

# HALLBERG ENGINEERING, INC.

MECHANICAL/ELECTRICAL CONSULTING ENGINEERS

## GENERAL SERVICE ADMINISTRATION



## FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Schedule 03FAC, Facilities Maintenance and Management

Multiple Award Schedule

Contract Number: GS-21F-0074X

Contract Period: February 4, 2011 – February 3, 2016

1750 Commerce Court  
White Bear Lake, MN 55110  
(p) 651.748.1100, (f) 651.748.9370  
[www.hallbergengineering.com](http://www.hallbergengineering.com)

### CONTRACT ADMINISTRATOR

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DUNS: 799683771  
Business Size: Small



### Authorized Special Item Numbers (SINs)

- SIN 871-203 Training on Energy Management
- SIN 871-206 Building Commissioning Services
- SIN 871-207 Energy Audit Services
- SIN 871-208 Resource Efficiency Management (REM)

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

For more information on ordering from Federal Supply Schedules, click on the "FSS Schedules" button at [www.fss.gsa.gov](http://www.fss.gsa.gov).

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# DEFINITIONS OF AWARDED SPECIAL ITEM NUMBERS (SINS)

## **SIN 871-203      Training on Energy Management**

Training on Energy Management: Reducing energy consumption; Mitigating risk with energy systems; Operating systems efficiently; and Making energy efficient system choices.

## **SIN 871-206      Building Commissioning Services**

Building Commissioning Services: Comprehensive building commissioning services on new construction; Major modernization projects; Existing energy consuming buildings and facilities; and This includes re-commissioning and retro-commissioning services.

## **SIN 871-207      Energy Audit Services**

Energy Audit Services: Energy Audit Services ranging from cursory to comprehensive: Developing, executing, and reporting on audit plans; Perform energy and water audit services; Data collection, data analysis, benchmarking with tools such as ENERGY STAR®; and Written recommendations of suggested infrastructure upgrades.

## **SIN 871-208      Resources Efficiency Management (REM)**

Resource Efficiency Management (REM): Providing information on possible steps that will improve energy efficiency; Information on estimates of cost savings and environmental benefits; Onsite analysis of current operations, equipment, and energy purchasing patterns; and Services of a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency.

## TERMS AND CONDITIONS

- 1a. **Table of Awarded Special Item Numbers (SINs):**
  - SIN 871-203 Training on Energy Management*
  - SIN 871-206 Building Commissioning Services*
  - SIN 871-207 Energy Audit Services*
  - SIN 871-208 Resource Efficiency Management (REM)*
- 1b. **Lowest Price/Lowest Unit:** *N/A*
- 1c. **Hourly Rates/Job Descriptions:** *See pages 3-7 of this document.*
2. **Maximum Order:** *\$1,000,000.00*
3. **Minimum Order:** *\$100.00*
4. **Geographic Coverage:** *Domestic only*
5. **Points of Production:** *White Bear Lake, Ramsey County, Minnesota, U.S.A.*
6. **Discounts:** *Prices reflect net price for services. See page 7 of this documents for pricing.*
7. **Quantity Discounts:** *None Offered*
8. **Prompt Payment Terms:** *None Offered*
- 9a. **Government Purchase Cards Accepted Below the Micro-Purchase Threshold:** *No*
- 9b. **Government Purchase Cards Accepted Above the Micro-Purchase Threshold:** *No*
10. **Foreign Items:** *None*
- 11a. **Time of Delivery:** *Negotiated w/Agency*
- 11b. **Expedited Delivery:** *Negotiated w/Agency*
- 11c. **Overnight and 2-Day Delivery:** *Negotiated w/Agency*
- 11d. **Urgent Requirements:** *Contact Contractor*
12. **F.O.B. Point:** *Destination*
- 13a. **Ordering Address(es):** *Hallberg Engineering, Inc., 1750 Commerce Court, White Bear Lake, MN 55110*
- 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 at [www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules).*
14. **Payment Address(es):** *Hallberg Engineering, Inc., 1750 Commerce Court, White Bear Lake, MN 55110*
15. **Warranty Provision:** *Contractor's standard commercial warranty.*
16. **Section 508 Compliance:** *The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).*
17. **Data Universal Numbering System (DUNS) Number:** *799683771*
18. **Notification Regarding Registration in Central Contractor Registration (CCR) Database:** *Registered*

