

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICES

Authorized Federal Supply Schedule Price List

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: [GSA Advantage.gov](http://www.fss.gsa.gov).

Schedule Title: Professional Engineering Services
Schedule For: Gary Draper & Associates of Atlanta, Inc.

Federal Supply Group: 8871
Service and Product Codes: R425

Contract Number: GS-10F-0435X
 For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: 08/19/2011 – 08/18/2016

Contractor: Gary Draper & Associates of Atlanta, Inc.
 5665 New Northside Drive, NW STE 100
 Atlanta, GA 30328-5831

Business Size: Small Business

Telephone: (404) 256-3601

FAX Number: (404) 256-3922

Website: www.draperandassociates.com

E-mail: jorrison@draperandassociates.com

Contract Administrator:

NAME	John I. Orrison, P.E.	
TITLE	Senior Vice President	
ADDRESS	5665 New Northside Drive, NW STE 100, Atlanta, GA	
ZIP CODE	30328-5831	
TELEPHONE NO.	(404) 256-3601	FAX NO. (404) 256-3922
E-MAIL ADDRESS	jorrison@draperandassociates.com	

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers (SINs): Pricing included below.

SIN	Description
871-7	Construction Management

1b. Identification of the lowest priced model number and lowest unit price for each special item number awarded under 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. Not Applicable

- 1c. **Labor Category Descriptions:** If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Not Applicable
2. **Maximum order:** \$1,000,000.00
3. **Minimum order:** \$100.00
4. **Geographic coverage (delivery area):** CONUS, Alaska, Hawaii and Puerto Rico
5. **Point(s) of production:** 5665 New Northside Drive, NW STE 100, Atlanta, GA 30328-5831
6. **Statement of Net Price:** Pricing provided below represents Government Net Pricing. Discounts have been deducted.
7. **Quantity/Volume Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification That Government Purchase Cards Are Accepted at or Below the Micro-purchase Threshold:**
Gary Draper & Associates of Atlanta, Inc. agrees to accept the government purchase card at or below the micro-purchase threshold.
- 9b. **Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold:** Gary Draper & Associates of Atlanta, Inc. agrees to accept the government purchase card above the micro-purchase threshold.
10. **Foreign Items:** Not Applicable
- 11a. **Time of Delivery:** As negotiated between Gary & Draper Associates of Atlanta, Inc. and ordering activity
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-Day Delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contract Contractor
12. **F.O.B. point(s):** Destination
- 13a. **Ordering Address:** 5665 New Northside Drive, NW STE 100, Atlanta, GA 30328-5831
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment Address:** 5665 New Northside Drive, NW STE 100, Atlanta, GA 30328-5831
15. **Warranty Provision:** Standard Commercial
16. **Export Packing Charges:** Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level):**
Contact Contractor
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 (if applicable).**
Not Applicable
- 20a. **Terms and Conditions for any Other Services:** Not Applicable
- 21. **List of Service and Distribution points:** 5665 New Northside Drive, NW STE 100, Atlanta, GA 30328-5831
- 22. **List of Participating Dealers:** Not Applicable
- 23. **Preventive maintenance:** Not Applicable
- 24a. **Special Attributes such as Environmental Attributes:** Not Applicable
- 24b. **Section 508 Compliance:** www.draperandassociates.com
- 25. **Data Universal Number System (DUNS) Number:** 1209502147
- 26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** Active on CCR. Cage Code: 1FMS0

GSA Awarded Rates

SIN	Labor Category	GSA Price
871-7	Expert Witness	\$309.22
871-7	Senior Principal - Claims	\$224.43
871-7	Principal - Claims	\$196.47
871-7	Senior Claims Consultant	\$139.29
871-7	Claims Consultant	\$124.58
871-7	Claims Assistant	\$80.61
871-7	Graphic Designer	\$62.81
871-7	Technician/Assistant	\$55.86
871-7	Principal - Scheduling	\$184.53
871-7	Associate - Scheduling	\$175.56
871-7	Senior Scheduling Consultant	\$136.52
871-7	Scheduling Consultant	\$99.55
871-7	Graphic Designer	\$62.81
871-7	Technician/Assistant	\$55.86

GSA Awarded Labor Category Descriptions

CLAIMS CONSULTING

Expert Witness

Minimum Experience: Minimum of 10-12 years' experience including supervisory or management experience, training experience, expert knowledge of claims, expert knowledge of contract administration, knowledge of Primavera, and strong analysis and negotiation skills.

