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# Cooper Zietz Engineers, Inc.

Statement of Qualifications and Capabilities  
GSA Multiple Award Schedule Contract No. GS-10F-0337T  
Professional Engineering Services



Program Management Support  
Construction Management and Inspection  
Quality Assurance and Quality Control  
Design and Construction Engineering

Portland ♦ Seattle ♦ Oakland ♦ Chicago

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## ***I-FSS-600 Information***

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CZE was established in 1990 to provide specialized project management, quality assurance, quality control, design and constructability review, and feasibility analysis for military, civil works, and public infrastructure projects. We are a small, highly specialized, professional services firm with strong core competencies in maintaining project quality and project controls, including project planning, budgeting, scheduling, performance, and subcontractor administration. At any given time, the firm provides programmatic and project-level support to a variety of federal, state, and local agencies.

CZE personnel boast strong backgrounds in engineering design as well as construction engineering practices, and most of our personnel have more than 30 years of experience in their fields. The dual competency and longevity differentiate our firm from others.

Construction contract planning, support, administration, and quality control inspection have been part of the firm's practice since its founding. In response to customer needs, we staff projects with highly qualified project managers, resident engineers, office engineers, engineering technicians, and a wide range of specialized construction inspectors. Personnel can be assigned to long-term, projects or can be used to augment staffing on a short term basis. Project management and other company resources are maintained such that field staff can be easily increased on short notice.

CZE employs professional engineers licensed along the West Coast, Southwest, Northern Plains, Midwest, and Atlantic regions. We are a state-certified small, disadvantaged business enterprise (DBE) in Oregon, Washington, Alaska, Utah, Colorado, North Dakota, Minnesota, Wisconsin, Illinois, Ohio, and Pennsylvania.

Nationally, CZE is recognized as a Native American owned or "Buy Indian" Business (qualified under FAR 52.226.1). We are self-certified as a federal small, disadvantaged business (SDB). Our current self-reporting status is available through the Central Contractor Registry at <http://www.ccr.gov>.

## ***GSA Authorized Customer Contract and Ordering Information***

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Timothy J Oliver, PE  
Cooper Zietz Engineers, Inc.  
6400 SE Lake Road, Suite 270  
Portland, Oregon 97222  
Tel.: 503-652-9090  
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### **Contract Information**

Contract No.: GS-10F-0337T  
DUNS No.: 802745448  
Contract Period: 08/09/2007 through 08/08/2017  
Min. Order: \$ 100  
Max. Order: \$ 1,000,000

Current pricing is included on Pages 12 and 13.

## ***I-FSS-600 Information***

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- 1a. See Pages 4-5 and 13-21.
- 1b. Not applicable.
- 1c. See Pages 15-21.
- 2. Minimum Order: \$100
- 3. Maximum Order: \$1,000,000
- 4. Geographic coverage: CONUS and OCONUS
- 5. Point(s) of production (city, county, and State or foreign country): not applicable.
- 6. Discount from list prices or statement of net price: none.
- 7. Quantity discounts: none.
- 8. Prompt payment terms: none.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:  
Accepted.
- 10. Foreign items (list items by country of origin): none.
- 11a. Time of delivery: not applicable.
- 11b. Expedited Delivery: not applicable.
- 11c. Overnight and 2-day delivery: not applicable.
- 11d. Urgent Requirements: not applicable.
- 12. F.O.B. point(s): not applicable.
- 13a. Ordering address(es): 6400 SE Lake Road Suite 270, Portland, Oregon 97222
- 13b. Ordering procedures: not applicable.
- 14. Payment address(es): 6400 SE Lake Road Suite 270, Portland, Oregon 97222
- 15. Warranty provision: not applicable.
- 16. Export packing charges: not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): NA.
- 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): NA
- 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): not applicable.
- 23. Preventive maintenance (if applicable): not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): NA
- 24b. Not applicable.
- 25. Data Universal Number System (DUNS) number: 802745448.
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: CZE registration is current in the System for Award Management ([www.sam.gov](http://www.sam.gov)).

## ***Services Available by Special Item Number (SIN)***

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Under General Services Administration (GSA) Professional Engineering Services (PES) Schedule 871 (Contract No. GS-10F-0337T), CZE provides the following support to schedule users.

### **SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Definition and interpretation of high-level organizational engineering performance requirements and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

### **SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

### **SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION.**

Translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications); performing risk identification, analysis, mitigation, and traceability; and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

### **SIN 871-4 TEST AND EVALUATION.**

Application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

### **SIN 871-5 INTEGRATED LOGISTICS SUPPORT**

Analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

### **SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services required under this SIN involve the entire planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management (including, but not limited to, construction management) technology transfer/insertion, training, privatization and outsourcing.

## ***Services Available by Special Item Number (SIN)***

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### **SIN 871-7 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

## ***Services Available by Special Item Number (SIN)***

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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..

Architect-Engineering (A/E) Services as that term is defined in FAR 36.601-3 are excluded from the PES Schedule.

