GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract 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**.

Schedule for – Professional Engineering Services (PES)

Federal Supply Group: 871 **Class: R425**

Contract Number: GS-10F-0223X

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

Contract Period: May 03, 2011 through May 02, 2016

Contractor: **GOFF ENGINEERING & SURVEYING, INC.**
126 Rock Point Drive, Suite A
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Business Size: Small Business

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INTRODUCTION

Goff Engineering & Surveying, Inc. is an established multi-disciplinary engineering and surveying firm located in Durango, Colorado. Centrally located in the Four Corners area, Goff and its professional staff have provided quality consulting and construction management services for federal, governmental, institutional, and private clients in Colorado, New Mexico, Arizona, and Utah for over 30-years. Our clients include:

- USFS Region 3
- Bureau of Indian Affairs
- Bureau of Land Management
- National Park Service
- Federal Highway Administration

We are committed to providing highly trained, educated professional staff; sophisticated technology; and conscientious consulting services to each project ensuring our clients are satisfied with both the project scope, project schedule and project deliverable. Being a multi-disciplinary firm, we routinely collaborate with owners, contracting and purchasing officers, general contractors, commissioning agents, architects, and other professional consultants. Our understanding of both the design aspect and construction trades allows our staff to manage projects efficiently and effectively. Our construction management experience is varied and encompasses horizontal and vertical infrastructure projects, such as:

- LEED buildings
- Design-Build horizontal and vertical projects
- Water and Wastewater treatment facilities
- Waterline and sanitary sewer line installations
- Major civil infrastructure installations for multi-phased site developments

Goff Engineering and Surveying, Inc. is a strong team player that has the qualified staff to support construction projects from start to finish. Our office support capabilities and field engineers provide a well coordinated resource base for civil and structural construction projects.

CONTACT INFORMATION

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CUSTOMER INFORMATION

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

Customer agencies shall utilize construction managers as its principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency(s) capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency(s) decisions in the implementation of the project. The following are some of the tasks to be covered under Construction Management:

Project Design Phase Services: These services may include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

Project Procurement Phase Services: These services may include: providing assistance to the Contracting Officer 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 by the Government Contracting Officer; and performing cost/bid/proposal analysis.

Project Construction Phase Services. These services may include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; 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 for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these 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, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); 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; and provide cost estimating assistance.

Commissioning Services. These services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests.

Testing Services: The CM may be tasked to provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

Claims Services. The CM may be tasked to provide Claims Services when and as required by the Government for specific projects. The CM will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; 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. At or near substantial completion of project construction, the CM may be tasked to provide services such as: Performing 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.

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 affection 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 and 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

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). List at the end of this pricelist

7. **Quantity discounts:**
   Quality discounts are offered for individual task orders in the mount of $25,000.00 or greater as follows:

   $25,000.00 to $50,000.00 – 0.5% discount

   $50,000.00 to $75,000.00 – 1.0% discount

   $75,000.00 to $100,000.00 – 1.5% discount

   $100,001.00 and greater – 2.0% discount

8. **Prompt payment terms:** 1.5% 15 days, Net 30 days via EFT or 0.5% via credit card

9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes

9b. **Notification whether Government purchase cards are accepted or not accepted above the Micro-purchase threshold:** will not accept over $3,000

10. **Foreign items (list items by country or 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

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. Point(s): Destination

13a. Ordering Address(es): Same as company address

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

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. Special attributes such as 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: 03-5649763

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

Contractor will accept LH and FFP

GOVERNMENT AWARDED PRICES (NET PRICES)

Prices shown herein are net (discount deducted)

Labor Category Name SIN Number 871-7 and 871-7RC	Unit	Hourly Rate
Principal	Hourly	$129.99
Senior Engineer	Hourly	$100.96
Associate Engineer	Hourly	$95.76
Designer	Hourly	$89.52
Field Engineer*	Hourly	$74.95
CADD Analyst*	Hourly	$81.20
CADD Technician*	Hourly	$74.95
Administrative Coordinator*	Hourly	$78.00
Administrative Assistant*	Hourly	$46.84

* Indicates SCA eligible categories.

SCA MATRIX

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
CADD Technician	30061 Drafter/CAD Operator I	05-2083 (Rev.-14)
CADD Analyst	30063 Drafter/CAD Operator III	05-2083 (Rev.-14)
Field Engineer	30040 Civil Engineering Technician	05-2083 (Rev.-14)
Administrative Coordinator	01020 Administrative Assistant	05-2083 (Rev.-14)
Administrative Assistant	01280 Receptionist	05-2083 (Rev.-14)

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. 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 DEFINITIONS

Principal

Principals are licensed engineers and surveyors who have ownership interest in the firm. These individuals act as project managers, engineers of record and are actively involved in the daily administrative/management duties within the firm. Daily tasks include:

- Perform Administrative and Management functions for both the daily operation and long term success of the firm.
- Design Overview and Activities
- Project review
- Quality control
- Reviewing project budget, invoicing, and time schedules.
- Project management and coordination of team members
- Mentorship of engineering interns (EI) and other junior staff members

Education Requirements

Principals require at a minimum a bachelors degree in an engineering discipline (civil or structural) from a ABET accredited program or have Professional Registration as a Professional Land Surveyor. Individuals are required to remain current with the licensure and education requirements for the states in which he or she is licensed.

Licensure and Experience Requirements

Principals are licensed engineers and surveyors who have meet the Principal Ownership requirements as established by the firm. These requirements include a minimum of three (3)

years employment with the firm, three (3) years of professional registration in good standing with the appropriate regulatory agency requiring ethical compliance to maintain licensure, and additional corporate items outlined.

