

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Professional Engineering Services**

**PEDs: Civil, Mechanical, Electrical**

**NAICS: 541330, 541710**

**FSC GROUP: 87**

**FSC CLASS: 871**

**871-1 / 871-1RC– Strategic Planning for Technology Programs/Activities**

**871-2 / 871-2RC – Concept Development and Requirements Analysis**

**871-3 / 871-3RC – Systems Design, Engineering and Integration**

**871-4 / 871-4RC – Test and Evaluation**

**871-5 / 871-5RC– Integrated Logistics Support**

**871-6 / 871-6RC– Acquisition and Life Cycle Management**

**871-7 / 871-7RC– Construction Management**

**Contract No. GS-23F-0308P**

**Period Covered by Contract: 06/24/04 - 06/23/14 (Option 1)**

**[Pricelist Effective December 1, 2005](#)**

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 for GSA *Advantage!* is: <http://www.gsaadvantage.gov>

As per section 833 of the John Warner National Defense Act of 2007 State and Local governments can use this contract for the purchasing of services for disaster recovery.

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**DUNS: 09-282-8610**

**CAGE Code: 3KUB8**

**A Small Business Corporation**

**CUSTOMER INFORMATION**

**1a. Table of Awarded Special Item Numbers (SINS):**

<b>SIN</b>	<b>DESCRIPTION</b>	<b>AWARD PRICE</b>
871-1 / 871-1RC	Strategic Planning for Technology Programs/Activity	\$1,000,000
871-2 / 871-2RC	Concept Development & Requirements Analysis	\$1,000,000
871-3 / 871-3RC	System Design, Engineering and Integration	\$1,000,000
871-4 / 871-4RC	Test and Evaluation	\$1,000,000
871-5 / 871-5RC	Integrated Logistics Support	\$1,000,000
871-6 / 871-6RC	Acquisition and Life Cycle Management	\$1,000,000
871-7 / 871-7RC	Construction Management	\$1,000,000

CMDR ASSOCIATES, INC.

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.**

This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

CMDR ASSOCIATES, INC.

**GSA PRICE LIST (includes 4% increase effective December 1, 2005)**

<b>No.</b>	<b>LABOR CATEGORY</b>	<b>Base Hourly Rate (With IFF of 0.75%)</b>
1	Lead Program Manager	\$116.91
2	Lead Requirements Engineer	\$99.63
3	Senior Requirements/Design Engineer	\$91.50
4	Requirements/Design Engineer	\$86.41
5	Junior Requirements/Design Engineer	\$66.08
6	Lead Construction Manager	\$106.75
7	Senior Construction Manager	\$99.63
8	Construction Manager	\$86.41
9	Junior Construction Manager	\$61.00
10	Senior Scheduler	\$99.63
11	Scheduler	\$93.53
12	Junior Scheduler	\$66.08
13	Lead Cost Estimator/Negotiator	\$99.63
14	Senior Cost Estimator/Negotiator	\$83.37
15	Cost Estimator	\$76.24
16	Junior Cost Estimator	\$66.08
17	Lead Inspector	\$86.41
18	Senior Inspector	\$81.33
19	Inspector	\$71.17
20	Junior Inspector	\$55.91
21	Lead Testing & Commissioning Engineer	\$96.57
22	Senior Testing & Commissioning Engineer	\$81.33
23	Testing & Commissioning Engineer	\$81.33
24	Senior Technical Writer	\$81.33
25	Technical Writer	\$76.24
26	Office Manager	\$69.13
27	Office Administrator I	\$55.91
28	Office Administrator II	\$50.84
29	Lead Construction Claims Analyst	\$121.99
30	Senior Construction Claims Analyst	\$99.63
31	Construction Claims Analyst	\$81.33
32	Construction Mediator	\$182.99
33	Lead Trainer	\$121.99
34	Senior Trainer	\$96.57
35	Senior Fire Alarm Engineer	\$93.53
36	Senior Fire Protection Engineer	\$93.53
37	Senior Temperature/Controls Engineer	\$93.53

**1c. Description of Corresponding Commercial Job Titles**

**LABOR CATEGORY DESCRIPTIONS**

The following descriptions identify the duties, responsibilities and minimum qualifications for the labor categories under this contract. Education may be substituted for experience.

It is the quality and experience of our team members that make CMDR a unique and valuable ally to clients facing complex administrative and technical challenges.

