’s 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): 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
CUSTOMER INFORMATION CONTINUED:

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): 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: 609705673

26. CONTRACTOR HAS AN ACTIVE REGISTRATION IN THE “SAM” DATABASE.
# LABOR RATE TABLE (Option 2):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Consultant</td>
<td>$168.00</td>
<td>$170.85</td>
<td>$173.76</td>
<td>$176.71</td>
<td>$179.72</td>
</tr>
<tr>
<td>Sr. Constr/Proj. Mgr.</td>
<td>$134.57</td>
<td>$136.86</td>
<td>$139.18</td>
<td>$141.55</td>
<td>$143.96</td>
</tr>
<tr>
<td>Constr/Proj. Mgr.</td>
<td>$121.93</td>
<td>$124.00</td>
<td>$126.11</td>
<td>$128.25</td>
<td>$130.43</td>
</tr>
<tr>
<td>Sr. Engr.</td>
<td>$121.93</td>
<td>$124.00</td>
<td>$126.11</td>
<td>$128.25</td>
<td>$130.43</td>
</tr>
<tr>
<td>Engr.</td>
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<td>$117.51</td>
<td>$119.50</td>
<td>$121.53</td>
<td>$123.60</td>
</tr>
<tr>
<td>Sr. QA Rep.</td>
<td>$109.03</td>
<td>$110.89</td>
<td>$112.77</td>
<td>$114.69</td>
<td>$116.64</td>
</tr>
<tr>
<td>QA Rep.</td>
<td>$102.73</td>
<td>$104.47</td>
<td>$106.25</td>
<td>$108.06</td>
<td>$109.89</td>
</tr>
<tr>
<td>Fire Prot. Engr.</td>
<td>$138.51</td>
<td>$140.86</td>
<td>$143.25</td>
<td>$145.69</td>
<td>$148.17</td>
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<tr>
<td>Commissioning Engr.</td>
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<td>$117.53</td>
<td>$119.52</td>
<td>$121.56</td>
<td>$123.62</td>
</tr>
<tr>
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<td>$118.25</td>
<td>$120.26</td>
<td>$122.31</td>
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<tr>
<td>Spec. Writer</td>
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<td>$87.94</td>
<td>$89.43</td>
<td>$90.95</td>
<td>$92.50</td>
</tr>
<tr>
<td>Claims Analyst</td>
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<td>$124.00</td>
<td>$126.11</td>
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<tr>
<td>Sr. Estimator</td>
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<tr>
<td>Estimator</td>
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<td>$109.84</td>
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<tr>
<td>Sr. Contracts Spec.</td>
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<td>$137.54</td>
<td>$139.88</td>
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<td>Contracts Spec.</td>
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</tr>
<tr>
<td>Constr. Proj. Coord.</td>
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<tr>
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<td>$125.05</td>
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<td>$108.60</td>
<td>$110.44</td>
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<tr>
<td>Sr. Constr. Inspec.</td>
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<td>$110.89</td>
<td>$112.77</td>
<td>$114.69</td>
<td>$116.64</td>
</tr>
<tr>
<td>Constr. Inspec.</td>
<td>$102.73</td>
<td>$104.47</td>
<td>$106.25</td>
<td>$108.06</td>
<td>$109.89</td>
</tr>
<tr>
<td>Sr. Space Planner</td>
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<td>$88.20</td>
<td>$89.70</td>
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<td>$92.78</td>
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<td>Space Planner</td>
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<td>$83.15</td>
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<td>$86.00</td>
<td>$87.46</td>
</tr>
<tr>
<td>Sr. CADD **</td>
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<td>$76.75</td>
<td>$78.06</td>
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<td>$80.74</td>
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<tr>
<td>CADD **</td>
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<td>$70.17</td>
<td>$71.36</td>
<td>$72.57</td>
<td>$73.81</td>
</tr>
<tr>
<td>Sr. Proj. Admin. **</td>
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<td>$63.43</td>
<td>$64.51</td>
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<td>$66.72</td>
</tr>
<tr>
<td>Proj. Admin. **</td>
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<td>$56.27</td>
<td>$57.22</td>
<td>$58.19</td>
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</tr>
<tr>
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<td>$45.40</td>
<td>$46.17</td>
<td>$46.96</td>
<td>$47.75</td>
<td>$48.57</td>
</tr>
</tbody>
</table>