## ***Engineering Disciplines***

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CZE provides Professional Engineering Services for the following engineering disciplines:

### **CHEMICAL ENGINEERING**

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, forces that act on matter, and relationships are examined and new and conventional chemical materials, products and processes. This includes, but is not limited to, planning, evaluating chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

### **CIVIL ENGINEERING**

It includes, but is not limited to, planning, evaluation, operations, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air conditioning for such vessels and/or aircraft.

### **CONSTRUCTION MANAGEMENT AND CONSTRUCTION ENGINEERING**

These services include management of the planning, design, and construction process of capital improvement projects. Construction Managers organize the effort, develop the management plan, monitor the participants' progress against the plan, and identify actions to be taken in the event of deviance from the plan. Construction Managers apply and integrate comprehensive project controls to manage the critical issues of time, cost scope, and quality. Customer agencies utilize construction managers as their principal agent to advise or manage the project. The following are some of the tasks that can be provided under Construction Management Services:

### **ELECTRICAL ENGINEERING**

Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors; image processing; energy systems and control; fiber optics; etc.).

### **MECHANICAL ENGINEERING**

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, internal combustion engines, steam and gas turbines, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

## ***Potential Projects***

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The following non-inclusive list represents a sampling of the types of engineering tasks that CZE can complete under the PES Schedule:

- Acquisition and life cycle management
- Analysis of program goals, mission, objectives, performance
- Assessment Support
- Computer Aided Design (CAD)
- Computer Aided Engineering (CAE)
- Computer Aided Management (CAM)
- Concept development
- D&D (decontamination and decommissioning)
- Demonstration and Validation
- Design/Specifications of engineering nature not associated with real property
- Documentation and Information Dissemination
- Economic/Business case analysis
- Economic impact evaluations
- Education/training
- Environmental control for electrical units (e.g., cooling units)
- Forensic engineering
- Independent Verification and Validation (IV&V)
- Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)
- Instrumentation
- Integration
- Investigative Engineering Service
- Life Cycle Costing
- Logistics
- Long-term Reliability and Maintainability
- Migration Strategy
- Operations Research (Non R&D)
- Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems
- Privatization
- Program and Project management
- Regulatory compliance support
- Reliability and Maintainability Analysis
- Reverse engineering
- Special projects and studies
- Statistical analysis
- Support services
- Systems engineering data base development, maintenance, and analysis
- Technical analysis
- Technical and management support
- Technical writing/editorial support

Architect-Engineering (A/E) Services as that term is defined in FAR 36.601-3 are excluded from the PES Schedule.

## ***Partial Client List***

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CZE has provided services to the following Federal agencies through the GSA Professional Engineering Services contract:

U.S. Army Corps of Engineers  
U.S. Naval Facilities Engineering Command  
U.S. National Park Service  
U.S. Fish and Wildlife Service  
U.S. Bureau of Indian Affairs  
U.S. Coast Guard  
U.S. Federal Emergency Management Administration  
U.S. Air Force  
U.S. General Services Administration

## ***Past Performance***

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Our past performance attests to our ability to deliver best value to our clients. Our evaluations are available to our government clients via CPARS.

## ***Partial Client List***

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The following paragraphs highlight CZE experience related to that covered by SINs 871-1 through 871-7. The work discussed below is a brief sampling of the work performed by the firm, and more detail regarding these and other projects is available upon request.

**Mission Support Services, U.S. Army Chemical Materials Agency.** CZE provides closure support services to the U.S. Army Chemical Materials Agency (CMA) for all continental U.S. chemical weapons stockpile disposal sites. We have directed development of integrated project schedules and have developed funding profile models for estimating project closure costs to completion. We have also developed real property inventories for Anniston Chemical Arsenal, Pine Bluff Chemical Arsenal, and Deseret Chemical Depot, and have assisted with development of personal property plans. We have assisted with human resources planning, including assessments of current staffing and staffing capabilities; evaluation and development of mission drawdown plans; and development of human capital plans. CZE personnel are involved with numerous special studies and white papers related to programmatic closure standards and implementation, accounting for the regulatory framework and logistics issues at each CMA facility. All mission support efforts require close coordination with personnel at each depot and coordination with the representatives of the chemical agent disposal facilities.

**Engineering Project Prioritization, Bureau of Indian Affairs.** Under an indefinite delivery/indefinite quantity (ID/IQ) contract with the Bureau of Indian Affairs, Branch of Irrigation, Power, and Safety of Dams (IPSOD), CZE is providing Program Management-level support for technical assistance for irrigation projects throughout the western U.S. to review critical repair needs, identify proposed construction projects, develop project cost estimates, obtain environmental and cultural/historical clearances, and prioritize funding for design and construction of various irrigation systems. The firm is also responsible for design review for projects completed under PL93-638 contracts to the tribes. These irrigation projects have a deferred maintenance backlog totaling over \$1 billion.

