



Department of Veterans Affairs

TASK/DELIVERY ORDER FOR SUPPLIES OR SERVICES

Page

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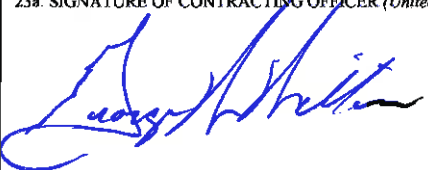
IMPORTANT: Mark all packages and papers with contract and or order numbers.

1. DATE OF ORDER 10/01/2014	2. CONTRACT NO. (If any) GS-23F-0111K	3. ORDER NO. VA101F-14-J-0314	4. MODIFICATION NO.	5. REQUISITION NO.
6. NAME AND ADDRESS OF ISSUING OFFICE Department of Veterans Affairs Office of Construction & Facilities Management 13611 East Colfax Ave Aurora, CO 80045		7. NAME AND ADDRESS OF CONTRACTOR Jacobs Technology, Inc. 600 William Northern Blvd. Tullahoma, TN 37388-0884		
8. SHIP TO:		9. TYPE OF ORDER <input type="checkbox"/> RFP/RFQ <input type="checkbox"/> TASK/DELIVERY ORDER MODIFICATION <input checked="" type="checkbox"/> DELIVERY/TASK ORDER (This order is subject to instructions contained in attached continuation sheet and subject to terms and conditions of the above numbered contract.)		10. SHIP VIA
				11. F.O.B. POINT
				12. GOVERNMENT B/L NO.
13. NAME OF REQUISITION OFFICE Department of Veterans Affairs Office of Construction & Facilities Management 13611 East Colfax Ave Aurora, CO 80045		14a. PLACE OF INSPECTION (Contractor/Gov't)		14b. PLACE OF ACCEPTANCE (Contractor/Gov't)
		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		
		16. DISCOUNT TERMS		

17. SCHEDULE (See back for continuation and details)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	UNIT (c)	QTY ORDERED (d)	UNIT PRICE (e)	AMOUNT (f)
	CM Services defined in the VA Nationwide CM Services contract; for Construction of the Replacement Medical Center East Colorado Healthcare System Aurora, CO Description of services: Construction, & Post-construction i. Establishing temporary field offices ii. Assist the Government in monitoring project financial data & budget iii. Assist the Government in monitoring Construction Phase Scheduling iv. Attending meetings and provide minutes of the meeting v. Assisting in issue resolution vi. Assisting in daily inspections and provide daily reports vii. Performing additional construction related services				
0001	Base Year Period of Performance 10/01/2014 to 09/30/2015	12	MO	\$583,769.33	\$7,084,729.60
0002	Option Year One Period of Performance 10/01/2015 to 09/30/2016	12	MO	\$536,913.87	\$6,524,772.80

18. ACCOUNTING AND APPROPRIATION DATA 554CA2501.26 Obligation No.		19. PURCHASE ORDER NO.		17g. SUB TOTAL ►	
NOTE: See billing instructions attached to task order.	20. MAIL INVOICE TO: VAFSC Construction Payment Department of Veterans Affairs P.O. Box 149971 Austin, TX 78714 - 8975 Fax: (512) 460-5545			17h. SUB TOTAL CARRIED FORWARD FROM BACK ►	
				17i. GRAND TOTAL ► \$7,084,729.60	

21. NAME OF CONTRACTING/ORDERING OFFICER GEORGE W. WILLIAMS		22. NAME OF OFFICER/CONTRACTOR	
23a. SIGNATURE OF CONTRACTING OFFICER (United States of America)	23b. DATE	24a. SIGNATURE OF OFFERER/CONTRACTOR	24b. DATE
	9/30/2014		

17. SCHEDULE *(See back for continuation and details)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	UNIT (c)	QTY ORDERED (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>Instructions: Place your GSA contract number in item #2 on first page. Place your BPA number in item #3 on first page.</p> <p>NOTE: THIS IS A NON-PERSONAL SERVICES CONTRACT. CONTRACTOR MUST PROVIDE SUPERVISION OF ALL WORK.</p>				
(Carry over to page 1) 17h. SUB TOTAL ►					

In accordance with the above-cited GSA contract, the Contractor shall accomplish the tasks as stipulated in the statement of work (SOW).

