



Hill International

# Professional Services Schedule

Construction Solutions | Program Management | Project Management | Staff Augmentation

GSA Federal Supply Schedule: Contract No. GS-23F-0035P  
Current Option Valid November 4, 2013 through November 3, 2018

Special Item Nos. 871-1 and 871-1 (RC) | 871-2 and 871-2 (RC) | 871-3 and 871-3 (RC) | 871-4 and 871-4 (RC) | 871-5 and 871-5 (RC) | 871-6 and 871-6 (RC) | 871-7 and 871-7 (RC)



GSA



# Introduction

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Hill International, Inc. (Hill) is proud to be an approved supplier on the GSA Professional Services Schedule (PSS). The schedule simplifies professional service tasks and allows government owners to acquire expertise in the mechanical, electrical, civil, and chemical engineering disciplines. As an approved supplier, we are confident that Hill can be a valued resource to your organization in the areas of Strategic Planning for Technology; Concept Development and Requirements Analysis; Systems Design, Engineering and Integration; Testing and Integration; Logistics Support; Acquisition and Life Cycle Management; and Construction Management. The following summary highlights how Hill can help in these vital areas of professional services.

As a large business established in 1976, Hill offers extensive construction and project management services to government owners worldwide. Hill has participated in over 1,000 project assignments with a total construction value of over \$100 billion. Hill has managed all phases of the construction process from pre-design through completion, including project controls, estimating, procurement, expediting, inspection, contract administration, and management of contractors, subcontractors and suppliers. *Engineering News-Record* magazine recently ranked Hill as the 7th largest construction management firm in the United States. Hill has developed an international reputation for its innovative approaches to preventing and resolving time and cost overruns on major construction projects worldwide. Hill employs more than 4,900 professionals in 100 offices throughout the world with experiences including civil, electrical, mechanical and chemical engineering disciplines.

Hill offers its clients a full spectrum of construction dispute resolution services, enabling them to complete construction on time and within budget, while minimizing claims and other problems. Hill's project management services include:

- Program Management
- Project Management
- Construction Management
- Project Management Oversight
- Troubled Project Turnaround
- Staff Augmentation
- Project Labor Agreements
- Management Consulting

Our point of contact for the PSS is:

Kenneth J. Dunn  
1225 I Street, NW, Suite 601  
Washington, D.C. 20005  
Tel: 202-408-3030  
Fax: 202-408-3058  
kendunn@hillintl.com

Hill is a large business.

Following is a summary of how Hill can help you in each of our seven approved GSA schedule services.

# SIN 871-1

## Strategic Planning for Technology Programs / Activities

Services required under this category involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, and missions. Typical associated tasks include analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Strategic planning is a critical phase in the project management process. Hill has performed numerous management reviews and management studies for such noted clients as the United Nations, The Port Authority of New York and New Jersey, PSE&G and the City of Philadelphia Department of Aviation.

Our organizational and management recommendations on these assignments has had a significant impact on the productivity of these organizations and helped them reach specific performance objectives.

Hill has provided extensive project management services on some of the largest and most important internationally funded projects for agencies including the U.S. Agency for International Development (USAID), the European Bank for Reconstruction and Development (EBRD), the World Bank, and the United Nations Educational, Scientific and Cultural Organization (UNESCO). Projects we have managed cover all industry sectors.

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
871-5	✓	✓	✓	✓
871-6	✓	✓	✓	✓
871-7	✓	✓	✓	✓

CE - Chemical Engineering  
 CI - Civil Engineering  
 EE - Electrical Engineering  
 ME - Mechanical Engineering

Robert Smith Vance U.S. Federal Courthouse



# SIN 871-2

## Concept Development and Requirements Analysis

Services required under this category involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

Hill works with clients to develop high-level technical alternatives to determine the goals of the system, assess how the systems and personnel will be affected, and then recommend solutions. Solutions are examined against the major goals of the program and ongoing evaluations are performed at regular intervals. Hill uses the latest management information system tools including *Primavera P3e/c*, *Expedition*, and *Prime Contract*. These web based MIS applications allow all key program personnel—including the owner—to access the overall program or individual project data including schedules, budgets, and all key correspondence and design plans. Our team was able to increase efficiency, and develop a standardized code-based a recent power client. We have successfully reduced budgets by millions of dollars with challenging value engineering sessions.

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
871-5	✓	✓	✓	✓
871-6	✓	✓	✓	✓
871-7	✓	✓	✓	✓

CE - Chemical Engineering  
CI - Civil Engineering  
EE - Electrical Engineering  
ME - Mechanical Engineering

