



**Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Supplement No. 4 • Price List Effective September 2016 - May 2017**

**Professional Services  
Schedule**

**Littlejohn Engineering  
Associates, Inc.**

**Industrial Group:** 00CORP  
**Class:** R425  
**Contract Number:** GS-10F-0259X  
**Contract Period:** May 18, 2011 - May 17, 2021  
**Business Size:** Small Business, NAICS Code 236220  
**Construction Management:** SIN 871-7  
Recovery Purchasing SIN 871-7RC

1935 21st Avenue South  
Nashville, Tennessee 37212  
Phone: (615) 385-4144  
Fax: (615) 385-4020  
Website: [www.leainc.com](http://www.leainc.com)



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

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

# Customer Information

**1a. Table of Awarded Special Item Number(s):**

- SIN 871-7 Construction Management
- SIN 871-7RC Construction Management for Recovery Purchasing

**1b. Identification of Lowest Priced Model Number and Lowest Unit Price for Each SIN Awarded in the Contract:**

Awarded Labor Categories and associated Contract Pricing information is presented in this section, on Page Number 6.

**1c. Labor Category Descriptions:**

Labor category descriptions are presented in this section, Page Numbers 8 through 10.

**2. Maximum Order:**

\$ 1,000,000.00

**3. Minimum Order:**

\$ 100.00

**4. Geographic Coverage (Delivery Area):**

Domestic and Overseas

**5. Point(s) of Production:**

***Nashville Headquarters***

1935 21st Avenue South  
 Nashville, Tennessee 37212  
 Phone: (615) 385-4144  
 Fax: (615) 385-4020

***Chattanooga Office***

210 Hamm Road, Suite B  
 Chattanooga, Tennessee 37405  
 Phone: (423) 954-1055  
 Fax: (423) 424-0899

- **Professional Services Schedule**
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- **Contract Administrator**
- Leonard E. Arnold, Jr.
- Phone: (407) 975-1273
- Fax: (407) 975-1278
- Mobile: (615) 308-5879
- Email: [larnold@leainc.com](mailto:larnold@leainc.com)

## Customer Information

### ***Knoxville Office***

6515 Nightingale Lane  
Knoxville, Tennessee 37909  
Phone: (865) 934-6023  
Fax: (865) 381-2429

### ***Tri-Cities Office***

208 Sunset Drive, Suite 104  
Johnson City, Tennessee 37604  
Phone: (423) 928-3500  
Fax: (423) 926-3565

### ***Huntsville Office***

4955 Corporate Drive, NW, Suite 301  
Huntsville, Alabama 35805  
Phone: (256) 533-3311  
Fax: (256) 535-9756

### ***Orlando Office***

1615 Edgewater Drive, Suite 200  
Orlando, Florida 32804  
Phone: (407) 975-1273  
Fax: (407) 975-1278

**6. Discount from List Prices or Statement of Net Price:**

Prices shown on price list are net; all discounts have been deducted.

**7. Quantity Discounts:**

No quantity discounts are offered.

**8. Prompt Payment Terms:**

Net 30 days.

**9a. Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold:**

Government purchase cards are accepted.

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**9b. Notification whether Government Purchase Cards are Accepted or not accepted above the Micro-Purchase Threshold:**

Will accept over \$ 3,000.00.

**10. Foreign Items:**

None

**11a. Time of Delivery:**

Specified on the task order.

**11b. Expedited Delivery:**

Contact Contractor

**11c. Overnight and 2-Day Delivery:**

Contact Contractor

**11d. Urgent Requirements:**

Contact Contractor

**12. F.O.B. Point(s):**

Destination

**13a. Ordering Address(es):**

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**13b. Ordering Procedures:**

For supplies and services, the ordering procedure, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment Address:**

Littlejohn Engineering Associates, Inc.  
 Attn.: Accounts Receivable  
 1935 21st Avenue South  
 Nashville, Tennessee 37212

**15. Warranty Provision:**

Contractor's standard commercial warranty.

