

# GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List  
September 2015



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

Facilities Maintenance and Management  
FSC Group For Center For Facilities, Hardware, And Maintenance  
Part I - Goods & Services

FSC Group 871, FSC Class R498

Contract Number:  
**Gs-21F-0037X**

Period Covered By Contract:  
**12/01/15 – 11/30/20**

Business Size:  
**Large**

Duns Number:  
**195857615**

**Smith Seckman Reid, Inc (d.b.a SSRcx)**

2995 Sidco Drive  
Nashville, Tennessee 37204  
Phone: 615.383.1113  
Fax 615.386.8469  
www.ssr-inc.com

**Contract Administration:**

Ted Foster, P.E., PSP, CxA, CxA+BE  
Phone: 256.425.2887  
Fax: 615.386.8469  
tfoster@ssr-inc.com

General Services Administration  
Management Services Center Acquisition Division  
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!*<sup>™</sup>, a menu-driven database system. The Internet address for *GSA Advantage!*<sup>™</sup> is <http://www.GSAAdvantage.gov>.

# TABLE OF CONTENTS

PAGE 1

**Section One**  
CORPORATE INFORMATION

PAGE 4

**Section Two**  
ITEMIZED LIST OF INFORMATION

PAGE 6

**Section Three**  
SKILL CATEGORY DESCRIPTIONS

PAGE 18

PAGE 4

**Section Four**

PAGE 19

**Section Five**  
DEFINITIONS OF AWARDED  
SPECIAL ITEM NUMBERS



# 1 SECTION ONE

Corporate Information

## Firm Background & Ownership

### SSRCx

In 1998, SSR committed assets to begin serving clients as a building commissioning agent. For years prior to that time, elements of commissioning had been provided along with SSR’s design services. In 2000, SSRCx was formed as a team dedicated entirely to commissioning. In a few short years, SSRCx has developed into a national leader in the building commissioning services industry. From our original staff of two, the SSRCx has grown to include almost 50 professionals located in six of our SSR branch offices from Denver to Washington D.C. With more than 1,100 projects either completed or in process, including over 220 LEED® projects, we can produce a resume of work that separates us from our competition. Our record of client satisfaction is unparalleled, with 80% of our business originating from repeat clients.

To compliment our new construction commissioning services and to build on a rapidly expanding retro-commissioning service line, SSRCx formed the “Sustainable Solutions Group (SSG)” in the mid 2000’s. The SSG specializes in sustainable design, construction, and operations by providing LEED facilitation, LEED feasibility studies, sustainability consulting, energy modeling, retro-commissioning, and Continuous Commissioning® services.

Most recently, SSRCx added specialized resources to our team to address the growing demand for a quality advocacy in the design and construction of building enclosure systems and assemblies. We now provide building enclosure consulting and commissioning services. In addition, we are also offering our IMED (Integrated Maintenance and Engineering Documentation) services to clients across the country.

### Our Parent Company

Smith Seckman Reid, Inc. (SSR) is an employee-owned engineering design and facility consulting firm with nearly 400 employees in 12 offices across the United States. Licensed in 46 states and with international experience, our projects range from small renovations to multiple building projects exceeding 1.5 million SF. SSR is ranked 12th among consulting engineers by *Building Design & Construction* magazine and 179th among design firms in the United States by *Engineering News Record*.

Formed in 1968, SSR has grown into one of the leading consulting engineering firms in the country. With a resume of clients that we believe is without peer in the industry, SSR has become one of the foremost companies of choice to provide engineering services. Success and growth in the consulting engineering industry has also translated into the same type of growth and development of a similar reputation in the commissioning industry for SSR’s commissioning team, SSRCx.

### Stability of Firm’s Leadership

SSR is an employee-owned firm. The majority of our upper management have been with SSR for most of their professional careers. This attests to the stability of our firm and its management.

Name	Title	Address
<b>Smith Seckman Reid, Inc.</b>		
J. Robin Barrick, with SSR since 1974	Chairman & CEO	2995 Sidco Drive, Nashville, TN 37204
Stephen C. Lane, with SSR since 1978	President & COO	2995 Sidco Drive, Nashville, TN 37204
Timothy L. Priddy, with SSR since 2000	Treasurer & CFO	2995 Sidco Drive, Nashville, TN 37204
Susan M. Osterberg, with SSR since 2011	CAO	2995 Sidco Drive, Nashville, TN 37204
<b>SSRCx</b>		
Michael W. Coyne, with SSR since 2004	Senior Principal	2995 Sidco Drive, Nashville, TN 37204

SSRCx uniquely combines elements of sustainability, energy efficiency and quality assurance for both new construction and existing facilities. Our demonstrated total building commissioning performance spans a wide range of commissioned systems from mechanical, electrical, plumbing, life safety, and other traditional systems to medical gas, security, IT, materials handling, and building enclosure systems. SSRCx has the technical expertise in-house to commission virtually every system associated with a complex facility. Due to the breadth of our capabilities, depth of our experience, and quality of services, more than 80% of our new projects originate from repeat clients. We are focused on developing lasting relationships and serving clients for the life of their buildings.