**Site Investigation Program Management, U.S. Air Force (USAF) Space Command.** CZE was retained by a USAF prime contractor to provide technology evaluation, program management, administrative oversight, and technical reporting for a series of geophysical investigations within former U.S. Army artillery impact ranges at Vandenberg Air Force Base (AFB). CZE worked with the contractor to develop project goals, subcontractor procurement documents, and unexploded ordnance (UXO) detection technology evaluation criteria. We oversaw subcontractor performance, represented the team at weekly progress meetings with the base command structure, coordinated logistics with base users and Weapons Safety Office, and developed assessment documents for decision maker review and action. Where geophysical data indicated potential UXO presence, CZE oversaw intrusive investigation and documented findings.

**Construction Management & Commissioning Services, U.S. General Services Administration.** CZE is providing comprehensive construction management and commission support services for several major construction activities in GSA Region 10. These projects involve planning, coordination, management, and oversight of a variety of new construction and renovation activities, including HVAC system upgrades; security upgrades; and energy efficiency improvements. CZE staff have commissioned mechanical, electrical, plumbing, HVAC, life safety, fire protection, emergency power generation, emergency power back up, building automation and controls for diverse facilities.

## ***Specialized Experience***

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CZE has significant experience in systems and facilities engineering, ranging from facility design to construction management, comprehensive system audits, and threat evaluation and emergency preparedness. We have worked with and developed numerous database applications to solve business management and facility management problems. CZE staff have overseen the installation of all types of facility systems, including power, electrical, fuel, HVAC, plumbing, security, IT, and integrated building management systems. CZE staff have completed condition assessments, facility commissioning and start-up, workplace safety audits, HAZOP analyses, and process performance testing. In addition, CZE engineers have project experience in process design and integrated control system design for HVAC and life safety systems.

### **PROCESS INSTRUMENTATION AND MONITORING**

CZE is well versed in the design and installation of various instrumentation systems. Our experience includes verification of proper application and installation; verification of proper power, signal, instrument air, and plant air connections; and functionality verification of instrument calibration and signal interface with integrated control systems. CZE staff experience with instrumentation and process control program management span a broad range of installations, including chemical weapons disposal facilities, nuclear and hydroelectric power stations, integrated chemical plants and refineries, cement plants, aluminum plants, coal-fired power plants, semiconductor, and other specialty manufacturing facilities. These applications have included a variety of different steam boiler and distribution systems; HVAC and life safety systems; pump controls; and natural gas, LPG, and other fuel storage and distribution systems. CZE engineers also are experienced in process design and design of integrated control systems and of fully automated, continuous, self-monitoring multi-station manufacturing lines. Specific instrument experience includes:

- Ultrasonic, conductive, and RF level transmitters
- Pressure indicators and differential pressure indicators/transmitters
- SCADA systems, DDC systems, and PLCs
- Mechanical and infrared position sensors
- Thermocouples, thermistors, and other remote temperature sensing devices
- pH and other chemical sensors
- Continuous emissions monitoring systems
- HVAC systems and controls and HVAC balancing
- Electric and pneumatic control valves with and without feedback loops
- Life safety gas sensors and automatic transfer switches
- Liquid and gas flow monitors and transmitters
- Electrical power installations including uninterruptible power systems, automated backup generation, and automatic transfer switchgear
- Various motor speed sensors, transmitters and variable frequency drives

### **PHYSICAL SECURITY AND SURVEILLANCE**

CZE has evaluated design basis threats and coordinated the development of design criteria and security plans with the federal, state and local agencies. We have coordinated security and threat evaluations of existing infrastructure, target sets, controlled areas and surrounding areas/terrain; developed overall design and implementation budgets and schedules; and supervised the implementation of physical security upgrades to existing features and installation of new security features.

## ***Personnel Experience***

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### **TIMOTHY J. OLIVER, PE**

### **Lead Chemical Manager / Program Manager**

**Education:** BS, Chemical Engineering, Northwestern University

**Registrations:** Licensed Professional Engineer (Environmental) – Oregon, Washington, Colorado, Arkansas, Texas, Louisiana, Utah

**Affiliations:** American Council of Engineering Companies; Society of American Military Engineers

**Key Qualifications:** Mr. Oliver has 25 years of experience in engineering, environmental, and management consulting. He has provided technical input and review at the planning, field activity, and report preparation stages of projects for the last 15 years. His management responsibilities include serving as the contract manager for CZE contracts with the GSA, BIA, CMA, EPA, and Oregon Bureau of Labor and Industry. He oversees our construction management, environmental, and management consulting business lines and directs the annual preparation of business plans, oversees monthly cash flow projections and management, and manages staff utilization. He is responsible for managing our internal quality assurance/quality control program and reviewing deliverables prepared by all business lines.

### **KEN VALDER, PE, LEED AP**

### **Lead Civil Manager / Program Manager**

**Education:** BS, Civil Engineering, Northwestern University

**Registrations:** Licensed Professional Civil Engineer – Washington, Oregon, Alaska

**Affiliations:** Society of American Military Engineers; American Council of Engineering Companies,

**Key Qualifications:** Mr. Valder has 24 years of program management, civil/environmental engineering, and construction management experience. For more than 10 years, he has supported environmental assessment and remediation projects throughout the Northwest, supporting transportation improvement and construction projects throughout the Puget Sound. He has also served as Construction Manager and Contracts Administrator for multi-million dollar horizontal and vertical construction and demolitions projects for federal, state, and government local agencies, as well as for utilities. He manages Seattle operations for Cooper Zietz Engineers and manages a staff of engineers, construction inspectors, and environmental technicians based in the metropolitan Seattle area.