Lafayette Building



# SIN 871-3

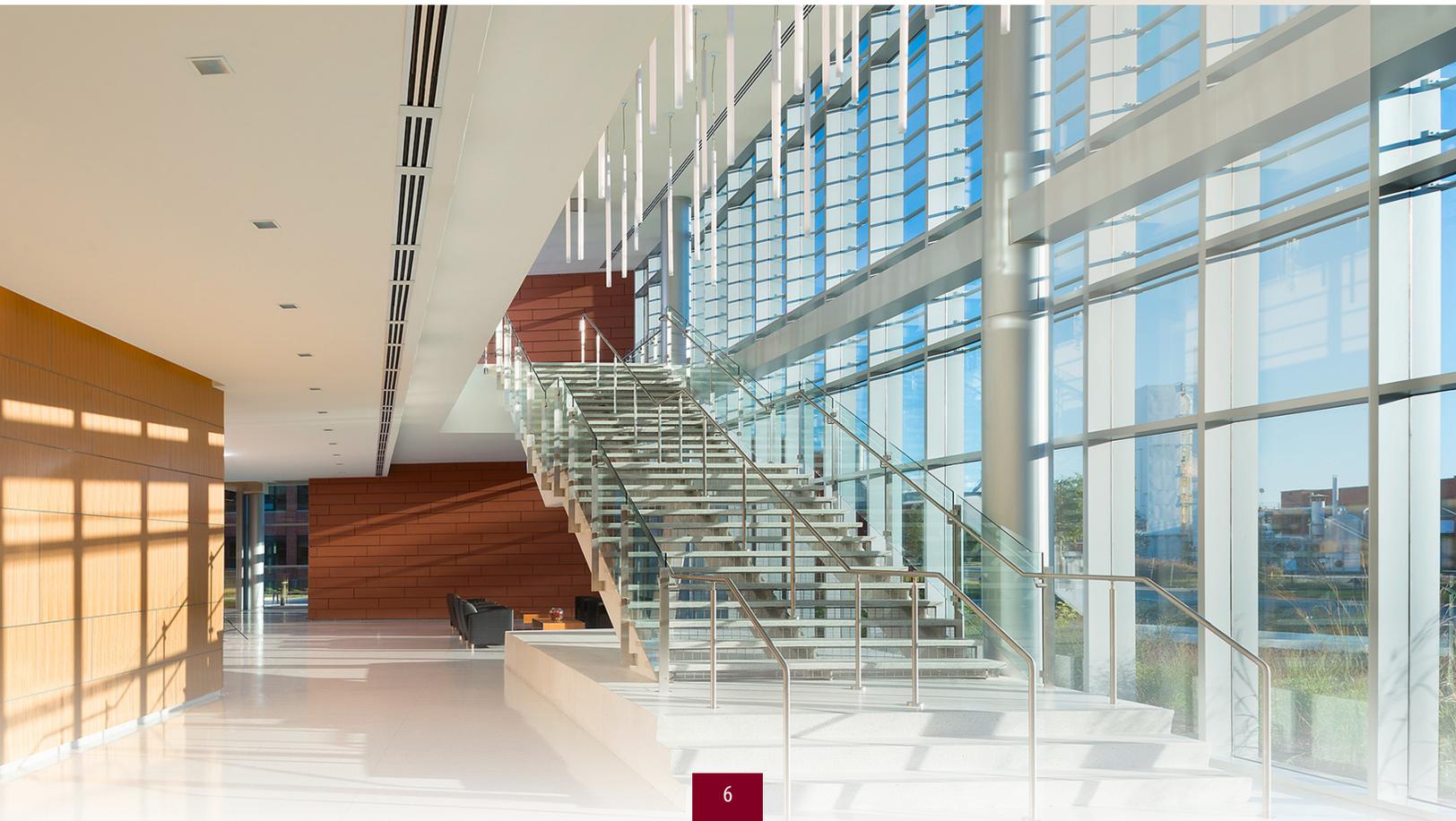
## System Design, Engineering and Integration

Services required under this category involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

Hill can assist in the development of detailed design documents for new systems including centralized scheduling and routing components designed to seamlessly integrate with the existing system. Keeping end users in mind, Hill includes IT managers and department managers during workgroup sessions to ensure that the system will work as developed and meet the users' needs. A detailed design of the new system is also included, showing an in-depth business process review, with identification of processes requiring change as well as new policies that would be required. Hill makes extensive use of value engineering techniques and principles to keep projects within budget and schedule. We develop project schedules, provide budget and cost control and analyze change orders.

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
871-5	✓	✓	✓	✓
871-6	✓	✓	✓	✓
871-7	✓	✓	✓	✓
CE - Chemical Engineering CI - Civil Engineering EE - Electrical Engineering ME - Mechanical Engineering				

NASA New Town Integrated Engineering Services Building



# SIN 871-4

## Test and Evaluation

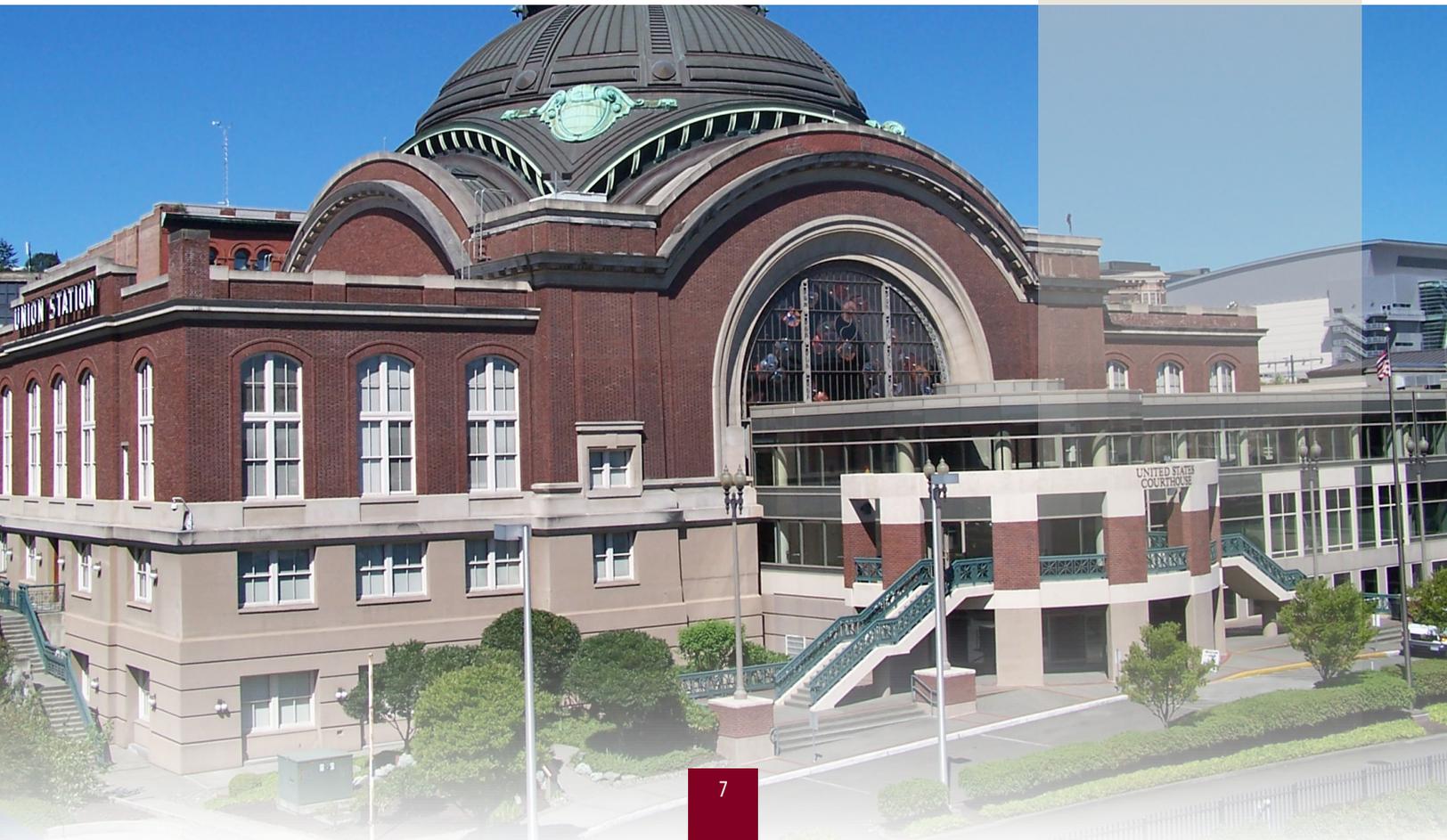
Services required under this category involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include prototype testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