**16. Export Packing Charges:**

Non-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:**

Non-Applicable

**19. Terms and Conditions of Installation:**

Non-Applicable

**20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices:**

Non-Applicable

**20a. Terms and Conditions for any Other Services:**

Non-Applicable

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**21. List of Service and Distribution Points:**

Non-Applicable

**22. List of Participating Dealers:**

Non-Applicable

**23. Preventative Maintenance:**

Non-Applicable

**24a. Special Attributes such as Environmental Attributes:**

Non-Applicable

**24b. Section 508 Compliance Information Availability:**

Non-Applicable

**25. Data Universal Number System (DUNS) Number:**

78-6305938

**26. System for Award Management (SAM) Database:**

Contractor is registered in the System for Award Management (SAM) database, the Official U.S. Government system that consolidated the capabilities of the Central Contractor Registry (CCR).

**27. Twenty Year Pricing:**

Information for five years of the Contractor’s Twenty Year Pricing is presented in this section, Page Number 11.

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# Customer Information

## Labor Categories and Pricing

Littlejohn’s final awarded labor categories and prices are listed below. The final awarded prices include the required 0.75% Industrial Funding Fee (IFF).

Labor Categories	Rate
Senior Project Manager/ Principal	\$ 153.15
Project Manager	\$ 129.22
Senior Project Engineer/ Landscape Architect	\$ 114.86
Project Engineer/ Landscape Architect	\$ 90.93
Engineering/ Landscape Architect Intern	\$ 81.36
Construction Inspector	\$ 81.36
Senior CADD Technician	\$ 100.86
CADD Technician	\$ 67.00
Administrative Assistant	\$ 68.77

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## Service Contract Act

The Service Contract Act is applicable. In accordance with FAR Part 22, service contracts over \$2,500 shall contain mandatory provisions regarding minimum wages and fringe benefits, safe and sanitary working conditions, notification to employees of the minimum allowable compensation, and equivalent Federal employee classifications and wage rates. The following Wage Determination numbers were reviewed:

**Wage Determination No.:** 2005-2497, Revision No.: 16, Date Of Revision: 06/19/2013

**States:** Kentucky and Tennessee

SCA Eligible Labor Category	SCA Equivalent Code & Title	WD Number
Construction Inspection	30083 Engineering Tech III	2005-2497
Senior Technician	30064 Drafter/ CAS Operator IV	2005-2497
Technician	30064 Drafter/ CAS Operator II	2005-2497
Administrative Assistant	01020 Administrative Assistant	2005-2497

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. 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.

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## Labor Category Descriptions

Senior Project Manager/ Principal		
<b>Responsibilities</b>	<b>Education</b>	BS/ PE
Primary client point-of-contact for multiple projects. Provide both technical and administrative supervision to the project to ensure the technical, administrative, direct labor, and schedule dates are met in accordance with applicable professional standards, technical control procedures, company procedures, and technical guides.	<b>Years of Experience</b>	15

Project Manager		
<b>Responsibilities</b>	<b>Education</b>	BS/ PE
Serves as day-to-day client point-of-contact for individual projects. Coordinate technical development and/ or assist in providing technical direction to the scope of projects and provide technical expertise on all project aspects associated with conceptual engineering, detailed engineering, and preparation of contracts for construction.	<b>Years of Experience</b>	8

Senior Project Engineer/ Landscape Architect		
<b>Responsibilities</b>	<b>Education</b>	BS/ PE
On a task basis, is responsible for preparation and completion of discipline/ engineering technical solutions that are responsive to project needs. Provides a significant breadth and depth of technical experience in a specific discipline and/ or type of project work, and has the ability to analyze and evaluate complex technical problems efficiently and provide viable solutions within the established schedule and budget.	<b>Years of Experience</b>	10