SSRCx is qualified with the manpower, capabilities, and experience to serve your project needs. This stems from our “Total Commitment” to commissioning services which encompasses more than 16 years of complete dedication to the commissioning of projects throughout the country and internationally. Our team includes 50 professionals from a variety of backgrounds that are devoted full-time to facilities commissioning and sustainability consulting. The following summarizes the credentials and backgrounds of SSRCx personnel.

### The SSRCx Team Includes:

- 21 Professional Engineers (registrations in 30 states)
- 22 LEED APs
- 24 certified commissioning professionals (44 commissioning certifications among 6 agencies)
- 8 Certified Energy Managers (CEM) and 2 Energy Management Professionals (EMP)
- 2 Board Certified Physical Security Professionals (PSP)
- A Certified Green Building Engineer (GBE)
- A Building Energy Modeling Professional (BEMP)
- A Registered Roof Observer (RRO)
- A Master Electrician and Medical Gas Specialists
- Former design engineers with a great depth of design experience
- Former facility operators, controls technicians, service technicians, and construction administrators
- In-House Building Scientists focused on enclosure commissioning and consulting
- An average of 20 years of industry experience per team member

Our professionals are heavily involved in the industry and are actively engaged with professional associations at the local, national, and international levels. Our team members routinely speak at conferences hosted by AABC Commissioning Group (ACG); American Society of Healthcare Engineers (ASHE); Society of American Military Engineers (SAME); American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE); Greenbuild, United States Green Building Council (USGBC); National Conference on Building Commissioning (NCBC); and International Conference for Enhanced Building Operation (ICEBO), to name a few.

In addition to speaking, presenting, and conducting training sessions at local, national, and international conferences, we are actively developing new standards for commissioning and serving in key leadership positions within these associations. SSRCx's Senior Principal, Mike Coyne, began serving on the Board of Directors for ACG in April of 2006 and recently completed his final three-year term. SSRCx's Sustainable Group Manager, Eric Sheffer, is an adjunct lecturer at Vanderbilt University, teaching sustainable design. Our Director of Commissioning Services, Steven “Rusty” Ross, is currently serving on the Board of Directors for ACG, while assisting in the development of their new Commissioning Technician standards. He also co-authored the *Health Facility Commissioning Guidelines and Health Facility Commissioning Handbook* for the American Society for Healthcare Engineering (ASHE).

With these resources, we can provide supporting professionals with the specific knowledge and experience to overcome any commissioning, energy, or sustainability challenge faced. As a whole, SSR employs nearly 400 professionals, allowing our commissioning team additional resources to deliver results even if a specialist such as an industrial hygienist, regulatory compliance consultant, or maintenance management consultant is needed. We are truly a ‘full service’ design and construction consultant.

The size of our commissioning workforce, the qualifications of our commissioning professionals, and our national perspective are valuable assets that SSRCx utilizes on every project. These factors have bred a wealth of experience with multiple types of facilities, commissioning services, and complex systems. They also allow us the flexibility to provide a team that is customized to meet the needs of your project.

SSRCx offers client-centered, high-quality services resulting in first class facilities and lasting relationships with builders and owners across the country. SSRCx has the experience and proven track record to get building systems operating as designed. We offer the following services to our clients:

## **New Construction Commissioning & LEED® Commissioning**

SSRCx firmly believes that commissioning transcends any one or two phases of a construction project just as there are three phases in the life of a project (planning and design/construction/operational), there also are three phases in the commissioning of a project. We refer to our approach to commissioning as the “Triangle Approach.”

## **Retro-Commissioning**

Retro-commissioning is a process that seeks to improve how building equipment and systems function together. Depending on the age of the building, retro-commissioning can often resolve problems that occurred during design or construction, or address problems that have developed throughout the building’s life. In all, retro-commissioning improves a building’s operations and maintenance procedures to enhance overall building performance.

## **Continuous Commissioning®**

Developed by Texas A&M University, SSRCx is one of a few companies in the world licensed to provide Continuous Commissioning® services. The process focuses on optimizing heating, ventilation, and air conditioning (HVAC) system operation and control for the existing building conditions. Continuous Commissioning® has proven to produce long-term savings using ongoing monitoring of energy consumption with follow-up commissioning, as needed. Also, with the new LEED-O&M rating system, clients can now achieve additional points towards certification with a properly applied Continuous Commissioning® program.

## **Building Enclosure Commissioning**

Building Enclosure Commissioning (BECx) is a quality-based process by which the design and construction of building enclosure systems are evaluated against the project requirements, as established by the owner. These requirements are commonly related to moisture control, air leakage, and energy performance. The commissioned systems typically include air barriers, vapor barriers, insulation, fenestration, roofing, below grade construction, and interior assemblies separating two distinct environments.

