



## GENERAL SERVICES ADMINISTRATION

### *Authorized Federal Supply Schedule Price List*

Federal Supply Class: 871

Professional Engineering Services (PES)

Construction Management (SIN 871-7)

Construction Management — Recovery Purchasing (SIN 871-7RC)



**Contract Number: GS-10F-0263V**

**Business Size: Large**

**DUNS #: 103 – 07 – 6845**

*Period Covered by Contract: 7/16/2009 – 7/15/2014*

## SWINERTON MANAGEMENT & CONSULTING

260 Townsend Street  
San Francisco, CA 94107

**Primary Contact:**

Cheryl Johnson, Vice President, LEED AP®

P: (415) 984-1253

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E: [cjohnson@swinerton.com](mailto:cjohnson@swinerton.com)

W: [www.swinerton.com](http://www.swinerton.com)

*Products and ordering information in this Authorized FSS Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! via Internet at [www.gsadvantage.gov](http://www.gsadvantage.gov).*



# COMPANY PROFILE



**OFFICES:**

- San Francisco
- Concord
- Santa Clara
- San Leandro
- Sacramento
- Los Angeles
- Orange County
- San Diego
- Arizona
- Texas
- New Mexico
- Oregon
- Washington
- Colorado
- Hawaii

First established in 1994, Swinerton Management & Consulting (SMC) was created in response to the growing needs of public agencies and owners that found it imperative to ensure projects were carefully planned, designed, and executed. SMC focuses on providing Program, Project and Construction Management services. We provide a full range of services that ensure that projects are meeting the needs of the client in an effective and efficient manner.

Additionally, SMC has the support of unparalleled in-house resources including Virtual Design & Construction (VD&C) services that bring technology tools like Building Information Modeling (BIM), 3D/4D/5D modeling and collaborative processes together early in the project planning phase to ensure that project performance and economic goals are met before detailed design work begins.

Our experience in public sector work is broad, ranging from small buildings and renovations to comprehensive program management overseeing multiple projects at multiple sites.

Today, SMC employs 122 employees including a wealth of seasoned construction professionals committed to continued leadership in the construction industry by actively engaging in furthering the diversity of our employees and subcontractors, developing innovative technological tools, protecting and preserving the environment, and supporting our communities. As owners of the company, SMC employees have a vested interest in outstanding performance. This personal sense of ownership generates extra effort, dedication, and a collaborative team attitude that delivers significant value to clients -- going well beyond dollars and cents.

SMC's team of 122 is composed as follows:

<i>Discipline</i>	<i>Number</i>
Licensed Architects and Engineers	15
Program and Project Supervision	70
Financial Controls	11
Scheduling and Estimating	5
Administrative	21

\* Within this group, there are 44 LEED® Accredited Professionals.





# SCOPE OF SERVICES



## PROJECT DESIGN PHASE SERVICES

Design Technical Review	Value Engineering Analysis
Code Compliance Review	Cost Estimates/Analysis
Constructability Review	Cost Control/Monitoring
Energy/Utility/Market Studies	Site Investigations & Surveys
Scheduling	Design Scope Change Review

## PROJECT PROCUREMENT PHASE SERVICES

Bid/RFP Coordination	Pre-Bid Conference
Site Visit Participation	Cost/Bid/Proposal Analysis
Sustainability/LEED® Support	Virtual Design/Integrated Modeling

## PROJECT CONSTRUCTION PHASE SERVICES

Project Files/Record Systems Set-up	Document Control
Submittal Review	Site Inspections
Project Team Meetings	Quality Assurance/Quality Control
Preconstruction Conference	Jobsite Safety Compliance
Schedule Documents/Review	Change Order Administration
Project Team Meetings	Quality Control Program
Project Control Documentation	Monthly Payment Requests
Temporary Field Office Set-Up	Budget Updates
HAZMAT Assessment/Monitoring	Project Monitoring & Status Reports

## COMMISSIONING SERVICES

Start-up Objectives/Planning	Start-up Cost Estimating
Start-up Duration Forecasting	Team Assignment Organization
Testing Building System Components	Performance Testing

## THIRD PARTY / TESTING SERVICES

Quality Control Testing	Soils Inspection/Testing
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## CLAIMS SERVICES

Dispute Review/Claims Management	Risk Assessment/Analysis
Document Preparation/Support	Negotiation Participation/Resolution