Senior Engineer
Senior Engineers are licensed engineers who act as project managers, engineers of record, design engineers and may include firm principals. Daily tasks include:

- Project/design overview and activities
- Project review
- Quality control
- Reviewing project budget, invoicing, and time schedule
- Coordination with clients, design team members, reviewing agencies, public stakeholders and Sub-Consultants
- Project management and coordination of team members
- Mentorship of engineering interns (EI) and other junior staff members
- Provide direct supervision of sub-associates within each department.

Education Requirements
Senior engineers require at a minimum a bachelors degree in an engineering discipline (civil or structural) from a ABET accredited program. Individuals are required to remain current with the licensure and education requirements for the states in which he or she is licensed.

Licensure and Experience Requirements
Senior engineers are licensed engineers with a minimum of five years project management experience and 10 years of Associate Engineering Duties.

Associate Engineer
Associate engineers are licensed engineers who act as project managers and engineers of record. Daily tasks include:

- Design activities including calculations, report preparation, analysis, and drawing/detailing preparation.
- Project review
- Quality control
- Maintaining project budget, invoicing, and time schedule
- Coordination with clients, design team members, reviewing agencies, public stakeholders and Sub-Consultants.
- Project management and coordination of team members
- Project observation during construction.
- Mentor engineering interns (EI) and other junior staff members

Education Requirements
Associate engineers require a bachelors degree in an engineering discipline (civil or structural) from a ABET accredited program. Individuals are required to remain current with the licensure and education requirements for the states in which he or she is licensed.

Licensure and Experience Requirements
Associate engineers are licensed engineers with a minimum of two years of engineering experience with professional registration.

Designer
Designers provide engineering design support to Senior and Associate engineers. Individuals are typically Engineering Interns or Construction Managers working under the supervision of a licensed engineer or a recently licensed engineer without extensive project management experience. Daily tasks include:

- Prepare design drawings/details in the appropriate design software
- Prepare engineering reports and drawings for review and approval by a licensed engineer
- Working with the project engineer to complete the project design
- Monitor design progress with established goals from the project engineer
- Visit project sites during design and construction phases
- Project observation during construction.
- Complete/review detailed project progress reports as needed

Education Requirements
Designers require a bachelors degree in an engineering discipline (civil or structural) from a ABET accredited program and successful completion of the Fundamentals of Engineering exam. Non-engineering Degree individuals shall have at least 10 years experience working on civil or structural engineering projects under the direct supervision of a licensed engineer. Construction Managers are required to be certified and/or have a degree from an accredited program.

Experience Requirements
Designers are required to have a minimum of three years experience designing civil or structural projects under the direct supervision of a licensed engineer. Construction Managers are required to have a minimum of three years construction administration experience.

Field Engineer
Field Engineers assist Senior and Associate Engineers, Designers, Owners and contractors with construction activities. Daily tasks include:

- Project observation during construction
- Respond to RFIs from Contractors.
- Assist Design Team with Field Design changes as required.
- Review & Comment on Shop Drawings.
- Prepare detailed project progress reports as needed
- Coordinate & Review pay estimates as needed
- Coordinate with owner, contractor, utility providers, reviewing agencies, and design Consultants during construction.
- Coordinate and facilitate utility locates

Education Requirements
Field engineers require an associates or bachelors degree in an engineering or construction administrative/management services from an accredited program. The education requirement may be waived for at least 4 years experience in the construction and/or engineering trades.

Experience Requirements
Field engineers are required to have a minimum of one year experience with a degree. Individuals without a degree are required to have at least four years construction observation experience.

CADD Analyst
CADD analysts provide support to Senior Designers, Associate Engineers and Designers. Daily tasks include:

- Complete design/details drawings/exhibits with appropriate computer software.
- Complete necessary revisions
- Assist or Complete design calculations
- Work with project manager and client during the design process
- Prepare CADD design standards
- Mentor CAD technicians

Education Requirements
CADD analysts require an associates degree in CAD drafting, or bachelors degree in an engineering, construction, geography, or architectural discipline from an accredited program. The education requirement may be waived for at least 8 years experience drafting civil or structural plans.

Experience Requirements
CADD analysts are required to have a minimum of two years experience with a degree. Individuals without a degree are required to have at least 8 years drafting experience.

CADD Technician
CADD technicians provide CAD design support to project engineers, designers, and CAD analysts. Daily tasks include:

- Complete design/details drawings/exhibits with appropriate computer software.
- Complete necessary revisions.
- Work with project design team, and client during the design process

Education and Experience Requirements
CADD technicians require a high school diploma and at least three years drafting experience.

Administrative Coordinator
The Administrative coordinator provides contract administration, marketing, research, client support, and record keeping for the acquisition of and maintenance of projects. Daily tasks include:

- Researching solicitations
- Coordinating teaming arrangements
- Proposal and narrative preparation

- Verifying compliance with solicitation, work order, employment, and/or contract
- Administrative and bookkeeping functions
- Preparation of regulatory submittals
- Prepare project specific reports
- Addressing client inquiries
- Representing the client before reviewing agencies
- Project research at appropriate agency and departments
- Construction administration support, document preparation and compiling

Education and Experience Requirements
Bachelors degree from an accredited educational program and a minimum of two years experience with administration, entitlement, project management, and/or marketing.

Administrative Assistant
Administrative assistants assist personnel staff with projects from conceptual through construction while providing customer service and facilitating corporate operations. Daily tasks include:

- Answering and directing client's calls
- Providing customer service
- Bookkeeping Assistance
- Providing project support for project reports and deliverables
- Project research at appropriate agency and departments.
- Computer and communication skills
- Construction administration support, document preparation and compiling
- Other miscellaneous responsibilities as needed

Education and Experience Requirements
Administrative assistants require a high school diploma or higher and a minimum of five years experience as an administrative assistant.