# LABOR CATEGORIES AND DESCRIPTIONS

## Principal

### **President:**

Responsible for the formulation of short, medium and long range business plans for the firm, for the formulation of the marketing plan, for devising the philosophy and goals of the practice and after receiving approval for these and other basic guidelines from the board of directors, is responsible for the successful execution of these plans and goals.

Minimum Requirements:

- Education: A graduate degree in business administration, economics or marketing preferred
- Experience: Should have a successful career for at least 10 years in engineering project management and at least three years in general management

## Sr. Project Manager

### **Engineering Manager:**

The Engineering Manager is responsible for assuring that every project report and every design submitted to clients is technically accurate. Also, the Engineering Manager recommends to the President the engineering standards which are to be followed, what the format and style of reports will be and all other matters that deal with the way technical work is to be presented to clients.

Minimum Requirements:

- Education: Bachelors degree in engineering from an accredited University
- Experience: Minimum of 12 years experience in consulting engineering and one year of experience with Hallberg Engineering, Inc.

## Project Manager

### **Project Manager:**

The Project Manager is responsible for the overall supervision of projects which are assigned to him or her to assure that the project conforms to the contractual agreement the firm has made with the client. Also assures the project is completed within the allocated period of time and within the established budget.

Minimum Requirements:

- Education: Bachelors Degree in Engineering from an accredited University with a minimum of 8 years experience, or vocational technical degree
- Experience: At least 10 years experience

## Sr. Telecommunications Engineer/Construction Administrator

### **Construction Administrator:**

This position is responsible to provide construction phase representation, for both mechanical and electrical disciplines, in all phases of the construction process including processing changes to the contract, review and responding to complex problems arising during the construction phase. Keeps the Project Manager of the assigned projects informed as to ongoing construction issues.

Minimum Requirements:

- Education: Technical or Associate Degree in HVAC, plumbing or electrical design from an accredited technical institute or college
- Experience: Minimum eight years previous construction administration experience

## Sr. Engineer

### **Senior Engineer:**

The Senior Engineer is expected to be responsible for the overall supervision of those projects which are assigned to them, to assure that the project conforms to the commitments the firm has made to the client, and that the project is completed within the allocated period of time and within the budget. The Senior Engineer also actively participates in bringing work into the firm.

Minimum Requirements:

- Education: Bachelors Degree in Mechanical or Electrical Engineering from an accredited University
- Experience: Minimum fourteen years previous engineering experience

## Sr. Project Engineer/Sr. Designer/Energy Manager

### **Senior Project Engineer:**

The Senior Project Engineer is expected to be responsible for the overall supervision of those projects which are assigned to them to assure that the project conforms to the commitments the firm has made to the client, and that the project is completed within the allocated period of time and within the budget.

Minimum Requirements:

- Education: Bachelors Degree in Mechanical or Electrical Engineering from an accredited University
- Experience: Minimum ten years previous engineering experience

### **Senior Designer:**

The Senior Designer is expected to be responsible for the overall supervision of those projects which are assigned to them, to assure that the project conforms to the commitments the firm has made to the client, and that the project is completed within the allocated period of time and within the budget. The Senior Designer also actively participates in bringing work into the firm.

Minimum Requirements:

- Education: Associates Degree in Mechanical or Electrical Technology from an accredited Technical College
- Experience: Minimum sixteen years previous design experience

### **Manager of Energy Services:**

The Energy Manager leads Hallberg's energy offerings, including but not limited to, distributorship of Energy Efficiency Programs, Inc.'s (EETI) behavior and operations programs (Schools for Energy Efficiency – SEE), analysis for energy asset upgrade projects, energy studies, building systems analysis and computer simulations, alternative energy studies, 179d energy tax deduction studies, project planning and cost estimating. Responsibilities include sales and marketing efforts for the group.

