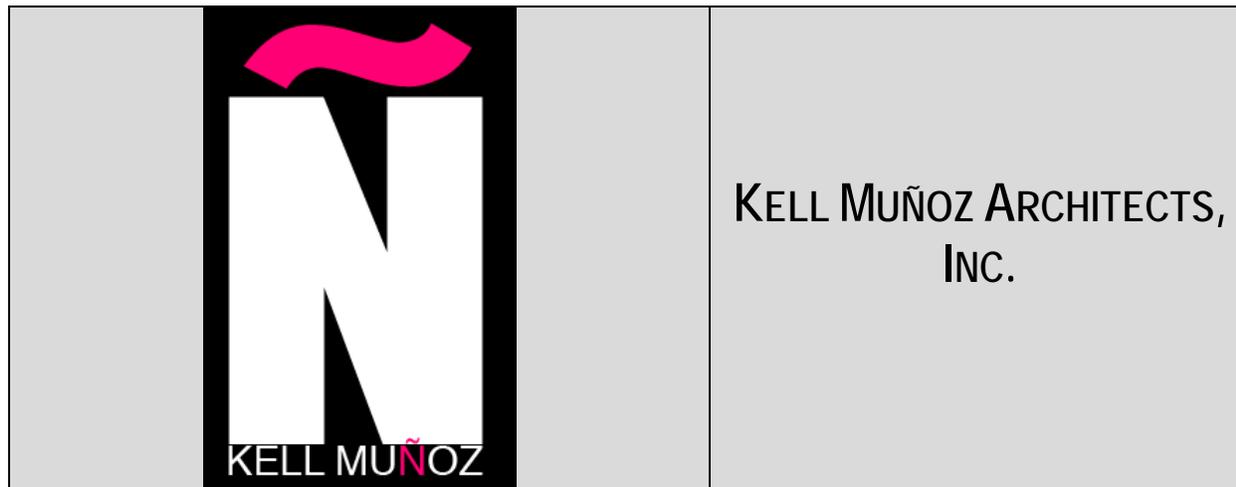


FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICELIST

SCHEDULE 871: PROFESSIONAL ENGINEERING SERVICES (PES)



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 TO GSA ADVANTAGE! IS: [HTTP://WWW.GSAADVANTAGE.GOV](http://www.gsadvantage.gov).

FSC GROUP	SIN	DESCRIPTION
R425	871-7	CONSTRUCTION MANAGEMENT

**CONTRACT NUMBER:** GS-10F-0303Y

**CONTRACT PERIOD:** MAY 11, 2012 – MAY 10, 2017

**CONTRACTOR:** KELL MUÑOZ ARCHITECTS, INC.

1017 NORTH MAIN AVE. STE. 300

SAN ANTONIO, TX 78212

PHONE: (210)-349-1163

FAX: (210)-525-1038

WEB: [WWW.KELLMUNOZ.COM](http://www.kellmunoz.com)

**BUSINESS SIZE:** MINORITY-OWNED, SMALL BUSINESS

**DUNS:** 047016852

**CONTRACT ADMINISTRATION:** THERESA WYATT, [THERESA@KELLMUNOZ.COM](mailto:THERESA@KELLMUNOZ.COM)

PRICELIST CURRENT THROUGH MODIFICATION # \_\_\_\_\_, DATED \_\_\_\_\_

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

**FEDERAL SUPPLY SERVICE**  
**AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICELIST**

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**1A. TABLE OF AWARDED SPECIAL ITEM NUMBERS WITH APPROPRIATE CROSS-REFERENCE TO ITEM DESCRIPTIONS AND AWARDED PRICES**

SIN	DESCRIPTION	PRICE
871-7/7RC	CONSTRUCTION MANAGEMENT	SEE ATTACHMENT 1

**1B. IDENTIFICATION OF THE LOWEST PRICED MODEL AND LOWEST UNIT PRICE FOR THAT MODEL FOR EACH SPECIAL ITEM NUMBER AWARDED IN THE CONTRACT**

SIN	DESCRIPTION	PRICE
871-7/7RC	CONSTRUCTION MANAGEMENT	SEE ATTACHMENT 1

**1C. DESCRIPTION OF PROPOSED HOURLY RATES**

SEE DESCRIPTION OF PROPOSED HOURLY RATES BELOW AT ATTACHMENTS I & II.