Hill helps our clients execute detailed external independent reviews for entire projects which validate the proposed technical, cost and schedule baseline, and assess the overall status of the project management and control systems. The review provides confirmation of project accomplishments and/or deficiencies and provides pertinent objective information for management reviews. A successful review helps to assure readiness to proceed to a subsequent project phase, confirms orderly and mutually supportive progress of various project efforts, validates functional integration of project products and efforts or organizational components, enables identification and resolution of issues at the earliest time, supports event-based decisions, and controls overall project risk.

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
<b>871-4</b>	✓	✓	✓	✓
871-5	✓	✓	✓	✓
871-6	✓	✓	✓	✓
871-7	✓	✓	✓	✓

CE - Chemical Engineering  
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 ME - Mechanical Engineering

Tacoma Union Station Courthouse



# SIN 871-5

## Integrated Logistics Support

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

Hill manages the overall logistical planning and implementation of a program and assures that logistical planning is integrated into all phases of the project. Hill prepares prototype plans as well as comprehensive project management plans along with appropriate documentation for implementation of the program.

Delivery strategy is developed in a way to encourage involvement from the community at large in outreach programs and monitoring of goals. Hill's expertise in the development and implementation of a "Program Management System" includes preparation of applications and reimbursement requests, coordinating the consultant selection process including preparation of necessary Request for Proposals (RFP) documents, and monitoring and accelerating the administrative process.

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
<b>871-5</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>
871-6	✓	✓	✓	✓
871-7	✓	✓	✓	✓

CE - Chemical Engineering  
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 ME - Mechanical Engineering

James A. McClure Federal Building



# SIN 871-6

## Acquisition and Life Cycle Management

Services required under this SIN involve planning, budgetary, contract and systems/program management execution functions required to procure and produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, and projects. Typical associated tasks include operation and maintenance, program/project management (including construction management), technology transfer/insertion, training, privatization and outsourcing.

Hill's experience in life cycle management includes developing the master and milestone schedules, coordinating and participating in meetings, assisting in planning and coordinating public meetings, assisting in the negotiation of the A/E contract, implementing and maintaining the project controls throughout the life of the project and facilities maintenance planning.