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# Customer Information

## Labor Category Descriptions

Project Engineer/ Landscape Architect		
<b>Responsibilities</b>	<b>Education</b>	BS/ PE
On a task basis, is responsible for preparation and completion of discipline/ engineering technical solutions that are responsive to project needs. Responsible for coordinating specific technical tasks within the scope of the project with other disciplines and supervises preparation of technical documents.	<b>Years of Experience</b>	4

Engineering/ Landscape Architect Intern		
<b>Responsibilities</b>	<b>Education</b>	BS/ EI
Develop plans, specifications, and inspection reports as needed on assigned tasks; while simultaneously making sure these items are complete, accurate and in accordance with good engineering practice.	<b>Years of Experience</b>	0

Construction Inspector		
<b>Responsibilities</b>	<b>Education</b>	HS
Responsible for coordination and monitoring of overall field construction management administration activities on projects, in accordance with technical specifications, for confirmation that construction projects are completed in compliance with the drawings and specifications and that the team adheres to the established budget and schedule.	<b>Years of Experience</b>	3

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## Labor Category Descriptions

Senior CADD Technician		
<b>Responsibilities</b>	<b>Education</b>	AA
Works with professional staff to schedule work and assign support staff to their projects. Proficient in CADD and may be knowledgeable in additional software such as GIS, 3D, highway or railroad projects, building plans and drafting and graphic imaging. Responsible for gathering engineering data from a variety of sources.	<b>Years of Experience</b>	6

CADD Technician		
<b>Responsibilities</b>	<b>Education</b>	HS
Prepare drawings with CADD and assist in aspects of plan preparation including information gathering and plan production.	<b>Years of Experience</b>	2

Administrative Assistant		
<b>Responsibilities</b>	<b>Education</b>	HS
Provide administrative support with word processing for one or more members of management using a personal computer. Perform clerical tasks such as maintaining files and assembling material for reports, memos, letters, time cards, etc.	<b>Years of Experience</b>	4

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# Customer Information

## Twenty Year Pricing

Labor Category	Year 5 Effective May 2015	1st Option Year 1 Effective May 2016	1st Option Year 2 Effective May 2017	1st Option Year 3 Effective May 2018	1st Option Year 4 Effective May 2019	1st Option Year 5 Effective May 2020
Senior Project Manager/ Principal	\$ 172.99	<b>\$ 178.34</b>	\$ 183.86	\$ 189.55	\$ 195.41	\$ 201.45
Project Manager	\$ 145.96	<b>\$ 150.48</b>	\$ 155.13	\$ 159.93	\$ 164.88	\$ 169.97
Senior Project Engineer/ LA	\$ 129.74	<b>\$ 133.76</b>	\$ 137.89	\$ 142.16	\$ 146.55	\$ 151.09
Project Engineer/ LA	\$ 102.71	<b>\$ 105.89</b>	\$ 109.16	\$ 112.54	\$ 116.02	\$ 119.61
Engineering/ LA Intern	\$ 91.90	<b>\$ 94.74</b>	\$ 97.67	\$ 100.70	\$ 103.81	\$ 107.02
Construction Inspector	\$ 91.90	<b>\$ 94.74</b>	\$ 97.67	\$ 100.70	\$ 103.81	\$ 107.02
Senior Technician	\$ 113.93	<b>\$ 117.45</b>	\$ 121.08	\$ 124.83	\$ 128.69	\$ 132.67
Technician	\$ 75.68	<b>\$ 78.02</b>	\$ 80.43	\$ 82.92	\$ 85.49	\$ 88.13
Administrative Assistant	\$ 77.68	<b>\$ 80.08</b>	\$ 82.56	\$ 85.11	\$ 87.75	\$ 90.46

Effective May 18, 2016 through May 17, 2017, Littlejohn is on First Option Year One (1st Option Year 1) of our GSA Federal Supply Schedule Contract, Professional Services Schedule, Industrial Group 00CORP, Class R425, SINS 871-7 and 871-7RC.

