



***Better Service. Better Solutions.  
Better Buildings.***

General Services Administration  
Federal Supply Service  
Facilities Maintenance and Management Contract: Schedule 03FAC

GSA Contract No. **GS-21F-0102Y**

Contract Period: May 14, 2012 to May 13, 2017

National Facility Solutions, LLC  
999 Westview Dr. Ste 6  
Hastings, MN 55033

O: 612-319-0170

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[www.natfas.com](http://www.natfas.com)

DUNS: 829549273

Business Size: Small, Service Disabled Veteran Owned (SDVOSB)

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



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## Company Introduction

National Facility Solutions, LLC is a Service Disabled Veteran Owned Small Business (SDVOSB), with a proud history of Energy Engineering Services. We provide understandable solutions to the complex problems faced by building owners, which range from commissioning of new construction to retro-commissioning of existing facilities. The NFS team of Engineers and Commissioning Agents has the depth and knowledge to solve the most complex facility performance challenges.

NFS is uniquely qualified to deliver energy & facility performance engineering solutions, while at the same time helping federal agencies and federal prime contractors meet their SDVOSB contracting & subcontracting goals. Let us help you achieve your facility performance goals. We are confident you will agree that NFS provides Better Service. Better Buildings. Better Performance.

## Total Building Commissioning Services

- + Commissioning
- + Retro-Commissioning
- + On-going Commissioning
- + LEED Commissioning
- + Energy Auditing
- + Utility Metering
- + Trend Analysis
- + Design Review
- + Air Barrier Testing
- + Infrared Testing
- + Facility Performance Dashboard management

## Capability Statement

(NFS) is a VetBiz Certified Service Disabled Veteran Owned Small Business (SDVOSB) Engineering Consulting Firm founded and incorporated in the state of Minnesota in 2009 with primary NAICS Code 541330. NFS specializes in Total Building Commissioning and Retro-Commissioning services. Our headquarters is located in Hastings, MN, with branch offices in Jacksonville, FL and we service customers throughout the United States.

NFS Commissioning Authorities (CxAs) provide Fundamental & Enhanced Commissioning Services in support of LEED certification for existing & new buildings. Our staff brings over 30



years of engineering, design/build construction, and commissioning program experience to our customers. NFS staff have worked throughout the United States on projects for NAVFAC, USACE, FEMA, NASA, AFCEE, VA and the US Coast Guard, as well as private companies and municipalities.

**Our process** is designed to ensure we meet the following objectives for every project:

- Facility meets or exceeds performance expectations
- Provide valuable design reviews, testing, and recommendations for MEP equipment design & construction.
- Ensure delivery to customers a safe and healthy facility.
- Improve energy performance and minimize energy consumption & cost.
- Ensure adequate training of O&M staff through well planned and executed training programs.

**Our experience** is diverse. NFS's portfolio consists mainly of LEED certified projects with projects totaling more than 10 million square feet of space and over \$500M in construction value. NFS is a proud member of the US Green Building Council and is committed to environmental stewardship and social responsibility. We achieve sustainable solutions through an integrated commissioning approach, having professionals interact regularly from the design phase to final construction detailing to implement sustainable solutions which benefit both the client and the environment. We provide better service, better solutions and better performance on every project.

**Recent projects** where NFS and NFS staff have performed LEED Fundamental and/or Enhanced Commissioning Services include the following:

1. P201 Maintenance Hangar at Norfolk Naval Station, VA (NAVFAC)
2. P837 C-40 Maintenance Hangar at Naval Air Station Oceana, VA (NAVFAC)
3. Support Battalion Complex at Joint Base Lewis McCord (JBLM), WA (USACE)
4. USCENTCOM Headquarters at MacDill AFB, FL (USACE)
5. Troop & Family Dental Clinic at Fort Lee, VA (USACE)
6. Unaccompanied Enlisted Personnel Housing (UEPH) at JBLM, WA (USACE)
7. Company Operations Facilities (3) at JBLM, WA (USACE)
8. Warriors in Transition Barracks at JBLM, WA (USACE)
9. Gardner Hills Elementary School at Fort Campbell, KY (USACE)
10. Marine Corps Reserve Center at Joliet, IL (NAVFAC)
11. Office Complex at Emmetsburg, MA (FEMA)