** Denotes SCLS Labor Category
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code — Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Project Administrator</td>
<td>01313-Secretary III</td>
<td>2015-4269</td>
</tr>
<tr>
<td>Project Administrator</td>
<td>01312-Secretary II</td>
<td>2015-4269</td>
</tr>
<tr>
<td>Clerk/Word Processor</td>
<td>01611 — Word Processor I</td>
<td>2015-4269</td>
</tr>
<tr>
<td>Sr. CADD</td>
<td>30063 — Drafter/CAD Operator III</td>
<td>2015-4269</td>
</tr>
<tr>
<td>CADD</td>
<td>30062 — Drafter/CAD Operator II</td>
<td>2015-4269</td>
</tr>
</tbody>
</table>

a. Should the contractor propose in an area with higher SCLS rates or is subject to a Collective Bargaining Agreement (CBA) in accordance with FAR 22.1008-2, resulting in higher wages being required that exceeds their approved GSA rate, the Contractor will notify their Procurement Contracting Officer (PCO) and submit a modification to their contract via the eMod system accordingly.
LABOR CATEGORY DESCRIPTIONS:

1. Project Consultant

Education:
Bachelor’s Degree in Engineering or Architecture from an accredited University. Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience as senior manager or technical advisor in field of construction programs including but not limited to the disciplines of architecture and engineering related to facilities (i.e., buildings and structures). Professional experience should also include strong knowledge of construction documents, as well as superior management and communication skills.

Functional Responsibility:
Provides project and/or construction management senior advisory support for complex programs or projects. Provides decisive direction in regard to business, technical and personnel management involving multi-disciplinary and diverse functional activities. Is responsible for the overall management, in terms of technical quality, cost and schedule.

2. Sr. Construction/Project Manager

Education:
Bachelor’s Degree in Construction Management, Engineering or Architecture from an accredited University. Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience in management of facility construction projects including supervision of engineering, design and construction, schedule control, cost management and program budgeting, and overall project management activities. Professional experience should include strong knowledge of construction documents, as well as superior management and communication skills.

Functional Responsibility:
Senior leadership and mentorship. Also, provides project and/or construction management of a single major program or project or multiple projects. Provides decisive direction in regard to business, technical and personnel management involving multi-disciplinary and diverse functional activities. Is responsible for the overall management, in terms of technical quality, cost and schedule. Maintains daily progress reports and inspection reports. Leads the inspection and quality assurance team assigned to projects to ensure timely and effective project oversight.
3. **Construction/Project Manager**

**Education:**
Bachelor’s Degree in Construction Management, Engineering or Architecture from an accredited University. Educational requirement may be substituted by 10 years of directly related experience.

**Professional Experience:**
7 years of experience in management of facility construction projects including supervision of engineering, design and construction, schedule control, cost management and program budgeting, and overall project management activities. Professional experience should include the ability to read and interpret construction documents, as well as communicate effectively with project construction team members.

**Functional Responsibility:**
Provides project and/or construction management of a single major program or project or multiple projects. Provides decisive direction in regard to business, technical and personnel management involving multi-disciplinary and diverse functional activities. Is responsible for the overall management, in terms of technical quality, cost and schedule. Maintains daily progress reports and inspection reports. Leads the inspection and quality assurance team assigned to projects to ensure timely and effective project oversight.

4. **Sr. Engineer**

**Education:**
Bachelor’s of Science Degree in Engineering from an accredited University.

**Professional Experience:**
10 years of experience in engineering (civil, structural, mechanical, electrical, safety, etc.) and construction management of buildings and structures. Familiarity with scheduling, cost estimating, and overall design integration is necessary. Professional experience should also include ability to review and resolve engineering issues associated with construction and specification documents.

**Functional Responsibility:**
Senior leadership and mentorship. Also, provides decisive guidance and direction in regard to the management of technical aspects of engineering related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.
5. **Engineer**

**Education:**
Bachelor’s of Science Degree in Engineering from an accredited University.

**Professional Experience:**
7 years of experience in engineering (civil, structural, mechanical, electrical, safety, etc.) and construction management of buildings and structures. Familiarity with scheduling, cost estimating, and overall design integration is necessary. Professional experience should also include ability to review and resolve engineering issues associated with construction and specification documents.

