Smith Seckman Reid, Inc (SSR)
2995 Sidco Drive
Nashville, Tennessee 37204
Ph: +1 (615) 383.1113  Fax: +1 (615) 386.8469
www.ssr-inc.com

Contract Administration:

Ricky C Cook, CxA, CHFM
Ph: +1 (443) 758.8523
rcook@ssr-inc.com

Principal:

Ted Foster, P.E., PSP, CxA, CxA+BE
Ph: +1 (256) 425.2887, Fax: +1 (615) 386.8469
tfoster@ssr-inc.com
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Smith Seckman Reid, Inc. (SSR) is an employee-owned engineering design and facility consulting firm with approximately 400 employees in twelve (12) offices across the United States. Licensed in 46 states with international experience in 11 countries, our projects range in size from small renovations to multiple building projects exceeding 1.5 million square feet. SSR is ranked 179th by Engineering News Record for U.S. design firms, ranked 12th by Building Design & Construction among consulting engineers and ranked 19th by Consulting-Specifying Engineer 100 Giants.

In 2000 SSR created a separate business dedicated entirely to commissioning. This allowed SSR to offer a “Total Commitment” to building commissioning. SSR Commissioning has developed into a national leader in the building commissioning services industry. From our original staff of two, the SSR Commissioning Division has grown into a staff of nearly 55 professionals dedicated to full-time building commissioning work. With over 1,300 projects either completed or in process, we can produce a resume of work that separates us from our competition. Our record of client satisfaction is also unparalleled, with 80% of our business originating from repeat clients. Close contact is maintained with project teams during the execution of the commissioning process through our strategically placed regional offices.

**SSR LEADERSHIP**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Lane</td>
<td>CEO/President</td>
<td>2995 Sidco Drive, Nashville TN 37204</td>
</tr>
<tr>
<td>Jon Ross</td>
<td>COO</td>
<td>2995 Sidco Drive, Nashville TN 37204</td>
</tr>
<tr>
<td>Timothy Priddy</td>
<td>CFO</td>
<td>2995 Sidco Drive, Nashville TN 37204</td>
</tr>
<tr>
<td>Michael Coyne</td>
<td>VP/Cx Program Director</td>
<td>2995 Sidco Drive, Nashville TN 37204</td>
</tr>
</tbody>
</table>

**OFFICE LOCATIONS**

<table>
<thead>
<tr>
<th>Office Location</th>
<th>Address</th>
<th>City, State ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago, Illinois</td>
<td>400 W Liberty, Suite B</td>
<td>Wheaton, Illinois 60189</td>
</tr>
<tr>
<td>Dallas, Texas</td>
<td>3100 McKinnon St., Ste 550</td>
<td>Dallas, Texas 75201</td>
</tr>
<tr>
<td>Denver, Colorado</td>
<td>7995 E Prentice Ave, Ste 104-E</td>
<td>Greenwood Village, Colorado 80111</td>
</tr>
<tr>
<td>Houston, Texas</td>
<td>3700 W Sam Houston Pkwy S. Ste 200</td>
<td>Houston, Texas 77042</td>
</tr>
<tr>
<td>Memphis, Tennessee</td>
<td>2650 Thousand Oaks Blvd. Ste 3200</td>
<td>Memphis, Tennessee 38118</td>
</tr>
<tr>
<td>Nashville, Tennessee (Headquarters)</td>
<td>2995 Sidco Drive</td>
<td>Nashville, Tennessee 37204</td>
</tr>
<tr>
<td>Tampa, Florida</td>
<td>3300 Henderson Blvd. Ste 102</td>
<td>Tampa, Florida 33609</td>
</tr>
<tr>
<td>Washington, DC</td>
<td>6700 Alexander Bell Dr. Ste 200</td>
<td>Columbia, Maryland 21406</td>
</tr>
<tr>
<td>Charlotte, NC</td>
<td>6201 Fairview Rd. Suite 200</td>
<td>Charlotte, NC 28210</td>
</tr>
<tr>
<td>Sarasota, FL</td>
<td>301 N Cattlemen Rd. Suite 300</td>
<td>Sarasota, FL 34232</td>
</tr>
</tbody>
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**General Commissioning Qualifications**

SSR 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. SSR has the technical expertise in house to commission virtually every system associated with a complex healthcare 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.

SSR 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 SSR personnel.