### **SCOTT HENDERSON, PE, ACP, LEED AP BD+C**

### **Lead Mechanical Engineer / Sr. Project Manager**

**Education:** BS, Mechanical Engineering, Washington State University

**Registrations:** Licensed Professional Mechanical Engineer – Washington, Oregon, Alaska

**Affiliations:** Building Commissioning Association; American Society of Mechanical Engineers; Society of American Military Engineers; American Society of Heating, Refrigeration, and Air Conditioning Engineers

**Key Qualifications:** Mr. Henderson is a mechanical engineer with over 20 years of design and commissioning experience. This includes the design commissioning of mechanical, emergency power, life safety, and fire protection systems. Mr. Henderson is experienced in the design, procurement, and installation of a wide variety of mechanical systems including air handling, plumbing, process piping, materials handling, thermal treatment, and pollution abatement systems for public, private, and industrial facilities. Mr. Henderson has also been involved with engineering studies for a wide variety of systems.

### **DWIGHT GRAY, EIT, ACP, SMA**

### **Lead Electrical Engineer / Sr. Project Manager**

**Education:** BS, Electrical Engineering, Kennedy Western University (anticipated 2013)

**Registrations:** Engineer in Training, Washington

**Affiliations:** Building Commissioning Association; Institute of Electrical and Electronic Engineers; National Fire Protection Association

**Key Qualifications:** Mr. Gray's experience includes a broad range of engineering and management including commissioning, design engineering of fiber optic and Ethernet networks, HVAC controls systems, remote temperature and humidity control monitoring of telecommunications facilities, lab research stations, BSL3 research facilities, high tech industry manufacturing, general office buildings, and high security access sites. Mr. Gray is experienced in performing energy audits for reconditioning of existing buildings; plumbing design; and high and low voltage electrical design. He has also developed and implemented training programs for installation, operation, and maintenance, of direct digital control systems, HVAC systems, as well as building grounds maintenance and property management personnel. Mr. Gray is well versed in contract negotiations, change order negotiations, screening and interviewing of field labor personnel, dispute settlement, equipping of field labor personnel and marketing of construction management services.

## ***GSA Professional Engineering Services Rate Schedule***

Under Contract No. GS-10F-0337T, CZE is authorized to perform work for GSA PES Schedule users under the following awarded items:

- SIN 871-1, 871-1 RC      • SIN 871-3, 871-3RC      • SIN 871-5, 871-5RC      • SIN 871-7, 871-7RC
- SIN 871-2, 871-2RC      • SIN 871-4, 871-4RC      • SIN 871-6, 871-6RC

Contract No. GS-10F-0337T was awarded August 9, 2007, and the first 5-year option period was awarded in 2012. The current option period rates are effective from August 9, 2012 through August 8, 2017. The contract includes an additional two 5-year option periods through August 8, 2027. The contract includes five major labor silos, including Program Management, Design Management, Construction Management, Environmental Services, and Administrative/Clerical Support.

<b>Job Classification</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Program Management</b>					
Program Manager	\$182.93	\$188.42	\$194.07	\$199.89	\$205.89
Senior Project Manager	\$141.32	\$145.56	\$149.93	\$154.43	\$159.06
Project Manager	\$122.92	\$126.61	\$130.41	\$134.32	\$138.35
Task Manager	\$110.46	\$113.77	\$117.18	\$120.70	\$124.32
<b>Design Management</b>					
Principal Design Engineer	\$182.93	\$188.42	\$194.07	\$199.89	\$205.89
Principal QA Engineer	\$182.93	\$188.42	\$194.07	\$199.89	\$205.89
Senior Design Engineer	\$141.32	\$145.56	\$149.93	\$154.43	\$159.06
Senior QA Engineer	\$141.32	\$145.56	\$149.93	\$154.43	\$159.06
Design Engineer	\$113.95	\$117.37	\$120.89	\$124.52	\$128.26
QA Engineer	\$113.95	\$117.37	\$120.89	\$124.52	\$128.26
Junior Design Engineer	\$77.67	\$80.00	\$82.40	\$84.87	\$87.42
Quality Assurance Technician V	\$88.56	\$91.22	\$93.96	\$96.78	\$99.68
Quality Assurance Technician IV	\$77.50	\$79.83	\$82.22	\$84.69	\$87.23
Quality Assurance Technician III	\$63.39	\$65.29	\$67.25	\$69.27	\$71.35
Quality Assurance Technician II	\$47.10	\$48.51	\$49.97	\$51.47	\$53.01
Quality Assurance Technician I	\$41.02	\$42.25	\$43.52	\$44.83	\$46.17
<b>Construction Management</b>					
Principal Engineer	\$182.93	\$188.42	\$194.07	\$199.89	\$205.89
Construction Manager	\$119.57	\$123.16	\$126.85	\$130.66	\$134.58
Construction Engineer	\$101.55	\$104.60	\$107.74	\$110.97	\$114.30
Office Engineer	\$90.56	\$93.28	\$96.08	\$98.96	\$101.93
Senior Cost Estimator	\$117.23	\$120.75	\$124.37	\$128.10	\$131.94
Cost Estimator	\$76.98	\$79.29	\$81.67	\$84.12	\$86.64
Special Inspector	\$99.96	\$102.96	\$106.05	\$109.23	\$112.51
Construction Inspector V	\$88.56	\$91.22	\$93.96	\$96.78	\$99.68
Construction Inspector IV	\$77.50	\$79.83	\$82.22	\$84.69	\$87.23
Construction Inspector III	\$63.39	\$65.29	\$67.25	\$69.27	\$71.35
Construction Inspector II	\$47.10	\$48.51	\$49.97	\$51.47	\$53.01
Construction Inspector I	\$41.02	\$42.25	\$43.52	\$44.83	\$46.17