**Functional Responsibility:**
Provides decisive guidance and direction in regard to the management of technical aspects of engineering related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

6. **Sr. Quality Assurance Representative**

**Education:**
Associate’s Degree from an accredited University or graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

**Functional Responsibility:**
Senior leadership and mentorship. Also, verifies compliance with design drawings, specifications, standards and construction practices. Accomplishes quality assurance inspections. Prepares associated reports. Maintains records of project progress.

7. **Quality Assurance Representative**

**Education:**
Associate’s Degree from an accredited University or graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 10 years of directly related experience.
Professional Experience:
7 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

Functional Responsibility:
Verifies compliance with design drawings, specifications, standards and construction practices. Accomplishes quality assurance inspections. Prepares associated reports. Maintains records of project progress.

8. Fire Protection Engineer

Education:
Bachelor’s of Science Degree in Fire Protection Engineering from an accredited University.

Professional Experience:
10 years of experience in engineering and life safety management for building structures. Knowledge with the application of NFPA codes and standards within the building industry, experience with analyzing building life safety design and shop drawing submittals and acceptance testing of all fire protection and life safety systems. Professional experience should also include ability to review and resolve engineering issues associated with construction and specification documents.

Functional Responsibility:
Provides decisive guidance and direction in regard to the management of technical aspects of Fire Protection Engineering and Life Safety related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

9. Commissioning Engineer

Education:
Bachelor’s Degree in Engineering or Architecture from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 10 years of directly related experience.
Professional Experience:
7 years of experience with the operation, maintenance and commissioning of building equipment and systems. Knowledge of equipment and system operating standards and practices, as well as standard preventive maintenance procedures. Professional experience should also include strong technical writing skills and knowledge with organizing commissioning documentation to facilitate and ensure the ability of the facility owner to maintain the building and associated equipment and systems in accordance with a reliable program schedule.

Functional Responsibility:
Provides startup, testing and commissioning services related to building systems to ensure owner of a fully functioning and operational facility. Gather, review and organize all equipment and system operating and maintenance procedure for turnover to client for future facility management.

Education:
Bachelor’s Degree in Engineering or Architecture from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 8 years of directly related experience.

Professional Experience:
5 years of experience with environmental management of facilities projects. Knowledge required inspecting job sites to assure compliance with EPA, OSHA, state and local regulations, as well as insuring compliance with job specifications and time schedules. Experience performing inspection of facilities, developing cost estimates of asbestos abatement, indoor air quality surveys and ambient air monitoring for the removal of lead-based paint in steel structures is necessary. Professional experience should also include technical writing and communication skills.

Functional Responsibility:
Provide Compliance Solution consultation services for industrial hygiene and safety issues. Typical tasks include OSHA style surveys, custom-made written safety and health programs, employee training, case review for litigation, and monitoring for air contaminants and noise. Also, conduct indoor air quality as well as mold investigations.
11. Specification Writer

**Education:**
Associate’s Degree from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 8 years of directly related experience.

**Professional Experience:**
5 years of experience in a construction and/or engineering work environment interfacing and coordinating with an A/E staff responsible for facility design engineering and construction requirements. Knowledge with specification software and technical background in interfacing with engineering and construction professionals required. Professional experience should also include strong technical writing skills.

**Functional Responsibility:**
Interpret architectural, engineering and interior design plans and prepare standards and workmanship criteria, material and equipment lists and specifications to be used as standards by contractors related to building construction activities.

12. Claims Analyst

**Education:**
Bachelor’s Degree in Law (Construction) from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in construction claims analysis and negotiations. Professional experience should also include experience with day to day problem resolution of construction site management, technical and engineering issues. Strong writing and communication skills necessary.

**Functional Responsibility:**
Review project records, create logical interpretations about what happened, provide an analysis of how the work was performed, and assess responsibility for specific outcomes. In addition, construction claims analyst may assist in negotiating claims to either recoup the greatest compensation or to save the most money in resolving claims.
13. **Sr. Estimator**

**Education:**
Bachelor’s Degree in Engineering or Architecture from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in construction of facility projects. Knowledge with detailed take-offs associated with material and labor items as related to construction activities required. Strong skills in math and spreadsheets also necessary.