BASE YEAR

	Project Position Title	GSA Schedule Category	Unit Rate	Unit of Issue Hours	Total
1	Architect (Project Manager)	Project Manager (Sr)	\$128.34	2080	\$266,947.20
2	Inspections Manager	Manager Mid	\$123.54	2080	\$256,963.20
3	ACS Inspector (7)	Engineer Specialist	\$90.38	14560	\$1,315,932.80
4	Electrical Inspector (3)	Engineer Specialist	\$90.38	6240	\$563,971.20
5	Mechanical Inspector	Engineer Specialist	\$90.38	2080	\$187,990.40
6	Engineering/Architecture Manager	Project Manager, Sr	128.34	2080	\$266,947.20
7	Architect (2)	Project Manager (Sr)	128.34	4160	\$533,894.40
8	Mechanical Engineer	Engineer Specialist	\$87.67	2080	\$182,353.60
9	Electrical Engineer (3)	Engineer Specialist	\$87.67	5200	\$455,884.00
10	Structural Engineer	Engineer Specialist	\$87.67	2080	\$182,353.60
11	Civil Engineer	Engineer Specialist	\$87.67	2080	\$182,353.60
12	Senior Project Controls	Technical Specialist	\$89.06	2080	\$185,244.80
13	Scheduler (3)	Engineer Specialist	\$103.30	6240	\$644,592.00
14	ProLog System Administrator	Program/System Analyst, Sr	\$112.20	2080	\$233,376.00
15	Project Coordinator	Administrative Professional, Sr	\$89.65	2080	\$186,472.00
16	PMCS Manager	Program/System Analyst, Sr	\$112.20	2080	\$233,376.00
17	Document Control	Administrative Specialist/Professional, Mid	\$62.92	1040	\$65,436.80
18	Admin/Technical Support	Administrative Specialist/Professional, Sr	\$89.65	1040	\$93,236.00
19	Estimator/Cost Controls (5)	Project Manager (Sr)	\$125.89	8320	\$1,047,404.80

OPTION YEAR ONE

	Project Position Title	GSA Schedule Category	Unit Rate	Unit of Issue Hour	Total
1	Architect (Project Manager)	Project Manager (Sr)	\$132.19	2080	\$274,955.20
2	Inspections Manager	Manager Mid	\$127.24	2080	\$264,659.20
3	ACS Inspector (7)	Engineer Specialist	\$93.10	14560	\$1,355,536.00
4	Electrical Inspector (3)	Engineer Specialist	\$93.10	6240	\$580,944.00
5	Mechanical Inspector	Engineer Specialist	\$93.10	2080	\$193,648.00
6	Engineering/Architecture Manager	Project Manager, Sr	\$132.19	2080	\$274,955.20
7	Architect (2)	Project Manager (Sr)	\$132.19	4160	\$549,910.40
8	Mechanical Engineer	Engineer Specialist	\$90.30	2080	\$187,824.00
9	Electrical Engineer (2)	Engineer Specialist	\$90.30	4160	\$375,648.00
10	Structural Engineer	Engineer Specialist	\$90.30	2080	\$187,824.00
11	Civil Engineer	Engineer Specialist	\$90.30	2080	\$187,824.00
12	Senior Project Controls	Technical Specialist	\$91.73	2080	\$190,798.40
13	Scheduler (3)	Engineer Specialist	\$106.39	6240	\$663,873.60
14	ProLog System Administrator	Program/System Analyst, Sr	\$115.57	2080	\$240,385.60
15	Project Coordinator	Administrative Professional, Sr	\$103.93	2080	\$216,174.40
16	PMCS Manager	Program/System Analyst, Sr	\$115.57	2080	\$240,385.60
17	Estimator/Cost Controls (2)	Project Manager (Sr)	\$129.67	4160	\$539,427.20

B.1 CONTRACT ADMINISTRATION DATA

1. Contract Administration: All contract administration matters will be handled by the following individuals:

- a. CONTRACTOR: Jacobs Technology, Inc.
- b. GOVERNMENT: Contracting Office: Thaddeus Willoughby

Department of Veterans Affairs
Office of Construction and Facilities Management (003C4)
13611 East Colfax Ave.
Aurora CO 80045

2. CONTRACTOR REMITTANCE ADDRESS: All payments by the Government to the contractor will be made in accordance with:

☒ 52.232-34, Payment by Electronic Funds Transfer—Other Than System For Award Management, or