**2. MAXIMUM ORDER**

871-7: \$1,000,000

**3. MINIMUM ORDER**

ALL SINS: \$100

**4. GEOGRAPHIC COVERAGE**

48 CONTIGUOUS STATES, ALASKA, HAWAII, PUERTO RICO, WASHINGTON, DC, AND U.S. TERRITORIES

**5. POINT(S) OF PRODUCTION**

KELL MUÑOZ ARCHITECTS, INC.  
1017 NORTH MAIN AVE., SUITE 300  
SAN ANTONIO, TX 78212-4721

**6. DISCOUNT FROM LIST PRICES OR STATEMENTS OF NET PRICE**

GOVERNMENT NET PRICES (DISCOUNTS ALREADY DEDUCTED). SEE ATTACHMENT.

**7. QUANTITY DISCOUNTS**

NONE

**8. PROMPT PAYMENT TERMS**

NET 30 DAYS

**9A. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD**

KELL MUÑOZ ARCHITECTS, INC. WILL ACCEPT GOVERNMENT PURCHASE CARDS BELOW THE MICRO-PURCHASE THRESHOLD.

**9B. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**

KELL MUÑOZ ARCHITECTS, INC. WILL ACCEPT GOVERNMENT PURCHASE CARD ORDERS ABOVE \$3,000.

**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**

WHEN THE FEDERAL SUPPLY SCHEDULE CONTRACT DELIVERY PERIOD DOES NOT MEET THE BONA FIDE URGENT DELIVERY REQUIREMENTS OF AN ORDERING AGENCY, AGENCIES ARE ENCOURAGED, IF TIME PERMITS, TO CONTACT THE CONTRACTOR FOR THE PURPOSE OF OBTAINING ACCELERATED DELIVERY. THE CONTRACTOR SHALL REPLY TO THE INQUIRY WITHIN 3 WORKDAYS AFTER RECEIPT. (TELEPHONIC REPLIES SHALL BE CONFIRMED BY THE CONTRACTOR IN WRITING.) IF THE CONTRACTOR OFFERS AN ACCELERATED DELIVERY TIME ACCEPTABLE TO THE ORDERING AGENCY, ANY ORDER(S) PLACED PURSUANT TO THE AGREED UPON ACCELERATED DELIVERY TIME FRAME SHALL BE DELIVERED WITHIN THIS SHORTER DELIVERY TIME AND IN ACCORDANCE WITH ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT.

ORDERING AGENCIES MAY ALSO CONTACT THE CONTRACTOR TO EFFECT A FASTER DELIVERY.

**12. F.O.B. POINTS**

DESTINATION

**13A. ORDERING ADDRESS**

KELL MUÑOZ ARCHITECTS, INC.  
1017 NORTH MAIN AVE., SUITE 300  
SAN ANTONIO, TX 78212-4721

**13B. ORDERING PROCEDURES**

FOR SUPPLIES AND SERVICES, THE ORDERING PROCEDURES, INFORMATION ON BLANKET PURCHASE AGREEMENTS (BPS'S) ARE FOUND IN FEDERAL ACQUISITION REGULATION (FAR) 8.405-3.

**14. PAYMENT ADDRESS**

KELL MUÑOZ ARCHITECTS, INC.  
1017 NORTH MAIN AVE., SUITE 300  
SAN ANTONIO, TX 78212-4721

**15. WARRANTY PROVISION**

CONTRACTOR'S STANDARD COMMERCIAL WARRANTY

**16. EXPORT PACKING CHARGES**

NOT APPLICABLE.

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLD ABOVE THE MICRO-PURCHASE LEVEL).**

CONTACT CONTRACTOR

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR**

NOT APPLICABLE.

**19. TERMS AND CONDITIONS OF INSTALLATION**

NOT APPLICABLE.

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATES OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES**

NOT APPLICABLE.

**21. LIST OF SERVICE AND DISTRIBUTION POINTS**

NOT APPLICABLE.

**22. LIST OF PARTICIPATING DEALERS**

NOT APPLICABLE.

**23. PREVENTIVE MAINTENANCE**

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**

SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND. THE EIT STANDARDS CAN BE FOUND AT: [WWW.SECTION508.GOV](http://WWW.SECTION508.GOV).

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**

04-7016852

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE.**

KELL MUÑOZ ARCHITECTS, INC. IS REGISTERED IN THE CCR DATABASE.