**Contract Summary:**

Facilities Maintenance and Management Schedule (03FAC)

GSA Contract No. **GS-21F-0102Y**

Contract Period: **May 14, 2012 to May 13, 2017**

Solicitation No. **6FEC-E6-03292-B Refresh 18 dated April 3, 2012**

**1a. SINS:**

871-206	Building Commissioning Services
871-207	Energy Audit Services
871-211	Energy Consulting Services
871-100	Ancillary Supplies and/or Services
003-97	Ancillary Repair and Alterations

**1b. Price Lists:**

Rates include 0.75% GSA Industrial Funding Fee (IFF)

Volume Discounts:

3% on orders from \$100,000 to \$199,999.99

5% on orders over \$200,0000

<b>LABOR CATEGORY</b>	<b>2012 Rates (\$)</b>
Principal	204.57
Project Manager	139.64
Commissioning Authority	139.64
Commissioning Technician	79.79
Senior Energy Engineer	139.64
Energy Engineer	124.68
Energy Analyst	99.74
Energy Auditor	119.69
LEED Accredited Professional	139.64
Professional Engineer	139.64
Systems Integrator	119.69
Administrative Assistant	54.86

**Davis-Bacon Determined Rates**

LABOR CATEGORY	2012 Rates (\$)
Controls Technician 1	119.69
Controls Technician 2	159.59
Electrician	109.72
TAB Technician	119.69

**Testing Equipment Rates**

Equipment*	2012 Rates (\$)/day
Multigas Monitor (CO2, O2, CO, H2S, %LEL)	84.78
Thermal Imager	274.29
Inspection Scope	49.87
Electronic Balancing Tool	99.74
Hydronic Menometer	129.67
Ventilation Meter	99.74
Ultrasonic Flow Meter	299.23
Datalogger (various)	49.87

\* List is not all inclusive of all testing equipment available for use.

**1c. Labor Category Descriptions and Relevant SINS**

**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Principal**

**Functional Duties/Responsibilities:** This category encompasses top management including the CEO, President, COO, CFO, and other senior-level staff. This person will oversee and direct all business and employee activities; manage all personnel; direct business development activities; develop in-depth analysis of system energy efficiency and the projected efficiency after energy enhancements; develop performance tests, analyze results; prepare analysis for technical report; and engineer retrofits and new designs for building energy systems.

Responsibilities include:



- Management of the firm's people, operations and market strategy.
- Providing high-level technical or managerial input to work groups during project execution.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** Must have ten years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Project Manager**

**Functional Duties/Responsibilities:** This category encompasses individuals who manage all scales, types and phases of projects, which most often include engineering, best practice implementation and management of procurement and operations relative to the development of building energy system evaluations, design and construction.

Responsibilities include:

- Technical leadership, planning, and implementation for the procurement and management of commissioning and facility energy management services.
- Assists in developing and enforcing work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies.
- Provides financial management and project administration, including budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis.
- Preparation of estimates and work plans.
- Supervision of projects teams and management of project scope, budget, and schedule.
- Planning, organization and coordination of project in accordance with established policies, procedures, systems, and requirements.
- Accountability for budget and financial resources.

**Minimum Education:** Possesses a 4-year college degree from a reputable college or university in engineering, construction management, or architecture.

**Minimum Experience Requirements:** 5-15 years of directly related experience

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Commissioning Authority**

**Functional Duties/Responsibilities:** This category encompasses management of all aspects of the total building commissioning process.

Responsibilities include:



- Organization and management of the commissioning services scope of work, including the planning and production of all associated contract activities.
- Input of high-level technical or managerial information to commissioning team during project execution.
- Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising commissioning personnel and communicating policies, purposes, and goals of the organization to subordinates.
- Supervises activities involving a complex network of individuals and teams working in separate offices and locations.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** 10-15 years of experience.

**Required/Supplemental Certifications:** Certification as Commissioning Authority from accrediting organizations such as the Building Commissioning Association (BCA) or AABC Commissioning Group (ACG).