## ***GSA Professional Engineering Services Rate Schedule***

<b>Job Classification</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Environmental Services</b>					
Principal Engineer/Scientist	\$182.93	\$188.42	\$194.07	\$199.89	\$205.89
Senior Engineer/Scientist	\$141.32	\$145.56	\$149.93	\$154.43	\$159.06
Project Engineer/Scientist	\$113.71	\$117.12	\$120.63	\$124.25	\$127.98
Junior Engineer/Scientist	\$77.67	\$80.00	\$82.40	\$84.87	\$87.42
Technician V	\$88.56	\$91.22	\$93.96	\$96.78	\$99.68
Technician IV	\$77.50	\$79.83	\$82.22	\$84.69	\$87.23
Technician III	\$63.39	\$65.29	\$67.25	\$69.27	\$71.35
Technician II	\$47.10	\$48.51	\$49.97	\$51.47	\$53.01
Technician I	\$41.02	\$42.25	\$43.52	\$44.83	\$46.17
<b>Administrative/Clerical Support</b>					
Administrative Assistant V	\$76.11	\$78.39	\$80.74	\$83.16	\$85.65
Administrative Assistant IV	\$67.95	\$69.99	\$72.09	\$74.25	\$76.48
Administrative Assistant III	\$65.65	\$67.62	\$69.65	\$71.74	\$73.89
Administrative Assistant II	\$50.67	\$52.19	\$53.76	\$55.37	\$57.03
Administrative Assistant I	\$37.49	\$38.61	\$39.77	\$40.96	\$42.19

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 871: Professional Engineering Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102, and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories/employees to the contract through the modification process, the Contractors must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational codes, SCA labor category titles, and the applicable WD number. Failure to do so may result in cancellation of the contract.

## **GSA Professional Engineering Services Labor Category Descriptions**

Title:	Education/Experience:
Program Manager	B.S. (15 yr) ♦ M.S. (13 yr) ♦ Ph.D. (11 yr)
Responsibilities:	
<p>15 years (or equivalent) progressive technical experience, with a minimum of 5 years progressive program management experience in a field related to the task at hand. 5 years of progressive management experience with budgeting, scheduling, program cost estimating, and multidisciplinary project teams.</p> <p>Plans, supervises, manages, and provides senior-level technical expertise to large programs with broad application. Supervises senior and mid-level project managers. Develops and oversees project teams. Identifies client requirements, and makes unsupervised technical, financial, and personnel decisions in support of those requirements. Typically, Program Managers are officers of the corporation.</p>	

Title:	Education/Experience:
Sr. Project Manager	B.S. (15 yr) ♦ M.S. (13 yr) ♦ Ph.D. (11 yr)
Responsibilities:	
<p>15 years (or equivalent) progressive technical experience, with a minimum of 5 years progressive project management experience in a field related to the task at hand. 3 years of progressive management experience with budgeting, scheduling, program cost estimating, and multidisciplinary or focused project teams.</p> <p>Plans, supervises, manages, and provides senior-level technical expertise to specific projects. Supervises lower-level project managers and technical staff. With Program Manager, develops and oversees project teams. Makes unsupervised technical and personnel decisions in support of scoped project requirements, subject to schedule and financial limitations of project. Typically, Sr. Project Managers operate with great latitude, reporting directly to a Program Manager (if one has been assigned) or to an officer of the corporation.</p>	

Title:	Education/Experience:
Project Manager	B.S. (10 yr) ♦ M.S. (8 yr) ♦ Ph.D. (6 yr)
Responsibilities:	
<p>10 years (or equivalent) progressive technical experience, with a minimum of 2 years progressive project management experience in a field related to the task at hand. 1 year of progressive management experience with budgeting, scheduling, program cost estimating, and multidisciplinary or focused project teams. Personnel with excellent credentials but less experience may serve as Project Managers, as determined by corporate management on a case-by-case basis, and with client approval.</p> <p>Plans, supervises, manages, and provides technical expertise to specific projects. Supervises technical staff. Makes supervised technical and personnel decisions in support of scoped project requirements, subject to schedule and financial limitations of project. Typically, Project Managers operate with great latitude in meeting specific technical requirements, but report directly and regularly to a Sr. Project Manager (or higher), who provides guidance and oversight.</p>	