Functional Responsibilities: Responsible for supervising personnel, workload distribution, and execution of the work, as well as administration of personnel actions. Demonstrates ability to deliver operational results through proper strategic thinking and a disciplined business approach. Possesses an expert understanding of construction processes and techniques, and claims. Possesses the ability to participate in high-level negotiations, mediation, arbitration, and trial, and is highly proficient in all areas of consulting: claims preparation and analysis-including schedule delay analysis, determination of entitlement and calculation of damages. Is an expert in one or more areas and provides specialized / technical knowledge relevant to the assigned project, i.e., schedule development, cost estimating, surety consulting, and troubled project turnaround.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field.

Senior Principal

Minimum Experience: Minimum of 12 years' experience including supervisory or management experience, training experience, expert knowledge of claims, expert knowledge of contract administration, knowledge of Primavera, and strong analysis and negotiation skills.

Functional Responsibilities: Responsible for leading a team and supervising personnel, workload distribution and execution of the work, as well as administration of personnel actions. Demonstrates ability to deliver operational results through proper strategic thinking and disciplined business approach. Responsible for day to day operations, administration, and communication with the client. Is an expert in one or more areas and provides specialized/ technical knowledge relevant to the assigned project, i.e. schedule development, cost estimating, surety consulting, and troubled project turnaround. Possesses experience in high-level negotiations, mediation, arbitration, and trial, and is highly proficient in all areas of consulting: claims preparation and analysis-including schedule delay analysis, determination of entitlement and calculation of damages. Possesses an expert understanding of construction processes and techniques, and claims.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field.

Principal

Minimum Experience: Minimum of 10 years' experience including supervisory or management experience, knowledge of claims, knowledge of contract administration, knowledge of primavera, strong analysis and negotiation skills.

Functional Responsibilities: Must demonstrate the ability to lead a team and has experience in supervising personnel, workload distribution and execution of the work, as well as administration of personnel actions. Possesses an expert understanding of construction processes and techniques, and claims. Possesses experience in high-level negotiations, mediation, arbitration, and trial, and is highly proficient in all areas of consulting: claims preparation and analysis-including schedule delay analysis, determination of entitlement and calculation of damages. Is an expert in one or more areas and provides specialized / technical knowledge relevant to the assigned project, i.e., schedule development, cost estimating, surety consulting, and troubled project turnaround. Responsible for leading a team and has experience in supervising personnel, workload distribution and execution of the work, as well as administration of personnel actions.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field or equivalent experience for undergraduate work.

Senior Claims Consultant

Minimum Experience: Minimum of 6-8 years' experience including supervisory or management experience, knowledge of claims, knowledge of contract administration, knowledge of Primavera, strong analysis and negotiation skills.

Functional Responsibilities: Responsibilities include reviewing project documentation and ensuring claims and issues are identified and the proper documentation and administration of the dispute, within the parameters of the contract. Skilled with working and communicating effectively with all levels of project functional groups. Possesses a detailed understating of construction processes and techniques, and claims. Possesses a broad knowledge in one or more areas and provides specialized / technical knowledge relevant to the assigned project. Possesses a detailed understanding of construction processes and techniques, and claims.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field or equivalent experience for undergraduate work.

Claims Consultant

Minimum Experience: A Bachelor's Degree from an accredited college or university with a major in Architecture, Engineering, Industrial & Systems Engineering, Management or other related technical field or equivalent work experience for undergraduate work.

Functional Responsibilities: Responsibilities include reviewing project documentation and ensuring claims and issues are identified and the proper documentation and administration of the dispute, within the parameters of the contract. Possesses a broad understanding of construction processes and techniques, demonstrates ability to work with a team under supervisory direction. Participates as a member of a team performing low-to-mid level analytical assignments. Proficient at documenting project progress by preparing meeting minutes, action item agendas, and project schedules. Possess a broad knowledge in one or more areas and provides specialized/ technical knowledge relevant to the assigned project.

Minimum Education: Minimum of 2-4 years' experience, knowledge of Primavera or other scheduling software, knowledge of contract administration, strong analysis and negotiation skills.

Claims Assistant

Minimum Experience: Minimum of 2 years' experience. Knowledge of Primavera and other scheduling software.

Functional Responsibilities: Responsible for supporting operational work serving primarily as a fact-finder and compiler of data and resource information. Summarizes data collected for internal or external sources related to the claim, and obtains source materials from the client for other team members. Possesses a fundamental understating of construction processes and techniques. Demonstrates ability to work with a team under supervisory direction. Participates as a member of a team performing low-to mid-level analytical assignments. Possesses knowledge of different techniques for displaying and representing data and information for the analysis process conducted by team members. Responsible for assisting with the drafting of reports and deliverables. Responsible for documenting project progress by preparing meeting minutes, action item agendas, and project schedules.

