

Facilities Maintenance and Management

Energy Management Services

GSA SCHEDULE 03FAC
GS-10F-0346L
2001-2021



TETRA TECH



GSA Schedule 03FAC — Facilities Maintenance and Management

Table of Contents

Table of Contents	i
About Tetra Tech	1
Our Approach to Energy Management	1
SIN 871-202 — Energy Management Planning and Strategies	2
SIN 871-203 — Training on Energy Management	2
SIN 871-204 — Metering Services	3
SIN 871-205 — Energy Program Support Services	3
SIN 871-206 — Building Commissioning Services	3
SIN 871-207 — Energy Audit Services	4
SIN 871-208 — Resource Efficiency Management (REM)	4
SIN 871-209 — Innovations in Energy	6
SIN 871-210 — Water Conservation	6
SIN 871-299 — New Services: Renewable Energy Certificates	7
SIN 003-97 — Ancillary Repair and Alterations	7
Tetra Tech’s Schedule 03FAC Details	8
Price List – All Awarded SINS	9
Tetra Tech Contact Information	9
Description of Labor Categories	10

About Tetra Tech

For five decades, clients have turned to Tetra Tech for innovative and cost-effective solutions to their energy and environmental management needs. As one of the top ten engineering and environmental service firms, Tetra Tech has the depth of resources and personnel to successfully support all aspects of the energy management services presented.

Since its inception in 1966, Tetra Tech's approach to energy management consulting is uniquely customized to our respective clients' requirements and goals. We have created a company of multidisciplinary professionals, unfettered by hierarchical organizational structure and complex cost centers, who continuously develop and apply emerging technologies and innovative techniques to assist our clients. Many of our senior consultants have held upper level positions in the federal government and understand, first hand, the issues and the most effective approaches to energy management in this sector. Our reputation for providing innovative yet practical energy management solutions backed by reliable systems and by engineering, scientific, economic, and business analyses has earned the confidence of our customers worldwide and enhanced the success and return on investment of their energy programs and initiatives.

We recognize the critical challenges that face government agencies in effectively managing their energy and water resources and the impacts of their policies and economic decisions on achieving significant and sustained energy savings. We are experienced in assisting our clients to assess these impacts by reviewing both existing and anticipated regulations, evaluating energy programs and projects, and providing tailored analyses that lead to cost effective and environmentally sound solutions.

By helping our clients implement effective energy management programs, Tetra Tech has significantly reduced energy use at private and federal facilities. In addition, we have assisted our clients in obtaining significant environmental benefits, such as reductions in greenhouse gas emissions and other pollutants associated with production of electricity or burning of fuels. Tetra Tech works closely with the client to establish sound energy management practices, life-cycle cost effective projects, and efficiency in day-to-day operations. We believe that an effective energy management program can meet regulatory and policy requirements while at the same time improving the quality of life and productivity.



Our Approach to Energy Management

Our innovative approach to providing energy management services includes taking an integrated view of energy generation, transmission, and end-uses. We focus on the behavioral and operational aspects of energy end-uses to maximize the cost, energy, and environmental benefits of energy efficiency efforts, with no adverse impact to operations

or to employee safety, health, or morale. In doing so, we holistically focus on the environmental and economic aspects of energy management to apply environmentally sound, performance-based technology and management solutions to reducing energy and water usage at federal and private-sector facilities. By building on existing energy management programs and developing and implementing new programs to further reduce energy demands, Tetra Tech has been able to help clients improve the environment, reduce



operating costs, and comply with the energy efficiency improvement goals outlined in Executive Orders, the Energy Policy Act of 2005 (EPACT 2005), and the Energy Security Independence Act 2007 (ESIA 2007).