**The SSR Team Includes:**
• 21 Professional Engineers (registrations in 30 states)
• 22 LEED APs
• 30 certified commissioning professionals (44 commissioning certifications among 6 agencies)
• 10 Certified Energy Managers (CEM) and 2 Energy Management Professionals (EMP)
• 5 Accredited Commissioning Authority + Building Enclosure (CxA + BE)
• 5 Accredited Building Enclosure Commissioning Process (BECxP)
• 2 Certified Green Building Engineers (GBE)
• 2 Building Energy Modeling Professionals (BEMP)
• 2 Board Certified Physical Security Professionals (PSP)
• 1 Registered Roof Observer (RRO)
• 2 Registered Communications Distribution Designers (RCDD)
• Former design engineers with a great depth of design experience
• Former facility operators, controls technicians, service technicians, and construction administrators
• A Master Electrician and Medical Gas Specialists
• In-House Building Scientists focused on Enclosure Commissioning and Consulting
• An average of 20 years of industry experience per team member

SSR Services

New Construction Commissioning and LEED Commissioning (Including Building Enclosure Commissioning)

• SSR 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, SSR is one of only four 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. ContinuousCommissioning 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.

Energy Modeling

• SSR will provide an energy model for the project beginning in the DD 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 or to ensure that the design will meet Energy Policy Act requirements.

ASHRAE Energy Audits

• SSR conducts ASHRAE Level I and Level II Audits in accordance with ASHRAE guidelines published in the “Procedures for Commercial Building Energy Audits”. Many times, this is the first step in identifying energy conservation measures for future implementation. After the preferred audit is chosen and performed, many of our clients utilize our other services such as Continuous Commissioning to implement the energy reduction strategies.

Facility Benchmarking & Energy Analysis
• SSR 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. SSR 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 roadmap to help them reach their overall sustainability goals.

LEED AP Facilitating
• Our approach to LEED facilitator is two-fold – inform and empower. This produces a cyclical effect, where the design team becomes more and more familiar with sustainable design and becomes more able to “take ownership” of the sustainable design aspects of the project. In other words, the design team has to stamp the drawings, so they should get the credit. Here is the definition of “facilitate” that will give a clearer representation of how we approach each project.

Turn-Key LEED-EB
• Turnkey LEED-EB is SSR’s service combination of LEED facilitation for existing buildings and retro or continuous commissioning. By combining our expertise of how to green a building with our systems know how, we provide a seamless combination of services to provide a high degree of value for our clients. We regularly facilitate buildings or retro-commission them but when we combine these services the client has one point of contact for the most important pieces of the existing building certification puzzle.
Itemized List of Information: **Formerly (Legacy 871-202, 203, 205, 206, 207, 210, & 211)**

1a. Table of Awarded Special Item Numbers (SINs):
   - 541690 Integrated Logistics Support
   - 541690E Energy Consulting Services

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, TN; Houston, TX; Memphis, TN; Denver, CO; Tampa, FL; Dallas, TX; Washington, DC; Charlotte, NC; Sarasota, FL.

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 $150k

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 2-day Delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-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 affect a faster delivery: Contact Contractor.


13a. Ordering Address(es): Same as company address.

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


15. Warranty Provision: N/A.

16. Export Packing Charges (if applicable): N/A

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): N/A

19. Terms and Conditions of Installation (if applicable): N/A

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

20a. Terms and Conditions for any Other Services (if applicable): N/A

21. List of Service and Distribution Points (if applicable): N/A

22. List of Participating Dealers (if applicable): N/A

23. Preventive Maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

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.

25. Data Universal Numbering System (DUNS) number: 1 9 5 8 5 7 6 1 5

SKILL CATEGORY DESCRIPTIONS

Cx Team Leader

General Responsibilities:
Under the direction of the Division Manager and in accordance with company policies and procedures, maintains and develops client and team relationships, ensures that 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; and manages the financial and marketing resources for the team.

Essential Functions:
1. Supervises the financial results of the team, including profitability and accounts receivable on a monthly basis
2. Maintains personal service relationships with major long-term clients and seeks out new clients that meet the firm’s strategic initiatives
3. Assists the Division Manager with the preparation of annual team business plan including forecasts of financial needs and costs
4. Assists the Division Manager with short-range business development activities to ensure that adequate fees are available to support team personnel
5. Plans, recruits, selects, and provides training for all personnel employed in the team
6. 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
7. Directly supervises or monitors all projects in progress in the team to ensure the work is executed on time, in accordance with the client’s requirements, and within company policies, procedures, and standards
8. Ensures that all team personnel adhere to the requirements of the company quality assurance and quality control policies and procedures
9. Directly supervises the administrative systems of the team to ensure that reports, proposals, field visits, and information required to service the client are properly prepared and reported
10. Ensures that routine company administrative policies are followed by all team personnel such as time sheets, expense reports, and purchase order requirements
11. 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
12. Supervises the efficient utilization of all facilities and equipment assigned to the team and makes request for additional equipment and facilities as needed to meet the client’s demands
13. Assigns work to appropriate team members based on client needs, project type, projected workload, and team member abilities
14. Participates in industry-specific professional activities to promote the technical reputation or image of the firm

Minimum Qualifications:
- B.S. degree in engineering or related field, AND 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
**General Responsibilities:**
Has the 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. 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.

