



**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service Authorized Federal Supply Schedule Price List**

**Schedule Title:** Facilities Maintenance and Management (03 FAC)

**Contract Number:** GS21F056CA

**Contract Period:** September 14, 2015 through September 13, 2020

**Contractor's Name, address, and phone:**

**The Building People, LLC  
202 Church St. SE, #306  
Leesburg, VA 20175  
703.669.2222**

**Website:** [www.thebuildingpeople.com](http://www.thebuildingpeople.com)

**Contract Administration Source:** See address above

**Business Size:** Small Business (Corporation), Small Disadvantaged Business (SDB), Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), HUBZone Certified (HUBZone)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*® a menu-driven database system. The INTERNET address *GSA Advantage!*® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



## **The Building People, LLC**

202 Church Street SE #306

Leesburg, Virginia 20175

703.669.2222

Web Address <http://thebuildingpeople.com>

## **Taxpayer Identification Number (TIN)**

45-4839699

## **CAGE Code**

6ZNL0

## **DUNS Number**

078428718

## **Business Size**

Small Business (Corporation), Small Disadvantaged Business (SDB), Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), HUBZone Certified (HUBZone)

## **For More Information, Please Contact**

**Lawrence A. Melton**

**Program Manager**

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## ABOUT THE BUILDING PEOPLE

The Building People, LLC is a corporate real estate and facilities management organization that prides itself on our 25 years of experience operating, maintaining, and providing service and space solutions that are needed for both building owners and their customers. Our leadership team includes nationally recognized leaders in the real estate management, facilities, human capital and technology sectors.

We provide technical, management consulting, and professional support services in the government, real estate, facilities management, energy and sustainability, financial management, project management, and information technology markets. We serve commercial, institutions, and government clients, delivering solutions that improve operations and asset management performance without sacrificing reliability and service. Our team brings complete real estate and facilities management services that are a core market offering that our team understands *and* delivers on. We provide our clients with the strategic roadmap they need to deal with complex real estate decisions in today's market and bring critical, long standing knowledge in our market offerings that provides our customers with the level of experience needed to solve today's portfolio strategies. *Our service offerings include the following:*

### **The Building People at a Glance**

- ✓ *HUBZone, Small Disadvantaged Business Enterprise (DBE), Minority Owned Business (MBE)*
- ✓ *Experienced Management Team*
- ✓ *Team of Senior-Level Subject Matter Experts*
- ✓ *Market Focus Areas:*
  - *Real Estate Services*
  - *Facilities Management*
  - *Energy & Sustainability*
  - *Financial Management*
  - *Project Management*
  - *Information Technology*
- ✓ *Expertise in Government Contracting*
- ✓ *Delivering solutions internationally*

### **Real Estate Services**

- Enterprise Real Estate Standards & Policy
- Customer Relationship Management
- Integrated Strategy & Project Delivery
- Integrated Workplace Management Systems (IWMS)
- Move & Space Management and Planning
- Property Management
- Tenant Representation
- Leasing Strategy
- Strategic Planning (Opportunities & Location Strategies)



- Asset Management
- Workplace Performance & Optimization

### **Facilities Management**

- Facility Condition Assessments
- Operations & Maintenance Planning
- Utility Assessments
- Facilities Engineering & Management Consulting
- Site Engineering
- Outsourced Facility Staff & Services
- Augment On-site Staff
- Online Digital Archiving
- Internet-based Work Order Management
- Remote Monitoring
- Training & Distance Learning
- Remote Operations
- Standardized Operating Procedures
- Computerized Maintenance Management Systems (CMMS)

### **Energy & Sustainability**

Our comprehensive energy management solutions assist with a variety of energy projects that include renewable and sustainable energy. Phases include:

- Consulting/Auditing/Energy Management Solutions
- Concept Development and Requirements Analysis
- Implementation & Change Management
- Measurement and Verification
- Energy Management Training
- Metering Services
- Energy Program Management Support
- Building Commissioning Services
- Energy Audit Services
- Energy Consulting Services
- New Services for Energy Solutions

### **Financial Management Services**

- Capital Planning
- Budgeting & Forecasting
- Enterprise Asset Management



- Financial Management
- Lease Administration
- Occupant Performance
- Property Accounting
- Acquisition Services
- Regulatory Management
- Transaction Management
- Reimbursable Services

