Federal Supply Contract No. GS-23-0107K

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3610 Commerce Drive, Suite 817
Baltimore, MD 21227

Contract Period:	**February 22, 2010 through February 21, 2015**
Business Size:	**Large Business**
Schedule Title:	**Professional Engineering Services**
Point of Contact:	**Joseph L. Scheffey, P.E., Director, RDT&E** **Jscheffey@haifire.com** **PH: (410) 737-8677, ext. 220** **FX: (410) 737-8688**
Contracts Administrator:	**David Kerbel, CPA** **Dkerbel@haifire.com** **PH: (410) 737-8677** **FX: (410) 536-5016**

Hughes Associates, Inc. (Hughes) is a global leader of specialized engineering and consulting services for fire protection, life safety, external hazards and risk assessment, physical security, forensic analysis, testing and research and development with over 35 offices worldwide. We are committed to providing our clients with cost effective solutions for their routine and complex challenges. Hughes has pioneered research, testing and modeling techniques that have become the industry standard. Our technical expertise enables us to solve fire and life safety issues, mitigate risk, comply with building and fire safety codes, and reduce environmental impact in a sustainable manner for our clients across a broad range of industries.

Founded in 1980, Hughes has over 33 years of experience in providing professional engineering services. Headquartered in Baltimore, Hughes has over 35 office locations and has a staff of over 240 engineers, scientists, consultants and computer programmers.

Hughes' primary activities are in the fields of fire protection engineering, including hazard and risk analysis, fire modeling, structural fire resistance analysis and design, smoke control analysis, electrical engineering, training program development, life safety analysis and design, code consulting and advanced fire protection systems design. Hughes has developed capabilities in the environmental sciences that have application to the solution of problems associated with fire protection engineering issues.

Work has been performed under contract to a wide range of Government clients, including but not limited to the U.S. Navy, U.S. Air Force, U.S. Army, U.S. Marine Corps, GSA, DOI, DoD, DoT, etc. We are particularly proud of our capability to manage and direct large fire protection programs.

Under this contract, and **with fire protection engineering as our specialty**, Hughes offers services in the **Primary Engineering Disciplines Mechanical, Civil and Chemical Engineering** for the following **Special Item Numbers (SINS)** which are described in detail below:

SIN: 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS
SIN: 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS
SIN: 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION
SIN: 871-4 TEST AND EVALUATION
SIN: 871-5 INTEGRATED LOGISTICS SUPPORT
SIN: 871-7 CONSTRUCTION MANAGEMENT

SIN: 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Engineering (Fluids Engineering, Dynamic Systems and Control, Heat Transfer); Electrical Engineering
Description: Define and interpret high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Analyze mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

SIN: 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Systems (Fluids Engineering, Safety Engineering and Risk Analysis); Electrical Engineering
Description: Perform 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. Perform requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

SIN: 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Systems (Fluids Engineering, Safety Engineering and Risk Analysis); Electrical Engineering
Description: Provide 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. Provide 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.

SIN: 871-4 TEST AND EVALUATION

Primary Engineering Disciplines: Fire Protection Engineering; Mechanical Engineering (Fluids Engineering, Safety Engineering); Electrical Engineering
Description: 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. Provide testing of a prototype and first article(s) 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.

SIN 871-5: INTEGRATED LOGISTICS SUPPORT

Primary Engineering Disciplines: Fire protection Engineering; Mechanical Engineering (Nuclear Engineering, Safety Engineering); Electrical Engineering
Description: Provide 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. Provide ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

SIN 871-7: CONSTRUCTION MANAGEMENT

Primary Engineering Disciplines: Fire protection Engineering; Mechanical Engineering (Nuclear Engineering, Safety Engineering); Electrical Engineering
Description: Provide advice to, or manage the project process for, the customer agency. Assume the position of professional advisor or serve as an extension of staff for the customer agency. Provide consulting to identify the best delivery method for a project. Provide expertise to temporarily expand the customer agency's capabilities so that they can successfully accomplish their program or project. Provide expert advice in support of the customer agency's decisions in the implementation of the project.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Engineering Services 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 CRF 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.

CUSTOMER INFORMATION

1. Table of Awarded Special Item Numbers:

Special Item No. 871 Professional Engineering Services

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

- 871-2 Concept Development and Requirements Analysis
  871-2RC Concept Development and Requirements Analysis – recovery purchases

- 871-3 System Design, Engineering and Integration
  871-3RC System Design, Engineering and Integration – recovery purchases

- 871-4 Test and Evaluation
  871-4RC Test and Evaluation – recovery purchases

- 871- 5 Integrated Logistics Support
  871-5RC Integrated Logistics Support – recovery purchases

- 871- 7 Integrated Logistics Support
  871-7RC Integrated Logistics Support – recovery purchases

Disciplines:

- Fire Protection Engineering applies to all SINS
- Mechanical Engineering (as associated with Fire Protection Engineering) applies to all SINS
- Chemical Engineering (as associated with Fire Protection Engineering) applies to all SINS
- Electrical Engineering applies to all SINS

2. Maximum Order: The total dollar value of any order placed under this contract will be $1,000,000. Requirements exceeding the Maximum Order will be processed in accordance with Clause I-FSS-125.