## POST CONSTRUCTION SERVICES

Post Occupancy Evaluations (POE's)	Formulation of Lessons Learned
Move-in Assistance/Coordination	O&M Manuals & Warranties
Agency Approvals	Close-out Documents



# GSA AWARDED TERMS & CONDITIONS

## **1a. Item Number(s) and Description:**

Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Professional Engineering Services (PES)

**Special Item No. 871-7 -- Construction Management**

*PEDs: CI, EE, & ME*

**Special Item No. 871- 7 RC -- Construction Management—Recovery Purchasing**

*PEDs: CI, EE, & ME*

## **1b. Lowest Price:**

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

Not applicable

## **1c. Hourly Rates:**

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.

Please refer to Attachment A

## **2. Maximum Order:**

\$ 750,000.00

## **3. Minimum Order:**

\$100.00

## **4. Geographic Coverage (delivery area):**

Domestic Only

## **5. Point(s) of Production (city, county, and State or foreign country):**

Not applicable

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

Please see GSA Net pricing as shown in "Attachment A"

## **7. Quantity Discounts:**

None

## **8. Prompt Payment Terms:**

Net 30 day

## **9a. Government Purchase Cards:**

Yes

## **9b. Government Purchase Cards:**

Contact Contractor



# GSA AWARDED TERMS & CONDITIONS

**10. Foreign Items (list items by country of origin):**

None

**11a. Time of Delivery:**

The contractor shall deliver or perform services in accordance with the terms negotiated in the agency's Statement of Work (SOW).

**11b. Expedited Delivery:**

Expedited delivery time is negotiated between Contractor and Ordering Agency.

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

Expedited delivery time is negotiated between Contractor and Ordering Agency.

**11d. Urgent Requirements:**

Expedited delivery time is negotiated between Contractor and Ordering Agency.

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

Destination

**13a. Ordering Address:**

Swinerton Management & Consulting  
260 Townsend Street  
San Francisco, CA 94107  
Phone: 415-984-1253  
Fax: 415-984-1292

**13b. Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), 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:**

Swinerton Management & Consulting, Inc  
*Attn:* Accounts Receivable  
260 Townsend Street  
San Francisco, CA 94107  
Phone: 415-984-1261  
Fax: 415-984-1292

**15. Warranty Provision:**

Contractor's standard commercial warranty



# GSA AWARDED TERMS & CONDITIONS

**16. Export Packing Charges, if applicable:**

Not applicable

**17. Terms and Conditions of Government Purchase Card acceptance:**

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):**

None

**23. Preventive Maintenance (if applicable):**

Not applicable

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

(e.g., recycled content, energy efficiency, and/or reduced pollutants)

Not applicable

**24b. Section 508 Compliance:**

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. contractors website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

Not applicable

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

103-07-6845

**26. Registration with CCR:**

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



# ATTACHMENT A

LABOR CATEGORY	7/09 – 7/10	7/10 – 7/11	7/11 – 7/12	7/12 – 7/13	7/13 – 7/14
	GSA HOURLY AWARDED PRICE				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Project Executive 1	\$215.00	\$222.53	\$230.31	\$238.37	\$246.72
Project Executive 2	\$178.00	\$184.23	\$190.68	\$197.35	\$204.26
Project Executive 3	\$158.00	\$163.53	\$169.25	\$175.18	\$181.31
Senior Project Manager 1	\$190.00	\$190.00	\$196.65	\$203.53	\$210.66
Senior Project Manager 2	\$168.00	\$168.00	\$173.88	\$179.97	\$186.26
Senior Project Manager 3	\$157.00	\$157.00	\$162.50	\$168.18	\$174.07
Project Manager 1	\$177.00	\$177.00	\$183.20	\$189.61	\$196.24
Project Manager 2	\$158.00	\$158.00	\$163.53	\$169.25	\$175.18
Project Manager 3	\$139.00	\$139.00	\$143.87	\$148.90	\$154.11
Project Manager 4	\$115.00	\$115.00	\$119.03	\$123.19	\$127.50
Assistant Project Manager 1	\$134.00	\$138.69	\$143.54	\$148.57	\$153.77
Assistant Project Manager 2	\$120.00	\$124.20	\$128.55	\$133.05	\$137.70
Assistant Project Manager 3	\$110.00	\$113.85	\$117.83	\$121.96	\$126.23
Project Engineer 1	\$103.00	\$106.61	\$110.34	\$114.20	\$118.19
Project Engineer 2	\$89.00	\$92.12	\$95.34	\$98.68	\$102.13
Senior Estimator	\$167.00	\$167.00	\$172.85	\$178.89	\$185.16
Estimator	\$128.00	\$128.00	\$132.48	\$137.12	\$141.92
Senior Scheduler	\$120.00	\$124.20	\$128.55	\$133.05	\$137.70
Superintendent 1	\$158.00	\$158.00	\$163.53	\$169.25	\$175.18
Superintendent 2	\$120.00	\$120.00	\$124.20	\$128.55	\$133.05
Superintendent 3	\$91.00	\$91.00	\$94.19	\$97.48	\$100.89
Project Administrator 1	\$82.00	\$82.00	\$84.87	\$87.84	\$90.91
Project Administrator 2	\$53.00	\$53.00	\$54.86	\$56.77	\$58.76
Financial Controls Manager 1	\$129.00	\$133.52	\$138.19	\$143.02	\$148.03
Financial Controls Manager 2	\$115.00	\$119.03	\$123.19	\$127.50	\$131.97