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Commissioning Technician**

**Functional Duties/Responsibilities:** This category encompasses discipline specific commissioning service, i.e., mechanical, electrical, fire protection, lighting, renewable energy, building envelope, security, or architectural, most often with oversight by a Commissioning Engineer or Commissioning Authority.

Responsibilities include:

- Development of installation and test criteria and associated checklists.
- Performance of project, system, and component specific pre-functional and functional testing.
- Testing, Adjusting and Balancing verification.
- Energy Auditing.
- System and/or component specific evaluation, adjusting, or installation oversight.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** 2-10 years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Senior Energy Engineer**



**Functional Duties/Responsibilities:** This category encompasses the development of in-depth analysis of existing MEP system's performance relative to designed performance characteristics and potential performance improvements through system/component adjustments or alterations.

Responsibilities include:

- Evaluation of existing building MEP system performance via on-site and/or statistical analysis.
- Develop of performance tests and test result analytics.
- Preparations of test and information evaluation reports.
- Provide input relative to suggested retrofits and new designs for MEP and building energy systems.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** Must have ten years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Energy Engineer**

**Functional Duties/Responsibilities:** This category encompasses the assistance with development of in-depth analysis of existing MEP system's performance relative to designed performance characteristics and potential performance improvements through system/component adjustments or alterations, with oversight by a Senior Energy Engineer or other senior personnel.

Responsibilities include:

- Assist with evaluation of existing building MEP system performance via on-site and/or statistical analysis.
- Assist with development of performance tests and test result analytics.
- Preparations of test and information evaluation reports for internal review and analysis.
- Provide input relative to suggested retrofits and new designs for MEP and building energy systems.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** Must have five years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**



**Title: Energy Analyst**

**Functional Duties/Responsibilities:** This category collection, evaluation and preparation of evaluation reports relative to building energy performance data.

Responsibilities include:

- Collect and evaluate manufacturer’s equipment data.
- Collect and evaluate utility performance data.
- Collect and evaluate metered data.
- Assist as needed.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** Must have three years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: Energy Auditor**

**Functional Duties/Responsibilities:** This category encompasses the on-site facility, MEP equipment and component audit and evaluation, and preparation of evaluation reports relative to building energy performance data observed and collected.

**Responsibilities include:**

- On-site collection and evaluation of manufacturer’s equipment data.
- On-site review of existing facility conditions, equipment and components.
- On-site evaluation of low-cost/no-cost facility performance improvement opportunities.
- Assist with back end data analysis and determination of facility energy performance improvement opportunities.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** Must have ten years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-206, 871-207, 871-211**

**Title: LEED Accredited Professional**

**Functional Duties/Responsibilities:** This category encompasses understanding and management of LEED Certification associated activities.

Responsibilities include:

- Management of the LEED Certification process activities and documentation.



**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** 2-10 years of experience.

**Required/Supplemental Certifications:** USGBC LEED Accredited Professional Certification.

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**Relevant SIN(s):** 871-206, 871-207, 871-211

**Title:** Professional Engineer

**Functional Duties/Responsibilities:** Makes authoritative decisions and recommendations having major impact on extensive engineering activities of the company. Initiates and maintains extensive contacts with key engineers and officials of other organizations and companies, requiring skill in persuasion and negotiation of critical issues. Demonstrates a high degree of creativity, foresight, and mature judgment in anticipating and solving unprecedented engineering complexities; determining program objectives and requirements; organizing programs and projects; and developing standards and guidelines for diverse engineering activities.

Typical duties and responsibilities include one or both of the following:

- 1) Planning, organizing, and supervising work of staff of engineers and technicians
- 2) As individual researcher or consultant, is recognized leader and authority in company in broad area of specialization or intensely specialized field.

**Minimum Education:** A bachelor's degree from an accredited university/college in engineering, engineering management or a business-related discipline.

**Minimum Experience Requirements:** 5-25 years of experience.

**Required/Supplemental Certifications:** Registration as a licensed Professional Engineer is required.

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**Relevant SIN(s):** 871-206, 871-207, 871-211

**Title:** Systems Integrator

**Functional Duties/Responsibilities:** This category encompasses project management for various assignments involving, predominantly, systems integration.

Responsibilities include:

- Prepares documentation to substantiate the project.
- Provides input on which analyses of technologies are made.
- Receives input from subordinates and other activities within the program and from government sponsors.