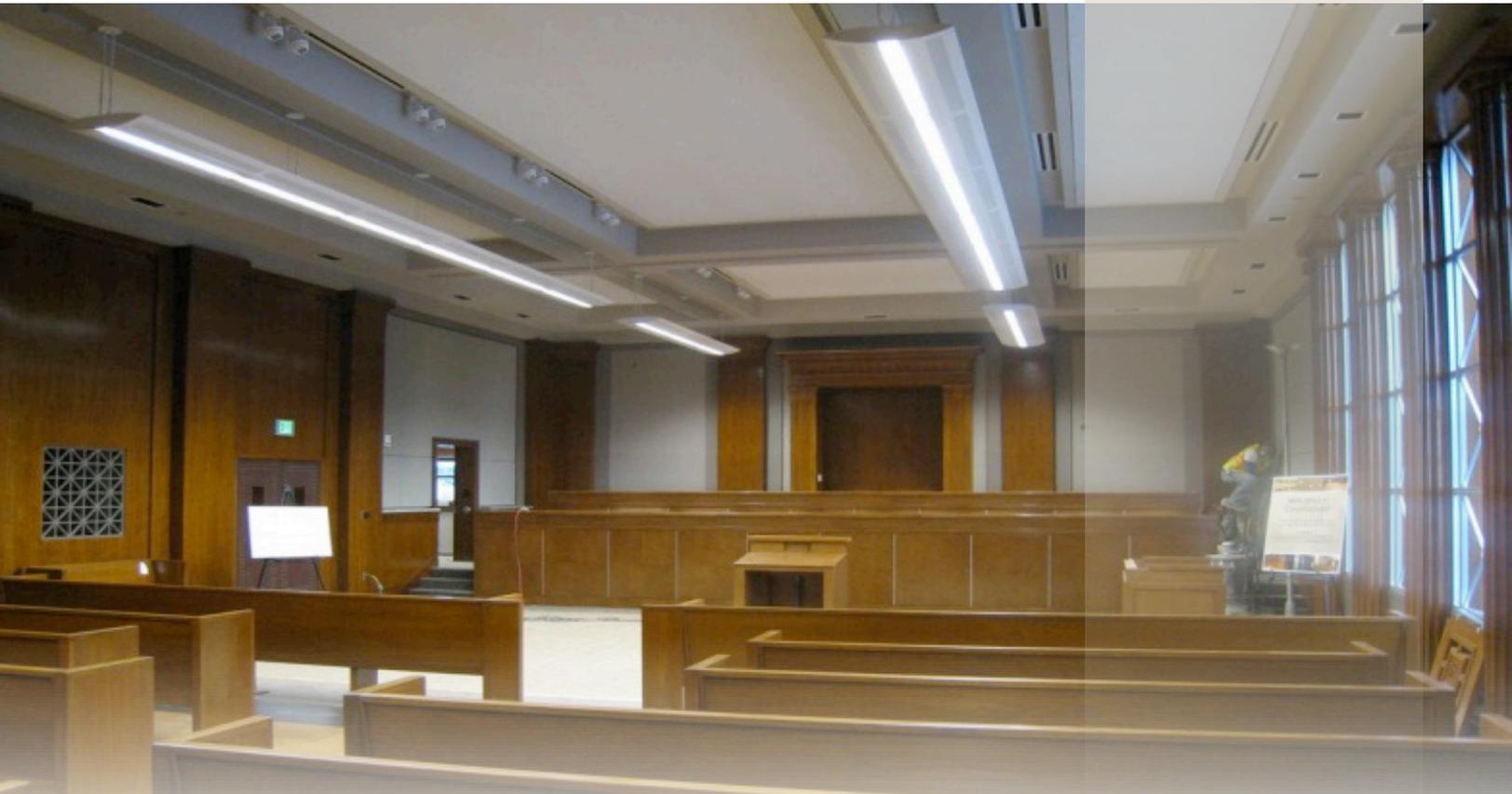
Hill's services include design through conceptual and detailed design, value engineering, design and constructability reviews, equipment procurement, cost estimating (including development of the baseline construction cost estimate), project scheduling (including development of the Summary Master Schedule), establishment and maintenance of project controls throughout performance and technical supervision of construction activities. During the design phase, Hill makes recommendations to minimize scheduling and budget concerns.

Once in the field, Hill provides full-time monitoring, processes all pay applications and change order requests, completely documents the project, and verifies work is being performed in accordance with project requirements.

William Kenzo Nakamura U.S. Federal Courthouse

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
871-5	✓	✓	✓	✓
<b>871-6</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>
871-7	✓	✓	✓	✓

CE - Chemical Engineering  
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 EE - Electrical Engineering  
 ME - Mechanical Engineering



# SIN 871-7

## Construction Management

The services proposed under this SIN are for quality construction management which includes, project design phase services, project procurement phase services, project construction phase services, commissioning services, testing services, and post construction services. As the construction manager, Hill works closely with clients to provide expert advice on delivery methods as well as implementation of the project. Hill brings design, construction, and management expertise to successfully manage the process as principle agent to the owner.

**Project design phase** services may include design technical reviews, code compliance reviews, constructability reviews, analysis of Value Engineering proposals, preparation of cost estimates (including independent check estimates), cost analysis, cost control/monitoring, energy studies, utility studies, site investigations, site surveys, scheduling (including preparation of schedules and schedule reviews), review of design scope changes (including analysis of schedule impact), scheduling/conducting/documenting design related meetings, and performing market studies (regarding material availability, contractor interest).

**Project procurement phase** services may include providing assistance to the Contracting Officer in contract procurement, answering bid/RFP questions, attending/participating in site visits, attending/participating in pre-bid conferences, preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer, and performing cost/bid/proposal analysis.

**Project construction phase** services may include the following: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made; monitoring the submittal review process; reviewing and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to contract requirements and notifying contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; reviewing construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordinating construction activities with customer managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all partnering activities during construction including workshops, meetings; preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; performing site surveys; providing assistance in obtaining

SIN	CE	CI	EE	ME
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
871-5	✓	✓	✓	✓
871-6	✓	✓	✓	✓
<b>871-7</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>

CE - Chemical Engineering  
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permits; performing hazardous material assessments and monitoring of hazardous material abatement work; and providing cost estimating assistance.

**Commissioning** services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM will provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, and conducting performance tests.

For testing services, the CM may be tasked to provide the services of an independent testing agency/ laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

Hill's **Consulting and Claims Services** fall into three areas: Construction advisory services are aimed at cost avoidance, cost recovery and dispute resolution. Consulting services include incurred cost audits, risk avoidance and risk mitigation, integrity reviews, and the preparation of schedule and cost risk assessments/ analyses relative to claim exposures. Claims services include reviewing disputes and claims from the A&E and/ or construction contractor(s) and rendering all assistance that the Government may require, including, but not limited to furnishing reports with supporting information necessary to resolve disputes or defend against the claims, preparation and assembly of appeal files, participation in meetings or negotiations with claimants, appearance in legal proceedings, preparation of cost estimates for use in claims negotiations, and the preparation of findings of fact and any other documentation required by the Government.

Post construction services will be performed at or near substantial completion of project construction. They include performing Post Occupancy Evaluations (POEs), assisting agency in the formulation of lessons learned, providing occupancy planning including development of move schedules, cost estimates, inventory lists, providing move coordination, relocation assistance, and/or furniture coordination, and providing telecommunication and computer coordination.