Our energy services focus on implementing technical improvements and innovative energy management initiatives, and developing energy projects. In developing energy projects, we take a comprehensive approach by looking at a facility's utility production and purchases, distribution systems, and end-uses of energy and water. The aim of our energy management approach is to significantly reduce utility costs and consumption by applying proven energy technologies and by focusing on behavioral changes, maintenance and operation procedures, resource accounting, education and training, and a comprehensive awareness campaign. We help the client make their facilities and utility systems more efficient, operate and maintain them more effectively, and put the management programs in place to ensure their continued, improved operation.

Our success is founded on a commitment to quality through the use of experienced and highly skilled managers, scientists and engineers; a thorough understanding of regulatory requirements; and detailed project planning and tracking. Our commitment to quality energy management has earned us a national reputation for excellence with clients and regulatory agencies alike.

Under the Energy Services contract, Tetra Tech's services are identified according to Special Item Numbers (SIN). The SINs are listed below, each with examples of the types of tasks that can be conducted under that SIN. The tasks identified are examples only; they are not the only services that Tetra Tech can provide under the SIN.

SIN 871-202 — Energy Management Planning and Strategies

Tetra Tech has expertise and experience in federal energy management that enables us to provide comprehensive energy management solutions throughout all phases of an energy project. Our extensive experience in a variety of energy projects includes, but is not limited to, renewable energy, sustainable energy, and energy-efficient buildings certification programs, such as Leadership in Energy and Environmental Design (LEED). Tetra Tech is the industry leader in providing the following services available under this SIN:

- Consulting, Auditing, and Energy Management Solutions — including strategic planning, energy assessments, energy audits, audit plans, and energy management solutions.
- Concept Development and Requirements Analysis — analysis of the audit results and outlines of requirements to design a detailed energy management project concept.
- Implementation and Change Management — implementation and integration of more energy-efficient practices and systems and training in using them effectively.
- Measurement and Verification — the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long-term monitoring, verification of savings, and benchmarking.

SIN 871-203 — Training on Energy Management

Tetra Tech has the expertise and experience in federal energy management to assist you — whether helping to develop and deliver agency energy training plans or creating training and awareness programs. Training can include creating implementation plans; evaluating the most complex energy choices; metering, billing, and management; energy-efficient buildings certification programs such as LEED; or preparing agency statements of work for energy management projects.

SIN 871-204 — Metering Services

Tetra Tech has the expertise and experience to assist agencies with developing, implementing, and using metering services. Metering services can help collect data and measure energy consumption through electric, gas, water, or steam utilities. The metered data can be used to evaluate whether energy conservation goals are being met and allow for measuring and tracking the cost effectiveness of energy conservation projects. Following are a few of the services Tetra Tech can provide to you under this SIN:

- Installation of metering equipment and software
- Basic and advanced metering services
- Maintenance, installation, and removal of equipment
- Energy planning and strategies to meet policy and statutory requirements

SIN 871-205 — Energy Program Support Services

Tetra Tech has the expertise and experience to assist you, whether helping to develop and carry out energy implementation plans; evaluating the most complex energy choices; providing metering, billing, and management solutions; or preparing statements of work for energy management projects. Following are a few of the services Tetra Tech can provide to you under this SIN:

- Developing energy planning and strategies (meeting policy and statutory requirements)
- Supporting energy choice analysis
- Providing risk management
- Billing and management oversight
- Preparing agency statements of work
- Supporting energy-efficient buildings certification programs, such as LEED

SIN 871-206 — Building Commissioning Services

Tetra Tech has provided facility-wide commissioning services to federal and private customers for more than a decade. Our total building commissioning services provide the detail-oriented process necessary to analyze, document, and verify that the performance of the facility satisfies any requirements and standards that may apply. Our services ensure the long-term performance of a facility.

Tetra Tech's approach is designed to maximize the return on investments made in the built environment while limiting resource waste. Tetra Tech's building optimization model is geared toward institutionalizing the way buildings operate.