ATTACHMENT I: LABOR RATES

LABOR CATEGORY	YEAR 1 GSA NET PRICE	YEAR 2 GSA NET PRICE	YEAR 3 GSA NET PRICE	YEAR 4 GSA NET PRICE	YEAR 5 GSA NET PRICE
ADMINISTRATIVE SUPPORT	\$67.71	\$69.13	\$70.58	\$72.06	\$73.58
ARCHITECTURAL INTERN	\$79.56	\$81.23	\$82.93	\$84.67	\$86.45
ARCHITECTURAL TECHNICIAN	\$96.60	\$98.63	\$100.70	\$102.82	\$104.98
CADD TECHNICIAN	\$77.93	\$79.57	\$81.24	\$82.95	\$84.69
CLERICAL SUPPORT	\$67.00	\$68.41	\$69.85	\$71.31	\$72.81
CONSTRUCTION ADMINISTRATOR/MANAGER	\$134.41	\$137.23	\$140.11	\$143.05	\$146.06
DRAFTING (DRAFTER)	\$94.76	\$96.75	\$98.78	\$100.86	\$102.97
EXECUTIVE PRINCIPAL	\$338.54	\$345.65	\$352.91	\$360.32	\$367.88
INTERIOR DESIGNER I	\$113.95	\$116.35	\$118.79	\$121.29	\$123.83
INTERIOR DESIGNER II	\$118.34	\$120.82	\$123.36	\$125.95	\$128.60
PRINCIPAL I	\$180.76	\$184.55	\$188.43	\$192.38	\$196.42
PRINCIPAL II	\$217.90	\$222.48	\$227.15	\$231.92	\$236.79
PROJECT ARCHITECT I	\$134.66	\$137.49	\$140.38	\$143.32	\$146.33
PROJECT ARCHITECT II	\$200.77	\$204.98	\$209.29	\$213.68	\$218.17
PROJECT DESIGNER	\$200.77	\$204.98	\$209.29	\$213.68	\$218.17
PROJECT MANAGER I	\$144.63	\$147.67	\$150.77	\$153.94	\$157.17
SENIOR STAFF	\$119.65	\$122.16	\$124.73	\$127.34	\$130.02

<b>SCA MATRIX</b>		
<b>SCA ELIGIBLE CONTRACT LABOR CATEGORY</b>	<b>SCA EQUIVALENT CODE TITLE</b>	<b>WD NUMBER</b>
ADMINISTRATIVE SUPPORT	01020 - ADMINISTRATIVE ASSISTANT	05-2521
CADD TECHNICIAN	30063 - DRAFTER/CAD OPERATOR III	05-2521
DRAFTING (DRAFTER)	30064 - DRAFTER/CAD OPERATOR IV	05-2521

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 IDENTIFIED IN THE SCA MATRIX AND ABOVE. THE PRICES OFFERED ARE BASED ON THE PREPONDERANCE OF WHERE WORK IS PERFORMED AND SHOULD THE CONTRACTOR PERFORM IN AN AREA WITH LOWER SCA RATES, RESULTING IN LOWER WAGES BEING PAID, THE TASK ORDER PRICES WILL BE DISCOUNTED ACCORDINGLY.

## ATTACHMENT II: LABOR CATEGORY DESCRIPTIONS

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### ADMINISTRATIVE SUPPORT

**RESPONSIBILITIES:** DEMONSTRATES SKILLS OF ASSOCIATE PLUS: APPLIES INTENSIVE AND DIVERSIFIED KNOWLEDGE. MAKES DECISIONS INDEPENDENTLY. REPRESENTS THE ORGANIZATION IN MEETINGS. DIRECTS LARGE AND IMPORTANT PROJECTS AND A NUMBER OF SMALL PROJECTS. SUPERVISES THE WORK OF A SMALL STAFF.