**Essential Functions:**
15. Completes definition project scope and requirements with the client and communicates scope and requirements to the project team.
16. Responsible for the profitability of the project:
   a. Be involved in negotiating fees and contracts as may be appropriate.
   b. 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.
17. Identifies, negotiates, and administers fees for legitimate additional services.
18. Schedules work communicates schedule information to the project team, and monitors manpower requirements.
19. Facilitates communication between the client and the project team and documents important issues.
20. Ensures that client invoices are accurate, descriptive, well documented, and delivered in a timely manner.
21. Monitor accounts receivables on personal projects and initiates corrective action where appropriate.
22. 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.
23. Participates in the planning and budgeting processes — including preparation of monthly billing projects as required by general management.
10. Participates in a formal training program.
11. Coordinates with the Team Leader or Division Head the manpower needs for personal projects with the team assets.
12. Supervises job closeout process: Documentation, filing, record drawings, construction cost database input, follow-up marketing and team debriefing.

**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 fifteen years or more 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.
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.

Essential Functions:
1. Directly supports work of Project Managers throughout the course of project cycles
2. Works to address client needs while managing client expectations and setting project timelines
3. Assists with annual performance evaluations for team members
4. Coaches and provides feedback for team member development and career growth
5. Facilitates problem-solving by acting as an internal consultant for all team members
6. Implements training material as developed by Vice President and Team Leader Sustainable Solutions
7. Delegates project work to Project Managers, Assistant Project Managers, and Project Assistants as needed for project completion
8. Communicates directly with client representatives, external project team, industry professionals, and potential clients
9. Collaborates with other SSR teams to integrate services, answer questions, and provide additional solutions for internal and external clients
10. Assures team quality of work through peer reviews and collaboration on projects
11. Engages in self-education and training in order to keep up with current industry trends and changes
12. Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook
13. Regularly attends project update meetings with both clients and team members
14. Assists in the preparation and maintenance of project/team budgets
15. Interviews and recommends new hires

Minimum Qualifications:
- B.A. 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, and environmental science
- Project management experience required

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 teamwork 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.

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

Minimum Qualifications:
- B.A. in Engineering from an ABED accredited school
- LEED AP knowledge required; certification preferred
- PE certification preferred
- Five or more years of experience in a relevant field

Cx Senior Field Agent

General Responsibilities:
Main contact between the client and SSR. Directs and manages all SSR Cx activities on the project. Responsible for adhering to budgeted man-hours. Coordinates with the client and assist the contractors in scheduling the commissioning field activities: Cx pre-functional checklists, functional performance tests, opposed season testing, etc. Performs commissioning field activities: executing Cx pre-functional checklists, functional performance tests, opposed season testing, etc.

Essential Functions:
1. Meetings – Organize, schedule, prepare agendas, minutes, and attend meetings to:
   a. Assist the contractor in scheduling Cx activities.
   b. Conduct regular Cx meetings with the Cx team for planning Cx activities and evaluating Cx progress.
2. Site visits - Conduct site visits to execute rough-in inspections, PFCs & FPTs, observe start-up, observe owner training, and to perform other duties as necessary to complete Cx duties. Prepare interim reports.
3. Troubleshooting - Participate in troubleshooting and conflict resolution. Assist the contractors in determining the cause(s) of non-compliant performance of individual pieces of equipment and cross-discipline systems. Follow up corrective work with a documentation of proper performance.
4. Scheduling - Identify Cx activities that require scheduling and participate with the Cx team in scheduling these activities and associated construction activities required for the commissioning process.
5. Closeout documents and training - 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.

6. Reports – Prepares interim commissioning reports that document all commissioning activities, deficiencies noted, and corrections made. Updates master deficiency lists, action items list.

7. Project status reports – Issues updates to PSRs monthly when the project is in construction.

8. Opposed season testing and warranty reviews - Schedule, coordinate and conduct opposed season testing and warranty reviews.

9. Must be willing to travel every week and as long as necessary. Travel may not occur weekly. The duration of travel and length of travel will depend on the needs of SSR.

