

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is: <http://www.gsaadvantage.gov>*

**PES  
(Professional Engineering Services)**

**FSC Group: 871**

**Contract No.: GS-10F-0453X**

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

**Contract Period: 8/29/2011-8/28/2016**

**CBRE**

**CBRE, Inc.  
750 9<sup>th</sup> Street N.W, Suite 900  
Washington, DC 20001  
Telephone: (202) 585-5587  
Fax: (202) 783-1723  
[www.cbre.com](http://www.cbre.com)**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through 08/28/2016**



**Contract Holder**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to page #5 for a more detailed description)

### 871-7 Construction Management

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #14
- 1c. Labor Category Descriptions: Please refer to page #10
2. Maximum Order: \$1,000,000 per SIN
3. Minimum Order: \$100
4. Geographic Coverage: Domestic Only
5. Point (s) of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card is accepted at or below the micro – purchase threshold.
- 9b. Government Purchase Card is not accepted above the micro – purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: CBRE, Inc.  
Attn: Molly Murphy/GSA Orders  
750 9<sup>th</sup> Street NW, Ste 900  
Washington, DC 20001
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: CBRE Real Estate Services, Inc.

Attn: Molly Murphy/Accounts Receivable  
750 9<sup>th</sup> Street NW, Ste 900  
Washington, DC 20001

- |   |  |
|---|--|
| 15. Warranty Provision:   | Not Applicable                                       |
| 16. Export Packing Charges:   | Not Applicable                                       |
| 17. Terms & Conditions of Government Purchase Card Acceptance:  | None   |
| 18. Terms and conditions of rental, maintenance, and repair:  | 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:  | Not Applicable                                       |
| 20a. Terms and conditions for any other services (if applicable):   | Not Applicable                                       |
| 21. List of service and distribution points (if applicable):  | Not Applicable                                       |
| 22. List of participating dealers (if applicable):  | Not Applicable                                       |
| 23. Preventative maintenance (if applicable)  | Not Applicable                                       |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):   | Not Applicable                                       |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number:   | 039839683  |
| 26. CB Richard Ellis is registered in the Central Contractor Registration (CCR) database.   |  |

## **CONTRACT OVERVIEW**

GSA awarded CBRE a GSA Federal Supply Schedule contract for Professional Engineering Services, PES, Contract No. GS-10F-0453X. The current contract period is 8/29/2011 – 8/28/2016. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Molly Murphy  
CBRE, Inc.  
750 9<sup>th</sup> Street N.W. Suite 900  
Washington, DC 20001  
Telephone: (202) 585-5587  
Fax Number: (202) 783-1723  
Email: molly.murphy@cbre.com

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Molly Murphy  
CBRE, Inc.  
750 9<sup>th</sup> Street N.W. Suite 900  
Washington, DC 20001  
Telephone: (202) 585-5587  
Fax Number: (202) 783-1723  
Email: molly.murphy@cbre.com

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Construction Management and other Professional Engineering Services solutions. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. CB Richard Ellis has been awarded a contract by GSA to provide services under the following SINs:

### **SIN 871-007 Construction Management**

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

## SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

### **871-007 CONSTRUCTION MANAGEMENT**

The Contractor shall provide services related to 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 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, to include commissioning of fire protection and life safety systems and equipment. 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.

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and

- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

### Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 2 years additional experience	Equals	Ph.D

### Education Substitutions:

A Ph.D. may be substituted for 2 years of required experience with a Masters Degree or 4 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a H.S. Diploma.

GSA Labor Category	Education	Exp.	Description
Managing Director	Bachelor's degree (BA/BS) from four-year college or university	15-20+ years	Principal person from the company responsible for providing direction, coordination and insuring that the construction management team meets its obligations as contained in the contract. The Project Executive will work closely with the owner and his representatives, the project manager, architect, and the contractors during all phases of design and construction. Provides strategic advice and recommendations on improving process, leverages additional company resources, and introduces innovative approaches to new and complex client issues.
Director	Bachelor's degree (BA/BS) from four-year college or university	10-20 years	Principal point of contact from the company for the contract and for the Contracting Officer. Responsible for the overall administration and coordination of the CM's activities on the contract. Provides the direction, coordination and ensures that the company meets its contract obligations. Interacts with client to ensure that goals and objectives are being met. Oversees the preparation of accurate, timely, and complete reports to the client and CBRE. Negotiates and oversees the preparation of accurate, timely, and complete contracts between the client and CBRE. Monitors adherence to procedures and policies regarding internal controls. Directs all phases of project management and planning including client engagement, pre-construction, cost control, scheduling, quality control, staffing, and profitability responsibility. Supervises and performs all aspects of contract administration including owner contracts, Conducts and