☐ 52.232-36, Payment by Third Party

3. INVOICES: Invoices shall be submitted in arrears:

- a. Quarterly ☐
- b. Semi-Annually ☐
- c. Other ☒ Monthly

4. GOVERNMENT INVOICE ADDRESS: All Invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

Department of Veterans Affairs
FMS-VA-2(101)
Financial Services Center
PO Box 149971
Austin TX 78714-9971

SECTION C - CONTRACT CLAUSES

C.1. FSS RFQ INTRODUCTORY LANGUAGE

The terms and conditions of the contractor's FSS contract (including any contract modifications) apply to all Blanket Purchase Agreements (BPA) and task or delivery orders issued under the contract as a result of this RFQ. When a lower price has been established, or when the delivery terms, FOB terms, or ordering requirements have been modified by the BPA or task/delivery order, those modified terms will apply to all purchases made pursuant to it and take precedence over the FSS contract. Any

unique terms and conditions of a BPA or order issued under the contract that are not a part of the applicable FSS contract will govern. In the event of an inconsistency between the terms and conditions of a BPA or task/delivery order and the Contractor's FSS terms, other than those identified above, the terms of the FSS contract will take precedence.

FAR Number Title Date

52.217-5 EVALUATION OF OPTIONS JUL 1990

52.217-8 OPTION TO EXTEND SERVICES NOV 1999

C.2. 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 calendar days from expiration of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed Four (4) years.

(End of Clause)

C.3. MANDATORY WRITTEN DISCLOSURES

Mandatory written disclosures required by FAR clause 52.203-13 to the Department of Veterans Affairs, Office of Inspector General (OIG) must be made electronically through the VA OIG Hotline at <http://www.va.gov/oig/contacts/hotline.asp> and clicking on "FAR clause 52.203-13 Reporting." If you experience difficulty accessing the website, call the Hotline at 1-800-488-8244 for further instructions.

(End of Clause)

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

ATTACHMENT 1 – STATEMENT OF WORK

Statement of Work

The contractor will be required to provide all required communication (i.e. cell phones), computer (desktop or laptop), or information technology assets and internet connectivity required to successfully perform daily tasks and communicate seamlessly with the CFM Staff. NOTE: The contractor will be required to provide commercial internet connectivity to the computer asset she/she provides for on-site personnel use, as connection will NOT be allowed into the VA network. The Government will provide climate controlled, 10 foot by 10 foot office with desk, chair, and file cabinet for each engineer within the Resident Engineer's office. The Resident Engineer's officer is equipped with a working restroom, conference room, and potable water which are available for use as necessary pursuant to accomplishing daily contract tasks. The contractor must designate a supervisor. The required positions as described as follows:

1. Architect Project Manager (Sr.)

Selected individual will be required to perform services including, but not limited to, the following:

- Responsible for leading and coordinating CM agent services (as defined in the VA Nationwide Construction Manager Services Contract) for the Pre-Construction, Construction and/or Post Construction Phases of major VA projects.
- Coordinates and collaborates with the VA Project Executive and/or Senior Resident Engineer to provide overall team leadership and to manage and facilitate the work of the various team members – Architect/Engineer, Consultants, Contractors, User Groups, Governing agencies, etc. in accordance with contract requirements and to represent the interests and objectives of the VA.
- Provide continuous strategic input, review, and guidance to team members to achieve project delivery success.
- Coordinates home office design phase CM support services which may include design and constructability reviews, scheduling, estimating/estimate reviews and value engineering. Acts as Senior full-time on-site CM agent representative during construction phase coordinating the work of the on-site CM agent team which functions include project management, contract administration, agency coordination, cost and change control, document control, RFI and submittals tracking, project reporting, schedule monitoring/management and construction quality assurance inspections – all in collaboration with the VA on-site team.
- In supporting the Resident Engineer Staff in the management of the construction project, the CM will be required to perform services including, but not limited to, the following (in no particular order):
 - Provides business, technical, and personnel management, involving multi-disciplinary and diverse functional activities, subordinate groups of technical and administrative personnel.
 - Conducting and carrying out portions of daily inspections of site work and building construction work; documenting discrepancies, code violations, improper materials, or techniques in the application of materials, and substandard or poor quality workmanship; monitoring schedules and various aspects of ongoing daily activities to identify and mitigate project slippage and assist in coordinating project activities to accommodate project phasing.
 - Reviewing contractor's submittals for technical compliance with contract requirements, ensuring installed work is consistent with approved submittals in order to make recommendations to the SRE for final approval of submittals and installed work; reviewing contractor requests for payment for accuracy and acceptability and then submitting a written recommendation to the SRE for final approval authority on the payment; preparing estimates for technical changes and reviewing contractor change proposals and cost breakdowns for proposed quantities of labor, equipment and materials; providing written feedback and recommendations to the Senior Resident Engineer on all information reviewed and work inspected; maintaining accurate and complete files relating to the CM services on the project that the Government may inspect at any time; identifying progress delays and recommending appropriate corrective measures to the SRE toward mitigating delays and maintaining the progress schedule.
 - Utilizing computerized management system applications such as Paragon for documenting progress, processing requests for information, preparing draft contract modification documents for the senior resident engineer's use, etc; maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Submit daily and monthly reports indicating work completed work in progress with estimated completion dates, work scheduled and outstanding work.