### **Project Management Services**

- General Services
- Project Risk Analysis
- Project Scheduling
- Project Training
- Construction Services
- Constructability Review
- Cost Analysis
- Estimating
- Project Turnaround
- Value Management

### **Information Technology Services**

- Integration & Innovation
- Application Development & Management
- Enterprise Asset Management
- Computer Maintenance Management System (CMMS)
- Integrated Work Management Systems (IWMS)
- Collaboration Tools
- Enterprise Architecture Development
- Enterprise Master Data Management
- Enterprise Resource Planning
- Network & Data Security

### **Smart Building Solutions**

Buildings are data-rich environments that contain valuable information about operations and performance. The challenge is extracting this data and understanding how it affects building operations and performance. We use our experience in operating and maintaining buildings to address this challenge by accumulating valuable data from any building, analyzing the resulting information and constructing energy solutions based on our clients unique needs.



- Systems Integration
- Systems Engineering
- Facility Operations
- Facility Efficiency
- Planning & Design
- Remote Building Monitoring
- Security Integration, Monitoring & Design
- Training & Development

We will align your disparate systems and bring them together to allow data sharing and cross-platform functionality. Connected buildings will provide your facility operators with timely, accurate and consistent information through as few separate systems as possible. In addition to being more efficient, using less energy, and lowering emission levels, connected buildings are less expensive than installing and maintaining separate systems.

Our Smart Building Solutions will capture and leverage existing data to optimize the health of your buildings, generate actionable insights enabling building operators to make timely corrections and control decisions, instill an energy efficient mindset throughout the organization, use an open IP architecture (completely vendor and protocol independent), and extend energy saving success that provide the results our clients expect.

## **OUR MISSION**

*Maximize the workplace experience and reduce costs without sacrificing quality and reliability.*

## **OUR STRATEGY**

We understand that corporate real estate teams face relentless pressure to reduce costs and mitigate risk, while meeting mandates to continually add more value and support corporate goals for sustainability, productivity and growth. As an integrated real estate and facilities organization, we bring new ideas and methodologies that are needed to meet these demands. Our value to the customer is built on a platform of success that enables our clients to maximize technology while changing the tenant experience.

Our commitment to your facility and project is driven through our desire to innovate, lead with the vision of our experienced team, and reliance on our long-term relationships. Our integrated delivery will drive collaboration for buildings owners, occupants, and the environment. We know that our clients need to achieve maximum success, and to make that a reality we offer expertise in all areas of the design, build, operate and maintain so that we are with our clients from the beginning and continuing through the lifecycle of



operations.

Maximizing the workplace experience and reducing costs without sacrificing quality and reliability are the expected outcomes of our innovation. Our solutions enable building owners and operators to propagate new norms and change tenant behaviors to drive greater organizational efficiency while providing cost savings and sustainability. You don't have to choose efficiency over savings or sustainability. Our model will lead our customers and the industry toward better utilization while providing the very best amenities that are designed to maximize the tenant experience. Whether its operations or strategy and program support, we have the unique ability and skill sets to provide solutions.

### **OUR COMMITMENT**

Our commitment to your facility and project is driven through our desire to innovate, lead with our experienced team's vision, and build long-term relationships.

Our integrated delivery will drive collaboration for building owners, occupants, and the environment.

We know that our clients need to achieve maximum success. To make that a reality, we offer expertise in all areas, including design, build, operations and maintenance. We provide the complete lifecycle of operations for our clients.

### **OUR EXPECTATIONS**

We expect our innovations to maximize the workplace experience and reduce costs *without sacrificing quality and reliability.*

Our solutions equip building owners and operators with tools to propagate new norms and change tenant behaviors, which in turn drive greater organizational efficiency and provide cost savings and sustainability.

### **OUR MODEL**

You don't have to choose between *efficiency*, *savings* and *sustainability*. Our model will lead our customers and the industry toward better utilization while providing the very best amenities.

Whether its operations or strategy and program support, we have the unique ability and skill sets to provide solutions.