## **Energy Modeling**

If necessary for your project, SSRCx can provide an energy model for the beginning in the design development phase and continuing throughout design. The energy model can be used for design assistance in comparing system types and other aspects of design (i.e. compare insulation thicknesses of wall sections) in addition to properly documenting energy performance for the LEED submittal process.

## **Facility Benchmarking & Energy Analysis**

SSRCx has developed a tool, similar to the EnergyStar Portfolio Manager Tool, allowing us to analyze and compare our client’s buildings to the normalized national average of similar buildings and determine if energy usage is comparatively high or low and to what degree. This is known as “benchmarking” a facility, and is useful in determining next steps relating to potential strategies for reducing energy usage utilizing the retro-commissioning process.

## **LEED Feasibility Study**

Many clients are not sure if they should pursue certification. Sometimes, clients know they want to pursue LEED but need to know where they stand today in relation to their goal of certification. SSRCx provides this valuable service specifically to help these clients determine if they should pursue LEED or to help them get off to a good start in meeting an already established goal. Our feasibility reports provide clients with a snapshot of where they stand today and present the beginnings of a road map to help them reach their overall sustainability goals.

## **LEED Facilitation**

Our approach as LEED facilitator is two-fold – inform and empower. SSRCx has been involved with the LEED Rating System since its inception and has project experience in new construction, existing buildings, commercial interiors, healthcare, and campus and multiple building (volume) applications.



# 2 SECTION TWO

Itemized List of Information

# ITEMIZED LIST OF INFORMATION



## 1a. Table of Awarded Special Item Numbers (SINs):

Special Item No. 871-202  
Special Item No. 871-203  
Special Item No. 871-205  
Special Item No. 871-206  
Special Item No. 871-207  
Special Item No. 871-210  
Special Item No. 871-211

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "not applicable" for this item.

## 2. Maximum order

\$1,000,000.00

## 3. Minimum order:

\$100.00

## 4. Geographic coverage (delivery area)

Worldwide

## 5. Points of production (city, county, and state or foreign country)

Nashville, Tennessee; Houston, Texas; Memphis, Tennessee; Denver, Colorado; Tampa, Florida; Dallas, Texas; Washington, DC

## 6. Discount from list prices or statement of net price:

Government net prices (discounts already deducted); list at the end of this pricelist.

## 7. Quantity discounts

Additional 2% for orders exceeding \$150,000

## 8. Prompt payment terms

Net 30 days

## 9a. Notification that Government purchase cards are accepted below the micro-purchase threshold.

Yes

## 9b. Notification that Government purchase cards are accepted above the micro-purchase threshold.

Yes

## 10. Foreign items (list items by country of origin)

None

## 11a. Time of delivery (Contractor insert number of days)

Specified on the task order.

## 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list" under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery.

Contact Contractor

## 11c. Overnight and two-day Delivery. The Contractor will indicate whether overnight and two-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and two-day delivery.

Contact Contractor.

## 11d. Urgent requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

Contact Contractor.

## 12. F.O.B. Point

Destination

## 13a. Ordering Address(es)

Same as company address

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

## 14. Payment Address(es)

Smith Seckman Reid, Inc.  
2995 Sidco Drive  
Nashville, TN 37204

## 15. Warranty Provision

Not applicable

## 16. Export Packing Charges (if applicable)

Not applicable

# ITEMIZED LIST OF INFORMATION



**17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level)**

Contact Contractor.

**18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable)**

Not applicable

**19. Terms and Conditions of Installation (if applicable)**

Not applicable

**20. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and any Discounts from List Prices (if applicable)**

Not applicable

**20a. Terms and Conditions for any Other Services (if applicable)**

Not applicable

**21. List of Service and Distribution Points (if applicable)**

Not applicable

**22. List of Participating Dealers (if applicable)**

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)**

Not applicable

**24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)**

**25. Data Universal Numbering System (DUNS) number**

195857615

**26. Notification regarding registration in SAM.gov database**

Registered



# 3 SECTION THREE

Skill Category Descriptions

## Commissioning Team Leader

### General Responsibilities

- Under the direction of the Division Manager and in accordance with company policies and procedures, the Commissioning Team Leader maintains and develops client and team relationships
- Ensures clients receive high quality technical and engineering services, and full satisfaction
- Supervises the utilization of all personnel, facilities, and equipment assigned to the team to ensure a profit to the company and enhance its professional reputation
- Manages the financial and marketing resources for the team

### Minimum Qualifications:

- Bachelor's degree in engineering or related field, and a minimum of five years managing comprehensive projects, or
- Seven to eight years of direct experience in the design, application, and/or administration of related industry
- Professional Engineer recommended