U.S. Land Port of Entry, Champlain, NY



# Customer Information

1a. SPECIAL ITEM NUMBERS (SINS). SINS and professional service disciplines proposed include:

SIN	Chemical Engineering	Civil Engineering	Electrical Engineering	Mechanical Engineering
871-1		✓	✓	✓
871-2	✓	✓	✓	✓
871-3		✓	✓	✓
871-4	✓	✓	✓	✓
871-5	✓	✓	✓	✓
871-6	✓	✓	✓	✓
871-7	✓	✓	✓	✓

1b. LOWEST PRICED MODEL & LOWEST UNIT PRICE. Not applicable to this contract.

1c. COMMERCIAL JOB TITLES/DESCRIPTIONS. Hill International is proposing hourly wages. Job descriptions are included at end of section.

2. MAXIMUM ORDER. \$1,000,000.00 (All SINS).

3. MINIMUM ORDER. \$100.00.

4. GEOGRAPHIC COVERAGE (delivery area). Worldwide.

5. POINTS OF PRODUCTION. As specified by each task order, including Hill offices and client project location.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE. None.

7. QUANTITY DISCOUNTS. Not applicable to this contract.

8. PROMPT PAYMENT TERMS. A discount of 1% is provided for payments made within 10 days of invoice receipt or acceptance.

9a. GOVERNMENT PURCHASE CARDS UP TO THE MICRO-PURCHASE THRESHOLD. Accepted.

9b. GOVERNMENT PURCHASE CARDS ABOVE THE MICRO-PURCHASE THRESHOLD. Accepted.

10. FOREIGN ITEMS. Not applicable to this contract.

11a. TIME OF DELIVERY. Not applicable to this contract.

11b. EXPEDITED DELIVERY. Items available for expedited delivery are noted in this price list.

11c. OVERNIGHT AND 2-DAY DELIVERY. Not applicable to this contract.

11d. URGENT REQUIREMENTS. Not applicable to this contract.

12. F.O.B. POINTS. Not applicable to this contract.

13. ORDERING ADDRESSES:

a. Mailed Orders: Hill International, Inc., 1225 I Street, NW, Suite 601 Washington, D.C. 20005 Tel: 202-408-3000

b. Facsimile Orders 202-408-3058 Attention: Kenneth J. Dunn

- 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 ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).
  14. PAYMENT ADDRESS: Hill International, Inc., 2005 Market Street, 17th Floor, Philadelphia, PA, 19103 Attn: Michelle M Ostrom, Accounting Manager
  15. WARRANTY PROVISION. Not applicable to this contract.
  16. EXPORT PACKING CHARGES. Not applicable to this contract.
  17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE. Typical VISA/MASTERCARD terms.
  18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR. Not applicable to this contract.
  19. TERMS AND CONDITIONS OF INSTALLATION. Not applicable to this contract.
  20. TERMS AND CONDITIONS OF REPAIR PARTS. Not applicable to this contract.
  - 20a. TERMS AND CONDITIONS OF ANY OTHER SERVICES. Not applicable to this contract.
  21. LIST OF SERVICE AND DISTRIBUTION POINTS. Professional Services will be provided by personnel located in a Hill office or a location to be specified by the Task Order instructions when services are to be provided at a Government location.
  22. LIST OF PARTICIPATING DEALERS. Not applicable to this contract.
  23. PREVENTATIVE MAINTENANCE. Not applicable to this contract.
  - 24a. SPECIAL ATTRIBUTES. None.
  - 24b. SECTION 508 COMPLIANCE. Hill will comply with Section 508 standards.
  25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. 03-776-3513
  26. CENTRAL CONTRACTOR REGISTRATION DATABASE. Hill International is currently registered.
- 1c. COMMERCIAL JOB TITLES JOB DESCRIPTIONS:

## **Project Executive**

Bachelor's Degree and Professional Registration or Certification is required. Minimum of twenty years of progressive experience using various project delivery systems such as design-build, construction management, and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget is required; experience in change management and compliance with applicable laws, rules, ordinances and regulations is required. Experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience managing a staff augmentation contract, and experience in contract administration.

**Responsibilities** The Project Executive's primary responsibility as the Principal-In-Charge will be to perform as the advocate of the Government relating to the project from initial design through final completion. The Project Executive (PEX) will be Hill's senior level interface with the Government for all contract matters. The PEX will oversee the performance of all assigned personnel for each project or task order. The PEX, alongside of Hill's Project Director, will ensure that all personnel assigned to the project are knowledgeable of the contract requirements, terms and conditions, deliverables, and schedule requirements. The PEX will be responsible for ensuring that all Hill personnel assigned to the project will meet the contract requirements for personnel qualifications for each job description.

## **Project Director**

Bachelor's Degree and Professional Registration or Certification is required. Minimum of fifteen years of progressive experience using various project delivery systems such as design-build, construction management, and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget; experience in change management and compliance with applicable laws, rules, ordinances and regulations; experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience managing a staff augmentation contracts and experience in government contract administration.

**Responsibilities** The Project Director's (PD) primary responsibility will be to perform as the advocate of the Government relating to the project from initial design through final completion. The PD will be Hill's mid-level interface with the Government for all contract matters. The PD will oversee the performance of all assigned personnel for each project or task order. The PD, alongside of Hill's Project Manager, will ensure that all personnel assigned to the project are knowledgeable of the contract requirements, terms and conditions, deliverables, and schedule requirements.

## **Program Manager**

Bachelor's Degree and Professional Registration or Certification is required. Minimum of fifteen years of progressive experience using various project delivery systems such as design-build, construction management, and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget is required. Experience in change management and compliance with applicable laws, rules, ordinances and regulations; experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience managing a staff augmentation contract; experience in government contract administration.

**Responsibilities** The Program Manager's (PgM) primary responsibility will be to perform as the advocate of the Government relating to the project from initial design through final completion. The PgM will be Hill's mid-level interface with the Government for all contract matters. The PgM will oversee the performance of all assigned personnel for each project or task order. The PgM, alongside of Hill's Project Manager will ensure that all personnel assigned to the project are knowledgeable of the contract requirements, terms and conditions, deliverables, and schedule requirements.