Following are a few of the services Tetra Tech can provide to you under this SIN:

- Comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings
- Facility design reviews to ensure



the building systems are designed and built to operate as efficiently as possible

- Re-commissioning and retro-commissioning services
- Energy-efficient buildings certification programs support, such as LEED

SIN 871-207 — Energy Audit Services

Tetra Tech’s energy audit services go beyond identifying the sources of energy use. We pay close attention to understanding the operating characteristics of all energy consuming systems, as well as the situations that cause variations in the load profile. When possible, existing utility data are supplemented with sub-metering of major energy consuming systems and monitoring of system operating characteristics. Our experts seek to understand to the greatest degree possible, each building’s construction, design intent, building systems, operations and maintenance practices, mission support requirements and other site factors in order to produce truly comprehensive, actionable audits of the highest value to the client.

Following are among the services Tetra Tech can provide under this SIN:

- Energy audits
- Resource Efficiency Management
- Use of alternative energy sources
- Building commissioning services
- Developing, executing, and reporting on audit plans
- From cursory to comprehensive energy and water audit services
- Data collection, data analysis, and benchmarking with tools such as EnergyStar
- Written recommendations of suggested upgrades in the electrical and mechanical infrastructure, including impact on energy consumption and pollution, that can include recommendations for using alternative energy sources
- Energy-efficient buildings certification programs support, such as LEED

SIN 871-208 — Resource Efficiency Management (REM)

Tetra Tech is successfully supporting the development and implementation of Resource Efficiency Management (REM) Programs at Department of Defense and other federal facilities worldwide. REM is an innovative management approach that focuses on reducing energy and other resource consumption, thereby saving money and preserving the environment. The REM programs implemented by Tetra Tech have been instrumental in helping federal agencies meet increasingly tight budget constraints and attain the energy reduction goals established by Executive Orders





13693, the Energy Policy Act of 2005 (EPAct 2005), and the Energy Security Independence Act 2007 (ESIA 2007).

The REM program augments existing facility resources and focuses on no- and low-cost opportunities to reduce energy consumption in real time, including behavioral aspects of energy end-uses and operation and maintenance measures. The REM program integrates the environmental and economic aspects of energy management to apply environmentally sound, performance-based technology and management solutions to reduce energy, water, and other resource consumption.

Under the REM Program, full-time, on-site Tetra Tech Resource Efficiency Managers support facilities' efforts to reduce energy costs and consumption and meet their mandated energy conservation goals. The objectives of the REM program are to identify and implement readily attained cost saving initiatives in energy, water, and resource conservation. The Resource Efficiency Manager:

- Analyzes energy end-uses and distribution systems
- Identifies opportunities for energy and emission reductions
- Strengthens energy management programs
- Conducts awareness training
- Develops and executes energy projects
- Provides measurement and verification support
- Prepares documentation to obtain energy efficiency rebates and incentives

A unique feature of the program is that REM, through energy cost savings, rebates and incentives, and verifiable cost avoidances, realizes savings greater than the implementation costs. As a goal, a REM program should provide a return on investment of greater than 200 percent versus contract costs. To date, Tetra Tech REM programs overall have provided savings of more than 200 percent to our clients and have gained strong customer support.

Tetra Tech has supported REM programs at 80 installations throughout the U.S. and the world, including Navy, Marine Corps, Air Force, Army, Air National Guard, Coast Guard, and other federal facilities. Tetra Tech uses an integrated program management approach to facilitate communication among individual Resource Efficiency Managers and REM programs. The ability to apply the technical resources, lessons learned, successful technology and management solutions, and experience of the entire Tetra Tech energy team to individual REM programs allows us to leverage the existing skill set of an individual Resource Efficiency Manager to provide unparalleled depth and breadth of services to our clients. Tetra Tech has a number of contract vehicles that we can use to support REM Programs, including the General Services Administration Energy Management Services schedule, which has been the contract vehicle of choice for our Federal customers and has been instrumental in Tetra Tech's ability to successfully expand REM support services.