**1. LEAD PROGRAM MANAGER**

**Education** - M.S. or M.A. Degree

**General Experience** - Typically 12 years of experience in management/engineering and/or construction management or efforts involving multiple tasks of different engineering & construction disciplines.

**Specialized Experience** - Minimum of 8 years of direct supervision of principal and/or technical personal engaged of managing multi project. Must be capable of leading projects that involve successful team management.

**Duties** - Reviews day-to-day management of overall project activities possibly involving multiple projects and groups of personnel at different locations. Directs, organizes and coordinates the planning and the production of the contracts.

**2. LEAD REQUIREMENTS/DESIGN ENGINEER**

**Education** - B.S. Degree

**General Experience** - Typically 10 to 12 years experience in technical field (system design, engineering and system integration). In specific disciplines, such as architectural, structural, mechanical, electrical, etc.

**Specialized Experience** - Minimum of 8 years supervisor experiences in the field of system engineering and design with hand-on experience in conceptual design, feasibility studies, analysis of existing conditions, preparation of conceptual designs.

**Duties** - Supervises system and design engineering staff and performance of design, feasibility study, and analysis of existing conditions, supervises and performs the conceptual design. Reviews and coordinates all-discipline design, drawings, specifications and requirements.

### **3. SENIOR REQUIREMENTS/DESIGN ENGINEER**

**Education** - B.S. Degree

**General Experience** - Typically 6 to 8 years experience in technical field (system design, engineering and system integration). In specific disciplines, such as architectural, structural, mechanical, electrical, etc.

**Specialized Experience** - Minimum of 6 years supervisor experience in direct system design, conceptual studies, planning, feasibility study, performance of preliminary and detailed design.

**Duties** - Supervises and prepares systems design professionals efforts and performs typical tasks including, but not limited to specific design, studies and analysis, research and development, specification preparation, configuration and etc.

### **4. REQUIREMENTS/DESIGN ENGINEER**

**Education** - B.S. Degree

**General Experience** - Typically 4 to 6 years experience in technical field (system design, engineering and system integration). In specific disciplines, such as architectural, structural, mechanical, electrical, etc.

**Specialized Experience** - Minimum of 3 years of hand-on experience in direct execution of major efforts in the translation of systems, subsystems, programs, projects, or activities concepts into preliminary plans, requirement definitions, detailed design performance risk, and evaluation of one or more alternative technical approaches and associated costs for creating or upgrading performance of a system or activity.

**Duties** - The duties will include conceptual design, preliminary design layouts for estimates, and production of final drawings and specifications on projects. Typical associated tasks include, but not limited to requirements analysis, cost analysis, cost performance trade-off analysis, feasibility analysis, code compliance, specification preparation, configuration management and document control, simulation and modeling.

### **5. JUNIOR REQUIREMENTS/DESIGN ENGINEER**

**Education** - B.S. Degree

**General Experience** - Proficiency in system design engineering, and integration.

**Specialized Experience** - Comprehensive knowledge of design, system, subsystem, program, project, or activity concepts through analysis, modeling and simulation.

**Duties** - Responsible for projects from design through completion. Designs and reviews civil documents, grading, storm and wastewater design, roadway, and soil and sedimentation erosion. Will have contact with local and state governments and must be able to deal with clients and the community.

## **6. LEAD CONSTRUCTION MANAGER**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 10 to 12 years experience in Construction Management plus additional 10 years of General Construction experience and proven experience to manage multiple projects, timely project completion skills within budget, administration, interpersonal and management.

**Specialized Experience** - Understanding of all Construction Management tasks and Superintendent Roles & responsibilities, Superior written, oral and digital communication skills.

**Duties** - Time Management, Finesse, attention to detail, Knowledge of the Construction Environment, and a Team Attitude. Ability to understand the conflict, styles and application of conflict resolution methods and facilitation & negotiation between parties in conflict. Essential problem solving, good listening and communication skills. Responsible for all personnel management responsibilities in the department, including, but not limited to hiring, promotion, employee development, counseling and termination. Plan, organize and delegate responsibility. Maintain change request log and control changes. Correspond with the Contract Manager (Owner) and Architect / Engineer. Make or enforce required decisions to ensure objectives and deadlines are met. Develop pre-construction schedule identifying construction schedule milestones, zoning and permit related items. Monitor and control construction by helping superintendent meet goals and ensure project remains on-schedule and within budget. Monitor and assist project engineer on material expediting, preparation of close-out documents, shop drawing approval, quality control program and submittals. Manage financial aspects of the project. Monitor cost and perform projections. Conduct estimates and wage reviews with the superintendent. Prepare breakdowns for payment and payment requests. Represent company or assist in project, labor, vendor and strategy meetings. Submit cash flow, labor and project status reports. Assume additional responsibilities as needed and approved by management. May serve as staff specialist in the application of advanced theories, concepts, principles, and processes.