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## OUR CORPORATE GOAL

Our connected real estate organization is able to leverage consolidated data and analytics, which is why our goal and brand is to position our clients to prioritize their future using the data to transform insights into action. Our process enables a complete solution that is supported by robust facilities & real estate experts that understand the change needed around the “people” (building owners and occupants). We will position our clients to achieve “innovation” by driving competitive differentiation.

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## Customer Information

### 1a. Awarded special item numbers:

871 204: Metering Services

871 206: Building Commissioning Services

871 211: Energy Consulting Services

003 01: Smart Buildings System Integrator

811 003: Complete Facilities Management

811 006: Facilities Maintenance and Management Consulting

**1b. Labor Rates:** Please see Appendix A

**1c. Labor Category Descriptions:** Please see Appendix B.

**2. Maximum order:** \$1,000,000.00

**3. Minimum order:** \$100

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

**5. Point(s) of production (city, county, and State or foreign country):** All services offered are based from The Building People’s headquarters, located in Leesburg, VA.

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

**7. Quantity discounts:** None

**8. Prompt payment terms:** Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.": No special discount is offered for prompt payment. Payment terms are net 90 days.



**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Government purchase cards are accepted at or below the micro-purchase threshold.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government purchase cards are accepted above the micro-purchase threshold.

**10. Foreign items (list items by country of origin):** N/A

**11a. Time of delivery:** Specific to each task order.

**11b. Expedited Delivery:** None

**11c. Overnight and 2-day delivery:** None.

**11d. Urgent Requirements:** None.

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

**13a. Ordering address:** The Building People | 202 Church St. Ste. 306 | Leesburg, VA 20175

**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. The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).

**14. Payment address:** The Building People | 202 Church St. Ste. 306 | Leesburg, VA 20175

**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):** N/A

**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/](http://www.Section508.gov/):** N/A

**25. Data Universal Number System (DUNS) number:** 078428718

**26. Central Contractor Registration (CCR) database:** The Building People is registered in the Central Contractor Registration (CCR) database.

## The Building People, LLC Offering

### 03FAC–FACILITIES MAINTENANCE AND MANAGEMENT SCHEDULE 03FAC

**SIN 871-204: Metering Services.** Metering services include, but are not limited to, installation of metering equipment and software used to collect data and measure energy consumption through electric, gas, water, or steam utilities; use of data to ensure energy conservation goals are being met, and allow measuring and tracking the cost effectiveness of energy technology investments. These services could include basic and advanced metering, maintenance, installation, removal, and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

**SIN 871-206 Building Commissioning Services.** Services in building commissioning 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. Services include re-commissioning and retro-commissioning. Energy-efficient buildings certification programs such as LEED may be included.

**SIN 871-211: Energy Consulting Services.** Consulting services include 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; and the implementation, testing, and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems.

**SIN 003-01: Smart Buildings Systems Integrator.** This SIN includes the comprehensive integration of building systems and technology using a non-proprietary and open architecture. Typical building systems to be integrated include: building automation, life safety, telecommunications, facilities management, security, energy and environmental control, HVAC, lighting, building envelope, access control, power management, cabling infrastructure/wireless, VOIP, video distribution, video surveillance, data network, etc. Typical integration functions include, but are not limited to, requirements analysis, strategic systems planning, system configuration, implementation alternatives, integration planning, system component acquisition, component integration, testing and analysis, interaction with Building Operations Centers, collection/manipulation of smart building component data, configuration management and control, design-guide development, operational training and support, monitoring, reporting and managing of the systems, and systems maintenance.

**SIN 811-003: Complete Facilities Management.** Services include facilities management and consulting. Services will be management duties including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

**SIN 811-006: Facilities Maintenance and Management Consulting.** Services include, but are not limited to, the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy, and regulation development assistance for initiatives in areas of facilities maintenance and management solutions. Services also include Smart Building Consulting.