- Spends some time on development or prototyping sites, travels to the sponsor's site to provide briefings on the status of particular development or prototyping events or portions of the overall program.
- Provides expertise on space and/or communications system and military applications of space and/or communications system and has a working knowledge of ground operations.
- Provides ongoing quality control and development of the commissioning database.
- Maintains security and customer services issues.

**Minimum Education:** Possesses a B.A.

**Minimum Experience Requirements:** 2-10 years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s):** 871-206, 871-207, 871-211

**Title:** Administrative Assistant

**Functional Duties/Responsibilities:** This category encompasses general clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Responsibilities include:

- Open, sort, and distribute incoming correspondence, faxes, and emails.
- Performs general office duties such as ordering supplies, filing and maintaining records management systems.
- Performs basic bookkeeping work.
- Prepares correspondence containing routine inquiries.
- Maintains management or office schedules.
- Compiles, transcribes, and distributes minutes of meetings.
- Prepares invoices, reports, memos, letters, financial statements, and other documents using word processing, spreadsheet, database or presentation software.

Education: High school diploma.

Experience: 0 to 5 years administrative experience with proficiency in Microsoft Office.

**Minimum Education:** High School Diploma

**Minimum Experience Requirements:** 0-5 years of experience with proficiency in Microsoft Office.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s):** 871-211, 003 97



**Title: Controls Technician 1**

**Functional Duties/Responsibilities:** This category encompasses basic Direct Digital Controls (DDC) investigation and manipulation.

Responsibilities include:

- Investigation of DDC system, either on site or remotely.
- Manipulation of DDC system, either on site or remotely.
- Programming of DDC logic.

**Minimum Education:** Trade School diploma

**Minimum Experience Requirements:** 3-5 years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-211, 003 97**

**Title: Controls Technician 2**

**Functional Duties/Responsibilities:** This category encompasses basic Direct Digital Controls (DDC) investigation and manipulation. Also includes management responsibilities for DDC technicians.

Responsibilities include:

- Investigation of DDC system, either on site or remotely.
- Manipulation of DDC system, either on site or remotely.
- Programming of DDC logic.
- Oversight of controls team.
- Interface with customers and engineers.

**Minimum Education:** Trade School diploma

**Minimum Experience Requirements:** 3-5 years of experience.

**Required/Supplemental Certifications:** None are required.

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**Relevant SIN(s): 871-211, 003 97**

**Title: Electrician**

**Functional Duties/Responsibilities:** This category encompasses basic electrical systems investigation and manipulation.

Responsibilities include:

- Investigation of electrical systems, including but not limited to lighting & lighting controls.
- Simple repairs of electrical systems.
- Wiring of repairs.



- Updating redline drawings.
- Coordination with DDC technicians and owner's management staff.

**Minimum Education:** Trade School diploma

**Minimum Experience Requirements:** 3-5 years of experience.

**Required/Supplemental Certifications:** Journeyman card

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**Relevant SIN(s):** 871-211, 003 97

**Title:** Testing, Adjusting & Balancing Technician

**Functional Duties/Responsibilities:** This category encompasses delivery of TAB services including coordination with DDC technicians to accomplish TAB readings, adjustments and balancing of MEP systems.

Responsibilities include:

- Investigation of MEP systems for purposes of ensuring systems are tested, adjusted and balanced in manner allowing building owner to manage energy most efficiently.
- Use of specialized TAB instruments and equipment to take readings.
- Reporting of findings and system changes.
- Coordination with DDC technicians and owner's management staff.

**Minimum Education:** Trade School diploma

**Minimum Experience Requirements:** 3-5 years of experience.

**Required/Supplemental Certifications:** NEBB certification

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**2. Maximum order.**

\$1,000,00

**3. Minimum order.**

\$1,000

**4. Geographic coverage (delivery area).**

USA

**5. Point(s) of production (city, county, and State or foreign country).**

Office or field.

**6. Discount from list prices or statement of net price.**

1% base discount

**7. Quantity discounts.**

3% on orders from \$100,000 to \$199,999.99

5% on orders over \$200,0000

**8. Prompt payment terms.**

None

**9a-b. Government Purchase Card (GPC) Terms**

GPC purchase cards are accepted for all purchase levels.