2. Architect Project Manager (Sr.)

Selected individual will be required to perform services including, but not limited to, the following:

- Provide general advice and support to the SREs and REs.
- Review architectural RFIs and recommend approval / disapproval / other.

- Review architectural submittals and recommend approval / disapproval / other.
- Attend meetings as requested by me or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues.
- Participate in on-site inspections and documentation of same as requested by me or authorized VA staff.
- Write daily logs and other reports pertaining to the status of the project.
- Assist the Cost Manager and Senior Scheduler in reviews of contractor payment applications and schedule submittals as needed.

Provide general advice and support to VA staff on architectural issues pertaining to the project

3. Civil Engineer Engineer Specialist, Mid

Selected individual will be required to perform services including, but not limited to, the following:

- Provide general advice and support to the SREs and REs.
- Review electrical and low voltage RFIs and recommend approval / disapproval / other.
- Review electrical and low voltage submittals and recommend approval / disapproval / other.
- Attend meetings as requested by me or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues.
- Participate in on-site inspections and documentation of same as requested by me or authorized VA staff.
- Write daily logs and other reports pertaining to the status of the project.
- Assist the Cost Manager and Senior Scheduler in reviews of contractor payment applications and schedule submittals as needed.
- Provide general advice and support to VA staff on electrical and low voltage engineering issues pertaining to the project.

4. Structural Engineer Engineer Specialist, Mid

Selected individual will be required to perform services including, but not limited to, the following:

- Provide general advice and support to the SREs and REs.
- Review civil and structural RFIs and recommend approval / disapproval / other.
- Review civil and structural submittals and recommend approval / disapproval / other.
- Attend meetings as requested by me or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues.
- Participate in on-site inspections and documentation of same as requested by me or authorized VA staff.
- Write daily logs and other reports pertaining to the status of the project.
- Assist the Cost Manager and Senior Scheduler in reviews of contractor payment applications and schedule submittals as needed.
- Provide general advice and support to VA staff on structural and civil engineering issues pertaining to the project.

5. Electrical Engineer Engineer Specialist, Mid)

Selected individual will be required to perform services including, but not limited to, the following:

- Provide general advice and support to the SREs and REs.
- Review electrical and low voltage RFIs and recommend approval / disapproval / other.
- Review electrical and low voltage submittals and recommend approval / disapproval / other.

- Attend meetings as requested by me or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues.
- Participate in on-site inspections and documentation of same as requested by me or authorized VA staff.
- Write daily logs and other reports pertaining to the status of the project.
- Assist the Cost Manager and Senior Scheduler in reviews of contractor payment applications and schedule submittals as needed.
- Provide general advice and support to VA staff on electrical and low voltage engineering issues pertaining to the project.

6. Mechanical Engineer Engineer Specialist, Mid

Selected individual will be required to perform services including, but not limited to, the following:

- Provide general advice and support to the SREs and REs.
- Review electrical and low voltage RFIs and recommend approval / disapproval / other.
- Review electrical and low voltage submittals and recommend approval / disapproval / other.
- Attend meetings as requested by me or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues.
- Participate in on-site inspections and documentation of same as requested by me or authorized VA staff.
- Write daily logs and other reports pertaining to the status of the project.
- Assist the Cost Manager and Senior Scheduler in reviews of contractor payment applications and schedule submittals as needed.
- Provide general advice and support to VA staff on electrical and low voltage engineering issues pertaining to the project.