**Minimum Qualifications:**

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

**Cx Field Agent**

**General Responsibilities:**

The Cx Field Agent will work with clients and potential clients to help them identify and correct system deficiencies with their facilities and also assist clients by helping them provide fully functional HVAC, electrical, and plumbing systems.

**Essential Functions:**

1. Meetings – Organize, schedule, prepare agendas, minutes, and attend meetings to:
   c. Assist the contractor in scheduling Cx activities.
   d. Conduct regular Cx meetings with the Cx team for planning Cx activities and evaluating Cx progress.

2. Site visits - Conduct site visits to execute rough-in inspections, PFCs & FPTs, observe start-up, observe owner training, and to perform other duties as necessary to complete Cx duties. Prepare interim reports.

3. Troubleshooting - Participate in troubleshooting and conflict resolution. Assist the contractors in determining the cause(s) of non-compliant performance of individual pieces of equipment and cross-discipline systems. Follow up corrective work with a documentation of proper performance.

4. Scheduling - Identify Cx activities that require scheduling and participate with the Cx team in scheduling these activities and associated construction activities required for the commissioning process.

5. Closeout documents and training - 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.

6. Reports – Prepares interim commissioning reports that document all commissioning activities, deficiencies noted, and corrections made. Updates master deficiency lists, action items list.

7. Project status reports – Issues updates to PSRs monthly when the project is in construction.

8. Opposed season testing and warranty reviews- Schedule, coordinate and conduct opposed season testing and warranty reviews.

9. Must be willing to travel every week and as long as necessary. Travel may not occur weekly. The duration of travel and length of travel will depend on the needs of SSR.

**Minimum Qualifications:**

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

**SSG Project Manager**

**General Responsibilities:**

Aids clients in achieving LEED certification for their buildings 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.

**Essential Functions:**

1. Delegates project work to and directly supports Assistant Project Managers and Project Assistants as needed for project completion
2. Works to address client needs while managing client expectations and setting project timelines
3. Performs site visits to gather information and monitor project status
4. Analyzes information gathered from building plans, specifications, and documentation
5. Prepares project reports and presentations for clients
6. Communicates directly with client representatives, external project team, industry professionals, and potential clients
7. Collaborates with superiors to develop budgeting and billing plans for projects
8. Participates in SSG strategy meetings regarding work assignments and business development
9. Coaches and provides feedback for team member development and career growth
10. Facilitates problem-solving by acting as an internal consultant for all team members
11. Implements training material as developed by Vice President and Team Leader Sustainable Solutions
12. Collaborates with other SSR teams to integrate services, answer questions, and provide additional solutions for internal and external clients
13. Assures team quality of work through peer reviews and collaboration on projects
14. Engages in self-education and training in order to keep up with current industry trends and changes
15. Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook
16. Regularly attends project update meetings with both clients and team members
Minimum Qualifications:
- B.A. in Engineering or Environmental Science, M.S. preferred
- LEED AP certification required
- Four to seven years of experience in a technical design or construction field and sustainability, environmental science or another relevant field
- Three to four years management experience in a design construction or other technical field.

Cx Project Manager I

General Responsibilities:
Has the 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.

Essential Functions:
24. Completes definition of project scope, requirements and schedule with the client and communicates scope and requirements to the project team.
25. Prepares and implements a proactive Quality Assurance/Quality Control (QA/QC) plan for projects.
26. Responsible for the profitability of the project:
   a. Involved in negotiating fees and contracts as may be appropriate.
   b. 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.
27. Identifies, negotiates, and administers fees for legitimate additional services.
28. Schedules work communicates schedule information to the project team, and monitors manpower requirements.
29. Facilitates communication between the client and the project team and documents important issues.
30. Ensures that client invoices are accurate, descriptive, well documented, and delivered in a timely manner.
31. Monitors accounts receivables and initiates corrective action where appropriate.
32. Manages the project during the design and construction phases, and coordinates activities of the project team and construction administration personnel; moreover, participates in the marketing and follow-up processes.
33. Participates in the planning and budgeting processes - including preparation of monthly billing as required by general management.
34. Supervises job closeout process: Documentation, filing, record drawings, construction cost database input, follow-up marketing and team debriefing.
35. Participates in a formal training program.

Minimum qualifications:
- Registered technical professional with four-year accredited college degree in one of the major technical disciplines practiced by the firm
- Three years related project experience, or seven years or more practical experience on similar projects.
**Cx 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.