**Functional Responsibility:**
Senior leadership and mentorship. Also, performs construction cost estimates. Makes quality take-offs. Assists Project and Construction Managers in negotiations with contractors or vendors.

14. **Estimator**

**Education:**
Associate’s Degree in Engineering or Architecture from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 10 years of directly related experience.

**Professional Experience:**
7 years of experience in construction of facility projects. Knowledge with detailed take-offs associated with material and labor items as related to construction activities required. Strong skills in math and spreadsheets also necessary.

**Functional Responsibility:**
Performs construction cost estimates. Makes quality take-offs. Assists Project and Construction Managers in negotiations with contractors or vendors.

15. **Sr. Scheduler**

**Education:**
Bachelor’s Degree from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 14 years of directly related experience.
Professional Experience:
10 years of experience in planning and scheduling associated with building construction projects.

Functional Responsibility:
Senior leadership and mentorship. Also, prepares and analyzes sequencing of activities and interrelationships of activities. Prepares schedules to support program and project accomplishments. Revises project schedule to conform to project decisions. Supports managers in all scheduling activities.

16. Scheduler

Education:
Associate’s Degree from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 10 years of directly related experience.

Professional Experience:
7 years of experience in planning and scheduling associated with building construction projects.

Functional Responsibility:
Prepares and analyzes sequencing of activities and interrelationships of activities. Prepares schedules to support program and project accomplishments. Revises project schedule to conform to project decisions. Supports managers in all scheduling activities.

17. Sr. Contracts Specialist

Education:
Bachelor’s Degree from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 14 years of directly related experience.

Professional Experience:
10 years of experience in procurement and contracts management of facility construction related projects. Knowledge of industry cost models for services and materials, as well as familiarity with the Federal Acquisition Regulations (FAR) and state and local regulations essential. Professional experience should also include strong communication, writing and negotiations skills.
Functional Responsibility:
Senior leadership and mentorship. Also, provides support to the procurement process for contractors to accomplish projects under Capital Improvement Programs. Attends pre-bid meetings. Assists in the development of amendments and modifications relating to the procurement process. Assists in the processing of contract actions and payments.

18. Contracts Specialist

Education:
Bachelor’s Degree from an accredited University. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 8 years of directly related experience.

Professional Experience:
5 years of experience in procurement and contracts management of facility construction related projects. Knowledge of industry cost models for services and materials, as well as familiarity with the Federal Acquisition Regulations (FAR) and state and local regulations essential. Professional experience should also include strong communication, writing and negotiations skills.

Functional Responsibility:
Provides support to the procurement process for contractors to accomplish projects under Capital Improvement Programs. Attends pre-bid meetings. Assists in the development of amendments and modifications relating to the procurement process. Assists in the processing of contract actions and payments.

19. Construction Project Coordinator

Education:
Associate degree in arts or science. Graduate of an accredited Trade School or formal apprenticeship program. Educational requirement may be substituted by 8 years of directly related experience.

Professional Experience:
5 years of experience in technical project coordination, preferably in architectural-engineering industry. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.
Functional Responsibility:
Provides oversight to the construction process. Ensures compliance of contractor work activities with schedule, design drawings, specifications, standard construction practices, as well as safety requirements. Prepares associated reports. Maintains records of project progress.

20. Sr. Architect

Education:
Bachelor’s Degree in Architecture from an accredited University.

Professional Experience:
10 years of experience in Architecture of buildings and structures. Familiarity with construction management, scheduling, cost estimating, and overall building concept integration is necessary. Professional experience should also include ability to review and resolve architectural issues associated with construction and specification documents.

Functional Responsibility:
Senior leadership and mentorship. Also, provides decisive guidance and direction in regard to the management of architectural aspects related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.

21. Architect

Education:
Bachelor’s Degree in Architecture from an accredited University.

Professional Experience:
7 years of experience in Architecture of buildings and structures. Familiarity with construction management, scheduling, cost estimating, and overall building concept integration is necessary. Professional experience should also include ability to review and resolve architectural issues associated with construction and specification documents.