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

NA

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

30 Days

**11b-d. Expedited Delivery.**

All services and items are available on an expedited delivery basis of 5 days.

**12. F.O.B. point(s).**

Hastings, MN or site.

**13a. Ordering address.**

National Facility Solutions, LLC

999 Westview Dr. Ste 6

Hastings, MN 55033



**13b. Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address.**

National Facility Solutions, LLC  
999 Westview Dr. Ste 6  
Hastings, MN 55033

**15. Data Universal Number System (DUNS) number.**

829549273

**16. Contact Information**

Scott Sinclair  
National Facility Solutions, LLC  
999 Westview Dr. Ste 6  
Hastings, MN 55033  
651-319-0170 office  
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[www.natfas.com](http://www.natfas.com)



## **Group Name: Energy Management, Water Conservation and Support Services**

Special Item Numbers (SINs) associated with this contract are listed below, along with a sampling of SIN specific services which may be provided by NFS. Please note that examples provided are not necessarily indicative of the limits of NFS capabilities and additional services may be provided under each SIN.

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

With a combined 30 years of Total Building Commissioning experience, NFS is a leading provider of mechanical and electrical building systems commissioning to clients nationwide. Our clients include companies within the development, engineering, construction, contracting and facility management industries.

The commissioning process can also be applied to existing buildings that have never been commissioned in order to restore them to an optimal level of performance. Retro-commissioning (Cx) is a systematic, documented process that identifies operational, maintenance and capital improvement opportunities in existing buildings, which are intended to facilitate optimization of facility performance per the original design intent for the building.

The RCx process typically focuses on energy-consuming equipment such as mechanical, electrical, plumbing, lighting and related controls with the intent to optimize existing system performance rather than relying on major equipment replacement. This typically results in improved indoor air quality, comfort, controls, energy and resource efficiency. RCx typically includes an audit of the entire building including a study of past utility bills, interviews with facility personnel. Then diagnostic monitoring and functional tests of building systems are executed and analyzed. Building systems are retested and monitored to fine-tune improvements. This process helps find and repair operational problems. The identification of more complex problems is presented to the owner as well. A final report, ongoing commissioning plan and schedule are then given to the owner.

Our services under this SIN include, but are 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.



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

NFS provides energy audit services ranging from cursory to comprehensive. Services include, but are not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. These audits include data collection, data analysis, benchmarking with tools such as Energy Star, along with written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption. Recommendations resulting from audit finding may also include recommendations for using alternative energy sources and possible pursuit of LEED certification during retrofitting of facility.

Below are activities and deliverables which may be provided under this SIN:

- Energy audit services
- Utility data collection and trend analysis
- Engineering analysis of audit findings
- Low cost/no cost improvement lists
- Planning & investigative phase plans and reports.
- Cursory to comprehensive energy and water audit services
- Data collection, data analysis, and benchmarking with tools such as EnergyStar
- Life cycle cost analysis of Energy Conservation Opportunities (ECO) identified during audit
- Energy-efficient buildings certification programs support, such as LEED.

## **SIN 871-211 — Energy Consulting Services**

NFS will 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; and Consulting on obtaining high performance sustainable buildings.



### **SIN 871-100 — Ancillary Supplies and/or Services**

As a leader in the Energy Services Sector, NFS is uniquely qualified to work with customers to develop custom service and deliverable packages, as necessary to help them meet their facility performance goals. This might include development of new software, custom technology applications, research and conceptual design, or any number of other novel projects. A new service may be a task, procedure, or product existing in the commercial market which is being developed, improved, or not yet introduced to the Federal Government or not currently available under any GSA Contract, but is categorically related to this procurement.

### **SIN 003-97 — Ancillary Repair and Alterations**

During the process of Commissioning, it is sometimes necessary to perform simple repairs and/or alterations in order to ensure the process is technically and cost effective. These ancillary services may include replacement of broken parts, simple repairs of HVAC&R equipment, or architectural repairs to doors/walls/floors/ceiling/etc. which are sometimes damaged during commissioning, or require replacement in order to ensure the systems and enclosures work properly.