**EXPERIENCE:** 3 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** ASSOCIATE DEGREE IN ENGINEERING TECHNOLOGY, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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### ARCHITECTURAL INTERN

**RESPONSIBILITIES:** UNDER DIRECTION OF THE ARCHITECTURAL TECHNICIAN, RESPONSIBILITIES INCLUDE DESIGNING CONSTRUCTION DRAWINGS ON A LARGE NUMBER OF CONCURRENT ENGINEERING DESIGN AND CONSTRUCTION MANAGEMENT PROJECTS. PERFORMS DESIGN CALCULATIONS, PREPARES SPECIFICATIONS AND PROVIDES PRELIMINARY DRAWINGS, SKETCHES AND NOTES TO DRAFTERS. FINISHES REDLINES AND PLANS FOR SUBMITTAL. WORKS WITHIN DEFINED PROJECT SCOPES AND BUDGETS. WORKS ON ASSIGNMENTS THAT ARE MODERATELY COMPLEX IN NATURE WHERE JUDGMENT IS REQUIRED IN RESOLVING PROBLEMS AND MAKING RECOMMENDATIONS. NORMALLY RECEIVES INSTRUCTION FROM ARCHITECTURAL TECHNICIAN ON EVERYDAY WORK, GENERAL INSTRUCTIONS ON NEW ASSIGNMENTS.

**EXPERIENCE:** 1-2 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** ASSOCIATE DEGREE IN DESIGN OR RELATED DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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### ARCHITECTURAL TECHNICIAN

**RESPONSIBILITIES:** DESIGNS AND CREATES GRAPHICS AND EXHIBITS FOR USE IN SITE EVALUATIONS AND PROJECT MARKETING. CONFERS WITH LAND DEVELOPMENT PLANNERS, ENGINEERING DESIGN TEAM MEMBERS AND CLIENTS TO DISCUSS AND DETERMINE CONTENT OF EXHIBITS. WORKS WITH EXISTING SITE PLANS, AND CREATES MAPS AND ORIGINAL ART AS NEEDED TO COMPLETE EXHIBITS. REQUIRES A THOROUGH WORKING KNOWLEDGE OF AUTOCAD, ILLUSTRATOR OR OTHER GRAPHICS SOFTWARE AND GEOGRAPHIC INFORMATION SYSTEMS (GIS). PERFORMS WORK INVOLVING THE APPLICATION OF ALL CONVENTIONAL PRINCIPLES, PRACTICES AND PROCEDURES. EXERCISES JUDGMENT IN THE INDEPENDENT EVALUATION, SELECTION AND SUBSTANTIAL ADAPTATION AND MODIFICATION OF STANDARD TECHNIQUES, PROCEDURES AND CRITERIA.

**EXPERIENCE:** 6 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** BACHELOR'S DEGREE IN ENGINEERING TECHNOLOGY OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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### CADD TECHNICIAN

**RESPONSIBILITIES:** DESIGN CALCULATIONS, PREPARES SPECIFICATIONS AND PROVIDES PRELIMINARY DRAWINGS, SKETCHES AND NOTES TO DRAFTERS. FINISHES REDLINES AND PLANS FOR SUBMITTAL. WORKS

WITHIN DEFINED PROJECT SCOPES AND BUDGETS. WORKS ON ASSIGNMENTS THAT ARE MODERATELY COMPLEX IN NATURE WHERE JUDGMENT IS REQUIRED IN RESOLVING PROBLEMS AND MAKING RECOMMENDATIONS.

**EXPERIENCE:** 4 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE

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## CLERICAL SUPPORT

**RESPONSIBILITIES:** PROVIDES OFFICE SUPPORT TO THE PROJECT TEAM. RESPONSIBLE FOR MANAGING GENERAL OFFICE MACHINES AND SYSTEMS, INCLUDING DATA ENTRY, E-MAIL, FILING, COPYING, SCANNING, MAIL PROCESSING AND ROUTING, AND ORGANIZING, PRODUCING, AND MONITORING UPDATES OF REPORTS.

**EXPERIENCE:** 2 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** ASSOCIATE DEGREE IN ENGINEERING TECHNOLOGY, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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## CONSTRUCTION ADMINISTRATOR/MANAGER

**RESPONSIBILITIES:** MANAGES OVERALL PROJECT DEVELOPMENTS. PLANS AND DIRECTS SCHEDULES AND BUDGETS. MONITORS THE PROJECT FROM INITIATION THROUGH COMPLETION. ORGANIZES DEPARTMENTAL ACTIVITIES ENSURING COMPLETION OF THE PROJECT ON SCHEDULE AND WITHIN BUDGET CONSTRAINTS. COORDINATES THE DAY-TO-DAY OPERATIONS OF ENGINEERING AND TECHNICAL STAFF ASSIGNED TO PROJECTS BY ASSIGNING, MONITORING AND REVIEWING PROGRESS AND ACCURACY OF WORK, DIRECTING EFFORTS AND PROVIDING TECHNICAL GUIDANCE. WORKS ON COMPLEX PROBLEMS WHERE ANALYSIS OF SITUATIONS OR DATA REQUIRES AN IN DEPTH EVALUATION OF VARIOUS FACTORS. EXERCISES JUDGMENT WITHIN BROADLY DEFINED PRACTICES AND POLICIES IN SELECTING METHODS, TECHNIQUES AND EVALUATION CRITERION FOR OBTAINING RESULTS. REQUIRES KNOWLEDGE OF COMPANY FUNCTIONS, MARKETING AND/OR SERVICE POLICIES AND PROCEDURES, AND EXCELLENT COMMUNICATION SKILLS.