# LABOR CATEGORY DESCRIPTIONS

**Project Executive 1**

**PURPOSE OF POSITION:**

Overall management of the operations and administration of projects.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Principal Client contact between Agencies and Project Team. Review draft reports and documents with the Agency Representative. Work with Project Teams to manage workload, staff resources, and job costs. Assure timely Agency approvals. Assure appropriate project controls including procedures, schedules document templates, etc. are maintained and consistently utilized. Monitor and manage bottom line of project. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management, or Architectural degree.

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (15 years, including supervisory skills)

Capable of management of projects up to \$70M

**Project Executive 2**

**PURPOSE OF POSITION:**

Overall management of the operations and administration of projects.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Principal Client contact between Agencies and Project Team. Review draft reports and documents with the Agency Representative. Work with Project Teams to manage workload, staff resources, and job costs. Assure timely Agency approvals. Assure appropriate project controls including procedures, schedules document templates, etc. are maintained and consistently utilized. Monitor and manage bottom line of project. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management, or Architectural degree.

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (15 years, including supervisory skills)

Capable of management of projects up to \$50M

**Project Executive 3**

**PURPOSE OF POSITION:**

Overall management of the operations and administration of projects.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Principal Client contact between Agencies and Project Team. Review draft reports and documents with the Agency Representative. Work with Project Teams to manage workload, staff resources, and job costs. Assure timely Agency approvals. Assure appropriate project controls including procedures, schedules document templates, etc. are maintained and consistently utilized. Monitor and manage bottom line of project. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management, or Architectural degree.

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (12 years, including supervisory skills)

Capable of management of projects up to \$25M





# LABOR CATEGORY DESCRIPTIONS

**Senior Project Manager 1**

**PURPOSE OF POSITION:**

Overall management of construction project or projects, in accordance with Project Goals and Objectives which results in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**  
 Manage multiple or large, complex projects. Estimate and establish budgets and contract price. Set up and implement project procedures and techniques to assure timely execution of the work and delivery of contracted services. Develop and maintain good relationship with entire Project Team. Ensure Contractors have and implement an approved safety plan. Manage contractors in compliance with our agreement with the Owner. Maintain timely and accurate reporting to management. Organize regular meetings for management and contractors. Review contract conditions; ensure compliance with all contract terms. Ensure daily logs are prepared and submitted by designated SMC staff. Collect and file daily logs from each contractor. Supervise documentation of all significant project events, e.g., accidents, delays, change Orders. Ensure the quality of each contractors work is in compliance with contract documents. Avoid or mitigate claims and conflict. Complete all job close-out procedures.