Tetra Tech is the leader in providing REM services. REM services provided under this SIN include, but are not limited to, the following:

- Energy Program Management at Agency, Headquarters, and Activity Level
- Energy Project development & Execution
- ESPC & UESC Program Support
- LEED & Energy Star Program Support
- Energy Awareness and Training
- Energy Audits and Assessments
- Feasibility Studies

- Process Optimization
- Distributed Generation
- Measurement and Verification
- Grant and Rebate Support
- Operation and Maintenance Support
- Commissioning
- Building Tune-Up
- Specialized Technical Studies

SIN 871-209 — Innovations in Energy

Tetra Tech can apply our expertise and experience to assist clients with innovative approaches to renewable and sustainable energy, sustainability services, and energy management technology and services. These services might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through:

- Biomass conversion
- Solar energy
- Fuel cells
- Geothermal energy
- Hydropower (tidal power, wave power, tidal stream power, waterwheels, and
- Wind power
- Other sources



Services could also include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems. These services further include implementing, testing, and evaluating networked energy management systems and services. Tetra Tech is experienced in providing services that are carbon-neutral, thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas, and propane.

SIN 871-210 — Water Conservation

Tetra Tech provides expert services in sustainable water resource management to effectively support the water and energy needs of our clients. Our experience and expertise help our clients to realize significant water, energy, and cost savings. We develop, implement, and analyze effective approaches to water resource management.

The link between water and energy is inextricable. Tetra Tech uses integrated water and energy-related programs to serve all of our client needs by implementing energy-efficient methods while addressing both the supply of and demand for water. Through low-risk, low-cost investments, Tetra Tech assists clients with improving water use, energy efficiency, and conservation.



Tetra Tech water management staff:

- Track regulatory drivers and legislative framework at every level to ensure compliance with water resource mandates
- Analyze supply-side opportunities, such as desalination and gray water reuse
- Deliver demand-side management and conservation opportunities and improvements
- Measure and verify actual results of savings and performance efficiency
- Implement energy efficiency measures

Our sustainable water resource management services include:

- Audits
- Irrigation management
- Water management plans
- Smart landscape management
- No-cost/low-cost water conservation improvements
- Leak detection, focused on old infrastructure
- Planning, designing, implementing, and using water management plans
- Comprehensive metering and monitoring of water and sewer services
- Developing water optimization services focusing on acquisition, treatment, distribution, and disposal of water

Tetra Tech develops innovative approaches across the full range of water conservation opportunities, enabling our clients to achieve a maximum level of performance at their facilities.

SIN 871-299 — New Services: Renewable Energy Certificates

Tetra Tech can provide federal agencies the necessary services to procure tradable renewable energy certificates. These certificates represent all the environmental benefits of a specific quantity of electric generation by renewable energy systems, including wind, solar, geothermal, and biomass. By capitalizing on Tetra Tech's services, federal agencies will be able to overcome their funding limitations and more effectively meet the requirements outlined in Executive Orders 13693, EPAAct 2005, and ESIA 2007. Tetra Tech can provide the following support services under this SIN:

- Legislation documentation for obtaining certificates
- Source identification for renewable energy certificates
- Renewable energy generation projections
- Due diligence for the certificates to ensure each certificate is sold only once
- Chain-of-custody documentation as the certificate is transferred.

SIN 003-97 — Ancillary Repair and Alterations

In support of other services provided under this GSA Schedule, Tetra Tech can provide ancillary repair and alterations projects that are (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services.



Tetra Tech's Schedule 03FAC Details

- Contract Number: GS-10F-0346L

- Effective: August 15, 2001 – August 14, 2021

- Awarded Special Item Numbers (SIN):
 - SIN 871-202 Energy Management Planning Strategies
 - SIN 871-203 Training on Energy Management
 - SIN 871-204 Metering Services
 - SIN 871-205 Energy Program Support Services
 - SIN 871-206 Building Commissioning Services
 - SIN 871-207 Energy Audit Services
 - SIN 871-208 Resource Efficiency Management (REM)
 - SIN 871-209 Innovations in Energy
 - SIN 871-210 Water Conservation
 - SIN 871-299 New Services: Renewable Energy Certificates
 - SIN 003-97 Ancillary Repair and Alterations

- Maximum Order: \$1,000,000

- Minimum Order: \$300

- Geographic Area Covered: Worldwide

- Point of Production: San Diego, California, U.S.A.