Title:	Education/Experience:
Task Manager	H.S. (10 yr) ♦ B.S. (6 yr) ♦ M.S. (4 yr)
Responsibilities:	
<p>10 years (or equivalent) progressive technical experience, with a minimum of 2 years progressive project management experience in a field related to the task at hand. Personnel with excellent technical credentials but less experience with management functions such as budgeting, scheduling, and cost estimating may serve as Task Managers, as determined by Project Managers (or higher) on a case-by-case basis.</p> <p>Plans, supervises, and manages task-level portions of projects, with significant technical input. Makes supervised technical decisions in support of scoped task requirements, subject to schedule and financial limitations of project. Typically, Task Managers operate with some latitude in meeting specific technical requirements, but report directly and regularly to a Project Manager (or higher), who provides guidance and oversight, particularly with respect to management and personnel issues.</p>	

## **GSA Professional Engineering Services Labor Category Descriptions**

Title:	Education/Experience:
Principal Design Engineer / Principal Quality Assurance Engineer	B.S. (15 yr) ♦ M.S. (13 yr) ♦ Ph.D. (11 yr) ♦ Professional Licensure
Responsibilities:	
15 years (or equivalent) progressive technical experience in the engineering profession, with a minimum of 5 years of project experience relevant to the task at hand. Professional engineering licensure and an ownership stake in the corporation are required.	
At the highest level of the firm, plans and conducts a broad variety of engineering work, enlisting the support of and supervising junior staff as required to complete job tasks. Solves technical problems requiring ingenuity, creativity, and original solutions. Trains junior staff on technical issues.	

Title:	Education/Experience:
Senior Design Engineer / Senior Quality Assurance Engineer	B.S. (10 yr) ♦ M.S. (8 yr) ♦ Ph.D. (6 yr) ♦ Professional Licensure
Responsibilities:	
10 years (or equivalent) experience in the engineering profession. Professional engineering licensure is required.	
Plans and conducts a broad variety of engineering work, enlisting the support of and supervising junior staff as required to complete job tasks. Solves technical problems requiring ingenuity, creativity, and original solutions. Trains junior staff on technical issues. Operates with great latitude with respect to providing technical solutions, reporting to a Project Manager (or higher) on matters relating to cost and schedule.	

Title:	Education/Experience:
Design Engineer / Quality Assurance Engineer	B.S. (4 yr) ♦ M.S. (2 yr) ♦ Professional Licensure
Responsibilities:	
4 years (or equivalent) experience in the engineering profession. Professional engineering licensure is required.	
Conducts specific tasks in support of larger engineering projects. Receives general instructions for work, but solves difficult technical problems using ingenuity, creativity, and originality. Reports to a Senior Engineer or Project Manager (or higher) for technical guidance, as required.	

Title:	Education/Experience:
Engineering Technician V	No degree (26 yr) ♦ H.S. or G.E.D. (24 yr) ♦ A.A. (22 yr) ♦ B.S. (20 yr)
Responsibilities:	
26 years (or equivalent) progressive technical experience in engineering and construction quality assurance support, with at least 4 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.	
Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Trains junior technicians. Typically operates with great latitude in the field, reporting and coordinating daily with the Sr. Engineer (or higher) or Project Manager (or higher).	

## **GSA Professional Engineering Services Labor Category Descriptions**

Title:	Education/Experience:
Engineering Technician IV	No degree (20 yr) ♦ H.S. or G.E.D. (18 yr) ♦ A.A. (16 yr) ♦ B.S. (14 yr)
Responsibilities:	
<p>20 years (or equivalent) progressive technical experience in engineering and construction quality assurance support, with at least 4 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Trains junior technicians. Typically operates with great latitude in the field, reporting and coordinating daily with the Sr. Engineer (or higher) or Project Manager (or higher).</p>	

Title:	Education/Experience:
Engineering Technician III	No degree (14 yr) ♦ H.S. or G.E.D. (12 yr)
Responsibilities:	
<p>14 years (or equivalent) progressive technical experience in engineering and construction quality assurance support, with at least 2 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Typically operates with great latitude in the field, reporting and coordinating daily with the Sr. Engineer (or higher) or Project Manager (or higher).</p>	

Title:	Education/Experience:
Engineering Technician II	No degree (7 yr) ♦ H.S. or G.E.D. (5 yr)
Responsibilities:	
<p>7 years (or equivalent) progressive technical experience in engineering and construction quality assurance support, with at least 1 year direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Typically operates with some latitude in the field, particularly in areas of expertise. However, receives guidance often, and reports and coordinates daily with the Resident Engineer or Project Manager (or higher), or designee (e.g., a more senior construction inspector).</p>	