**MINIMUM EDUCATION:**  
 Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**  
 5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**  
 Field construction management experience (12 years, including supervisory skills)  
 Capable of management of projects up to \$70M

**Senior Project Manager 2**

**PURPOSE OF POSITION:**

Overall management of construction project or projects, in accordance with Project Goals and Objectives which results in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**  
 Manage multiple or large, complex projects. Estimate and establish budgets and contract price. Set up and implement project procedures and techniques to assure timely execution of the work and delivery of contracted services. Develop and maintain good relationship with entire Project Team. Ensure Contractors have and implement an approved safety plan. Manage contractors in compliance with our agreement with the Owner. Maintain timely and accurate reporting to management. Organize regular meetings for management and contractors. Review contract conditions; ensure compliance with all contract terms. Ensure daily logs are prepared and submitted by designated SMC staff. Collect and file daily logs from each contractor. Supervise documentation of all significant project events, e.g., accidents, delays, change Orders. Ensure the quality of each contractors work is in compliance with contract documents. Avoid or mitigate claims and conflict. Complete all job close-out procedures.

**MINIMUM EDUCATION:**  
 Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**  
 5 Year Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**  
 Field construction management experience (12 years, including supervisory skills)  
 Capable of management of projects up to \$50M





# LABOR CATEGORY DESCRIPTIONS

## *Senior Project Manager 3*

**PURPOSE OF POSITION:**

Overall management of construction project or projects, in accordance with Project Goals and Objectives which results in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Manage multiple or large, complex projects. Estimate and establish budgets and contract price. Set up and implement project procedures and techniques to assure timely execution of the work and delivery of contracted services. Develop and maintain good relationship with entire Project Team. Ensure Contractors comply and implement an approved safety plan. Manage contractors in compliance with our agreement with the Owner. Maintain timely and accurate reporting to management. Organize regular meetings for management and contractors. Review contract conditions; ensure compliance with all contract terms. Ensure daily logs are prepared and submitted by designated SMC staff. Collect and file daily logs from each contractor. Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders. Ensure the quality of each contractors work is in compliance with contract documents. Avoid or mitigate claims and conflict. Complete all job close-out procedures.

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (12 years, including supervisory skills)

Capable of management of projects up to \$30M

## *Project Manager 1*

**PURPOSE OF POSITION:**

Overall management of construction project resulting in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Assistant Project Manager's responsibilities (refer to position descriptions). Develop project budgets and update monthly. Set up and implement job procedures and techniques to assure timely procurement, shop drawing approval and material delivery. Develop and maintain critical path schedules and update monthly for project including design team milestones, owner decision milestones, required contract deliverables, estimates for constructability reviews. Maintain timely and accurate reporting to management and client. Organize regular meetings for management, design teams and contractors. Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders. Maintain quality control (integrity and excellence of completed project).

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (8 years, including supervisory skills)

Capable of Management of Projects up to \$20M

## *Project Manager 2*

**PURPOSE OF POSITION:**

Overall management of construction project resulting in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Assistant Project Manager's responsibilities (refer to position descriptions). Develop project budgets and update monthly. Set up and implement job procedures and techniques to assure timely procurement, shop drawing approval and material delivery. Develop and maintain critical path schedules and update monthly for project including design team milestones, owner decision milestones, required contract deliverables, estimates for constructability reviews. Maintain timely and accurate reporting to management and client. Organize regular meetings for management, design teams and contractors. Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders. Maintain quality control (integrity and excellence of completed project).

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (6 years, including supervisory skills)

Capable of Management of Projects up to \$15M



# LABOR CATEGORY DESCRIPTIONS

## *Project Manager 3*

**PURPOSE OF POSITION:**

Overall management of construction project resulting in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Assistant Project Manager's responsibilities (refer to position descriptions). Develop project budgets and update monthly. Set up and implement job procedures and techniques to assure timely procurement, shop drawing approval and material delivery. Develop and maintain critical path schedules and update monthly for project including design team milestones, owner decision milestones, required contract deliverables, estimates for constructability reviews. Maintain timely and accurate reporting to management and client. Organize regular meetings for management, design teams and contractors. Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders. Maintain quality control (integrity and excellence of completed project).

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (4 years, including supervisory skills)

Capable of Management of Projects up to \$10M

## *Project Manager 4*

**PURPOSE OF POSITION:**

Overall management of construction project resulting in successful project completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Assistant Project Manager's responsibilities (refer to position descriptions). Develop project budgets and update monthly. Set up and implement job procedures and techniques to assure timely procurement, shop drawing approval and material delivery. Develop and maintain critical path schedules and update monthly for project including design team milestones, owner decision milestones, required contract deliverables, estimates for constructability reviews. Maintain timely and accurate reporting to management and client. Organize regular meetings for management, design teams and contractors. Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders. Maintain quality control (integrity and excellence of completed project).