**APPENDIX A – THE BUILDING PEOPLE LABOR RATES**

<b>Labor Category</b>	<b>Base Year 9/14/15- 9/13/16</b>	<b>Option Year 1 9/14/16- 9/13/17</b>	<b>Option Year 2 9/14/17- 9/13/18</b>	<b>Option Year 3 9/14/18- 9/13/19</b>	<b>Option Year 4 9/14/19- 9/13/20</b>
Senior Principal	\$217.63	\$224.16	\$230.88	\$237.81	\$244.94
Principal	\$191.26	\$197.00	\$202.91	\$208.99	\$215.26
Program Manager	\$178.24	\$183.59	\$189.09	\$194.77	\$200.61
Project Manager	\$126.24	\$130.03	\$133.93	\$137.95	\$142.08
Subject Matter Expert I	\$183.27	\$188.77	\$194.43	\$200.26	\$206.27
Subject Matter Expert II	\$223.84	\$230.56	\$237.47	\$244.60	\$251.93
Subject Matter Expert III	\$253.70	\$261.31	\$269.15	\$277.22	\$285.54
Technical Writer	\$77.20	\$79.52	\$81.90	\$84.36	\$86.89
Administrative Assistant**	\$82.10	\$84.56	\$87.10	\$89.71	\$92.40
Building Manager I	\$90.04	\$92.74	\$95.52	\$98.39	\$101.34
Building Manager II	\$99.03	\$102.00	\$105.06	\$108.21	\$111.46
Building Manager III	\$111.21	\$114.55	\$117.98	\$121.52	\$125.17
Building Manager IV	\$135.30	\$139.36	\$143.54	\$147.85	\$152.28
Analyst I	\$85.55	\$88.12	\$90.76	\$93.48	\$96.29
Analyst II	\$106.94	\$110.15	\$113.45	\$116.86	\$120.36
Analyst III	\$137.50	\$141.63	\$145.87	\$150.25	\$154.76
Jr. Asset/Property Mgr	\$86.08	\$88.66	\$91.32	\$94.06	\$96.88
Asset/Property Mgr	\$117.89	\$121.43	\$125.07	\$128.82	\$132.69
Sr. Asset/Property Mgr	\$138.09	\$142.23	\$146.50	\$150.89	\$155.42
Logistics Specialist I	\$80.17	\$82.58	\$85.05	\$87.60	\$90.23
Logistics Specialist II	\$110.62	\$113.94	\$117.36	\$120.88	\$124.50
Logistics Specialist III	\$134.43	\$138.46	\$142.62	\$146.90	\$151.30
Jr. Engineer	\$76.51	\$78.81	\$81.17	\$83.60	\$86.11
Sr. Engineer	\$136.51	\$140.61	\$144.82	\$149.17	\$153.64

**Service Contract Act Matrix**

<b>SCA Eligible Labor Category/Service**</b>	<b>SCA Equivalent Code &amp; Title</b>	<b>Applicable Wage Determination</b>
Administrative Assistant	01020- Administrative Assistant	2005-2103 (Rev. 16)



The SCA is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

*All prices include the GSA .75% Industrial Funding Fee.*

**Appendix B | The Building People Labor Category Descriptions**

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

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

GSA Labor	Education	Exp.	Description
Senior Principal	Bachelors Or	18	Senior corporate manager responsible for the management, direction, and operation of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Integrates technical requirements and solutions into business process reengineering requirements and translates concepts into operational improvements and systems.
	Masters Or	15	
	Ph. D.	10	



Principal	Bachelors	15	Corporate manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Provides management, organizational, and improvement services that include organizing and planning strategies, data analysis and risk management, financial management and management and program oversight.
	Or Masters	10	
	Or Ph.D	8	
Program Manager	Bachelors	10	Oversees cradle-to-grave program management, providing detailed program plans and project assignments for staff members. Responsible for implementation and execution of the Quality Control Plan, working closely with clients, Senior Principal, Principal, and Project Managers.
Project Manager	Bachelors	8	Manages financial systems and oversees administrative contractual requirements. Tracks budgets for projects and communicates frequently internally and externally with the senior principal and principal and externally with the client regarding adherence to budgets and contract terms and conditions. Provides financial forecasts and reviews past performance with the client regarding funding. Also responsible for all procurement and subcontract management on a project. Manages and oversees activities of project team.



Subject Matter Expert I	Bachelors	10	Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex program and business issues. Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.
Subject Matter Expert II	Bachelors	12	Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex program and business issues. Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.
Subject Matter Expert III	Masters OR PhD	15  12	Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex program and business issues. Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.
Technical Writer	Bachelors	5	Working with technical specialists, writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation.
Administrative Assistant**	Associates	2	Assists technical experts with the management of schedules, organization of tasks, preparation for meetings and other sessions, documentation of meeting results, and completion of contractually required paperwork.