Functional Responsibility:
Provides decisive guidance and direction in regard to the management of architectural aspects related to building structures. Is responsible for the overall management, in terms of technical quality, cost and schedule.
22. Sr. Construction Inspector

**Education:**
Associates Degree or graduate of an accredited Trade School or formal construction apprenticeship program. Educational requirement may be substituted by 14 years of directly related experience.

**Professional Experience:**
10 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.

**Functional Responsibility:**
Senior leadership and mentorship. Also, performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to Chief Building Official. Maintains, updates and assures the accuracy of inspection records, project documentation and project files.

23. Construction Inspector

**Education:**
Associates Degree or graduate of an accredited Trade School or formal construction apprenticeship program. Educational requirement may be substituted by 10 years of directly related experience.

**Professional Experience:**
7 years of experience in construction inspection and contractor oversight activities associated with facilities (i.e., buildings, structures, equipment, systems, etc.) construction and implementation. Familiarity with handling RFI, change orders, submittals logs, etc. Also, field knowledge of safety, scheduling, and cost control are essential skills. Professional experience should also include ability to read and interpret construction documents.
**Functional Responsibility:**
Performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to Chief Building Official. Maintains, updates and assures the accuracy of inspection records, project documentation and project files.

24. **Sr. Space Planner**

**Education:**
Associate’s degree or graduate of an accredited Technical School. Educational requirement may be substituted by 8 years of directly related experience.

**Professional Experience:**
5 years of experience in technical project coordination, preferably in architectural design field. Must be proficient in CADD, Microsoft Office and have experience in document control and management.

**Functional Responsibility:**
Senior leadership and mentorship. Also, assists in conducting of interviews and preparation of advice in regard to functional adjacencies. Assists user in making determinations in regard to space needs. Assists in the determination of the compatibility of existing space to organizational needs versus defining new space requirements.

25. **Space Planner**

**Education:**
Associate’s degree or graduate of an accredited Technical School. Educational requirement may be substituted by 5 years of directly related experience.

**Professional Experience:**
3 years of experience in technical project coordination, preferably in architectural design field. Must be proficient in CADD, Microsoft Office and have experience in document control and management.

**Functional Responsibility:**
Assists in conducting of interviews and preparation of advice in regard to functional adjacencies. Assists user in making determinations in regard to space needs. Assists in the determination of the compatibility of existing space to organizational needs versus defining new space requirements.
26. Sr. CADD

**Education:**
Associate degree or graduate of an accredited Technical School. Educational requirement may be substituted by 8 years of directly related experience.

**Professional Experience:**
5 years of experience in technical project coordination, preferably in architectural-engineering industry. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.

**Functional Responsibility:**
Senior leadership and mentorship. Also, maintains revisions to contract drawings and makes architectural and engineering sketches and prepares CADD drawings to support field management related to building construction or renovation.

27. CADD

**Education:**
Associate degree or graduate of an accredited Technical School. Educational requirement may be substituted by 5 years of directly related experience.

**Professional Experience:**
3 years of experience in technical project coordination, preferably in architectural-engineering industry. Must be proficient in Microsoft Office and have experience in document control and management, updating of project schedules, etc.

**Functional Responsibility:**
Maintains revisions to contract drawings and makes architectural and engineering sketches and prepares CADD drawings to support field management related to building construction or renovation.

28. Sr. Project Administrator

**Education:**
High School Diploma.

**Professional Experience:**
At least 6 years of experience in project and administrative support functions.
Functional Responsibility:
Senior leadership and mentorship. Also, perform office management, clerical and word processing functions in support of Program, Project and Construction Managers.

29. Project Administrator

Education:
High School Diploma.

Professional Experience:
At least 4 years of experience in project and administrative support functions.

Functional Responsibility:
Perform office management, clerical and word processing functions in support of Program, Project and Construction Managers.

30. Clerk/Word Processor

Education:
High School Diploma.

Professional Experience:
At least 2 years of experience in project and administrative support functions.

Functional Responsibility:
Perform clerical and word processing functions in support of Program, Project and Construction Managers.