Title:	Education/Experience:
Engineering Technician I	No degree (0 yr)
Responsibilities:	
<p>0 to 7 years technical experience in engineering and construction quality assurance support. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Operates with a great deal of oversight and support from senior-level inspectors and engineers. Reports daily to an assigned manager, typically a senior construction inspector.</p>	

## ***GSA Professional Engineering Services Labor Category Descriptions***

<b>Title:</b>	<b>Education/Experience:</b>
Principal Engineer	B.S. (15 yr) ♦ M.S. (13 yr) ♦ Ph.D. (11 yr) ♦ Professional Licensure
<b>Responsibilities:</b>	
<p>15 years (or equivalent) progressive technical experience in the engineering profession, with a minimum of 5 years of project experience relevant to the task at hand. Professional engineering licensure and an ownership stake in the corporation are required.</p> <p>At the highest level of the firm, plans and conducts a broad variety of engineering work, enlisting the support of and supervising junior staff as required to complete job tasks. Solves technical problems requiring ingenuity, creativity, and original solutions. Trains junior staff on technical issues.</p>	

<b>Title:</b>	<b>Education/Experience:</b>
Construction Manager	B.S. (10 yr) ♦ M.S. (8 yr)
<b>Responsibilities:</b>	
<p>10 years (or equivalent) progressive experience in the construction industry, with at least 4 years as a Construction Engineer.</p> <p>Oversees construction projects, planning activities, overseeing and documenting construction operations, and creatively solving problems in the field. Makes complex decisions based on plans and specifications, job site variances, and unexpected field conditions. Communicates directly at all levels of the construction project, including the Construction and Office Engineers, Cost Estimators, Construction Inspectors, the owner and/or owner's representative, contractors, vendors, suppliers, and other third parties (e.g., utility companies). Evaluates contractor change order requests. Reports to the Principal Engineer, or directly to the project owner with the Principal's consent.</p>	

<b>Title:</b>	<b>Education/Experience:</b>
Construction Engineer	B.S. (4 yr) ♦ M.S. (2 yr) ♦ Professional Licensure
<b>Responsibilities:</b>	
<p>4 years (or equivalent) progressive experience in the construction industry. Professional engineering licensure is required.</p> <p>Support the Construction Manager by creatively solving problems in the field. Makes relatively simple decisions based on plans and specifications, job site variances, and unexpected field conditions. As directed, communicates at all levels of the construction project, including the Construction Manager, Office Engineers, Cost Estimators, Construction Inspectors, contractors, vendors, suppliers, and other third parties (e.g., utility companies). Documents site conditions and field decisions. Evaluates contractor change order requests. Reports to the Construction Manager.</p>	

<b>Title:</b>	<b>Education/Experience:</b>
Office Engineer	H.S./G.E.D (4 yr) ♦ B.S. (2 yr)
<b>Responsibilities:</b>	
<p>4 years (or equivalent) progressive experience in the construction industry.</p> <p>Assists Construction Manager and Construction Engineers with requests for information, change order requests, and coordination between field entities, such as the owner, contractors, and construction manager. Performs field inspections and assists with document control. Reports to the Construction Manager.</p>	

<b>Title:</b>	<b>Education/Experience:</b>
Sr. Cost Estimator	B.S. (8 yr)
<b>Responsibilities:</b>	
<p>8 years progressive experience in the construction industry.</p> <p>Independently evaluates contractor-proposed cost and change orders requests, providing feedback directly to Resident Engineer and owner. May performs field inspections to verify conditions. Works closely with construction inspectors and engineers, and reports to the Resident Engineer.</p>	

## **GSA Professional Engineering Services Labor Category Descriptions**

Title: Cost Estimator	Education/Experience: B.S. (2 yr)
Responsibilities: 2 years progressive experience in the construction industry.  Evaluates contractor-proposed cost and change orders requests, under guidance of Sr. Cost Estimator or Resident Engineer. May performs field inspections to verify conditions. Works closely with construction inspectors and engineers, and reports to the Resident Engineer.	

Title: Special Inspector	Education/Experience: No degree (26 yr) ♦ H.S. or G.E.D. (24 yr) ♦ A.A. (22 yr) ♦ B.S. (20 yr)
Responsibilities: 26 years (or equivalent) progressive technical experience in construction inspection, with at least 4 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis. Unique skills and qualifications in multiple areas of inspection, with strong management and technical ability.  Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Trains junior inspectors. Typically operates with great latitude in the field, reporting and coordinating daily with the Construction Manager or Project Manager (or higher).	

Title: Construction Inspector V	Education/Experience: No degree (26 yr) ♦ H.S. or G.E.D. (24 yr) ♦ A.A. (22 yr) ♦ B.S. (20 yr)
Responsibilities: 25 years (or equivalent) progressive technical experience in construction inspection, with at least 4 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.  Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Trains junior inspectors. Typically operates with great latitude in the field, reporting and coordinating daily with the Construction Manager or Project Manager (or higher).	