## **7. SENIOR CONSTRUCTION MANAGER**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 6 to 8 years in diverse construction project management experience with an additional 10 years of General Construction experience. Strong experience in pre-construction services and client development.

**Specialized Experience** - Minimum of 6 years of highly experienced, hands-on, construction oriented Project Management. Basic function of the position is to provide the necessary leadership to ensure that

the construction quality and profitability goals are achieved. Excellent written, oral, digital communication skills, customer service skills, and ability create performance reports.

**Duties** - Manage projects through oversight of contractors to ensure cost controls, quality assurance and schedules are maintained. Review estimates with the estimator and conduct post-bid project review. Formulate project plan and schedule. Determine, and cause to be executed, all subcontracts and material purchases. Coordinate submittals with local agencies for review and approval of design and construction projects. Solicit, review, select and manage all phases of bidding process. Negotiate, execute and initiate all change orders and other project correspondence. Must be energetic and have great team leadership qualities.

## **8. CONSTRUCTION MANAGER**

**Education** - B.S. Degree

**General Experience** - Typically 10 years of General Construction experience with construction administration and oversight, Quality Control, Inspections, Cost Control, RFI and submittal administration.

**Specialized Experience** - Minimum of 5 years of all aspects of construction including technology, equipment, craft agreements, jurisdiction, negotiations, engineering, cost control, safety and methods. Experience with permitting process, material testing, project inspections, contract administration and project acceptance and closeout. Strong problem-solving skills, excellent verbal communication skills and supervisory skills of field personnel on large projects. Computer skills including MS Office and standard e-mail skills.

**Duties** - Responsibilities include schedule management, labor, subcontractor performance, change orders and site management, ensuring that the profit and quality goals of the company are accomplished through effective use of personnel, materials, sub-contractors, and equipment, managing client relationships, promote education and training for field personnel, and delivering safety and quality control to the job sites within predetermined time frame and cost factors.

## **9. JUNIOR CONSTRUCTION MANAGER**

**Education** - B.S. Degree

**General Experience** - Typically 5 years of experience in general construction and construction project management. Strong organization and communication capabilities.

**Specialized Experience** - Extensive experience reading and understanding architectural drawings and specifications. Experience in drafting (AutoCAD preferred) and working knowledge of all Microsoft Office and Scheduling software programs.

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**Duties** - Assists in preparing and presenting marketing / sales / budget information / bid proposals. Assists in final price and scope of work negotiations for all contracts, purchase orders, etc. Reviews terms with Project Superintendent. Prepares Superintendents' Project Manual for field operations and complete set of field documents. Assists in ongoing Project Management for the project duration; ancillary to the Superintendent. Maintains project RFI's, Submittals, Addenda, Change Orders, and all other day-to-day paperwork. Keeps Project Superintendent up-to-date with all current paperwork. Monitors project schedule and costs; for update to Project Manager.

## **10. SENIOR SCHEDULER (CPM)**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 10 years of Construction Scheduling experience with an additional 10 years of General Construction experience and have proficient with Scheduling Software, in particular P3 and Expedition, and Microsoft Project.

**Specialized Experience** - Key player. Must be independent and able to act as scheduler/controller to start their own department for established Commercial General Contractor. Knowledge of Government construction drawings, design and construction codes. Track schedules with Primavera (P3 and Expedition) and Microsoft Office. Excellent Communication skills. Coordinates activities of Project Managers and support estimating staff. Subject to government security investigation should meet eligibility requirements to work with access to classified information.

**Duties** - Supervises and direct all planning and scheduling activities of project through application of diversified controls, systems, principles and practices. Plans, coordinates, supervises and directs all planning and scheduling activities on medium-large project or group of smaller projects. Provides administrative and technical direction of staff, assessment of employee and department performance, personnel administration activities and development /implementation of project controls standards and procedures. Interfaces/maintains liaison with project management, client, subcontractors, etc. on all planning and scheduling related items and functions including reporting requirements, progress status, new impacts, etc. Represents Company and/or project in meetings with client, A/E representatives and other contractors as required. Ensures that corporate planning and schedule standards are implemented and that all project related activities are in compliance.