- Business Size: Large

- DUNS Number: 010737935

- All prices reflect the net price for the services in question.

- Prompt Payment Terms: 0%, Net 30 Days
Government credit cards are accepted.

- Foreign Items: None

- Time of Delivery: Will be negotiated for individual task orders

- Ordering Address: Tetra Tech EM Inc.
1230 Columbia Street, Suite 1000
San Diego, CA 92101

- Program Manager: Linda Hunter
1230 Columbia Street, Suite 1000
San Diego, CA 92101
Telephone: (619) 525-7188
Facsimile: (619) 525-7186

- Payment by Mail: Tetra Tech EM Inc.
Department 1642
Denver, CO 80291-1642

- Payment by Wire Transfer: Wells Fargo
Routing Transit Number: 121000248
Account Number: 41331-6032



Price List – All Awarded SINs

Labor Category	Year 16*	Year 17*	Year 18*	Year 19*	Year 20*
<u>Key Principal</u>	\$273.71	\$284.66	\$296.05	\$307.89	\$320.21
<u>Principal</u>	\$191.40	\$199.06	\$207.02	\$215.30	\$223.91
<u>Business Manager</u>	\$173.47	\$180.41	\$187.63	\$195.14	\$202.95
<u>Managing Energy Consultant</u>	\$179.44	\$186.62	\$194.08	\$201.84	\$209.91
<u>Senior Energy Consultant</u>	\$149.55	\$155.53	\$161.75	\$168.22	\$174.95
<u>Energy Consultant</u>	\$108.42	\$112.76	\$117.27	\$121.96	\$126.84
<u>Junior Energy Consultant</u>	\$83.68	\$87.03	\$90.51	\$94.13	\$97.90
<u>Energy Auditor III</u>	\$165.85	\$172.48	\$179.38	\$186.56	\$194.02
<u>Energy Auditor II</u>	\$149.55	\$155.53	\$161.75	\$168.22	\$174.95
<u>Energy Auditor I</u>	\$99.67	\$103.66	\$107.81	\$112.12	\$116.60
<u>Engineer IV</u>	\$165.85	\$172.48	\$179.38	\$186.56	\$194.02
<u>Engineer III</u>	\$130.63	\$135.86	\$141.29	\$146.94	\$152.82
<u>Engineer II</u>	\$108.06	\$112.38	\$116.88	\$121.56	\$126.42
<u>Engineer I</u>	\$87.29	\$90.78	\$94.41	\$98.19	\$102.12
<u>Resource Manager IV</u>	\$150.76	\$156.79	\$163.06	\$169.58	\$176.36
<u>Resource Manager III</u>	\$141.62	\$147.28	\$153.17	\$159.30	\$165.67
<u>Resource Manager II</u>	\$126.19	\$131.24	\$136.49	\$141.95	\$147.63
<u>Resource Manager I</u>	\$106.95	\$111.23	\$115.68	\$120.31	\$125.12
<u>Information Specialist III</u>	\$171.10	\$177.94	\$185.06	\$192.46	\$200.16
<u>Information Specialist II</u>	\$125.30	\$130.31	\$135.52	\$140.94	\$146.58
<u>Information Specialist I</u>	\$88.20	\$91.73	\$95.40	\$99.22	\$103.19
<u>Database Specialist III</u>	\$152.73	\$158.84	\$165.19	\$171.80	\$178.67
<u>Database Specialist II</u>	\$108.42	\$112.76	\$117.27	\$121.96	\$126.84
<u>Database Specialist I</u>	\$83.68	\$87.03	\$90.51	\$94.13	\$97.90
<u>Technical Editor/Writer II</u>	\$121.84	\$126.71	\$131.78	\$137.05	\$142.53
<u>Technical Editor/Writer I</u>	\$104.66	\$108.85	\$113.20	\$117.73	\$122.44
<u>Administrative Support</u>	\$68.09	\$70.81	\$73.64	\$76.59	\$79.65
<u>Word Processor</u>	\$81.64	\$84.91	\$88.31	\$91.84	\$95.51
<u>Clerk</u>	\$53.62	\$55.76	\$57.99	\$60.31	\$62.72