Building Manager I	Associates Or Bachelors	5  3	<p>In support of the senior Building Manager, responsible for improving customer satisfaction with building services maintaining and preserving the real property assets, maintaining or lowering operational costs and ensuring the provision of quality facility related services. Coordinates all on-site building operations, maintenance, alterations, cleaning, recycling, concessions, safety, environmental, and security activities. Receives written or oral customer requests for service, complaints, and other issues and coordinates appropriate action or resolution. (Custodial or maintenance service calls, security, coordination of emergency responses, reimbursable activities, contractor coordination and scheduling, conference facilities, concessions and parking). Investigates, determines, and coordinates the need for repairs or enhancement projects. Analyzes and monitors impact on building systems and equipment to determine facility capability in meeting customer needs. Prepares reviews and/or considers lifecycle condition analysis and similar assessments and from those findings, integrates and quantifies requirements into a scope of work for the project. Prepares specifications for, estimates and monitors repairs by contractors to all items of operating equipment and utilities including electrical systems, water supply and sewage systems in addition to repairs necessitated by damage to buildings due to fire, storms, vandalism, etc.</p>
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Building Manager II	Bachelors	5	<p>Responsible for improving customer satisfaction with building services maintaining and preserving the real property assets, maintaining or lowering operational costs and ensuring the provision of quality facility related services. Coordinates all on-site building operations, maintenance, alterations, cleaning, recycling, concessions, safety, environmental, and security activities. Receives written or oral customer requests for service, complaints, and other issues and coordinates appropriate action or resolution. (Custodial or maintenance service calls, security, coordination of emergency responses, reimbursable activities, contractor coordination and scheduling, conference facilities, concessions and parking). Investigates, determines, and coordinates the need for repairs or enhancement projects. Analyzes and monitors impact on building systems and equipment to determine facility capability in meeting customer needs. Prepares reviews and/or considers lifecycle condition analysis and similar assessments and from those findings, integrates and quantifies requirements into a scope of work for the project. Prepares specifications for, estimates and monitors repairs by contractors to all items of operating equipment and utilities including electrical systems, water supply and sewage systems in addition to repairs necessitated by damage to buildings due to fire, storms, vandalism, etc. Contractor is the on-site representative of ownership responsible for all aspects of tenant relations, building operations and maintenance, property improvement, tenant build-outs, expense management, and contract administration.</p>
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Building Manager III	Bachelors	8	<p>Responsible for improving customer satisfaction with building services maintaining and preserving the real property assets, maintaining or lowering operational costs and ensuring the provision of quality facility related services. Coordinates all on-site building operations, maintenance, alterations, cleaning, recycling, concessions, safety, environmental, and security activities. Receives written or oral customer requests for service, complaints, and other issues and coordinates appropriate action or resolution. (Custodial or maintenance service calls, security, coordination of emergency responses, reimbursable activities, contractor coordination and scheduling, conference facilities, concessions and parking). Investigates, determines, and coordinates the need for repairs or enhancement projects. Analyzes and monitors impact on building systems and equipment to determine facility capability in meeting customer needs. Prepares reviews and/or considers lifecycle condition analysis and similar assessments and from those findings, integrates and quantifies requirements into a scope of work for the project. Prepares specifications for, estimates and monitors repairs by contractors to all items of operating equipment and utilities including electrical systems, water supply and sewage systems in addition to repairs necessitated by damage to buildings due to fire, storms, vandalism, etc. Contractor is the on-site representative of ownership responsible for all aspects of tenant relations, building operations and maintenance, property improvement, tenant build-outs, expense management, contract administration and staff supervision.</p>
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<p>Building Manager IV</p>	<p>Bachelors</p>	<p>10</p>	<p>Responsible for improving customer satisfaction with building services maintaining and preserving the real property assets, maintaining or lowering operational costs and ensuring the provision of quality facility related services. Coordinates all on-site building operations, maintenance, alterations, cleaning, recycling, concessions, safety, environmental, and security activities. Receives written or oral customer requests for service, complaints, and other issues and coordinates appropriate action or resolution. (Custodial or maintenance service calls, security, coordination of emergency responses, reimbursable activities, contractor coordination and scheduling, conference facilities, concessions and parking). Investigates, determines, and coordinates the need for repairs or enhancement projects. Analyzes and monitors impact on building systems and equipment to determine facility capability in meeting customer needs. Prepares reviews and/or considers lifecycle condition analysis and similar assessments and from those findings, integrates and quantifies requirements into a scope of work for the project. Prepares specifications for, estimates and monitors repairs by contractors to all items of operating equipment and utilities including electrical systems, water supply and sewage systems in addition to repairs necessitated by damage to buildings due to fire, storms, vandalism, etc. Contractor is the on-site representative of ownership responsible for all aspects of tenant relations, building operations and maintenance, property improvement, tenant build-outs, expense management, contract administration and staff supervision.</p>
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Analyst I	Associates Or Bachelors	5  3	Provides research and analysis tasks as assigned. Conducts data surveys and audits, collects, analyzes and summarizes data. Contributes to reports and assists more senior staff members as required.
Analyst II	Bachelors Or Masters	5  3	Provides research and analysis tasks as assigned. Conducts data surveys and audits, collects, analyzes and summarizes data. Contributes to reports and assists more senior staff members as required.
Analyst III	Bachelors Or Masters	8  5	Provides research and analysis tasks as assigned. Conducts data surveys and audits, collects, analyzes and summarizes data. Contributes to reports and provides direction to Analyst I and II.
Junior Asset Manager/Junior Property Manager	Bachelors	2	Supports the Asset/Property Manager in managing all aspects of a single property or small portfolio of commercial, industrial, or retail properties including marketing, operations and financial activities. Responds to tenant needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations. Interacts regularly with property owners to ensure objectives are being met. Oversees the preparation of accurate, timely and complete reports. Supports the planning, budgeting and control of operating and capital expenditures. Prepared annual budgets, forecasts, management plans, monthly performance reports, and variance reports. Understands and provides explanation for variances.