3. Minimum Order: $100.00.

4. Geographic Coverage (delivery area): The 48 contiguous states and the District of Columbia, Alaska, Hawaii, Commonwealth of Puerto Rico, and any overseas locations in which trade is not prohibited by the United States Government.

5. Points of Production: All Hughes facilities are available as "points of production". Current facilities are located in:

- California: Los Angeles, San Diego, San Francisco
- Colorado: Colorado Springs, Denver
- Florida: Orlando
- Illinois: Chicago
- Indiana: Fort Wayne
- Maine: Bingham
- Maryland: Baltimore (HQ)
- Massachusetts: Boston

- Minnesota: Rockford
- Nebraska: Lincoln
- New Jersey: Woodstown
- New Mexico: Albuquerque
- New York: Armonk, New York City
- Nevada: Las Vegas
- North Carolina: Charlotte, Raleigh
- Ohio: Cincinnati, Cleveland
- Pennsylvania: Philadelphia
- Rhode Island: Providence
- Tennesee: Chattanooga
- Texas: Dallas, Houston
- Virginia: Reston, Virginia Beach
- Washington: Vancouver

6. Discounts from List Prices: Prices shown herein are "net" (i.e., discounts as negotiated with GSA have already been applied).

7. Quantity Discounts: Quantity and/or spot discounts are not offered.

8. Prompt Payment Terms: Not applicable. Hughes does not offer a prompt payment discount.

9. Government Purchase Cards: Hughes will accept "Government Commercial Credit Cards" for payment of purchases up to the micro-purchase threshold for all valid oral and written orders placed by an authorized purchasing official and accepted by Hughes; however, no additional discounts are offered for their use.

10. Foreign items: N/A

11. a. Time of Delivery: Not applicable to services.

b. Expedited Delivery: Not applicable to services.

c. Overnight and 2-day delivery: Not applicable to services.

d. Urgent Requirements: Not applicable to services.

12. F.O.B. POINT: Baltimore, MD

13. a. Ordering Address:

Hughes Associates, Inc.,
Attn: Joseph L. Scheffey, P.E.
3610 Commerce Drive, Suite 817
Baltimore, MD 21227
PH: 410-737-8677
FX: 410-737-8688
Email: jscheffey@haifire.com

b. 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).

Transmit the request to Hughes:

--By E-mail: jscheffey@haifire.com
--By Fax: (410) 536-5016 or (410) 737-8688
--By Mail: (See ordering address, Item 13a)

14. Payment Address:

By Check:

Hughes Associates, Inc.
Attn: Accounts Receivable
3610 Commerce Drive, Suite 817
Baltimore, MD 21227

By Electronic Funds Transfer:

Hughes Associates, Inc.
c/o M & T Bank
ACH Department
P.O. Box 1596
Baltimore, MD 21203

[Contact us for account & routing number information]

15. Warranty provision: Not applicable to services.

16. Export Packing Charges: Not applicable to services.

17. Terms and conditions of Government purchase card acceptance: Hughes will accept "Government Commercial Credit Cards" for payment of purchases up to the micro-purchase threshold for all valid oral and written orders placed by an authorized purchasing official and accepted by Hughes.

18. Terms and conditions of rental, maintenance, and repair: Not applicable to services.

19. Terms and conditions of installation: Not applicable to services.

20. Terms and conditions of repair parts: Not applicable to services.

21. List of service and distribution points: Not applicable to services.

22. List of participating dealers: Not applicable to services.

23. Preventive maintenance: Not applicable to services.

24. Special attributes (environmental): Not applicable to services.

25. Data Universal Number System (DUNS) number: 03-504-3744

26. Central Contractor Registration (CCR) Database Information: Hughes is registered with the System for Award Management (SAM). For more information on the SAM system, please see www.sam.gov **.**

PRICE LIST

(Applies to all SINS)

LABOR CATEGORY	As of 08/23/2013
Engineer	$96.63
Staff Engineer	$114.99
Senior Engineer I	$130.83
Senior Engineer II	$167.35
Program Manager	$184.63
QA/Tech. Oversight	$221.40
Project Administrator	$78.14
Technician	$69.33
Senior Technician	$106.36
Word Processor	$61.16

LABOR CATEGORY DESCRIPTIONS

Engineer

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

a. BS/BA and having less than 3 years experience
b. MS and having less than 2 years experience
c. Ph.D./Doctorate and having less than 1 year experience

Job Description - Under direct or indirect supervision of a senior engineer or Project Manager, provides engineering services towards fulfillment of contract related tasks. Such tasks might include research, assistance with the design of systems, and some data analysis, instrumentation and testing.