### Essential Functions:

- Supervises the financial results of the team, including profitability and accounts receivable on a monthly basis
- Maintains personal service relationships with major long-term clients and seeks out new clients that meet the firm's strategic initiatives
- Assists the Division Manager with the preparation of annual team business plan including forecasts of financial needs and costs
- Assists the Division Manager with short-range business development activities to ensure adequate fees are available to support team personnel
- Plans, recruits, selects, and provides training for all personnel employed in the team
- Supervises the preparation of routine proposals and quotations to clients to ensure proper scoping of services, availability of manpower, and pricing to render a profit
- Directly supervises or monitors all projects in progress to ensure the work is executed on time, in accordance with the client's requirements, and within company policies, procedures, and standards
- Ensures all team personnel adhere to the requirements of the company quality assurance and quality control policies and procedures
- Directly supervises the administrative systems of the team to ensure required reports, proposals, field visits, and information are properly prepared and reported
- Ensures routine company administrative policies are followed by all team personnel such as time sheets, expense reports, and purchase order requirements
- In accordance with company policies and procedures and under the direction of the Division Manager, evaluates the performance of all employees within the team and assists them in their professional development and growth
- Supervises the efficient utilization of all facilities and equipment assigned to the team and makes requests for additional equipment and facilities needed to meet the client needs
- Assigns work to appropriate team members based on client needs, project type, projected workload, and team member abilities
- Participates in industry-specific professional activities to promote the technical reputation or image of the firm

## Commissioning Senior Project Manager

### General Responsibilities

- Has the overall responsibility for project success
- Primary responsibility is the delivery of quality product and services to the client in a timely manner and to otherwise respond to the client's needs
- Maintain basic knowledge of all disciplines regarding general requirements for standard types of projects and needs to have this knowledge for discussions with owners and contractors in the preliminary stages of a project before all the individual disciplines are involved.

### Minimum Qualifications:

- A registered technical professional with a four-year accredited college degree in one of the major technical disciplines practices by the firm, and ten years related project experience, or
- At a minimum of 15 years of practical experience on similar projects
- A demonstrated ability to evaluate the technical requirements of major segments of a project, outline the tasks, manpower and equipment requirements, establish fees, scope and project budgets, and outline a project schedule
- A demonstrated ability to work with professionals, technicians, inspectors, and administrative staff and direct their efficient utilization on projects as well as coordinate comments from code officials and client representatives
- A demonstrated ability to administer all project general and technical data and reports and to communicate verbally and in writing to all parties involved
- Physically capable of navigating a construction site from initial groundbreaking to final inspection

### Essential Functions:

- Completes definition project scope and requirements with the client and communicates scope and requirements to the project team
- Responsible for the profitability of the project:
  - Involved in negotiating fees and contracts as may be appropriate
  - Prepares man-hour budgets, communicates budget information to the project team, monitors profitability of the project, and takes such steps as may be necessary to improve profitability
- Identifies, negotiates, and administers fees for legitimate additional services
- Schedules work, communicates schedule information to the project team, and monitors manpower requirements
- Facilitates communication between the client and the project team and documents important issues
- Ensures client invoices are accurate, descriptive, well documented, and delivered in a timely manner
- Monitor accounts receivables on personal projects and initiates corrective action where appropriate
- Responsible for the project during the design and construction phases, and coordinates activities of the project team and construction administration personnel; moreover, participation in the marketing and follow-up processes
- Participates in the planning and budgeting processes — including preparation of monthly billing projects as required by general management
- Participates in a formal training program
- Coordinates with the Team Leader or Division Head the manpower needs for personal projects with the team assets
- Supervises job closeout process, including: documentation, filing, record drawings, construction cost database input, follow-up marketing, and team debriefing
- Participates in industry-specific professional activities to promote the technical reputation or image of the firm

## SSG Senior Project Manager – Facilitation Services

### General Responsibilities

- Oversees the assignment of facilitation project duties to team members
- Develops new opportunities for business growth and relationships with potential clients
- Facilitates the resolution of issues involved in project management
- Contributes to the development of project team members
- Assists the project teams in managing projects from conception to completion

### Minimum Qualifications:

- Bachelors degree in engineering or environmental science required, Masters in relevant field preferred
- LEED AP certification required
- Preferred seven to ten years experience in engineering, construction arts, or environmental science
- Project management experience required

### Essential Functions:

- Directly supports work of Project Managers throughout the course of project cycles
- Addresses client needs while managing client expectations and setting project timelines
- Assists with annual performance evaluations for team members
- Coaches and provides feedback for team member development and career growth
- Facilitates problem-solving by acting as an internal consultant for all team members
- Implements training material as developed by vice president and team leader sustainable solutions
- Delegates project work to project managers, assistant project managers, and project assistants as needed for project completion
- Communicates directly with client representatives, external project team, industry professionals, and potential clients
- Collaborates with other SSR teams to integrate services, answer questions, and provide additional solutions for internal and external clients
- Assures team quality of work through peer reviews and collaboration on projects
- Engages in self education and training in order to keep up with current industry trends and changes
- Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook
- Regularly attends project update meetings with both clients and team members
- Assists in the preparation and maintenance of project/team budgets
- Interviews and recommends new hires