GSA Labor Category	Education	Exp.	Description
			maintains relationships with industry and trade associates, vendors, and professional organizations.
Senior Project Manager	Bachelor's degree (BA/BS) from four-year college or university Bachelor's degree (BA/BS) from four-year college or university	10-15 years	Manages various real estate projects for clients including design, construction, occupancy, and budget management. Manages all phases of project management including design, construction, occupancy, quality control, staffing, and budget management. Interfaces with clients to define project requirements. Establishes project work plan and deadlines. Creates persuasive presentations that meet the project's objectives. Creates and manages project budget. Monitors expenses to ensure project progresses on schedule and within the prescribed budget. Manages all facets of project design, construction, and occupancy. Qualifies contractors by reviewing bids and related documents. Manages project team by providing direction and leadership. Facilitates client meetings regarding project matters. Represents the client and CBRE with architects, vendors, consultants, and regulatory agencies. Responsible for identifying training needs, tracking performance, coaching, and motivating direct reports. Responsible for hiring, terminating, compensation, and performance evaluation.
Project Manager	Bachelor's degree (BA/BS) from four-year college or university	5-10 years	Manages various real estate projects for clients including design, construction, occupancy, and budget management. Manages all phases of project management including design, construction, occupancy, quality control, staffing, and budget management. Interfaces with clients to define project requirements. Establishes project work plan and deadlines. Creates persuasive presentations that meet the project's objectives. Tracks progress of projects against goals, objectives, timelines, and budgets, and generates reports on status. Monitors expenses to ensure they fall within the prescribed budget. Manages all facets of project design, construction, and occupancy. Manages project team by providing direction and leadership. Facilitates client meetings regarding project matters. Works closely with other

GSA Labor Category	Education	Exp.	Description
			functional areas of the organization, project contractors, internal team members, external collaborators, customers and suppliers.
Associate Project Manager	Bachelor's degree (BA/BS) from four-year college or university	3-5 years	Oversees and executes duties associated with the management of projects for the department. Monitors expenses to ensure project progresses on schedule and within the prescribed budget. Provides recommendations for potential cost savings during the project's budgeting process. Tracks all project expenses and payments. Monitors expenses to ensure project progresses on schedule and within the prescribed budget. Prepares project status reports for clients, management, and team members. Coordinates the project's communication plan among team members, management, field offices, and clients. Conducts meetings with vendors and clients. Prepares various paperwork for project administration such as funding packages and service requests. Coordinates and assigns tasks to co-workers within a work unit and/or project. Coordinates the work to be completed but not responsible for formal supervision of employees. Assistance to Senior Project Manager and Project Managers on large scale projects
Project Coordinator	High school diploma or GED required	1-2 years	Provides administrative support to project team including preparation of presentations and training materials maintenance of calendars, meeting set-up and logistics, invoicing and travel. Gathers and organizes project data and maintains Exesite or other project database used by the local office. Reviews formatting of client presentations. Provides templates and deliverable due dates for win announcements and project start-ups. Responsible for establishing project and team setup in the database used by the project office. Coordinates RFP's, proposals, and other standard documents. Reviews formatting of proposals to ensure they are in line with CBRE standards and forwards to vendors as needed. Maintains score sheet, project budget and project schedule templates in the identified database.

<b>GSA Labor Category</b>	<b>Education</b>	<b>Exp.</b>	<b>Description</b>
			Provides informal assistance and/or training to co-workers. Not responsible for formal supervision of individual employees within a work unit and/or group.

**HOURLY RATES FOR SERVICES  
SIN 871-007**

	9/29/11-9/28/12
Managing Director	\$176.32
Director/Contract Executive/Program Manager	\$156.17
Senior Project Manager	\$132.24
Project Manager	\$112.44
Associate/Assistant Project Manager	\$70.53
Project Coordinator	\$41.11

CBRE is authorized to increase these rates proportionate to increase in its commercial price list, and in accordance with the EPA clause 552.216-70.