Minimum Requirements:

- Education: Master's degree in Energy Management or an Engineering discipline is preferred
- Experience: Four to 10+ years of experience in energy management/engineering; strong HVAC background; experience with commercial energy studies, project development, life-cycle cost analysis, commissioning and building/system optimization

## Project Engineer/Sr. Project Designer/Commissioning Agent

### **Project Engineer:**

The Project Engineer is recognized as being capable of performing difficult and technically challenging work which may be assigned to them within their engineering specialty. May be in charge of portions of a project and may be assigned the project leader responsibility on projects.

Minimum Requirements:

- Education: Bachelors Degree in Mechanical or Electrical Engineering from an accredited University
- Experience: Minimum six years previous engineering experience

### **Senior Project Designer:**

The Senior Project Designer is expected to be responsible for the overall supervision of those projects which are assigned to them, to assure that the project conforms to the commitments the firm has made to the client, and that the project is completed within the allocated period of time and within the budget.

Minimum Requirements:

- Education: Associates Degree in Mechanical or Electrical Technology from an accredited Technical College
- Experience: Minimum of twelve years previous design experience

### **Commissioning Agent:**

The Commissioning Agent is responsible for the overall supervision of commissioning projects which are assigned to him or her to assure that the project conforms to contractual agreement the firm has made with the client, the project is completed within the allocated period of time and within established budget.

Minimum Requirements:

- Education: Bachelors Degree in Mechanical Engineering from an accredited University
- Experience: A minimum of six years previous engineering experience

## Staff Engineer/Project Designer/Commissioning Technician/Energy Consultant

### **Staff Engineer:**

The staff engineer produces much of the firms work. This person is assigned specific tasks on the project team and is expected to use their education, experience, intelligence and common sense to resolve the engineering problems and tasks they are assigned.

Minimum Requirements:

- Education: Bachelors Degree in Mechanical Engineering from an accredited University
- Experience: Minimum of two years previous engineering experience or recent completion of Master's Degree

### **Project Designer:**

The Project Designer is recognized as being capable of performing difficult and technically challenging work which may be assigned to them within their engineering specialty. May be in charge of portions of a project and may be assigned the project leader responsibility on projects.

Minimum Requirements:

- Education: Associate Degree in Mechanical or Electrical Technology from an accredited Technical College
- Experience: Minimum eight years previous design experience

### **Commissioning Technician:**

The commissioning technician is responsible to provide commissioning services related to the project's mechanical systems in all phases of the construction process. Keeps the Commissioning Agent of the assigned projects informed as to ongoing construction issues.

Minimum Requirements:

- Education: Technical or Associate Degree in HVAC, plumbing or electrical design from an accredited technical institute or college
- Experience: Minimum three years previous engineering/design experience

### **SEE Program Consultant:**

This is a professional position involving the implementation and promotion of the Schools for Energy Efficiency (SEE) Program on behalf of Hallberg Engineering, Inc.

Minimum Requirements:

- Education: Bachelors Degree
- Experience: At least 3 years experience in marketing, sales, education or energy or education or a combination of education and experience in related field

## Engineer/Staff Designer/Project Administrator

### **Engineer:**

This is an entry-level position for a person who has completed a degree in engineering but who has little or no professional experience. This is a developmental position in which the Engineer learns to apply theoretical knowledge to practical applications.

Minimum Requirements:

- Education: Bachelors Degree in Mechanical or Electrical Engineering from an accredited University
- Experience: Little or no professional experience

### **Staff Designer:**

The staff designer is responsible for designing portions of a project. This person is assigned specific tasks on the project team and is expected to use their education, experience, intelligence and common sense to resolve the engineering problems and tasks they are assigned.

Minimum Requirements:

- Education: Associates degree in Mechanical or Electrical technology from an accredited school
- Experience: Minimum of 2 years of demonstrated design experience

### **Project Administrator:**

This is a project administration level position covering non-technical duties of project management. This individual supervises others as necessary to monitor project schedule, budget and to a limited extent, non-technical quality of work product.