## SSG Manager of Continuous Commissioning

### General Responsibilities

- Develops new opportunities for business growth and relationships with potential clients
- Works to maximize the potential of automation services for clients
- Oversees commissioning project duties and directs team work assignments
- Creates energy efficiency through licensed process and energy audits. Facilitates the resolution of issues involved in project management
- Contributes to the development of project team members

### Minimum Qualifications:

- Bachelors degree in engineering from an ABED accredited school
- LEED AP knowledge required, certification preferred
- Professional engineer certification preferred
- Five or more years of experience in a relevant field

### Essential Functions:

- Establishes service fees and templates for proposals
- Calculates building estimates for project expenses using spreadsheet software, company guidelines, and industry labor standards
- Presents material on continuous commissioning at conferences and tradeshow
- Works to address client needs while managing client expectations and explaining design recommendations and implications
- Communicates directly with client representatives, external project team, industry professionals, and potential clients
- Collaborates with other SSR teams to integrate services, answer questions, and provide additional solutions specifically related to energy modeling for internal and external clients
- Facilitates problem-solving by acting as an internal consultant for all team members
- Regularly attends project update meetings with both clients and team members
- Prepares and maintains project/team budgets and collects bills from customers
- Assures team quality of work through peer reviews and collaboration on projects
- Coaches and provides feedback for team member development and career growth
- Assists with annual performance evaluations for team members
- Interviews and recommends new hires
- Engages in self-education and training in order to keep up with current industry trends and changes
- Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook

## Commissioning Senior Field Agent

### General Responsibilities

- Main contact between the client and SSRCx
- Directs and manages all SSRCx activities on the project
- Responsible for adhering to budgeted manhours
- Coordinates with the client and assists the contractors in scheduling the commissioning field activities, including: commissioning pre-functional checklists, functional performance tests, opposed season testing, etc.
- Performs commissioning field activities, such as: executing commissioning pre-functional checklists, functional performance tests, opposed season testing, etc.

### Minimum Qualifications:

- Must be an experienced engineer, either a licensed professional engineer or an experienced field technician, with excellent understanding of MEP systems, HVAC controls, the T&B process, etc.
- Familiar with the organization of design documents, the preparation of the multidiscipline designs, and the delivery of the design and construction services.
- Eight years of experience in a relevant field

### Essential Functions:

- Organize, schedule, prepare agendas, minutes, and attend meetings to:
  - Assist the contractor in scheduling commissioning activities
  - Conduct regular commissioning meetings with the commissioning team for planning activities and evaluating progress
- Conduct site visits to execute rough-in inspections, PFCs & FPTs, observe start-up, observe owner training, and perform other duties as necessary to complete commissioning duties, including the preparation of interim reports
- Participate in troubleshooting and conflict resolution
- Assist the contractors in determining the cause of non-compliant performance of individual pieces of equipment and cross-discipline systems and follow-up corrective work with a documentation of proper performance
- Identify commissioning activities that require scheduling and participate with the commissioning team in scheduling these activities and associated construction activities required for the commissioning process
- Verify that preventative maintenance material and record documents for commissioned equipment and systems have been collected, reviewed by the design professional, and forwarded to the owner for his records
- Be capable of performing reviews and preparing report/review comments
- Prepare interim commissioning reports that document all commissioning activities, deficiencies noted and corrections made and update the master deficiency list and action items list
- Issue updates to project status reports monthly during construction
- Schedule, coordinate, and conduct opposed season testing and warranty reviews
- Be willing to travel every week and as long as necessary, although travel may not occur weekly
- The duration of travel and length of travel will depend on the needs of SSRCx

## Commissioning Field Agent

### General Responsibilities

- Works with clients and potential clients to help them identify and correct system deficiencies with their facilities
- Assists clients by helping them provide fully-functional HVAC, electrical, and plumbing systems

### Minimum Qualifications:

- Must be an experienced engineer, either a licensed professional engineer or an experienced field technician, with excellent understanding of MEP systems, HVAC controls, the T&B process, etc.
- Familiar with the organization of design documents, the preparation of the multidiscipline designs, and the delivery of the design and construction services.
- Five years of experience in a relevant field