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Field construction management experience (4 years, including supervisory skills)

Capable of Management of Projects up to \$5M

## *Assistant Project Manager 1*

**PURPOSE OF POSITION:**

Administration of the construction project; assisting the Project Manager in management of the construction project.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Project Engineer job responsibilities. Maintain cost control ledger and job cost statements. Prepare billings and expedite payments. Review, estimate, prepare and negotiate Change Orders. Write subcontract Change Orders. Set up and maintain all aspects of project cost controls. Review plans for completeness and accuracy. Prepare Purchase Orders and Agreements. Supervise and train Project Engineers and clerical staff. Complete other responsibilities as assigned

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Thorough understanding of plans and specifications

Field experience (Project Engineer or Assistant Superintendent)

Effective written and verbal communications skills and organizational skills

Minimum 4 years construction experience

1+ years scheduling and estimating experience



# LABOR CATEGORY DESCRIPTIONS

## *Assistant Project Manager 2*

**PURPOSE OF POSITION:**

Administration of the construction project; assisting the Project Manager in management of the construction project.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Project Engineer job responsibilities. Maintain cost control ledger and job cost statements. Prepare billings and expedite payments. Review, estimate, prepare and negotiate Change Orders. Write subcontract Change Orders. Set up and maintain all aspects of project cost controls. Review plans for completeness and accuracy. Prepare Purchase Orders and Agreements. Supervise and train Project Engineers and clerical staff. Complete other responsibilities as assigned

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Thorough understanding of plans and specifications

Field experience (Project Engineer)

Effective written and verbal communications skills and organizational skills

Minimum 3 years construction experience

1+ years scheduling and estimating experience

## *Assistant Project Manager 3*

**PURPOSE OF POSITION:**

Administration of the construction project; assisting the Project Manager in management of the construction project.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Project Engineer job responsibilities. Maintain cost control ledger and job cost statements. Prepare billings and expedite payments. Review, estimate, prepare and negotiate Change Orders. Write subcontract Change Orders. Set up and maintain all aspects of project cost controls. Review plans for completeness and accuracy. Prepare Purchase Orders and Agreements. Supervise and train Project Engineers and clerical staff. Complete other responsibilities as assigned

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree or equivalent experience

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**

Thorough understanding of plans and specifications

Field experience (Project Engineer or Assistant Superintendent)

Effective written and verbal communications skills and organizational skills

Minimum 2 years construction experience

1+ years scheduling and estimating experience

## *Project Engineer 1*

**PURPOSE OF POSITION:**

Administration of field office to achieve project budget and schedule goals.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all essential Entry Level/Intern Project Engineer responsibilities. Attend and document project meetings. Set up and maintain project filing system. Update and maintain all sets of drawings, specifications and logs. Assist with preparation of CPM schedules Assist with updating and maintaining master CPM schedule. Distribute all documents to subcontractors and maintain document logs including RFI's submittals and costs. Compile contract close out documents (O&M manuals, as built, etc.) Document punch list work. Complete other responsibilities as assigned

**MINIMUM EDUCATION:**

4-year Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

Minimum 3 years project engineering experience– Intern Project Engineer, Entry Level Project Engineer, or Project Field Administrator, or equivalent

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 3 years of field experience

Basic estimating and scheduling skills



# LABOR CATEGORY DESCRIPTIONS

## *Project Engineer 2*

**PURPOSE OF POSITION:**

Administration of field office to achieve project budget and schedule goals.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all essential Entry Level/Intern Project Engineer responsibilities. Attend and document project meetings. Set up and maintain project filing system. Update and maintain all sets of drawings, specifications and logs. Assist with preparation of CPM schedules Assist with updating and maintaining master CPM schedule. Distribute all documents to subcontractors and maintain document logs including RFI's submittals and costs. Compile contract close out documents (O&M manuals, as built, etc.) Document punch list work. Complete other responsibilities as assigned

**MINIMUM EDUCATION:**

4-year Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

Minimum 3 years project engineering experience– Intern Project Engineer, Entry Level Project Engineer, or Project Field Administrator, or equivalent

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 1 year of field experience; Basic estimating and scheduling skills

