



**TEXAS MULTIPLE AWARD SCHEDULE (TXMAS)
Facilities Maintenance and Management (03FAC)
Federal Supply Schedule Group J&H**

www.feapc.com

**GSA Contract Number: GS-21F-0107V
TXMAS Contract Number: TXMAS-10-03FAC030
Contract Period: 01/26/2010 – 7/19/2014**

CUSTOMER INFORMATION

1a. Awarded Special item numbers:

SIN	Description
003 97	Ancillary Repairs and Alterations
811 006	Facilities Maintenance and Management Consulting
871 202	Energy Management Planning and Strategies
871 203	Training on Energy Management
871 204	Metering Services
871 205	Energy Program Support Services
871 206	Building Commissioning Services
871 207	Energy Audit Services
871 208	Resource Efficiency Management (REM)
871 209	Innovations in Energy
871 210	Water Conservation

- 1b. **Not applicable**
- 1c. **Please see hourly rate charts below.**
2. Maximum order. **\$1,000,000**
 3. Minimum order. **\$100**
 4. Geographic coverage (delivery area). **International**
 5. Point(s) of production (city, county, and State or foreign country). **Same as company's address**

6. Discount from list prices or statement of net price. **Government net prices (discounts already deducted)**
7. Quantity discounts. **None offered**
8. Prompt payment terms. **Net 30 Days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Accepted up to \$5,000**
10. Foreign items (list items by country of origin). **Not Applicable**
- 11a. Time of delivery. **Specified on the task order**
- 11b. Expedited Delivery. **Contact Contractor**
- 11c. Overnight and 2-day delivery. **Contact Contractor**
- 11d. Urgent Requirements. **Contact Contractor**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address(es). **11001 Lee Highway, Suite D, Fairfax, VA 22030**
- 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).
14. Payment address(es). **Same as company address**
15. Warranty provision. **Not Applicable**
16. Export packing charges, if applicable. **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. **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. **Not Applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number. **80-0498354**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **Registered**



Facility Engineering Associates
16800 Dallas Parkway, Suite 290
Dallas, Texas 75248
Phone (972) 759-4406 Fax (972) 759-4411

COMPANY OVERVIEW

Facility Engineering Associates (FEA) specializes in solving problems with existing facilities. We are dedicated to providing outstanding service and value to our clients. FEA's engineers and facility management consultants are tuned to the driving forces and specific needs of federal, state, and municipal facility managers. Whether your needs are related to Federal Real Property Management, energy audits or executive orders, our experience can help you implement best practices.

We offer diagnostic engineering services in building and property condition assessment, facility management, energy management planning and strategy, training, building commissioning, resource efficiency management, repair and restoration, building instrumentation and monitoring, and environmental consulting. FEA provides consulting engineering services to a variety of property and facility managers in government agencies and departments to help to maintain facility assets.

03FAC CONTRACT GS-21F-0107V TXMAS CONTRACT TXMAS-10-03FAC030

SIN 003 97 --- Ancillary Repair and Alterations

Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.

Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds \$2,000 (Ref. FAR 22.4).

Special Notice to Ordering Agencies: GSA or other landlords may require reperformance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work.

FACILITIES MAINTENANCE AND MANAGEMENT SOLUTIONS FOR REAL PROPERTY

811 006 --- Facilities Maintenance and Management Consulting

Facilities consulting services that include, but are not limited to: the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions.

ENERGY MANAGEMENT, WATER CONSERVATION AND SUPPORT SERVICES

871 202 --- Energy Management Planning and Strategies

A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - This includes the strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing, and executing of energy audits, audit plans and energy management solutions.
2. Concept Development and Requirements Analysis This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation and Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.

4. Measurement and Verification - This includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

871 203 --- Training on Energy Management

Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

871 204 --- Metering Services

Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

871 205 --- Energy Program Support Services

Including, but not limited to, billing and management oversight and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

871 206 --- Building Commissioning Services

Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

871 207 --- Energy Audit Services

Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

871 208 --- Resource Efficiency Management (REM)

Including, but not limited to, providing information on possible steps that will improve energy efficiency. This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may include the services of a resource efficiency advocate for individual or aggregated

building(s) in order to maximize resource efficiency. Energy efficient buildings certification programs such as LEED may be included.