Asset Manager/Property Manager	Bachelors	5	Support the Asset/Property Manager in managing all aspects of a single property or small portfolio of commercial, industrial, or retail properties including marketing, operations and financial activities. Responds to tenant needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations. Interacts regularly with property owners to ensure that objectives are being met. Oversees the preparation of accurate, timely and complete reports. Supports the planning, budgeting and control of operating and capital expenditures. Prepares annual budgets, forecasts, management plans, monthly performance reports, and variance reports. Understands and provides explanation for variances.
Senior Asset Manager/Senior Property Manager	Bachelors  *CPM or RPA professional designation or candidacy preferred	8	Manages all aspects of a complex property or portfolio of commercial, industrial, or retail properties including marketing, operations and financial activities. Provides superior service to tenants and property owners. Oversees the collection of rent, payment of expenses, compliance with lease terms and preparation of all required legal notices. Recommends and coordinates legal action as necessary. Responds to tenant needs and coordinate the maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations. Communicates regularly with property owners to ensure objectives are being met. Anticipates and responds to owner's needs and concerns. Oversees the preparation of accurate, timely and complete reports.



Planning/Logistics Specialist I	Bachelors	3	Plans, develops and executes logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities including technical documentation, RAM, provisioning, etc.; coordinates efforts of subcontractors and field service personnel; resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.
Planning/Logistics Specialist II	Bachelors	5	Supports the program manager and task managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses.



Planning/Logistics Specialist III	Bachelors	8	Provides high-level consultation support to task personnel involved in performing tasking associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support. Ensures that proper logistic considerations are included in development processes at each major milestone. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs analyses to determine maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Performs cost analyses associated with logistic support and develops and reviews acquisition operating plans and procedures to ensure logistic support considerations are included. Performs technical training and quality assurance. Provides oversight and guidance to junior logistics personnel.
Engineer, Jr.	Bachelors	2	Provides basic technical assistance in engineering under the supervision of more experienced personnel.
Engineer, Sr.	Bachelors	8 Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.	Devises tests to evaluate and check systems. Performs and documents the results of complex analyses and design tasks. May design complex systems and act as a project manager.

\*\* The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories.