## **11. SCHEDULER (CPM)**

**Education** - B.S. Degree

**General Experience** - Typically 5 years of experience in Engineering/Construction Project Scheduling. Computer literate, with experience in Primavera scheduling, SureTrak and Microsoft Project programs. Good communication and presentation skills.

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**Specialized Experience** - Experience and responsibility to create and maintain schedules, project coordination, budget tracking, reporting, and etc., including Commercial Project experience. Proficiency in Scheduling and other construction programs.

**Duties** - Duties will include the development and maintenance of an overall site construction schedule to coordinate multiple contractors in an operating plant facility; Develops and maintains hourly shutdown schedules when needed; Reviews and approves contractor's construction schedules; Participates in project team meetings to present and discuss project schedule issues; Works with Procurement to coordinate material and equipment deliveries to support project requirements. Some Cost Engineering may be required.

## 12. JUNIOR SCHEDULER (CPM)

**Education** - B.S. Degree

**General Experience** - Typically has proficiency in construction design engineering, and scheduling.

**Specialized Experience** - Computer literate and be proficient in Microsoft Office and schedule programs. Ability to work in a high paced small team environment required.

**Duties** - Responsibilities include handling incoming customer calls, scheduling installation orders and product delivery, processing paperwork, ensuring accurate billing information, and resolution of customer issues.

## 13. LEAD COST ESTIMATOR / NEGOTIATOR

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 10 to 12 years of extensive experience in the development of cost estimates from Concept through Production for major construction projects.

**Specialized Experience** - Minimum of 8 years experience in budgeting, contract administration, negotiation, shop drawing review/approval, scheduling, managing field superintendents, punch-list and project closeout. Understanding of Government contracting and the change order procedures. Familiar with Government / Commercial / Residential Buildings. Ability to manage multiple projects simultaneously. Ability to prepare pre-negotiation objectives and records of negotiation. Excellent in written & verbal communication and negotiation skills.

**Duties** - Oversees entire estimating process, from beginning to end. Works with clients to understand needs and conceptualize solutions. Prepares conceptual, budgetary and final estimates. Prepares bid packages and solicit subcontractor proposals. Negotiates and prepares subcontractor agreements. Prepares Value-Engineering studies.

#### **14. SENIOR COST ESTIMATOR / NEGOTIATOR**

**Education** - B.S. Degree

**General Experience** - Typically 8 to 10 years of extensive experience in the development of cost estimates from Concept through Production for major construction projects.

**Specialized Experience** - Energetic individual with knowledge of Government / Commercial / Residential Buildings. Able to read blueprints and specifications; accurate quantity take-off capability; taking and scoping bids that coordinate with related trades; recognize problems, omissions & errors; subcontractor solicitation; provide value engineering ideas; knowledge of construction market trends; know subcontractor market; self motivated; time management; abilities to resolve conflict, listen, accept constructive criticism, manage multiple & changing priorities.

**Duties** - Maintains a hands-on approach on all jobs. Responsible for all job costs, including monitoring expenses and ensuring that paperwork is submitted on time and accurately. Gathers information, calculates and compiles data for use in bid proposals, preparing routine estimates and submitting them for review and approval. Calculates cost of labor and materials and submits proposal to management for review and approval. Contacts appropriate subcontractors and negotiate cost. Obtains and maintains list of prices from suppliers and subcontractors. Interfaces with clients to ensure understanding of their requirements.

#### **15. COST ESTIMATOR**

**Education** - B.S. Degree

**General Experience** - Typically 3 to 5 years of experience in the Estimating / Construction area.

**Specialized Experience** - An energetic individual with knowledge of Government / Commercial / Residential Buildings. Should have experience in preparing bid packages, conceptual estimates, and analysis of subcontractor bids for projects.

**Duties** - Responsibilities include: contact with clients, Budgeting, Estimating, Purchasing, Dealing with Vendors, Tracking Site Requirements, preparing shipping lists, Budget Monitoring, Issuing Change Orders, Working directly with the client

#### **16. JUNIOR COST ESTIMATOR**

**Education** - B.S. Degree

**General Experience** - Computer literate and proficient in Microsoft Office and scheduling programs. Ability to work in a high paced small team environment.

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**Specialized Experience** - Familiarity with all trades, good organizational, analytical and estimating skills. Able to type and submit proposals and has ability to order material for and manage small to mid-size project.