### Essential Functions:

- Organize, schedule, prepare agendas, minutes, and attend meetings to:
  - Assist the contractor in scheduling commissioning activities
  - Conduct regular commissioning meetings with the commissioning team for planning activities and evaluating progress
- Conduct site visits to execute rough-in inspections, PFCs & FPTs, observe start-up, observe owner training, and perform other duties as necessary to complete commissioning duties, including the preparation of interim reports
- Participate in troubleshooting and conflict resolution
- Assist the contractors in determining the cause of non-compliant performance of individual pieces of equipment and cross-discipline systems and follow-up corrective work with a documentation of proper performance
- Identify commissioning activities that require scheduling and participate with the commissioning team in scheduling these activities and associated construction activities required for the commissioning process
- Verify that preventative maintenance material and record documents for commissioned equipment and systems have been collected, reviewed by the design professional, and forwarded to the owner for his records
- Be capable of performing reviews and preparing report/review comments
- Prepare interim commissioning reports that document all commissioning activities, deficiencies noted and corrections made and update the master deficiency list and action items list
- Issue updates to project status reports monthly during construction
- Schedule, coordinate, and conduct opposed season testing and warranty reviews
- Be willing to travel every week and as long as necessary, although travel may not occur weekly
- The duration of travel and length of travel will depend on the needs of SSRCx

## SSG Project Manager

### General Responsibilities

- Aids clients in achieving LEED certification by being an educational and technical resource on green building
- Manages projects from conception to completion
- Oversees the assignment of facilitation project duties to team members
- Facilitates the resolution of issues involved in project management
- Contributes to the development of project team members. Develops new opportunities for business growth and relationships with potential clients

### Minimum Qualifications:

- Bachelors degree in engineering or environmental science, masters degree preferred
- LEED AP certification required
- Four to seven years of experience in a technical design or construction field and sustainability, environmental science or other relevant field
- Three to four years management experience in a design construction or other technical field

### Essential Functions:

- Delegates project work to and directly supports assistant project managers and project assistants as needed
- Addresses client needs while managing client expectations and setting project timelines
- Performs site visits to gather information and monitor project status
- Analyzes information gathered from building plans, specifications, and documentation
- Prepares project reports and presentations for clients
- Communicates directly with client representatives, external project team, industry professionals, and potential clients
- Collaborates with superiors to develop budgeting and billing plans for projects
- Participates in SSG strategy meetings regarding work assignments and business development
- Coaches and provides feedback for team member development and career growth
- Facilitates problem-solving by acting as an internal consultant for all team members
- Implements training material as developed by vice president and team leader sustainable solutions
- Collaborates with other SSR teams to integrate services, answer questions, and provide additional solutions for internal and external clients
- Assures team quality of work through peer reviews and collaboration on projects
- Engages in self-education and training in order to keep up with current industry trends and changes
- Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook
- Regularly attends project update meetings with both clients and team members

## Commissioning Project Manager I

### General Responsibilities

- Overall responsibility for the project
- Primary responsibility is the delivery of quality product and services to the client in a timely manner and to otherwise respond to the client's needs

### Minimum Qualifications:

- Registered technical professional with a four-year accredited college degree in one of the major technical disciplines practiced by the firm
- Three years related project experience, or at least seven years practical experience on similar projects

### Essential Functions:

- Completes definition of project scope, requirements and schedule with the client, and communicates scope and requirements to the project team
- Prepares and implements a proactive Quality Assurance/Quality Control (QA/QC) plan
- Responsible for the profitability of the project
- Involved in negotiating fees and contracts as appropriate
- Prepares man-hour budgets, communicates budget information to the project team, monitors profitability of the project, and takes such steps as may be necessary to improve profitability
- Identifies, negotiates, and administers fees for legitimate additional services
- Schedules work, communicates schedule information to the project team, and monitors manpower requirements
- Facilitates communication between the client and the project team, and documents important issues
- Ensures client invoices are accurate, descriptive, well documented, and delivered in a timely manner
- Monitors accounts receivables and initiates corrective action where appropriate
- Manages the project during the design and construction phases, coordinates activities of the project team and construction administration personnel, and participates in the marketing and follow-up processes
- Participates in the planning and budgeting processes, including preparation of monthly billing as required by general management
- Supervises job closeout process, including: documentation, filing, record drawings, construction cost database input, follow-up marketing, and team debriefing
- Participates in a formal training program

## Commissioning Registered Engineer

### General Responsibilities

- Assists the senior engineering staff in the supervision of the technical activities required on assigned projects, and understands the discipline technical policies and procedures
- Participates in the development of technical studies, investigations, and designs on assigned projects
- Assists the project team in the scoping, budgeting and staffing of projects, and in the production of projects on time, within budget, and of the highest technical quality

### Minimum Qualifications:

- Registered professional engineer, and
- Masters degree in engineering and four or more years applicable experience in discipline design and analysis, or
- Bachelors degree in engineering and five or more years applicable experience in discipline design and analysis