**EXPERIENCE:** 3-4 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE

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## DRAFTING (DRAFTER)

**RESPONSIBILITIES:** UNDER SUPERVISION OF THE CADD TECHNICIAN, PROVIDES NON-TECHNICAL, ROUTINE, AND BASIC SUPPORT FOR ASSIGNED PROJECTS. COMPLETES DETAILED DRAWINGS FROM SKETCHES, PLANS, SPECIFICATIONS, AND WRITTEN AND VERBAL INSTRUCTIONS USING COMPUTER-AIDED DRAFTING PROGRAMS.

**EXPERIENCE:** 3 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL/BUSINESS FIELD AND A LICENSURE AS AN ARCHITECT OR ENGINEER.

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## EXECUTIVE PRINCIPAL

**RESPONSIBILITIES:** DEFINES PROJECT SCOPES, BUDGETS, AND ESTIMATES FOR A LARGE AND/OR COMPLEX PROJECT; CREATE, PLAN, MANAGE, AND EFFECTIVELY MONITOR A PROJECT PLAN, BUDGET, AND CHANGE CONTROL PROCESS FOR A LARGE AND/OR COMPLEX PROJECT. PROJECT MAY INCLUDE MULTIPLE VENDORS, LARGE TEAMS OF PEOPLE, MULTIPLE PLATFORMS, AND/OR VARYING SKILL SETS OF CLIENT AND TEAM

PERSONNEL; SUPERVISE AND/OR COORDINATE MULTIPLE TEAMS OF PEOPLE FOR MULTIPLE ONGOING PROJECTS OR PHASES OF PROJECTS; PROVIDE LEADERSHIP AND CONDUCT A BROAD RANGE OF SERVICES INCLUDING PROCUREMENT ACTIVITIES, FEASIBILITY STUDIES, OVERALL PROJECT MANAGEMENT FOR THE FULL SYSTEM DEVELOPMENT LIFECYCLE, CLIENT EXECUTIVE GUIDANCE, ORGANIZATIONAL CHANGE MANAGEMENT.

**EXPERIENCE:** 15 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** MASTER'S DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE

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## INTERIOR DESIGNER I

**RESPONSIBILITIES:** ADVISES CLIENT ON INTERIOR DESIGN FACTORS, SUCH AS SPACE PLANNING, LAYOUT AND UTILIZATION OF FURNISHINGS AND EQUIPMENT, COLOR SCHEMES, AND COLOR COORDINATION. RESPONSIBLE FOR PLANNING, DESIGNING, AND FURNISHING INTERIOR ENVIRONMENTS. CONFERS WITH CLIENTS TO DETERMINE ARCHITECTURAL PREFERENCES, PURPOSE, AND FUNCTION OF ENVIRONMENT, BUDGET, TYPES OF CONSTRUCTION, EQUIPMENT TO BE INSTALLED, AND OTHER FACTORS WHICH AFFECT PLANNING INTERIOR ENVIRONMENTS.

**EXPERIENCE:** 4 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** BACHELOR'S DEGREE IN DESIGN OR RELATED DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE

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## INTERIOR DESIGNER II

**RESPONSIBILITIES:** ADVISES CLIENT ON INTERIOR DESIGN FACTORS, SUCH AS SPACE PLANNING, LAYOUT AND UTILIZATION OF FURNISHINGS AND EQUIPMENT, COLOR SCHEMES, AND COLOR COORDINATION. RESPONSIBLE FOR PLANNING, DESIGNING, AND FURNISHING INTERIOR ENVIRONMENTS. CONFERS WITH CLIENTS TO DETERMINE ARCHITECTURAL PREFERENCES, PURPOSE, AND FUNCTION OF ENVIRONMENT, BUDGET, TYPES OF CONSTRUCTION, EQUIPMENT TO BE INSTALLED, AND OTHER FACTORS WHICH AFFECT PLANNING INTERIOR ENVIRONMENTS.