**Duties** - Performs quantity surveys, take-offs, assists with solicitation and follow-up on bids, plan and specification reviews, value engineering analysis, and drafts bid packages, completes conceptual, budgetary and detailed estimates. Works with a wide range of projects, and has access to the most advanced technology.

## **17. LEAD INSPECTOR**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 10 to 12 years of experience in the Inspection / Construction field.

**Specialized Experience** - Minimum of 8 years of hand-on experience in a building construction trade or experience as an inspection industry professional.

**Duties** - Responsibilities shall include monitoring ongoing construction projects, reviewing contractor payment applications, and assisting senior architects and engineers on property-condition surveys and review of construction drawings, documents and costs. Also responsible for measuring and estimating the necessary materials for the project and insure the project is installed timely with the utmost emphasis on quality, and supporting the installation manager in recruiting, training and scheduling installer crews in a high volume production environment. May also be involved in resolving customer service issues.

## **18. SENIOR INSPECTOR**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 8 to 10 years of experience in the Inspection / Construction area.

**Specialized Experience** - Minimum of 5 years of hands-on experience in a building construction trade or experience as an inspection industry professional.

**Duties** - Responsibilities include inspection of each discipline such as Civil/Mechanical/Electrical works (e.g. Fire Sprinklers, Alarm and Detection, Backflows, HVAC, Suppression Systems, etc) for compliance according to Government, National and Local codes. Must be able to discern and document deficiencies and recommend improvements in the systems under inspection

## **19. INSPECTOR**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 5 years of experience in the Inspection / Construction area.

**Specialized Experience** - Minimum of 3 years of hands-on experience in a building construction trade or experience as an inspection industry professional.

**Duties** - Responsibilities include but are not limited to inspecting contractor's work for conformance with plans, specifications, permit requirements, safety rules, and environmental concerns

## **20. JUNIOR INSPECTOR**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Competent background knowledge in construction industry. Ability to work in a high paced small team environment.

**Specialized Experience** - Familiar with all construction discipline activities (Civil / Mechanical / Electrical). Be able to type and submit proposals, order materials, and manage small to mid size projects.

**Duties** - Responsibilities include assisting senior Inspector on property-condition surveys and reviewing construction drawings, documents and costs.

## **21. LEAD TESTING & COMMISSIONING ENGINEER**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 10 to 12 years of Testing & Commissioning construction project experience with additional 10 years of General Construction experience.

**Specialized Experience** - Excellent written and oral communication skills, understanding of equipment and the functions of system and project requirement, organizational skills, excellent interpersonal skills.

**Duties** - Responsibilities include managing multiple subcontractors, testing, commissioning, ensuring adherence to specifications and drawings, preparing progress reports, maintaining a daily log of activities, maintaining construction budget and meeting the needs of the customer and contract. Reads and interprets technical specifications and drawings and has good record keeping and drafting skills.

## **22. SENIOR TESTING & COMMISSIONING ENGINEER**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 5 to 8 years of Testing & Commissioning construction project experience with additional 8 years of General Construction experience.

**Specialized Experience** - Works closely with clients and contractors to ensure successful and timely equipment maintenance and function, completion of design build construction project. Critical thinking and ability to chart a course of action based on the client's values & expectations for any given situation.

**Duties** - Includes on-site management of multiple subcontractors performing construction activities. "Hands-on" experience shall include project equipment function reports, maintenance process and O&M manual preparation.

### **23. TESTING & COMMISSIONING ENGINEER**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 3 years of experience in testing and commissioning construction projects.

**Specialized Experience** - Must have an ability to support start-up and commissioning activities, and be comfortable with management of subcontractors.

**Duties** - Drawing review, Specification Rewrites, Commissioning of built out space, O&M Manual Receipt & Tracking, Verification of as built conditions with trades, System Function Testing.

### **24. SENIOR TECHNICAL WRITER**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 5 to 8 years of writing specific proposals and construction project management experience.

**Specialized Experience** - Strong technical aptitude and minimum of 5 years prior experience in design/build proposal development; attention to detail; ability to meet deadlines and project goals; self-starter with good decision making skills; willing to learn new processes and procedures; strong interpersonal skills.

**Duties** - Prepares Request for Proposal package (RFP) for service subcontractor response and prepares proposals using the Government Proposal Team templates. Writes specific proposal components based upon a standardized methodology; researching material, editing and ensuring deadlines are met. Additional responsibilities include developing a basic understanding of mission critical facilities design and operations; developing scopes of work for services; obtaining quotes from subcontractors; ensuring the accuracy and validity of proposals, and developing proposals.