### Essential Functions:

- Coordinates project designs with other disciplines to determine equipment needs, implement operating procedures, resolve system malfunctions, and provide technical information
- Coordinates with local authorities, utilities, and municipalities to ensure compliance with construction and government standards
- Evaluates the work of technical staff and provides feedback based on client needs
- Coordinates with suppliers, contractors, clients, and client representatives to determine project scope
- Produces written specifications for project equipment, and construction methods
- Performs specific engineering studies and other design analyses using industry software
- Attends meetings with owners, clients, or architects as needed
- Conducts site visits during construction to monitor progress and ensure conformance to design specifications, owner expectations, and building codes
- Assists senior technical staff in the development of technical documentation, proposals, and presentations to clients
- Assists project manager in establishing budgets, cost estimates, and project schedules
- Assists management in the execution of technical training for less experienced staff members
- Utilizes and assists less experienced staff in understanding company technical policies and procedures during the execution of projects for clients
- Assists senior technical staff in the evaluation of less experienced staff members
- Acts and performs activities inside and outside the office in a manner consistent with ethical engineering standards in the company handbook
- As needed, assists team leader with project assignments, scheduling, and team manpower planning

## SSG Project Assistant II

### General Responsibilities

- Aids clients in achieving LEED certification for their buildings by being an educational and technical resource on green building
- Assists in the management of projects from conception to completion
- Facilitates the resolution of issues involved in project management
- Contributes to the development of project team members
- Manages some projects as part of career development

### Minimum Qualifications:

- Bachelors degree in ecology, environmental science, or a technical design field (engineering, architecture, landscape architecture) or construction related field
- LEED AP certification required
- Two to four years of experience in engineering, sustainability, environmental science, or other relevant field

### Essential Functions:

- Completes project work and directly supports project managers
- Performs site visits to gather information and monitor project status
- Analyzes information gathered from building plans, specifications, and documentation
- Prepares project updates, monitors project progress, and reviews updated project plans
- Works to address client needs while managing client expectations
- Communicates directly with client representatives, external project team, industry professionals, and potential clients under the supervision of a project manager
- Regularly attends project update meetings with both clients and team members
- Participates in SSG strategy meetings regarding project assistant and intern work assignments
- Implements training material as developed by vice president and team leader sustainable solutions
- Trains project assistants on day-to-day operations
- Collaborates with other SSR teams to integrate services, answer questions, and provide additional solutions for internal and external clients under or at the direction of a project manager
- Assures team quality of work through peer reviews and collaboration on projects
- Engages in self-education and training in order to keep up with current industry trends and changes
- Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook

## Commissioning Associate II

### General Responsibilities

- Prepares installation checklists, functional performance test procedures, and other documentation required for commissioning plans
- Develops and maintains master checklists and testing procedures under the direction of senior personnel
- Assists senior commissioning agents in maintaining project record documents such as contract drawings, specifications, shop drawings, etc.
- Other duties as assigned to support the commissioning team
- Responsible for adhering to budgeted man-hours for tasks assigned

### Minimum Qualifications:

- Must be a graduate engineer or a field technician with an excellent understanding of MEP systems, HVAC controls, the T&B process, etc.
- Familiarity with the organization of design documents, the preparation of the multidiscipline designs, and the delivery of the design and construction services
- Two to four of experience in engineering

### Essential Functions:

- Prepares project-specific commissioning plans
- The commissioning plan typically requires: development of an outline of the approach to commissioning, development of installation verification checklists, preparation of functional test procedures, and the development of forms documenting the completion of the project and turnover of the building to the owner
- Elements of the commissioning plan include:
  - Project matrix of equipment and systems to be commissioned and tasks to be performed
  - Definition of commissioning team roles
  - Preparation of PFCs and FPTs
  - Preparation of MDLs, AILs, training matrix, start-up matrix, O&M matrix, etc.
  - Preparation of systems manuals
- Assists senior commissioning agents in conducting site visits to execute PFCs & FPTs, observe start-up, and to perform other duties as necessary to complete commissioning duties
- Assists in the preparation of field reports
- Observes, films, or otherwise documents owner training as required
- For small commissioning projects, conduct all the first three listed duties above under the supervision of senior personnel
- Assists in review of shop drawings, O&Ms, record documents, etc.
- Runs energy calculations and other similar calculations for LEED projects
- Be willing to travel every week and as long as necessary, although travel may not occur weekly
- The duration of travel and length of travel will depend on the needs of SSRCx
- Other duties as required by the director of commissioning services

## Commissioning Engineering in Training (EIT) - I

### General Responsibilities

- Assists the senior engineering staff in the execution of the technical activities required on assigned projects and learns the discipline technical policies and procedures
- Under supervision, participates in technical studies, investigations and designs on assigned projects
- Assists the project team in the production of projects on time, within budget, and of the highest technical quality

### Minimum Qualifications:

- Masters degree or bachelors degree in engineering
- Demonstrated ability to learn the basics of design and analyses within his or her discipline
- Zero to two years of experience