**EXPERIENCE:** 5 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

**EDUCATION:** BACHELOR'S DEGREE IN DESIGN OR RELATED DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE

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## PRINCIPAL I

**RESPONSIBILITIES:** UNDER DIRECT SUPERVISION OF THE EXECUTIVE PRINCIPAL, PREPARES PRELIMINARY PROJECT SCOPES, BUDGETS, AND ESTIMATES FOR A LARGE AND/OR COMPLEX PROJECT; CREATE, PLAN, MANAGE, AND EFFECTIVELY MONITOR A PROJECT PLAN, BUDGET, AND CHANGE CONTROL PROCESS FOR A LARGE AND/OR COMPLEX PROJECT. PROJECT MAY INCLUDE MULTIPLE VENDORS, LARGE TEAMS OF PEOPLE, MULTIPLE PLATFORMS, AND/OR VARYING SKILL SETS OF CLIENT AND TEAM PERSONNEL; SUPERVISE AND/OR COORDINATE MULTIPLE TEAMS OF PEOPLE FOR MULTIPLE ONGOING PROJECTS OR PHASES OF PROJECTS; PROVIDE LEADERSHIP AND CONDUCT A BROAD RANGE OF SERVICES INCLUDING PROCUREMENT ACTIVITIES, FEASIBILITY STUDIES, OVERALL PROJECT MANAGEMENT FOR THE FULL SYSTEM DEVELOPMENT LIFECYCLE, CLIENT EXECUTIVE GUIDANCE, ORGANIZATIONAL CHANGE MANAGEMENT, ETC.

**EXPERIENCE:** 7 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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## PRINCIPAL II

**RESPONSIBILITIES:** UNDER DIRECT SUPERVISION OF THE EXECUTIVE PRINCIPAL, PREPARES PRELIMINARY PROJECT SCOPES, BUDGETS, AND ESTIMATES FOR A LARGE AND/OR COMPLEX PROJECT; CREATE, PLAN, MANAGE, AND EFFECTIVELY MONITOR A PROJECT PLAN, BUDGET, AND CHANGE CONTROL PROCESS FOR A LARGE AND/OR COMPLEX PROJECT. PROJECT MAY INCLUDE MULTIPLE VENDORS, LARGE TEAMS OF PEOPLE, MULTIPLE PLATFORMS, AND/OR VARYING SKILL SETS OF CLIENT AND TEAM PERSONNEL; SUPERVISE AND/OR COORDINATE MULTIPLE TEAMS OF PEOPLE FOR MULTIPLE ONGOING PROJECTS OR PHASES OF PROJECTS; PROVIDE LEADERSHIP AND CONDUCT A BROAD RANGE OF SERVICES INCLUDING PROCUREMENT ACTIVITIES, FEASIBILITY STUDIES, OVERALL PROJECT MANAGEMENT FOR THE FULL SYSTEM DEVELOPMENT LIFECYCLE, CLIENT EXECUTIVE GUIDANCE, ORGANIZATIONAL CHANGE MANAGEMENT, ETC.

**EXPERIENCE:** 8 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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## PROJECT ARCHITECT I

**RESPONSIBILITIES:** UNDER GENERAL DIRECTION OF THE CONSTRUCTION ADMINISTRATOR/MANAGER, PERFORMS NEEDS ASSESSMENTS, PLANNING, MASTER PLANNING AND PROFESSIONAL ARCHITECTURAL DESIGN OF PUBLIC BUILDINGS AND IMPROVEMENTS; DEVELOPS PROJECT PROPOSAL FOR BUILDING DESIGN AND CONSTRUCTION; COORDINATES CONSTRUCTION PROJECTS WITH CONTRACT ARCHITECTS AND AFFECTED DEPARTMENTS; AND PERFORMS RELATED WORK AS REQUIRED.

**EXPERIENCE:** 3-4 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL/BUSINESS FIELD AND A LICENSURE AS AN ARCHITECT OR ENGINEER.