## **Senior Project Manager**

Bachelor's Degree and Professional Registration or Certification is required. Minimum of fifteen years of progressive experience using various project delivery systems such as design-build, construction management, and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget is a must. Experience in change management and compliance with applicable laws, rules, ordinances and regulations; experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience managing a staff augmentation contract experience in government contract administration.

**Responsibilities** The Senior Project Manager's (Sr. PM) primary responsibility will be to perform as the advocate of the Government relating to the project from initial design through final completion. The Sr. PM will oversee the performance of all assigned personnel for each project or task order. The Sr. PM, alongside of Hill's Project Manager will ensure that all personnel assigned to the project are knowledgeable of the contract requirements, terms and conditions, deliverables, and schedule requirements. The Sr. PM will be responsible for ensuring that all Hill personnel assigned to the project will meet the contract requirements for personnel qualifications for each job description.

## **Senior Construction Manager**

Bachelor's Degree and Professional Registration or Certification is required. A minimum of fifteen years' progressive experience including accountability for industrial and commercial building type construction or renovation projects is required. Experience using various projects delivery systems such as design-build,

construction management and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget, experience in change management and compliance with applicable laws, rules, ordinances and regulations; experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction; experience in government contract administration with extensive knowledge of automated contract management and project administration tools such as Primavera Contract Management or Meridian Prolog Manager.

**Responsibilities** The Senior Construction Manager (SCM) reports to the Project Director. The SCM provides oversight to the Construction Manager. The SCM ensure that the Construction Manager is fulfilling Hill's obligations regarding the progress of the project, compliance with the Governments contract, and compliance with Hill's policies and procedures.

## **Project Manager**

Bachelor's Degree and a minimum of ten years of progressive experience using various project delivery systems such as design-build, construction management and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget; experience in change management and compliance with applicable laws, rules, ordinances and regulations; experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction; experience in government contract administration with extensive knowledge of automated contract management and project administration tools such as Primavera Contract Management or Meridian Prolog Manager.

**Responsibilities** The Project Manager (PM) will manage and coordinate all field and home office construction management activities to ensure all Contractors fulfill their contractual requirements with the Government particularly in the areas of schedule compliance, budget, safety, and deliverables. The PM will manage Hill's resources to provide oversight of the project including constructability reviews of the design, technical and commercial compliance of the construction effort, selection of qualified contractors, construction management, contract administration, engineering, safety, documentation, estimating, and scheduling.

## **Construction Manager**

Bachelor's Degree and a minimum ten years of experience using various project delivery systems such as design-build, construction management, and traditional design-bid-build methodologies is required. Successful delivery of construction projects on time and within budget and compliance with applicable laws, rules, ordinances and regulations is a must. Experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience managing a staff augmentation contract and a familiarity with project management tools.

**Responsibilities** The Construction Manager reports to the Project Director and Senior Construction Manager. The Construction Manager (CM) will monitor and coordinate the exchange of correspondence between all of the participants. The CM's efforts will be directed exclusively at preserving and advancing the interests of the government especially in the areas of cost, quality, safety, schedule, invoice disposition, and payment. The CM will focus on key elements for successful management through constructability reviews, planning and scheduling, managing the Contractors, and implementing processes which will be used to ensure the Contractors deliver quality work, on time, safely, and within budget.

## **Project Engineer**

Bachelor's Degree and a minimum of five years' experience of progressive experience using various project delivery systems such as design-build, construction management, and traditional design-bid-build methodologies are required. Support of successful construction projects is a must. Experience in most construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience managing a staff augmentation contract and familiarity with project management tools.

**Responsibilities** The Project Engineer reports to the Senior Engineer and Construction Manager. The Project Engineer (PE) will provide field support to the CM in the areas of constructability reviews, value engineering,

quality assurance, technical compliance of all contractors' construction activities that relates to the technical specifications, drawings, and contract deliverables. The PE will notify Hill's Senior Engineer and Construction Manager when matters of non-compliance, safety, and overall performance of the Contractors and their subcontractors need to be addressed. The PE will refer technical related issues that cannot be addressed in the field to Hill's Senior Engineer or Construction Manager for disposition and direction.

## **Architect**

Bachelor's Degree in Architecture and a minimum of five years' experience is required. Registration is preferred, but not required.

**Responsibilities** The Architect will work under the direction of the Project Manager and will meet with the project design firm periodically to perform constructability reviews, and recommend changes to design that could reduce costs associated with construction. Also, the Architect will provide on-site support to the Construction Manager as the need arises.

## **Senior Engineer**

Bachelor's Degree in Engineering, professional registration, and a minimum of ten years' experience in their designated field of expertise is required. Experience should include alternative analysis and design, constructability and biddability reviews and contracting knowledge in federal government or quasi-federal government contract administration requirements.

**Responsibilities** The Senior Engineer (SE) will work under the direction of the Project Manager. The SE will be responsible for ensuring technical compliance of all Hill activities on the Project. The SE will provide direction to the Project Engineer, Engineer, and CADD operator. The SE will provide the Project Engineer with technical direction during construction, in particular, during the design and bidding phases with Contractors. The Senior Engineer will notify the Project Manager and Construction Manager when issues of non-compliance are brought to his/her attention. The Senior Engineer will provide the Project Manager with his/her recommendation as the need arises.

## **Engineer**

Bachelor's Degree in Engineering and a minimum of five years' experience is required. Registration is preferred, but not required.

**Responsibilities** The Engineer will work under the direction of the Senior Engineer. The Engineer will review all technical specifications and drawings to ensure compliance with the government requirements. Any non-compliance will be noted and provided to the Senior Engineer for disposition and resolution.