## **25. TECHNICAL WRITER**

**Education** - Associate to B.S. Degree

**General Experience** - Competent background knowledge of construction industry.

**Specialized Experience** - Solid understanding of construction terms and government construction documents. Must be proficient with Microsoft office especially Excel; ability to work under pressure; ability to multi-task; possess editing and proof-reading skills; ability to synthesize information from disparate sources as necessary. Position is driven by deadlines and may require after-hours and weekend work.

**Duties** - Assists in preparation of RFP's and assists in scope of work negotiations for all contracts, prepares Project Manual for field operations and complete set of field documents. Maintains project RFI's, Submittals, Addenda, Change Orders, and all other day-to-day paperwork. Keeps Project Superintendent up-to-date with all current paperwork.

## **26. OFFICE MANAGER**

**Education** - Associate / Special Training

**General Experience** - Typically 6 years of office administration experience. Strong experience in client support.

**Specialized Experience** - Demonstrates superb communication, and phone skills. Places primary importance on providing superior customer service. Projects professional image and polished appearance; friendly and approachable. Takes initiative and remains productive. Able to organize and multi-task. Team player, encourages communication with coworkers. Must be experienced in MS Office, Access. Understands Government contracting & procedure.

**Duties** - Works closely with the Project Manager in dealing with client issues. Prepares government / commercial bid and proposal documents. Works with Sub-Contractors, Trade Contracts, Change Orders, and Purchase Orders. Reads and effectively communicates with Subcontractors, Drawings and Blueprints. Knowledge of technical schematics, specifications, Applications for Payment, Request for Information forms (RFI's), Cost Proposals (CP's), Proposal Requests (PR's), and processing submittals. Processes Payrolls, Accounts Payable and Accounts Receivable.

## **27. OFFICE ADMINISTRATOR I**

**Education** - Associate to B.S. Degree or Special Training/Certification

**General Experience** - Typically 2 to 3 years of administration experience. Strong experience in pre-construction services and client development.

**Specialized Experience** - Experience in construction accounting. Attention to detail and capacity to complete assignments. Skilled in prioritizing and completing multiple tasks. Computer literate, Problem solving skills. Strong working knowledge of Microsoft Excel and Word. Professional attitude and strong work ethic. Ability to react and maintain professional attitude under stressful situations. Ability to interact at all levels of the organization.

**Duties** - Creates Progress invoices and payment application documents, for construction billings. Audits billing requests from regional offices for accuracy and assigns invoice numbers. Performs & coordinates timely collection of outstanding invoices. Applies cash receipts and updates aged accounts receivable trial balance. Investigates & corrects invoice shortage or overpayments. Develops & maintains A/R collection procedures. Reconciles receivables and other accounts. Prepares and presents accounts receivable reports as required. Analyzes collectibles and recommend uncollectible amounts. Interfaces with appropriate personnel and managers to exchange information and update account records. Follows through with customers, and project managers to clear approved customer deductions. Maintains record of contracts not received. Tracks lien releases from subcontractors and suppliers.

## **28. OFFICE ADMINISTRATOR II**

**Education** - Special Training/Certification

**General Experience** - Comprehensive background knowledge of computer systems and proficiency with Microsoft Office.

**Specialized Experience** - Excellent skills in regulatory compliance, financial management, development and implementation of policies and procedures, cost control, census building and other related functions. Strong public relations and communications skills are also key qualities for the success of this position.

**Duties** - Answers phones, makes confirmation/cancellation calls and orders office supplies. Reviews and enters cost estimates and provides support for project management to resolve discrepancies, audits contracts and enters contract revenue and change order commitments into the accounting system, prepares and presents job cost and analysis reports as required, obtains approval for close job requests and resolves contract and billing differences, provides assistance in preparing daily cash requirements report as needed.

## **29. LEAD CONSTRUCTION CLAIMS ANALYST**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 12 to 15 years of construction claim analysis experience with an Engineering Design / Construction project activities and procedure

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**Specialized Experience** - Minimum of 10 years experience in engineering design and construction management, good knowledge of government contracting (FAR/DEFAR), claim evaluation and preparation, CPM analysis, delay impact analysis, design/construction performance evaluation and productivity analysis.

**Duties** - Contract, design/construction document performance evaluation. Liability and lost analysis. Delay impact analysis. CPM scheduling analysis. Productivity impact analysis. Claim preparation. Presentation. Negotiation / settlement.