Minimum Education: An Associate's Degree from an accredited college or university in a related technical field and / or experience from employment or a trade school, vocational school, or military service.

Graphic Designer/ Technician

Minimum Experience: Minimum of 1 year experience, knowledge of adobe design suite, knowledge of Visio software, knowledge of Microsoft Office Suite, experience with the production of claims graphics.

Functional Responsibilities: Develops concepts, designs materials, and produces visual solutions to communication needs by analyzing the condition and finding the most appropriate means of delivering a message. Manages and maintains graphic files including photos, logos, artwork, renderings, construction drawings, construction schedules, and related collateral. Has the ability to meet tight deadlines and manage multiple projects. Manages all computers, software, and printing equipment

Minimum Education: Bachelor's Degree from an accredited college or university with a major in graphic design, communication, or other related technical field, and /or experience from employment, or trade school, vocational school, or military service.

Technician /Assistant

Minimum Experience: Must have 1-3 years administrative support experience, preferably in a professional services environment. Must possess excellent organizational and verbal communication skills. Technical skills required include accurate typing of at least 60 wpm, expertise with Microsoft Office Suite, Visio, email, and voicemail. Experienced with making travel arrangements, calendar software, electronic rolodex and transcription is a must. Strong composition, proofreading and editing skills required.

Functional Responsibilities: Provides administrative support coverage to the firm's management team; including: scheduling meetings, arranging travel, providing telephone coverage, typing and transcribing correspondence, formatting presentations, organizing and maintaining paper and computerized filing systems, opening and prioritizing mail, making copies, faxing, and assisting with and/ or coordinating client meetings / seminars. Presents a positive professional image and be capable and comfortable with communicating with clients at top management levels. Has the ability work with private and confidential information is essential.

Minimum Education: High school Diploma, Bachelor's degree from a college or university preferred, or experience from employment, or trade school, vocational school, or military service.

CONSTRUCTION SCHEDULING CONSULTING

Senior Principal Scheduling

Minimum Experience: Minimum of 12 years' experience including supervisory or management experience; Working knowledge of construction means and methods, and the ability to assist in their implementation; Ability to read and interpret building and site plans and specifications; Knowledge of Primavera and other scheduling software

Functional Responsibilities: Responsible for building and maintaining solid relationships with client and the staff, supervisory and executive levels, serves as client resource for technical or general business expertise and advice. Possesses an expert understanding of construction processes and techniques, and claims. An expert in one or more areas and provides specialized / technical knowledge relevant to the assigned project, i.e., schedule development, cost estimating, surety consulting, and troubled project turnaround. Responsible for delegating tasks to subordinates; effectively managing the work of a team or projects to meet objectives. Is flexible to work environment and assigned tasks; able to work well in a fast paced environment; willing to travel.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field.

Principal

Minimum Experience: Minimum of 10 years' experience including supervisory or management experience; Working knowledge of construction means and methods, and the ability to assist in their implementation; Ability to read and interpret building and site plans and specifications; Knowledge of Primavera and other scheduling software

Functional Responsibilities: Possesses an expert understanding of construction processes and techniques, and claims. An expert in one or more areas and provides specialized / technical knowledge relevant to the assigned project, i.e., schedule development, cost estimating, surety consulting, and troubled project turnaround. Consistently delegates tasks to subordinates; effectively manages the work of a team or projects to meet objectives. Ensures projects are executed in accordance with established means and methods and client policies and procedures to achieve quality results, on time and within budget. Builds and maintains solid relationships with client at the staff, supervisory and executive levels; serves as client resource for technical or general business expertise and advice. Is flexible to work environment and assigned tasks; able to work well in a fast paced environment; must be willing to travel.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field.

Associate

Minimum Experience: Minimum of 8-10 years' experience including supervisory or management experience, working knowledge of construction means and methods, and the ability to assist in their implementation, ability to read and interpret building and site plans and specifications, knowledge of Primavera and alternative scheduling software.

Functional Responsibilities: Responsible for delegating tasks to subordinates; effectively managing the work of a team or projects to meet objectives. Possesses an expert understanding of construction processes and techniques, and claims. An expert in one or more areas and provides specialized / technical knowledge relevant to the assigned project, i.e., schedule development, cost estimating, surety consulting, and troubled project turnaround. Ensures projects are executed in accordance with established means and methods and client policies and procedures to achieve quality results, on time and within budget. Builds and maintains solid relationships with client at the staff, supervisory and executive levels; serves as client resource for technical or general business expertise and advice. Must be flexible with changing work environment and assigned tasks; able to work well in a fast paced environment; must be willing to travel.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field or equivalent experience for undergraduate work.