*Year 16 rates are effective August 15, 2016 through August 14, 2017. Year 17 rates are effective August 15, 2017 through August 14, 2018. Year 18 rates are effective August 15, 2018 through August 14, 2019. Year 19 rates are effective August 15, 2019 through August 14, 2020. Year 20 rates are effective August 15, 2020 through August 14, 2021.

Tetra Tech Contact Information

1230 Columbia Street, Suite 1000
San Diego, CA 92101

Telephone: (619) 525-7188
Facsimile: (619) 525-7186
Internet Address: www.tetrattech.com

Director of Energy Programs:

Linda Hunter
Telephone: (619) 525-7188
Facsimile: (619) 525-7186
E-mail: Linda.Hunter@tetrattech.com



Description of Labor Categories

Key Principal — Senior corporate manager responsible for the management, direction, and operational of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Integrates technical requirements and solutions into business process reengineering requirements and translates concepts into operational improvements and systems.

Principal — Corporate manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight, and preparing agency statement of work.

Business Manager — Manages financial systems and oversees administrative contractual requirements. Tracks budgets for multiple projects and communicates frequently internally and externally with the key principal and principal and externally with the client regarding adherence to budgets and contract terms and conditions. Provides financial forecasts and reviews past performance with the client regarding funding. Also responsible for all procurement and subcontract management on a project.

Managing Energy Consultant — Directs energy management programs, projects and management systems in support of agency compliance with policy and statutory requirements. Assists agencies in developing, executing and reporting their energy implementation plan activities. Is responsible for technology development and resource allocation for a broad project base. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Provides advice and assistance to agency energy program managers in support of agency-wide energy management programs.

Senior Energy Consultant — Assists agencies and installations in developing, executing and reporting their energy implementation plan activities. Develops energy plans and strategies, supports energy choice analyses, and provides risk management services. Provides energy metering and data management services, manages and analyzes utility billings, and helps improve customer bill processing systems. Assists agencies in preparing statements of work for energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs.

Energy Consultant — Directs or assists in energy management programs, projects and management systems. Helps develop energy programs, plans and projects in support of agency and installation energy management programs. Supports customers in evaluating energy choices, including technical and economic analyses of alternatives. Provides risk management services to minimize the impact of price uncertainties. Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports.

Junior Energy Consultant — Assists in providing technical consulting to managers and supervisors for energy management and auditing program support. Assists in the analysis of programmatic, organizational, and operational requirements, and assessment of needs. Provides research and analytical support during conduct of strategic planning, auditing, choice analysis, and life cycle cost analysis.



Energy Auditor III — Directs and performs complex, installation-wide energy audits. Reviews 10-year audit plans and makes recommendations to incorporate new technology and improved infrastructure. Helps agencies transfer good energy technologies, operations and practices agency-wide. Recommends improvements to controls and metering systems to enhance energy management capabilities.

Energy Auditor II — Performs energy audits and technical studies in support of installation energy audit programs. Identifies cost-effective energy conservation opportunities, performs economic analyses, and develops energy conservation projects, as assigned.

Energy Auditor I — Assists more experienced auditors in conducting various elements of energy audits and technical studies. Assists in the integration of information and findings about cost-effective energy conservation opportunities, economic analyses, and energy conservation project efforts.