### **30. SENIOR CONSTRUCTION CLAIMS ANALYST**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 6 years of construction claim analysis experience in Engineering Design / Construction project activities and procedures.

**Specialized Experience** - Minimum of 10 years experience in engineering design and construction management, good knowledge of government contracting (FAR/DEFAR), claim evaluation, preparation, CPM analysis, delay impact analysis, design/construction performance evaluation and productivity analysis.

**Duties** - Claim preparation. Presentation. Negotiation / settlement.

### **31. CONSTRUCTION CLAIM ANALYST**

**Education** - B.S. Degree

**General Experience** - Typically 2 years of construction claim analysis experience with General Construction experience.

**Specialized Experience** - Minimum of 5 years experience in engineering design and construction management, good knowledge of government contracting (FAR/DEFAR), claim evaluation, preparation, CPM analysis, delay impact analysis, design/construction performance evaluation and productivity analysis.

**Duties** - Claim preparation. Presentation. Negotiation / settlement.

### **32. CONSTRUCTION MEDIATOR**

**Education** - B.S. or M.S. Degree / Mediator Certification

**General Experience** - Typically 12 to 15 years experience in engineering design / construction management. Familiarity with all issues in construction.

**Specialized Experience** - Ability to understand the conflict, styles and application of conflict resolution methods and skill of facilitation of negotiation between parties in conflict. Essential problem solving, listening and communication skills.

**Duties** - Focuses on interests and preferences. Helps parties develop objective criteria for resolution. Expands available options and resources. Develops solutions that meet the needs of all parties. Develops trade offs among interests of varying strengths. Reaches agreement acceptable by all parties. Develops agreement on how the information will be obtained.

### **33. LEAD TRAINER**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 10 to 12 years experience in training.

**Specialized Experience** - Excellent presentation skills. Technical expertise in one or more aspects of current technology such as Windows 2000 Server, NT, Visual Basic, .NET, SQL, Exchange, etc. Certification

**Duties** - Delivers technical training seminars. Maintains current knowledge of training methods and technical. Assists in the technology implementation of the local office. Handles ongoing projects and special assignments beyond traditional training programs.

### **34. SENIOR TRAINER**

**Education** - B.S. or M.S. Degree

**General Experience** - Typically 6 to 8 years experience in training.

**Specialized Experience** - Strong communication and computer skills are essential. Background in curriculum development, instructional design and technical writing skills are strong assets.

**Duties** - Coordinates technical training activities to support clinical supply and pharmaceutical development operations including development and maintenance of job-specific curricula, design of training materials and assessments in conjunction with area subject matter experts, delivery of training when appropriate, and management of the training database.

### **35. SENIOR FIRE ALARM ENGINEER**

**Education** - B.S. Degree

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**General Experience** - Typically 10 to 15 years experience in fire alarm systems engineering (system design and system integration), building code consultation, engineering and preparation of contract documents for fire alarm systems. Knowledge of the National Fire Protection Association. Strong design experience and expert CAD drafting skills.

**Specialized Experience** - Minimum of 8 years experiences in the field of fire alarm systems design and installation with hand-on experience in conceptual design, feasibility studies, analysis of existing conditions, preparation of conceptual designs.

**Duties** - Oversees installation of fire alarm systems, evaluates systems design and performance. Reviews and coordinates fire alarm design, drawings, specifications and requirements. Identifies and provides recommendations to correct system deficiencies.

### **36. SENIOR FIRE PROTECTION ENGINEER**

**Education** - B.S. Degree

**General Experience** - Typically 10 to 15 years experience in fire protection systems engineering (system design and system integration), building code consultation, engineering and preparation of contract documents for fire protection systems. Knowledge of the National Fire Protection Association.

**Specialized Experience** - Minimum of 8 years experiences in the field of fire protection systems design and installation with hand-on experience in conceptual design, feasibility studies, analysis of existing conditions, preparation of conceptual designs.

**Duties** - Oversees installation of fire protection systems, evaluates systems design and performance. Reviews and coordinates fire protection design, drawings, specifications and requirements. Identifies and provides recommendations to correct system deficiencies. Coordinates the fire and life safety aspects of the design disciplines (architectural, structural, civil, mechanical, and electrical).

### **37. SENIOR TEMPERATURE/CONTROLS ENGINEER**

**Education** - B.S. Degree

**General Experience** - Typically 10 to 12 years experience in temperature/control systems engineering (system design and system integration).