## **Senior Scheduler**

Bachelor's Degree and a minimum of ten years' experience in the development and monitoring of critical path method schedules on large industrial and renovation type projects or Professional Certification is required. Must be proficient in the application of computer scheduling packages such as Primavera P6 Enterprise Project Portfolio Management.

**Responsibilities** The Senior Scheduler reports to the Project Manager, advises the Construction Manager, and provides direction to the Scheduler. The Senior Scheduler ensures that the scheduler has the tools to review and maintain the project schedule. The Senior Scheduler advises the Project Manager and Construction Manager when schedule slippages and float occurs on the project.

## **Scheduler**

Bachelor's Degree with a minimum of five years' experience in the development and monitoring of critical path method schedules on large industrial and renovation type projects is required. Must be proficient in the application of computer scheduling packages such as Primavera P6 Enterprise Project Portfolio Management.

Responsibilities The Scheduler reports to the Senior Scheduler and performs schedule reviews and maintenance. The Scheduler performs his/her responsibilities both in the field and in the home office and interfaces with the Contractors with respect to schedule compliance. The Scheduler notifies the Senior Scheduler of schedule slippages and schedule float on a regular basis.

### **Senior Estimator/Senior Cost Estimator**

Bachelor's Degree or certification as a Certified Cost Engineer/ Certified Professional Estimator and a minimum of ten years experience in estimating building construction projects including independent cost estimating, evaluation of cost models, project budget development and compliance cost estimating, and change order cost analysis including establishing a fair and reasonable cost for authorized changes is required. Must be proficient in the application of computer estimating packages such as Timberline, US Costs, MCASES, or comparable estimating packages.

Responsibilities The Senior Estimator reports to the Project Manager. The Senior Estimator provides direction to the Estimator and ensures that the estimator has the tools to perform the required tasks.

### **Estimator/Cost Engineer**

Associate's Degree and a minimum of five years' experience, or certification as a Certified Cost Engineer/ Certified Professional Estimator. Experience in estimating for building construction projects is required. Contracting knowledge in federal government or quasi-federal government contract administration requirements

Responsibilities The Estimator reports to the Senior Estimator and provides budget estimates, should cost estimates associated with change requests from Contractors, and supports the Project Manager in the development of project reports.

### **Construction Inspector**

Associate's Degree with a minimum of ten years of experience in their designated area of expertise in inspection is required. Must have experience in variance documentation and reporting, oversight of construction and renovation projects, review and coordination of permitting and government agency approvals.

Responsibilities The Construction Inspector reports to the Construction Manager. The Inspector performs inspections of the Contractors mechanical, electrical, plumbing work. He/She ensures that Contractors are complying with the technical specifications and drawing requirements. Non-compliances are brought to the Construction Manager's attention for disposition and action.

### **Engineering Technician/CADD Operator**

Associate's Degree or a minimum of five years' experience in complete CADD capability, experience with AutoCAD or equivalent is required. Must be able to adapt and/or have experience in architectural designs, details from Building Design Standards. Experience with conceptual plans and construction drawings involving architectural, mechanical, electrical and plumbing, grading plans, profiles, cross-sections, drainage, and quantity estimating is a must.

Responsibilities CADD Operator reports to the Senior Engineer. The CADD Operator provides support to the Senior Engineer for constructability reviews during the design phase.

### **Senior Contract Administrator**

Bachelor's Degree and a minimum of ten years' experience dealing with federal, state, or local government contract administration requirements including design contract administration, preparation of bid forms and documentation, bid review and recommendations, bid award processing, and proposal review and award processing is required.

Responsibilities The Senior Contract Administrator (SCA) reports to the Project Manager. The SCA is responsible to ensure that all contract administration is performed in accordance with the FAR or other appropriate procurement requirements. The SCA manages the contract administrators on the project and ensures that contracting activities performed by the CA is in full compliance with the Government requirements.

## **Contract Administrator**

Bachelor's Degree and a minimum of five years' experience dealing with federal, state, or local government contract administration requirements including design contract administration, preparation of bid forms and documentation, bid review and recommendations, bid award processing, and proposal review and award processing is required.

Responsibilities The Contract Administrator (CA) report to the Senior Contract Administrator. The CA is responsible for pre-qualifying bidders, writing scope documents, bidding, supporting the government in the negotiation process, issuance of contracts, and administration of those contracts.

## **Administrative Assistant/Secretary**

High School Diploma or equivalent and no prior experience. Capable of typing 60 words per minute on word processing software, have good knowledge of spreadsheet software, excellent telephone manners and filing knowledge.

Responsibilities The Administrative Assistant/Secretary reports to the Project Manager and is responsible for word processing, filing project documentation, and coordination of meetings with the Government and Contractors.

## **CLAIMS CONSULTING LABOR DESCRIPTIONS**

### **Research Associate**

High School Diploma or equivalent and five years' experience researching and supporting the analysis and defense of claims and the claim resolution process. Practical knowledge of document preparation, spreadsheet, and presentation software.

Responsibilities: Research Associate must possess a thorough knowledge of the Microsoft Office Suite, to be used for the timely and accurate completion of all projects. Supports the entire consulting staff in the completion of any claims related assignments. Provides data research, schedule analysis, preparation of supporting information, graphical presentations and general support to upper level consultants for the claims analysis team as necessary and cost efficient.

### **Managing Consultant**

Bachelor's Degree and a minimum of six years of engineering, construction, or forensic claims experience including experience with FAR, CAS, and other standard contract requirements and procedures for US government construction projects. Ability to fully use spreadsheet, database, presentation, document management, estimating, risk analysis, CPM scheduling, and CPM analysis software as necessary for the individual's area of expertise.