### Essential Functions:

- Learns to understand company technical policies and procedures during the execution of projects for clients
- Assists the design team in the coordination of project designs with other disciplines to determine equipment needs, implement operating procedures, resolve system malfunctions, and provide technical information
- Assists senior technical staff in the development of technical documentation, proposals, and presentations to clients
- Under supervision, assists in the execution of design processes on assigned projects and requests assistance from technical staff when needed
- Learns how to communicate design requirements with contractors and equipment vendors to determine project scope, and feasibility
- Actively attends in-house training sessions to obtain knowledge in necessary technical areas
- Reads and interprets blueprints, technical drawings, schematics, and computer-generated reports
- Acts and performs activities inside and outside the organization in a manner consistent with the ethical engineering standards in the company handbook
- Accompanies senior technical staff on project job site visits during construction to observe and learn about conformance to design specifications, owner expectations, and building codes
- Observes and learns the execution of specific engineering studies and design analyses using industry software
- Assists drafters in developing the design of projects using drafting tools, equipment, and software
- Under supervision, performs basic engineering calculations and system design functions



# 4 SECTION FOUR

FSS Authorized Schedule  
Price List

# FSS AUTHORIZED SCHEDULE PRICE LIST



## ENERGY MANAGEMENT SERVICES

SINs 871-202, 871-203, 871-205, 871-206, 871-207, 871-210, 871-211

SERVICE PROPOSED (e.g. Job Title/Task)**	Year 1	Year 2	Year 3	Year 4	Year 5
<i>Commissioning (Cx) Engineer In Training (EIT) I</i>	\$86.08	\$88.66	\$91.32	\$94.06	\$96.88
Commissioning (Cx) Associate II	\$105.03	\$108.18	\$111.43	\$114.77	\$118.21
Sustainable Solutions Group (SSG) Project Assistant II	\$105.03	\$108.18	\$111.43	\$114.77	\$118.21
Commissioning (Cx) Registered Engineer	\$124.55	\$128.29	\$132.13	\$136.10	\$140.18
Commissioning (Cx) Project Manager I	\$137.47	\$141.59	\$145.84	\$150.22	\$154.72
Sustainable Solutions Group (SSG) Project Manager	\$137.47	\$141.59	\$145.84	\$150.22	\$154.72
Commissioning (Cx) Field Agent	\$152.02	\$156.58	\$161.28	\$166.12	\$171.10
Commissioning (Cx) Senior Field Agent	\$168.38	\$173.43	\$178.63	\$183.99	\$189.51
SSG Manager of Continuous Commissioning	\$137.47	\$141.59	\$145.84	\$150.22	\$154.72
Sustainable Solutions Group (SSG) Senior Project Manager, Facilitation Services	\$168.38	\$173.43	\$178.63	\$183.99	\$189.51
Commissioning (Cx) Senior Project Manager	\$186.61	\$192.21	\$197.97	\$203.91	\$210.03
Commissioning (Cx) Team Leader	\$257.18	\$264.89	\$272.84	\$281.03	\$289.46

After First Contract Year, Escalation is governed by Clause I-FSS-969, Economic Price Adjustment -- FSS MAS (Jan 2002) – Negotiated annual escalation of 3%.



# 4 SECTION FOUR

Definitions of Awarded  
Special Item Numbers (SINS)

## 871 202 - Energy Management Planning & Strategies

A four-phase comprehensive energy management solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - This includes the strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing and executing of energy audits, audit plans, renewable energy surveys and energy management solutions.
2. Concept Development & Requirements Analysis - This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation & Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.
4. Measurement & Verification - This includes 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.

## 871 203 - Training on Energy Management

Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

## 871 205 - Energy Program Support Services

Including, but not limited to: energy choice analysis/ feasibility studies, billing and management oversight to include utility bill auditing, utility bill data base set up and management, reporting, bill itemization and allocation, bill payment, and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

## 871 206 - Building Commissioning Services

Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

## 871 207 - Energy Audit Services

Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative energy sources. Energy efficient buildings certification programs such as LEED may be included.

## 871 210 - Water Conservation

Services and consulting related to the reduction of water usage, reduction of potable water consumption intensity, reduction of industrial, landscaping and agricultural water consumption, promoting, and implementing water reuse strategies, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. Also includes consulting on storm water run-off and property hydrology maintenance and restoration. These services can include, but are not limited to, consultation, facility water audits, water balance, and water system analysis.

## 871 211 - Energy Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514. Consulting services covered by this SIN include:

- Energy management or strategy
- Energy program planning and evaluations
- Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security
- Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star
- Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases Consulting on carbon emissions trading programs
- Consulting on where to obtain renewable energy credits/ certificates
- Consulting on greenhouse gas measurement and management
- Strategic sustainability performance planning
- Consulting on obtaining high performance sustainable buildings



FOR ADDITIONAL INFORMATION:

Ted Foster, P.E., PSP, CxA, CxA+BE  
Principal  
2995 Sidco Drive  
Nashville, TN 37204  
256.425.2887  
tfoster@ssr-inc.com  
www.ssr-inc.com