Engineer IV — Plans and directs complex projects requiring the integration of refined engineering techniques with the outputs of other disciplines. Establishes performance and technical standards. Performs complex design and analysis tasks, including the design of complex systems.

Engineer III — Devises tests to evaluate and check systems. Performs and documents the results of complex analyses and design tasks. May design complex systems and act as a project manager.

Engineer II — Performs analysis and design tasks. Also prepares specifications and assists in the development of performance and technical standards.

Engineer I — Provides basic technical assistance in engineering under the supervision of more experienced personnel.

Resource Manager IV — Directs a full range of energy management and resource conservation services including: identifying potential energy projects, programs, and initiatives; supporting project implementation; conducting energy training; developing and sustaining an effective energy awareness program; supporting demand reduction programs; and coordinating grants and incentives for eligible energy conservation projects.

Resource Manager III — Manages the reduction in energy, solid waste, water, and sewer costs. Identifies and implements cost saving initiatives in energy, water, and resource conservation. Develops energy, water, and resource conservation projects to reduce costs. Evaluates the technical and economic feasibility of energy and resource conservation projects. Supports energy and resource conservation awareness programs. Helps establish strong energy and resource conservation policies within the organization. Is a technical resource for occupants, building monitors, operations and maintenance staff, and other stakeholders.

Resource Manager II — Helps facilitate the reduction in energy, solid waste, water, and sewer costs. Helps establish highly visible energy and resource conservation programs through awareness campaigns. Provides strong educational support to all occupants at a facility. Reviews the economic and technical feasibility of energy conservation projects, provides project management and coordination for development and implementation of energy conservation projects, including Utility Energy Service Contract (UESC) and Energy Service Performance Contract (ESPC) projects. Supervises field investigations.

Resource Manager I — Provides assistance to identify and implement cost saving initiatives in energy, water, and resource conservation. Develops energy, water, and resource conservation projects to reduce



costs. Evaluates technical and economic feasibility of energy and resource conservation projects. Supports energy and resource conservation awareness programs and conducts field investigations.

Information Specialist III — Applies process improvement practices to reengineer methodologies/principles and process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures, including energy management system, facility management systems, financial management, and procurement management systems. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Provides procurement and subcontract management on a project.

Information Specialist II — Applies a broad set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis, including energy management system, facility management systems, financial management, and procurement management systems. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies process engineering to develop and optimize processes. Provides technical guidance and support tools. Provides procurement and subcontract management on a project.

Information Specialist I — Analyzes, develops, and supports a wide range of information systems capabilities, including energy management system, facility management systems, financial management, and procurement management systems. Analyzes problems and gathers the information to define the problem and develops system requirements and program specifications from which a solution can be implemented. Provides procurement and subcontract management on a project.

Database Specialist III — Performs logical and physical database design. Performs data analysis, database design, development activities, and implementation for databases and their conversions. Works with users to determine access and storage requirements for survey data and information. Makes recommendations for improving existing methods for accessing and storing such information. Provides guidance and expertise in the use of database languages. Coordinates activities of both technical and non-technical personnel.

Database Specialist II — Performs logical and physical database design. Performs data analysis, database design, development activities, and implementation for databases and their conversions. Works with users to determine access and storage requirements for survey data and information. Makes recommendations for improving existing methods for accessing and storing such information. Provides guidance and expertise in the use of database languages.

Database Specialist I — Performs logical and physical database design. Performs data analysis, database design, development activities, and implementation for databases and their conversions. Works with users to determine access and storage requirements for survey data and information.

Technical Editor/Writer II — Working with technical specialists, writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation.



Technical Editor/Writer I — Working with technical specialists, writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation.

Administrative Support — Assists technical experts with the organization of tasks, preparation for meetings and other sessions, documentation of meeting results, and completion of contractually required paperwork.

Word Processor — Supports project management and the development of technical documentation by word processing letters, reports, fact sheets, guides, and training materials.

Clerk — Enters information into varying databases and systems.