Minimum Requirements:

- Education: Bachelors or associates degree in Business Administration or related field
- Experience: Minimum of 5 years previous management experience

## Designer/Commissioning Associate

### Designer:

This is an entry-level position for a person who has obtained a diploma or degree from a technical college, but who has little or no professional experience. This is a developmental position in which the Designer learns to apply theoretical knowledge to practical applications.

Minimum Requirements:

- Education: Associate Degree or Diploma in Mechanical or Electrical Technology from an accredited technical college
- Experience: Little or no professional experience

## Clerical

### Receptionist:

To greet all visitors who present themselves to the firm's main entrance; to operate the switchboard and to answer all calls from the outside. Operates word processing equipment, copy machine, fax machine and other office equipment.

Minimum Requirements:

- Education: High school graduate with several years of college or business school
- Experience: Little or no professional experience

### Word Processor:

To operate the word processing equipment to produce typed and final copy of reports, opinions and other parts of a project to be submitted to clients.

Minimum Requirements:

- Education: High school diploma with a secretarial certificate from a technical college or business school OR
- Experience: Minimum of three years word processing experience

### Marketing Coordinator:

To identify, develop, and implement communication, promotion and business development strategies for use internally and externally. Position is to focus on business-wide activities.

Minimum Requirements:

- Education: Bachelors degree in communications, public relations, marketing or related field
- Experience: Minimum of 5 years experience in communications, marketing, public relations field

### Office Administrator:

Assist Management and Project Managers with project administration and billing duties. Provide customer support and perform various accounting responsibilities.

Minimum Requirements:

- Education: Associates degree in business or accounting OR
- Experience: Three years related experience

## Engineering Intern/Design Intern

### Engineering Intern:

This is a position for a person that is currently enrolled in an accredited engineering curriculum but has not received their engineering degree. This individual may be enrolled in a formal internship program sponsored by the university or working during school breaks.

Minimum Requirements:

- Education: Currently enrolled in Mechanical or Electrical Engineering curriculum at an accredited University
- Experience: Little or no professional experience

### Design Intern:

This is a position for a person that is currently enrolled in an accredited technical college, but has not received their degree. This individual may be enrolled in a formal internship program sponsored by the school or working during school breaks.

Minimum Requirements:

- Education: Currently enrolled in Mechanical or Electrical Design/Drafting curriculum at an accredited College or Technical School
- Experience: Little or no professional experience

## FSS AUTHORIZED SCHEDULE PRICE LIST

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Principal	\$166.99	\$172.83	\$178.88	\$185.14	\$191.62
Sr. Project Manager	\$157.93	\$163.46	\$169.18	\$175.10	\$181.23
Project Manager	\$143.57	\$148.59	\$153.80	\$159.18	\$164.75
Sr. Telecommunications Engineer/Construction Administrator	\$138.23	\$143.07	\$148.08	\$153.26	\$158.62
Sr. Engineer	\$138.23	\$143.07	\$148.08	\$153.26	\$158.62
Sr. Project Engineer/Sr. Designer/ Energy Consultant	\$123.42	\$127.74	\$132.21	\$136.84	\$141.63
Project Engineer/Sr. Project Designer/ Commissioning Agent	\$123.42	\$127.74	\$132.21	\$136.84	\$141.63
Staff Engineer/Project Designer/ Commissioning Technician	\$113.55	\$117.52	\$121.64	\$125.89	\$130.30
Engineer/Staff Designer/Project Administrator	\$88.86	\$91.97	\$95.19	\$98.52	\$101.97
Designer/Commissioning Associate	\$83.92	\$86.86	\$89.90	\$93.04	\$96.30
Engineering Intern/Design Intern	\$49.37	\$51.10	\$52.89	\$54.74	\$56.65
Clerical	\$69.11	\$71.53	\$74.03	\$76.62	\$79.31