Title: Construction Inspector IV	Education/Experience: No degree (20 yr) ♦ H.S. or G.E.D. (18 yr) ♦ A.A. (16 yr) ♦ B.S. (14 yr)
Responsibilities: 20 years (or equivalent) progressive technical experience in construction inspection, with at least 4 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.  Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Trains junior inspectors. Typically operates with great latitude in the field, reporting and coordinating daily with the Construction Manager or Project Manager (or higher).	

## **GSA Professional Engineering Services Labor Category Descriptions**

Title:	Education/Experience:
Construction Inspector III	No degree (14 yr) ♦ H.S. or G.E.D. (12 yr)
Responsibilities:	
<p>12 years (or equivalent) progressive technical experience in construction inspection, with at least 2 years direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Typically operates with great latitude in the field, reporting and coordinating daily with the Construction Manager or Project Manager (or higher).</p>	

Title:	Education/Experience:
Construction Inspector II	No degree (7 yr) ♦ H.S. or G.E.D. (5 yr)
Responsibilities:	
<p>7 years (or equivalent) progressive technical experience in construction inspection, with at least 1 year direct and relevant experience with the task(s) at hand. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Typically operates with some latitude in the field, particularly in areas of expertise. However, receives guidance often, and reports and coordinates daily with the Construction Manager or Project Manager (or higher), or designee (e.g., a more senior Construction Inspector).</p>	

Title:	Education/Experience:
Construction Inspector I	No degree (0 yr)
Responsibilities:	
<p>0 to 7 years technical experience in construction inspection. Licenses, certifications, and training as required on a task basis.</p> <p>Performs plan check and construction inspection to ensure compliance with codes, ordinances, regulations, and standard industry practice. Inspects projects and materials, prepares daily reports, and coordinates activities between contractors and third parties (e.g., utility companies). Monitors project budget and schedule, and reviews contractor requests for progress payments. Performs related work as required. Operates with a great deal of oversight and support from senior-level inspectors and engineers. Reports daily to an assigned manager, typically a more senior Construction Inspector.</p>	

## **GSA Professional Engineering Services Labor Category Descriptions**

Title:	Education/Experience:
Administrative Assistant V	No degree (26 yr) ♦ H.S. or G.E.D. (24 yr) ♦ A.A. (22 yr) ♦ B.S. (20 yr)
Responsibilities:	
26 years (or equivalent) progressive experience supporting engineers and scientists in an office environment.	
Performs assigned administrative technical support tasks. Plans, supervises, and manages administrative tasks without direct supervision. Assignments may include specific tasks or be broad in nature, requiring creativity and experience to successfully accomplish. Trains junior administrative personnel. Makes decisions and takes actions without direct supervision. For direct project support, reports to Project Manager. Otherwise, reports directly to an officer of the firm.	

Title:	Education/Experience:
Administrative Assistant IV	No degree (20 yr) ♦ H.S. or G.E.D. (18 yr) ♦ A.A. (16 yr) ♦ B.S. (14 yr)
Responsibilities:	
20 years (or equivalent) progressive experience supporting engineers and scientists in an office environment.	
Performs assigned administrative technical support tasks. Plans, supervises, and manages administrative tasks without direct supervision. Assignments may include specific tasks or be broad in nature, requiring creativity and experience to successfully accomplish. Trains junior administrative personnel. Makes decisions and takes actions without direct supervision. For direct project support, reports to Project Manager. Otherwise, reports directly to an officer of the firm.	

Title:	Education/Experience:
Administrative Assistant III	No degree (14 yr) ♦ H.S. or G.E.D. (12 yr) ♦ A.A. (10 yr)
Responsibilities:	
14 years (or equivalent) progressive experience supporting engineers and scientists in an office environment.	
Performs assigned administrative technical support tasks. Plans, supervises, and manages administrative tasks without direct supervision. Assignments may include specific tasks or be broad in nature, requiring creativity and experience to successfully accomplish. Trains junior administrative personnel. Makes decisions and takes actions without direct supervision. For direct project support, reports to Project Manager. Otherwise, reports directly to an officer of the firm.	

Title:	Education/Experience:
Administrative Assistant II	No degree (8 yr) ♦ H.S. or G.E.D. (6 yr) ♦ A.A. (4 yr)
Responsibilities:	
8 years (or equivalent) progressive experience supporting engineers and scientists in an office environment.	
Performs assigned administrative technical support tasks. Plans, supervises, and manages administrative tasks with some level of supervision. Assignments may include specific tasks or be broad in nature, requiring creativity and experience to successfully accomplish. Makes decisions and takes actions, but generally is required to seek approval. For direct project support, reports to Project Manager or designee (e.g., a more senior Administrative Assistant). Otherwise, reports directly to an officer of the firm.	

Title:	Education/Experience:
Administrative Assistant I	No degree (0 yr)
Responsibilities:	
0 to 8 years progressive experience supporting engineers and scientists in an office environment.	
Performs assigned administrative technical support tasks. Plans, supervises, and manages administrative tasks, generally with supervision. Assignments generally are specific tasks that are simple to accomplish. For direct project support, reports to Project Manager or designee (e.g., a more senior Administrative Assistant). Otherwise, reports directly to an officer of the firm.	