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## PROJECT ARCHITECT II

**RESPONSIBILITIES:** UNDER GENERAL DIRECTION OF THE CONSTRUCTION ADMINISTRATOR/MANAGER, PERFORMS NEEDS ASSESSMENTS, PLANNING, MASTER PLANNING AND PROFESSIONAL ARCHITECTURAL DESIGN OF PUBLIC BUILDINGS AND IMPROVEMENTS; DEVELOPS PROJECT PROPOSAL FOR BUILDING DESIGN AND CONSTRUCTION; COORDINATES CONSTRUCTION PROJECTS WITH CONTRACT ARCHITECTS AND AFFECTED DEPARTMENTS; AND PERFORMS RELATED WORK AS REQUIRED.

**EXPERIENCE:** 5-6 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** MASTER'S DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL/BUSINESS FIELD AND A LICENSURE AS AN ARCHITECT OR ENGINEER.

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## PROJECT DESIGNER

**RESPONSIBILITIES:** DEVELOPMENT OF DETAILED PROJECT PLANS BY PHASE & MANAGEMENT AND COORDINATION OF PROJECT PHASING WITH PROJECT ARCHITECTS. IDENTIFIES SIGNIFICANT ISSUES AFFECTING PROJECT SUCCESS AND NOTIFIES CONSTRUCTION ADMINISTRATOR/MANAGER FOR RESOLVING PROJECT DELAYS. COMPREHENSIVE UNDERSTANDING OF THE FOLLOWING:

- A. DESIGN CRITERIA
- B. ACQUISITION STRATEGY
- C. PROJECT GOALS
- D. INSTALLATION PHASING AND REQUIREMENTS
- E. MAINTENANCE REQUIREMENTS, PRE AND POST PROJECT
- F. LOGISTICS FOR PRODUCTS AND LABOR

**EXPERIENCE:** 5-6 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** MASTER'S DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL/BUSINESS FIELD AND A LICENSURE AS AN ARCHITECT OR ENGINEER.

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## PROJECT MANAGER I

**RESPONSIBILITIES:** MANAGES OVERALL PROJECT DEVELOPMENT FROM PRELIMINARY DESIGNS TO FINAL COMPLETION OF PROJECT PHASES. PLANS AND DIRECTS SCHEDULES AND BUDGETS. ORGANIZES DEPARTMENTAL ACTIVITIES AND ENSURES COMPLETION OF THE PROJECT ON SCHEDULE AND WITHIN BUDGET CONSTRAINTS. COORDINATES THE DAY-TO-DAY OPERATIONS OF ENGINEERING AND TECHNICAL STAFF ASSIGNED TO PROJECTS BY ASSIGNING, MONITORING AND REVIEWING PROGRESS AND ACCURACY OF WORK, DIRECTING EFFORTS AND PROVIDING TECHNICAL GUIDANCE. WORKS ON COMPLEX PROBLEMS WHERE ANALYSIS OF SITUATIONS AND DATA REQUIRES AN IN DEPTH EVALUATION OF VARIOUS FACTORS. EXERCISES JUDGMENT WITHIN BROADLY DEFINED PRACTICES AND POLICIES IN SELECTING METHODS, TECHNIQUES AND EVALUATION CRITERION FOR OBTAINING RESULTS.

**EXPERIENCE:** 3-4 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE.

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## SENIOR STAFF

**RESPONSIBILITIES:** LEARNS THE PROFESSION OF CONSULTING ENGINEERING BY ASSISTING ENGINEERING DESIGN TEAMS IN GATHERING PROJECT DATA, PREPARING AND ASSEMBLING REPORTS AND DRAWINGS, PERFORMING ROUTINE CALCULATIONS, AND PERFORMING OTHER ENGINEERING, DRAFTING, SURVEYING OR CLERICAL SERVICES THAT MAY BE REQUESTED. PERFORMS A VARIETY OF BASIC TASKS, WHICH PROVIDE FAMILIARITY WITH THE PROGRAMS, STAFF AND OPERATING PROCEDURES OF THE FIRM. RECEIVES DETAILED INSTRUCTIONS ON ALL WORK, WORKS UNDER DIRECT SUPERVISION AND FOLLOWS STANDARD PROCEDURES AND WRITTEN INSTRUCTIONS TO ACCOMPLISH ASSIGNED TASKS.

**EXPERIENCE:** 2-3 YEARS OF ARCHITECTURE, PROGRAM MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT.

**EDUCATION:** BA/BS DEGREE IN ENGINEERING, ARCHITECTURE OR RELATED TECHNICAL DISCIPLINE, OR EQUIVALENT TECHNICAL TRAINING OR WORK EXPERIENCE