Staff Engineer

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or

associated science* (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

d. BS/BA and having less than 7 years experience
e. MS and having less than 5 years experience
f. Ph.D./Doctorate and having less than 3 year experience

Job Description – A Staff Engineer plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, and analysis, planning, and estimating. They may work on the standardization of facilities, systems, structures, software applications, devices, or materials with moderate supervision.

Senior Engineer I

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science* (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

a. BS/BA and having less than 11 years experience
b. MS and having less than 9 years experience
c. Ph.D./Doctorate and having less than 7 year experience

Job Description - A Senior Engineer I can conduct projects independently. They may actively participate in business development activities. They are responsible for all aspects of project management including sales; proposal preparation, client management, communication, project organization, scheduling, delegation and completion of projects on time and within budget. Mentor one or more Staff level personnel for project work and complete complex data analysis and calculations. Conduct fieldwork and have excellent written and oral communication skills. They are expected to have strong computer skills, and be efficient in developing proposals, reports, tables and preparing presentation with little supervision.

Senior Engineer II

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science* (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

a. BS/BA and having less than 15 years experience
b. MS and having less than 13 years experience
c. Ph.D./Doctorate and having less than 12 years experience

Job Description - A Senior Engineer II can conduct multiple or large projects independently. They have the authority to enter into contracts with clients and expected to lead business development activities. They may be responsible for some specific company management functions. They are responsible for all aspects of project management including sales; proposal preparation, client management, communication, project organization, scheduling, delegation, and timely and profitable completion of the project with budget. They should be able to mentor one or more staff or senior level personnel for project work. Conduct fieldwork and have excellent written and oral communication skills, including serving as an expert witness. They must have strong computer skills and advanced skills in data analysis.

Program Manager

Education/Experience - A graduate from an accredited university or college with a degree in engineering (e.g., fire protection, civil, mechanical, and chemical) or associated science* (chemistry, physics, and environmental sciences) having specific experience in fire science and engineering and the following minimum education/experience:

a. BS/BA and having more than 15 years experience
b. MS and having more than 13 years experience
c. Ph.D./Doctorate and having more than 12 years experience

Job Description – A Program Manager (PM) leads teams on large projects or significant segments of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. The PM will become the technical expert in one or more subject areas. The PM provides applications systems analysis and programming activities for a Government site, facility or multiple locations; prepare long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources and **o**versee all aspects of projects.

Quality Assurance Director/Technical Oversight Supervisor

Education/Experience - Personnel in this category shall have qualifications equal to a Program Manager plus have supervisory authority in one of the following areas:

- quality assurance
- independent technical review; and
- Overall task coordination and management.

Job Description – The Quality Assurance Director/Technical Oversight Supervisor (QA) provides the development of a Project Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Company representative to clients in both technical and administrate areas. Specialized technical expertise and or recognized expert in engineering field. The QA provides an independent assessment of how the project's development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. They may be responsible for all activities involving quality

assurance and compliance with applicable regulatory requirements. May conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality.

Technician

Education/Experience - Technicians are personnel having less than 7 years experience in fire protection engineering design (e.g., CAD) or test and evaluation, and having a minimum of a high school degree.

Job Description – The Technician is highly experienced and knowledgeable regarding field or laboratory operations. Primary duties involve data collection and documentation. Monitors field explorations, construction monitoring projects, and experimental testing. Documents field/laboratory conditions and writes field/test reports. Plans, budgets and coordinates field or laboratory operations for specific projects.

Senior Technician

Education/Experience - Senior Technicians are personnel having more than 7 years experience in fire protection engineering design (e.g., CAD) or test and evaluation, and having a minimum of a high school degree.

Job Description – The Senior Technician is highly experienced and knowledgeable regarding field or laboratory operations. Primary duties involve field data collection and documentation. Monitors field explorations, construction monitoring projects, and experimental testing. Documents field/laboratory conditions and writes field/test reports. Plans, budgets and coordinates field or laboratory operations for specific projects. A Senior Technician directs the field and testing activities of other personnel as needed and becomes the technical consultant on the project.

Project Administrator

Education/Experience - Project Administrators are personnel having more than 5 years project experience, including coordinating deliverables, technical writing, and quality assurance in terms of reports, documents, and associated program/task elements. Associates Degree required in a related field of study.

Job Description – Under direct supervision, operates data entry devices in recording a variety of data; verifies data entered; performs related clerical duties.

Word Processor

Education/Experience - Personnel having 2 or more years experience in word processing, report preparation, and document preparation. Post-secondary training or education required.

Job Description – The word processor is responsible for production and quality control of a variety of company documents and produces draft and final documents that get submitted to the customer. The word processor develops expert knowledge and proficiency on all software used in the word processing department as well as basic software and hardware troubleshooting capabilities. They Implements all company style guidelines. Guides staff on document style requirements and proper grammar.