871 209 --- Innovations in Energy

Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas and propane. This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

871 210 --- Water Conservation

Services and consulting related to the reduction of water usage, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. These services can include, but are not limited to, facility water audits, water balance, and water system analysis.

PRICE LIST

SIN 003 97, 811 006, 871 202, 871 204, 871 205, 871 206, 871 207, 871 208, 871 209, 871 210

LABOR CATEGORY	RATE / HOUR <i>7/20/2009 - Present</i>
Principal	\$154.92
Associate	\$144.29
Senior Professional	\$135.00
Senior Project Manager	\$132.48
Project Manager	\$123.34
Registered Engineer/Professional	\$118.79
Project Engineer/Professional	\$114.22
Staff Engineer/Professional	\$95.94
Technician	\$75.87
Designer/CADD	\$65.79
Secretary/Clerical	\$42.95

PRICE LIST
SIN 871 203

COURSE TITLE	COURSE LENGTH	MINIMUM PARTICIPANTS	MAXIMUM PARTICIPANTS	PRICE / PERSON
Sustainable Facility Management: From Strategy to Implementation	1.5 days	10	50	\$492.50
Sustainability Toolkit for Existing Buildings: The Five Things You Need to Know	1.5 days	10	50	\$492.50
What's Your Score? Benchmarking Energy Use through ENERGY STAR	1.5 days	10	50	\$492.50

LABOR CATEGORIES

Principal

Responsibilities under contract: Provide high-level client interface, and provide overall leadership of program. Responsible for quality assurance and overall review of deliverables. Conduct project audits and customer satisfaction surveys at completion of project.

Position Qualification: Bachelor's degree, minimum of 15 years professional experience, professional registration.

Associate

Responsibilities under contract: Provide overall leadership for project tasks and development of project deliverables. Ensure deliverables meet project scope and client expectations, and provide guidance and direction to team. Interface with client, develop scope of work, and oversee execution of scope of work. Responsible for quality, timeliness, and budget of all project tasks.

Position Qualifications: Bachelor's degree, minimum of 10 years experience, professional registration.

Senior Professional

Responsibilities under contract: Provide overall leadership for project tasks and development of project deliverables. Ensure deliverables meet project scope and client expectations, and provide guidance and direction to team. Interface with client, develop scope of work, and oversee execution of scope of work. Responsible for quality, timeliness, and budget of all project tasks.

Position Qualifications: Bachelor's degree, minimum of 8 years experience, minimum of 1 year with the firm, professional registration.

Senior Project Manager

Responsibilities under contract: Provide guidance to project team, and development of deliverables. Interface with client, assist in development of scope of work, and assist in execution of work. Responsible for quality, timeliness, and budget of project assigned under specific task order.

Position Qualifications: Bachelor's degree, minimum of 10 years professional experience, professional registration, and project management experience.

Project Manager

Responsibilities under contract: Provide daily direction to team. Responsible for ensuring scope of work is followed, assigning appropriate staff, maintaining budget and deadlines, coordination with client, execution of scope of work, and overall preparation of deliverables.

Position Qualification: Bachelor's degree, minimum of 5 years professional experience, professional registration, and project management experience.

Registered Engineer / Professional

Responsibilities under contract: Responsible for ensuring scope of work is followed, assigning appropriate staff, maintaining budget and deadlines, coordination with client, execution of scope of work, and overall preparation of deliverables.

Position Qualification: Bachelor's degree, minimum of 5 years professional experience, professional registration, and project management experience.

Project Engineer / Professional

Responsibilities under contract: Execution of project scope tasks under the supervision of Registered Professional and/or Project Manager. Perform data collection, oversee surveys, lead in assessment of organizational structures and activities, evaluations, and assessments, and assist in preparation of deliverables.