Senior Scheduling Consultant

Minimum Experience: Minimum of 6-8 years of experience, must have a working knowledge of construction means and methods, and the ability to assist in their implementation, ability to read and interpret building/site plans and specifications, strong knowledge of Primavera and other scheduling software.

Functional Responsibilities: Must possess a detailed understating of construction processes, techniques, and claims. Possesses a broad knowledge in one or more areas and provides specialized / technical knowledge relevant to the assigned project. Experienced with developing and / or implementing construction schedules. Physically able to safely walk multi-story building while under construction. Demonstrates ability to lead a team and has experience in supervising personnel, workload distribution and execution of the work, as well as administration of personnel actions. Skilled at working and communicating effectively with all levels of project functional groups. Attends project meetings and is proficient at documenting project progress by preparing comprehensive meeting minutes, action item agendas, and project schedules. Must be flexible with changing work environment and assigned tasks; able to work well in a fast paced environment; willing to travel.

Minimum Education: A professional license or certificate and / or a Master's of Science or Masters of Arts degree from an accredited college or university in Architecture, Engineering, Industrial & Systems Engineering, Management, or other related field or equivalent experience for undergraduate work.

Scheduling Consultant

Minimum Experience: Minimum of 2-4 years' experience, working knowledge of construction means and methods, and the ability to assist in their implementation, ability to read and interpret building and site plans and specifications, knowledge of Primavera and other scheduling software

Functional Responsibilities: Possesses a broad understanding of construction processes and techniques; possesses a broad knowledge in one or more areas and provides specialized / technical knowledge relevant to the assigned project. Experienced with developing and / or implementing construction schedules. Physically able to safely walk multi-story building while under construction. Demonstrates ability to work effectively both independently and with a team under supervisory direction. Attends project meetings and is proficient at documenting project progress by preparing comprehensive meeting minutes, action item agendas, and project schedules. Must be flexible with changing work environment and assigned tasks; able to work well in a fast paced environment; willing to travel.

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Architecture, Engineering, Industrial & Systems Engineering, Management or other related technical field or equivalent work experience for undergraduate work.

Project Engineer

Minimum Experience: Minimum of 1-3 years' experience, working knowledge of construction means and methods, and the ability to assist in their implementation, ability to read and interpret building/ site plans and specifications, must have knowledge of Primavera and additional scheduling software.

Functional Responsibilities: Possesses a fundamental understating of construction processes and techniques. Experienced with developing and / or implementing construction schedules. Physically able to safely walk multi-story building while under construction. Demonstrates ability to work effectively both independently and with a team under supervisory direction. Must be flexible with changing work environment and assigned tasks; able to work well in a fast paced environment; willing to travel. Attends project meetings and is proficient at documenting project progress by preparing comprehensive meeting minutes, action item agendas, and project schedules.

Minimum Education: An Associates Degree from an accredited college or university in a related technical field and / or experience from employment or a trade school, vocational school, or military service.

Graphic Designer/ Technician

Minimum Experience: Minimum of 1 year experience, knowledge of adobe design suite, knowledge of Visio software, knowledge of Microsoft Office Suite, experience with the production of claims graphics.

Functional Responsibilities: Develops concepts, designs materials, and produces visual solutions to communication needs by analyzing the condition and finding the most appropriate means of delivering a message. Manages and maintains graphic files including photos, logos, artwork, renderings, construction drawings, construction schedules, and related collateral. Has the ability to meet tight deadlines and manage multiple projects. Manages all computers, software, and printing equipment

Minimum Education: Bachelor's Degree from an accredited college or university with a major in graphic design, communication, or other related technical field, and / or experience from employment, or trade school, vocational school, or military service.

Technician /Assistant

Minimum Experience: Must have 1-3 years administrative support experience, preferably in a professional services environment. Must possess excellent organizational and verbal communication skills. Technical skills required include accurate typing of at least 60 wpm, expertise with Microsoft Office Suite, Visio, email and voicemail. Experienced with making travel arrangements, calendar software, electronic rolodex and transcription is a must. Strong composition, proofreading and editing skills required.

Functional Responsibilities: Provides administrative support coverage to the firm's management team; including: scheduling meetings, arranging travel, providing telephone coverage, typing and transcribing correspondence, formatting presentations, organizing and maintaining paper and computerized filing systems, opening and prioritizing mail, making copies, faxing, and assisting with and/ or coordinating client meetings / seminars. Presents a positive professional image and be capable and comfortable with communicating with clients at top management levels. Has the ability work with private and confidential information is essential.

Minimum Education: High school Diploma, Bachelor's degree from a college or university preferred, or experience from employment, or trade school, vocational school, or military service.