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## Construction Management Services

Littlejohn Engineering Associates, Inc. (Littlejohn) offers the following services under the GSA Professional Services Schedule contract for SIN 871-7 Construction Management and 871-7RC Construction Management for Recovery Purchasing. As part of said contract. Littlejohn will not offer Architectural and Engineering services, as precluded by FAR Part 36.

Services offered under this SIN involve customer agencies utilizing Construction Managers as their 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 advisor or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is 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 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. Typical associated tasks include, but are not limited to:

### ■ 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.

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# Construction Management Services

## ■ 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

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- • SIN 871-7RC Construction Management Recovery Purchasing
- **Contract Period**
- May 18, 2011 to
- May 17, 2021
- **Business Size**
- Small Business,
- NAICS Code 236220
- **Contractor**
- Littlejohn Engineering Associates, Inc.
- 1935 21st Avenue South
- Nashville, Tennessee 37212
- Phone: (615) 385-4144
- Fax: (615) 385-4020
- Website: [www.leinc.com](http://www.leinc.com)
- **Contract Administrator**
- Leonard E. Arnold, Jr.
- Phone: (407) 975-1273
- Fax: (407) 975-1278
- Mobile: (615) 308-5879
- Email: [larnold@leinc.com](mailto:larnold@leinc.com)

# Construction Management Services

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.

- **Professional Services Schedule**
- 
- **Industrial Group**
- 00CORP
- 
- **Class**
- R425
- 
- **Contract Number**
- GS-10F-0259X
- 
- **Special Item Numbers (SINs)**
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## Firm Profile

Littlejohn is a leading, multi-disciplined professional services firm responding to our clients with innovative, sustainable solutions. The firm was established in 1989. In 2015, Littlejohn was acquired by S&ME, Inc. (S&ME), and is now a Subsidiary Company of S&ME. Together, the firms have more than 1,100 employees in 36 locations.

Littlejohn currently employs 115 people, including 68 professionals, representing a wide range of technical skills and diverse project experience. Our professionals have years of hands-on project management experience ranging from large multimillion dollar developments to smaller, locally significant projects. We are registered in 42 states and provide construction management, site development, engineering and environmental services throughout the country.

We are committed to the principles of sustainable development in all our practices and have eleven (11) LEED accredited professionals on staff. We routinely assist developers and community leaders to effectively plan for smart growth. Our strengths include an ability to coordinate large multi-discipline projects, develop sound recommendations, and to communicate effectively the needs of our clients.

We believe we are more than an ordinary engineering consulting firm. Our challenge is to solve problems creatively and effectively, with thoughtful analysis and design that will stand the test of time. Littlejohn embraces

the daily challenge of taking our client's vision and making it into a working reality. A project is more than just concrete, steel, brick, and mortar it is personal. The strength of Littlejohn lies in our commitment to integrating a multidisciplinary approach into each design challenge. It takes diligence at every level to ensure that the initial vision becomes the blueprint for success. The ability to coordinate large multi-discipline projects, develop sound recommendations and to communicate effectively are hallmark strengths of Littlejohn.

### STAFF PERSONNEL

<b>Professional Engineers</b>	<b>25</b>
<b>Construction Managers</b>	<b>4</b>
<b>Construction Inspectors</b>	<b>2</b>
<b>Environmental Engineers</b>	<b>2</b>
<b>Transportation Engineers</b>	<b>4</b>
<b>Water Resources Engineers</b>	<b>9</b>
<b>Landscape Architects</b>	<b>15</b>
<b>Planners: Urban/ Regional</b>	<b>8</b>
<b>Land Surveyors</b>	<b>6</b>
<b>Survey Technicians</b>	<b>17</b>
<b>Environmental Scientists</b>	<b>6</b>
<b>CADD Technicians</b>	<b>12</b>
<b>Administrative Staff</b>	<b>5</b>
<b>TOTAL</b>	<b>115</b>

- **Professional Services Schedule**
- **Industrial Group**
- 00CORP
- **Class**
- R425
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