## *Senior Estimator*

**PURPOSE OF POSITION:**

Overall planning and management of estimating activities for specific construction projects, including preparation, interpretation and presentation of estimates and change order review and negotiation.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Able to perform all Estimator responsibilities. Review project plans, requirements and specifications. Prepare accurate quantity takeoffs and materials pricing. Coordinate general contractor solicitations and job walks. Determine labor and construction equipment costs. Prepare conceptual estimates. Compare competitive trade bids. Review preliminary quotes and pre-bid estimates with Project Manager. Supervise and train estimating staff (if applicable). Complete other responsibilities as assigned

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

Minimum 5 years estimating experience

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 5 years Estimating experience

## *Estimator*

**PURPOSE OF POSITION:**

Overall planning and management of estimating activities for specific construction projects, including preparation, interpretation and presentation of estimates.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Review project plans, requirements and specifications. Prepare accurate quantity takeoffs and materials pricing. Coordinate contractor solicitations and jobwalks. Determine labor and construction equipment costs. Prepare conceptual estimates. Meet and maintain bidding and work schedules. Submit requisitions for purchase of materials. Compare competitive trade bids. Review preliminary quotes with Project Manager. Supervise and train estimating staff (if applicable). Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

Minimum 5 years estimating experience

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 2 years project engineering or related experience



# LABOR CATEGORY DESCRIPTIONS

## *Senior Scheduler*

**PURPOSE OF POSITION:**

Develop pre-construction and construction job schedules to maintain timely job completion.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Ability to perform all Scheduler responsibilities. Use Company-approved computer scheduling system. Develop pre-construction proposal/bid schedules. Assist Project Manager and Superintendent in development of master project schedules. Assist Project Manager and Superintendent in development of subcontractor schedules. Assist Project Manager updating schedules. Perform schedule analysis for change orders and claims. Assist in claims preparation and analysis. Develop scheduling department procedures. Train field personnel in scheduling procedures. Prepare "as built" schedules. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

Minimum 5 years estimating experience

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 5 years scheduling experience

## *Superintendent 1*

**PURPOSE OF POSITION:**

Supervision of the construction project resulting in successful project completion focused on schedule, safety, logistics and quality.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Attend and participate in Safety Training Program and enforce safety procedures. Prepare and maintain responsibility for CPM job schedule. Develop Owner and Architect's confidence. Assure work quality - set standards for quality control. Prepare necessary reports (e.g. time sheets, work orders, daily reports and invoice approval). Document all punchlists in a timely manner. Review all drawings, specifications and subcontractor submittals. Chair or attend pre-job conference, regular contractor meetings. Perform start-up testing and turnover to Owner. Document final close-out and Owner's acceptance. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

4 years as Assistant Superintendent

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 10 years of extensive field construction experience at supervisory level

Current Safety Trained Supervisor (STS) Certification, or achievement of STS Certification within six months of hire, maintenance of active certification status

## *Superintendent 2*

**PURPOSE OF POSITION:**

Supervision of the construction project resulting in successful project completion focused on schedule, safety, logistics and quality.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Attend and participate in Safety Training Program and enforce safety procedures. Prepare and maintain responsibility for CPM job schedule. Develop Owner and Architect's confidence. Assure work quality - set standards for quality control. Prepare necessary reports (e.g. time sheets, work orders, daily reports and invoice approval). Document all punchlists in a timely manner. Review all drawings, specifications and subcontractor submittals. Chair or attend pre-job conference, regular contractor meetings. Perform start-up testing and turnover to Owner. Document final close-out and Owner's acceptance. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**

Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**

4 years as Assistant Superintendent

**MINIMUM EXPERIENCE REQUIREMENTS:**

Minimum 7 years of extensive field construction experience at supervisory level

Current Safety Trained Supervisor (STS) Certification or achievement of STS Certification within six months of hire, maintenance of active certification status



# LABOR CATEGORY DESCRIPTIONS

## *Superintendent 3*

**PURPOSE OF POSITION:**

Supervision of the construction project resulting in successful project completion focused on schedule, safety, logistics and quality.  
871-7