**Specialized Experience** - Minimum of 8 years experiences in air conditioning system and/or temperature controls systems engineering, including managing costs on estimated jobs, preparing AutoCAD drawings of proposed control installations. Ability to manage contractors as they install sensors and/or wiring as per specification. Ability to perform (and teach) and direct digital control (DDC) system programming. Knowledge of AutoCAD and/or programming languages C, C++.

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**Duties** - Oversees temperature/control installations, reviews estimates and drawings of proposed control installations, provides support to the project team members. Evaluates and recommends different options for the sequence of operation in various HVAC control applications. Ensures building code compliance.

CMDR ASSOCIATES, INC.

**2. Maximum order.**

The Maximum Order designated for contracts awarded under this Schedule is \$1,000,000. Requirements exceeding the maximum order will be processed in accordance with Clause I-FSS-125.

**3. Minimum order.**

The Minimum Order designated for contracts awarded under this solicitation is \$100.

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

Domestic and overseas

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

CMDR Associates, Inc.  
9681 Main Street, Suite 200C  
Fairfax, Virginia 22031-3769  
Tel.: 703-323-8003  
Fax: 703-323-8124  
e-mail: [4gsa@cmdrassociates.com](mailto:4gsa@cmdrassociates.com)  
[www.cmdrassociates.com](http://www.cmdrassociates.com)

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

None.

**7. Quantity discounts.**

None.

**8. Prompt payment terms.**

None.

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

Accepted.

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

Accepted.

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

None.

**11a. Time of delivery.**

30 days.

**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.**

**CMDR Associates, Inc.**  
**9681 Main Street, Suite 200C**  
**Fairfax, Virginia 22031-3769**  
**Tel.: 703-323-8003**  
**Fax: 703-323-8124**  
**e-mail: 4gsa@cmdrassociates.com**  
**[www.cmdrassociates.com](http://www.cmdrassociates.com)**

**13b. Ordering procedures:**

**For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**

**14. Payment address.**

CMDR Associates, Inc.  
9681 Main Street, Suite 200C  
Fairfax, Virginia 22031  
Tel.: 703-323-8003  
Fax: 703-323-8124  
e-mail: 4gsa@cmdrassociates.com  
[www.cmdrassociates.com](http://www.cmdrassociates.com)

**15. Warranty provision.**

None.

**16. Export packing charges, if applicable.**

Not applicable.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**

Contractor will accept the Government purchase cards above the micro-purchase threshold.

**18. Terms and conditions of rental, maintenance, and repair.**

Not applicable.

**19. Terms and conditions of installation.**

Not applicable.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.**

Not applicable.

**20a. Terms and conditions for any other services.**

Not applicable.

**21. List of service and distribution points.**

Not applicable.

**22. List of participating dealers.**

Not applicable.

**23. Preventive maintenance.**

Not applicable.

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

None.

**24b. Section 508.**

Not applicable.

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

09-282-8610

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

CMDR Associates, Inc. is registered in the Central Contractor Registration Database.

## **Scope and Statement of Work**

### **CONTRACT SUMMARY**

The Professional Engineering Services (PES) Schedule was established to provide a vehicle for all Government agencies to obtain professional engineering services from qualified and experienced contractor(s) in an efficient, streamlined, and cost effective manner in accordance with applicable statutes and regulations. A task order may contain any service or combination of services described herein. The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities, and transportation necessary to provide a wide range of professional engineering services as specified in each task order.

CMDR Associates, Inc. holds a Federal Supply Schedule Contract for Professional Engineering Services. This GSA Contract No. GS-23F-0308P, allows us to provide professional engineering services across all phases of program planning, definition, development, and implementation to any U.S. Government agency. Our contract applies to the following primary engineering disciplines (PEDs):

- ✓ **Electrical Engineering**
- ✓ **Mechanical Engineering**
- ✓ **Civil Engineering**
- ✓ **Construction Management (SIN 871-7/871-7RC)**

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of an engineering project. GSA PES provides federal agencies with direct access to CMDR's experts that can address the needs of the federal engineering community through the following six SINs that comprise the distinct phases of an engineering project:

The term of the contract is five years from the date of award. Presently, this contract is in Option 1 period. There are 2 additional five year option periods that may be exercised by GSA at the end of the Option 1 period.

Task orders must identify the SINs under which the task is to be performed. Orders may be placed on a Firm Fixed Price or Time and Materials basis utilizing the labor categories and prices shown in this Schedule Pricelist.