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

**Minimum Qualifications:**
- Registered Professional Engineer AND
- M.S. degree in Engineering and four or more years applicable experience in discipline design and analysis OR
- B.S. degree in Engineering and five or more years applicable experience in discipline design and analysis

**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.

**Essential Functions:**
1. Completes project work and directly supports Project Managers
2. Performs site visits to gather information and monitor project status
3. Analyzes information gathered from building plans, specifications, and documentation
4. Prepares project updates, monitors project progress, and reviews updated project plans
5. Works to address client needs while managing client expectations
6. Communicates directly with client representatives, external project team, industry professionals, and potential clients under the supervision of a Project Manager
7. Regularly attends project update meetings with both clients and team members
8. Participates in SSG strategy meetings regarding project assistant and intern work assignments
9. Implements training material as developed by Vice President and Team Leader Sustainable Solutions
10. Trains project assistants on day-to-day operations
11. 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
12. Assures team quality of work through peer reviews and collaboration on projects
13. Engages in self-education and training in order to keep up with current industry trends and changes
14. Acts and performs activities inside and outside the office consistent with ethical engineering standards in the company handbook

**Minimum Qualifications:**
- B.A. or B.S. 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 another relevant field

**Commissioning (Cx) Associate II**

**General Responsibilities:**
Prepare installation checklists, functional performance test procedures, and other documentation required for commissioning plans. Developing and maintaining master checklists and testing procedures under the direction of senior personnel. Assist senior Cx 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.

**Essential Functions:**
1. Cx Plans – Prepares project specific Cx Plans. The plan typically requires development of an outline of the approach to Cx; the 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 include:
   a. Project matrix of equipment & systems to be commissioned and tasks to be performed.
   b. Definition of Cx team roles.
   c. Preparation of PFCs and FPTs.
   d. Preparation of MDLs, AILs, training matrix, start-up matrix, O&M matrix, etc.
   f. Preparation of systems manuals.
2. Site visits – Assist senior Cx agents in conducting site visits to execute PFCs & FPTs, observe start-up, and to perform other duties as necessary to complete Cx duties. Assist in the preparation of field reports.

3. Observe, film, or otherwise document owner training as required.

4. Small Cx projects – For small Cx projects, conduct all the duties listed in items 1-3 above under the supervision of senior personnel.

5. Assist in reviews of shop drawings, O&Ms, record documents, etc.

6. Run energy calculations and other similar calculations for LEED projects.

7. Must be willing to travel every week and as long as necessary. Travel may not occur weekly. The duration of travel and length of travel will depend on the needs of SSR.

8. Other duties as required by the director of commissioning services.

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.
- Be familiar with the organization of design documents, the preparation of the multidiscipline designs, and the delivery of the design and construction services.
- 2-4 years of experience in engineering

Cx 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.

Essential Functions:
1. Learns to understand company technical policies and procedures during the execution of projects for clients
2. 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
3. Assists senior technical staff in the development of technical documentation, proposals, and presentations to clients
4. Under supervision, assists in the execution of design processes on assigned projects and requests assistance from technical staff when needed
5. Learns how to communicate design requirements with contractors and equipment vendors to determine project scope and feasibility
6. Actively attends in-house training sessions to obtain knowledge in necessary technical areas
7. Reads and interprets blueprints, technical drawings, schematics, and computer-generated reports
8. Acts and performs activities inside and outside the organization in a manner consistent with the ethical engineering standards in the company handbook
9. Accompanies senior technical staff in performing project job site visits during construction to observe and learn about conformance to design specifications, owner expectations, and building codes
10. Observes and learns the execution of specific engineering studies and design analyses using industry software
11. Assists drafters in developing the design of projects using drafting tools, equipment, and software
12. Under supervision, performs basic engineering calculations and system design functions

**Minimum Qualifications:**
- M.S. or B.S. degree in Engineering
- A demonstrated ability to learn the basics of design and analyses within his/her discipline
- 0-2 years of experience
ENERGY MANAGEMENT SERVICES:
SINs 541690, 541690E

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<th>SERVICE PROPOSED (e.g. Job Title/Task) **</th>
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<th>Year 3</th>
<th>Year 4</th>
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*After First Contract Year, Escalation is governed by Clause I-FSS-969, Economic Price Adjustment -- FSS MAS (Jan 2002) – Negotiated annual escalation of 3%.*
541690E --- Energy Management Planning and 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 and Requirements Analysis - This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.

3. Implementation and Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.

4. Measurement and 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.

541690E --- 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.

541690E --- Energy Program Support Services

Including, but not limited to, energy choice analysis and/or 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.

541690E --- 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.

541690E --- 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.

541690E --- Water Conservation

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.

541690E --- 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.