Responsibilities: The Managing Consultant must possess a thorough understanding of the entire claim staff's activities and the claim process, to manage the timely and accurately evaluate individual components of claims as filed against the government. Develops claims reviews and response reports for individual elements of the claims. Manages the technical evaluations throughout the duration of the claim process. Manages forensic data gathered during project phases. Provides technical, claim data analysis, and forensic research support to the upper level management. Oversees the assembly of appeal files, summary reports, exhibits, and analysis as directed by the subject matter experts or government personnel/counsel.

## **Subject Matter Expert I**

Bachelor's Degree and a minimum of twelve years of engineering, construction, or claims and litigation experience. Master's Degree or Professional Registration or Certification is preferred along with knowledge of government procedures and regulations.

Responsibilities: Subject Matter Expert I possessing a thorough understanding of the claims review and defense process, as the most senior consultant to manage the day to day completion of the assigned claim projects. Develops plans for the review of claims and impacts on construction projects and prepares response reports as necessary and/or directed by the government team and attorneys. Provides advanced technical evaluations of the events, available documentation, and factual background for the projects under review. Performs advanced analysis of forensic data gathered by lower level analysts during project phases. Responsible for issue development and report preparation. Provides research support to the Subject Matter Experts at the II and III level. Prepares findings of fact and other documentation as necessary in defense of the claims. Participates in meeting and negotiations with claimants, formal litigation discovery procedures, and trial support activities.

## **Subject Matter Expert II**

Bachelor's Degree and a minimum of twenty years of engineering, construction, or claims experience. Master's Degree or Professional Registration or Certification is preferred. Of the twenty years of experience, ten years should be in practical construction claims and litigation experience including knowledge of claim theory, claim analysis/defense techniques, construction law, negotiation techniques, litigation support processes and techniques, trial exhibits, requirements, and testimony procedures.

Responsibilities: Subject Matter Expert II evaluates construction claims and response reports at a high level basis, prepares risk assessments relative to the strengths and weaknesses of claims filed, meets with the government to direct the analysis and defense plans, directs team efforts in the staff analysis, monitors the analysis work of others as the claims services are completed. Functions as the technical lead for advanced technical evaluations throughout the duration of projects. Provides expert testimony in legal proceedings regarding data gathered by lower level analysts during project phases. Provides research support to the Subject Matter Expert III. Participates in meeting and negotiations with claimants including appearance in legal proceedings as required.

## **Subject Matter Expert III**

Bachelor's Degree and a minimum of twenty-five years of engineering, construction, or claims experience. Master's Degree or Professional Registration or Certification is preferred. Expert level experience in construction claims as a subject matter expert, including claims engagement management, defense planning and strategy, claim risk analysis, successful defense and litigation strategy, technical theory selection and application, construction law, negotiation techniques, litigation planning, discovery and expert witness procedures. Full knowledge of FAR, CAS and the government contract and management processes as they apply to the individual discipline(s) required.

Responsibilities: Subject Matter Expert III possesses a complete understanding of the entire consulting staff's activities in order to oversee the timely and accurate completion of all projects. Responsible for the overall management and administration of claims engagements. Functions as the technical lead for advanced technical evaluations throughout the engagement. Provides expert testimony on data gathered by lower level consultants and subject matter experts during analysis phases. Leads and oversees all other professionals during analysis and trial preparation phases. Is a full and experienced participant in the claims analysis, review, response reports and file preparations, negotiations and preparations of negotiation memorandums, preparation and participation in formal litigation when necessary.

## Fee Schedule: 2013-2018

Rates effective November 4, 2013 through November 3, 2018

LABOR CATEGORY	HOURLY RATES				
	11/4/2013 to 11/3/2014	11/4/2014 to 11/3/2015	11/4/2015 to 11/3/2016	11/4/2016 to 11/3/2017	11/4/2017 to 11/3/2018
Project Executive	\$224.40	\$228.89	\$233.47	\$238.14	\$242.90
Project Director / Program Manager / Sr. Project Manager / Sr. Construction Manager	\$201.96	\$206.00	\$210.12	\$214.32	\$218.61
Project Manager / Construction Manager	\$127.50	\$130.05	\$132.65	\$135.30	\$138.01
Project Engineer	\$122.40	\$124.85	\$127.34	\$129.89	\$132.49
Architect	\$121.25	\$123.68	\$126.15	\$128.67	\$131.24
Senior Engineer	\$137.70	\$140.45	\$143.26	\$146.13	\$149.05
Engineer	\$121.25	\$123.68	\$126.15	\$128.67	\$131.24
Senior Scheduler	\$127.50	\$130.05	\$132.65	\$135.30	\$138.01
Scheduler	\$112.20	\$114.44	\$116.73	\$119.07	\$121.45
Senior Estimator / Sr. Cost Engineer	\$142.80	\$145.66	\$148.57	\$151.54	\$154.57
Estimator / Cost Engineer	\$114.52	\$116.81	\$119.15	\$121.53	\$123.96
Construction Inspector	\$102.00	\$104.04	\$106.12	\$108.24	\$110.41
Engineering Tech / CADD Operator	\$71.40	\$72.83	\$74.28	\$75.77	\$77.29
Sr. Contract Administrator	\$142.80	\$145.66	\$148.57	\$151.54	\$154.57
Contract Administrator	\$91.80	\$93.64	\$95.51	\$97.42	\$99.37
Secretary / Administrative Assistant	\$53.91	\$54.99	\$56.09	\$57.21	\$58.35
Research Associate	\$118.50	\$120.87	\$123.29	\$125.75	\$128.27
Managing Consultant	\$188.10	\$191.86	\$195.70	\$199.61	\$203.61
Subject Matter Expert I	\$239.70	\$244.49	\$249.38	\$254.37	\$259.46
Subject Matter Expert II	\$330.48	\$337.09	\$343.83	\$350.71	\$357.72
Subject Matter Expert III	\$346.50	\$353.43	\$360.50	\$367.71	\$375.06

## Service Contract Act

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.



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