**RELEVANT SINS:**

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**  
Attend and participate in Safety Training Program and enforce safety procedures. Prepare an Attend and participate in Safety Training Program and enforce safety procedures. Prepare and maintain responsibility for CPM job schedule. Develop Owner and Architect's confidence. Assure work quality - set standards for quality control. Prepare necessary reports (e.g. time sheets, work orders, daily reports and invoice approval). Document all punchlists in a timely manner. Review all drawings, specifications and subcontractor submittals. Chair or attend pre-job conference, regular contractor meetings. Perform start-up testing and turnover to Owner. Document final close-out and Owner's acceptance. Complete other responsibilities as assigned

**MINIMUM EDUCATION:**  
Engineering, Construction Management or Architectural degree

**SUBSTITUTE METHODOLOGY:**  
4 years as Assistant Superintendent

**MINIMUM EXPERIENCE REQUIREMENTS:**  
Minimum 7 years of extensive field construction experience at supervisory level  
Current Safety Trained Supervisor (STS) Certification or achievement of STS Certification within six months of hire, maintenance of active certification status

## *Program Administrator 1*

**PURPOSE OF POSITION:**

To provide administrative support to Project Manager and Program Director.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**  
Able to perform all essential Project Assistant/Coordinator responsibilities. Coordinate and/or supervise other clerical/administrative staff. Attend and document project meetings (write minutes). Compose and/or edit letters, memos, reports, procedures, etc. as required. Process incoming and outgoing correspondence. Maintain inventory of office supplies and materials, and order or purchase as needed. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**  
4-year business or technical degree

**SUBSTITUTE METHODOLOGY:**  
5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**  
Minimum of 2 years construction project administration  
Proficient working knowledge of construction project procedures

## *Program Administrator 2*

**PURPOSE OF POSITION:**

To provide administrative support to Project Manager and Program Director.

**RELEVANT SINS:**

871-7

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**  
Able to perform all essential Project Assistant/Coordinator responsibilities. Coordinate and/or supervise other clerical/administrative staff. Attend and document project meetings (write minutes). Compose and/or edit letters, memos, reports, procedures, etc. as required. Process incoming and outgoing correspondence. Maintain inventory of office supplies and materials, and order or purchase as needed. Complete other responsibilities as assigned.

**MINIMUM EDUCATION:**  
4-year business or technical degree

**SUBSTITUTE METHODOLOGY:**  
5 Years Experiences = BA Degree

**MINIMUM EXPERIENCE REQUIREMENTS:**  
Minimum of 1 years construction project administration  
Proficient working knowledge of construction project procedures



# LABOR CATEGORY DESCRIPTIONS

## *Financial Controls Manager 1*

**PURPOSE OF POSITION:**

Overall management of financial aspects of program, including identifying and documenting the sources of all project funding, assisting with developing and updating program cash flow requirements, monitoring of financial status, assisting with financial reporting requirements and monitoring project cost status. 871-7

**RELEVANT SINS:**

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Assist with entire project team with overall financial status. Developing cash flow projections for the overall project. Upon receipt of approved budgets from construction managers, enter budgets into appropriate/designated systems. Monitor the financial status of individual projects and provide timely alerts and recommendations on projects to maintain financial integrity. Ensure timely review of invoices by project staff.

**MINIMUM EDUCATION:**

4-year business, accounting, engineering, construction management or architectural degree

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXP ERIENCE REQUIREMENTS:**

Minimum of 8 years construction project administration  
Proficient working knowledge of construction project procedures

## *Financial Controls Manager 2*

**PURPOSE OF POSITION:**

Overall management of financial aspects of program, including identifying and documenting the sources of all project funding, assisting with developing and updating program cash flow requirements, monitoring of financial status, assisting with financial reporting requirements and monitoring project cost status. 871-7

**RELEVANT SINS:**

**FUNCTIONAL DUTIES/RESPONSIBILITIES:**

Assist with entire project team with overall financial status. Developing cash flow projections for the overall project. Upon receipt of approved budgets from construction managers, enter budgets into appropriate/designated systems. Monitor the financial status of individual projects and provide timely alerts and recommendations on projects to maintain financial integrity. Ensure timely review of invoices by project staff.

**MINIMUM EDUCATION:**

4-year business, accounting, engineering, construction management or architectural degree

**SUBSTITUTE METHODOLOGY:**

5 Years Experiences = BA Degree

**MINIMUM EXP ERIENCE REQUIREMENTS:**

Minimum of 5 years construction project administration  
Proficient working knowledge of construction project procedures