Position Qualification: Bachelor's degree, minimum of 2 to 5 years experience.

Staff Engineer / Professional

Responsibilities under contract: Execution of scope tasks under the supervision of Project Engineer and/or Project Manager. Perform data collection, perform surveys, participate in assessment of organizational structures and activities, and assist in preparation of deliverables.

Position Qualification: Bachelor's degree, 0 to 2 years experience.

Technician

Responsibilities under contract: Perform low-level data collection and documentation of facility management organizational functions.

Position Qualification: High school diploma (or equivalent), minimum of 2 years work experience, training appropriate for completion of project tasks.

Designer / CADD

Responsibilities under contract: Provide graphic design support for project, including development of deliverables, organizational charts, training materials, and other visual aids.

Position Qualification: High school diploma (or equivalent), minimum of 2 years work experience, training appropriate for completion of project tasks.

Secretary / Clerical

Responsibilities under contract: Provide administrative support, including word processing, assembling of deliverables, document reproduction, mailing, filing, invoicing, and other support services.

Position Qualification: High school diploma (or equivalent), appropriate training, 0 to 2 years experience.

COURSE DESCRIPTIONS

Sustainable Facility Management: From Strategy to Implementation

The purpose of this course is to give you tangible methods for becoming sustainable in your existing facilities. You will learn about sustainability as an organizational strategy and you will develop your own sustainability strategy. You will learn how to create an implementation plan to successfully deploy your strategy. You will establish measurements to gauge the effectiveness of your sustainability strategy. The seminar leverages the balanced scorecard and other strategy tools. For maximum effectiveness, bring your organization's strategic goals.

Learning Objectives:

1. Recognize the impact of existing buildings on the environment
2. Evaluate sustainability initiatives in your facilities
3. Develop a cost-effective sustainability strategy for your existing buildings
4. Implement a sustainable FM strategy
5. Measure the success of your sustainable FM strategy

Sustainability Toolkit for Existing Buildings: The Five Things You Need to Know

As you know, sustainability in existing buildings is more challenging to achieve than it is in new construction. Aging buildings, obsolete and inefficient building systems coupled with outdated practices make achieving sustainable goals costly and time consuming. Yet you are still tasked with operating sustainably. Now is the time to move past all the talk of greening operations and actually develop a sustainability checklist for your facility.

This course explores five key things you need to know to start down the path of sustainability in your existing buildings, including: water efficiency; energy efficiency; sustainable purchasing; material handling; air quality and cleaning. You will learn how to determine your starting point in each of the five areas as well as strategies for setting and achieving your sustainability goals. You will leave this course with a checklist of things for you and your team to do to get started on your sustainability initiative.

Learning Objectives:

1. Determine your baseline number for water usage and develop strategies to conserve water.
2. Calculate your ENERGY STAR score and implement energy saving strategies.
3. Identify what sustainable purchases you are currently making, why you are making them and what purchases you could be making to operate more sustainably.
4. Determine what materials are currently entering and exiting your facility and how you can reduce, reuse, and recycle.
5. Understand how your indoor environment is affected by climate control and cleaning practices and implement strategies to improve both.

What's Your Score? Benchmarking Energy Use through ENERGY STAR

Are you frustrated by rising energy costs? Are your campus buildings operating efficiently? How can you benchmark your portfolio's energy consumption? We will show you how you can use the ENERGY STAR's free online Portfolio Program to benchmark your buildings' energy performance across your campus. Establishing a baseline for energy use throughout your portfolio of buildings will allow you to prioritize energy initiatives and identify your "energy hogs". This session will show you how to calculate your score and what that score really means. We will also discuss how you can work towards increasing your ENERGY STAR score.

Learning Objectives:

1. Understand how to use the ENERGY STAR Portfolio Program to benchmark your facility.
2. Learn how to prioritize energy conservation measures to increase your ENERGY STAR score.
3. Develop tools for long-term strategic energy planning.