7. Inspections Manager Manager Mid

Selected individual will be required to perform services including, but not limited to, the following:

- Supervise a team of up to ten inspectors.
- Review work of the inspections team and ensure inspections are carried out in compliance with the contract and the requirements of the project.
- Make work assignments for the inspections team daily.
- Produce reports including but not limited to status of Safe Plan of Action (SPA), Safety Observation Report (SOR), Corrective Action Plan (CAP).
- Conduct and carry out portions of daily inspections of site work and building construction work; documenting discrepancies, code violations, improper materials, or techniques in the application of materials, and substandard or poor quality workmanship; monitor schedules and various aspects of ongoing daily activities to identify and mitigate project slippage and assist in coordinating project activities to accommodate project phasing.
- Coordinate home office design phase CMA support services which may include design and constructability reviews, scheduling, estimating/estimate reviews and value engineering.
- Review contractor's submittals for technical compliance with contract requirements, ensure installed work is consistent with approved submittals in order to make recommendations for final approval of submittals and installed work; review contractor requests for payment for accuracy and acceptability and then submit written recommendation for final approval authority on the payment; prepare estimates for technical changes and review contractor change proposals and cost breakdowns for proposed quantities of labor, equipment and materials; provide written feedback and recommendations on all information reviewed and work inspected; maintain accurate and complete files relating to the CM services on the project.

- Utilize computerized management system applications such as Paragon for documenting progress, processing requests for information, preparing draft contract modification documents, maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Submit daily and monthly reports indicating work completed work in progress with estimated completion dates, work scheduled, and outstanding work.
- Attend designated meetings and provide meeting minutes.

8. Electrical Inspector

Engineer Specialist

Selected individual will be required to perform services including, but not limited to, the following:

- Conduct and carry out portions of daily inspections of site work and building construction work; documenting discrepancies, code violations, improper materials, or techniques in the application of materials, and substandard or poor quality workmanship; monitor schedules and various aspects of ongoing daily activities to identify and mitigate project slippage and assist in coordinating project activities to accommodate project phasing.
- Coordinate home office design phase CMa support services which may include design and constructability reviews, scheduling, estimating/estimate reviews and value engineering.
- Review contractor's submittals for technical compliance with contract requirements, ensure installed work is consistent with approved submittals in order to make recommendations for final approval of submittals and installed work; review contractor requests for payment for accuracy and acceptability and then submit written recommendation for final approval authority on the payment; prepare estimates for technical changes and review contractor change proposals and cost breakdowns for proposed quantities of labor, equipment and materials; provide written feedback and recommendations on all information reviewed and work inspected; maintain accurate and complete files relating to the CM services on the project.
- Utilize computerized management system applications such as Paragon for documenting progress, processing requests for information, preparing draft contract modification documents, maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Submit daily and monthly reports indicating work completed, work in progress with estimated completion dates, work scheduled, and outstanding work.
- Attend designated meetings and provide meeting minutes.

9. Mechanical Inspector

Engineer Specialist

Selected individual will be required to perform services including, but not limited to, the following:

- Conduct and carry out portions of daily inspections of site work and building construction work; documenting discrepancies, code violations, improper materials, or techniques in the application of materials, and substandard or poor quality workmanship; monitor schedules and various aspects of ongoing daily activities to identify and mitigate project slippage and assist in coordinating project activities to accommodate project phasing.
- Coordinate home office design phase CMa support services which may include design and constructability reviews, scheduling, estimating/estimate reviews and value engineering.
- Review contractor's submittals for technical compliance with contract requirements, ensure installed work is consistent with approved submittals in order to make recommendations for final approval of submittals and installed work; review contractor requests for payment for accuracy and acceptability and then submit written recommendation for final approval authority on the payment; prepare estimates for technical changes and review contractor change proposals and cost breakdowns for proposed quantities of labor, equipment and materials; provide written feedback and recommendations on all information reviewed and work inspected; maintain accurate and complete files relating to the CM services on the project.

- Utilize computerized management system applications such as Paragon for documenting progress, processing requests for information, preparing draft contract modification documents, maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Submit daily and monthly reports indicating work completed, work in progress with estimated completion dates, work scheduled, and outstanding work.
- Attend designated meetings and provide meeting minutes.

10. ACS Inspector

Engineer Specialist

Selected individual will be required to perform services including, but not limited to, the following:

- Conduct and carry out portions of daily inspections of site work and building construction work; documenting discrepancies, code violations, improper materials, or techniques in the application of materials, and substandard or poor quality workmanship; monitor schedules and various aspects of ongoing daily activities to identify and mitigate project slippage and assist in coordinating project activities to accommodate project phasing.
- Coordinate home office design phase CMA support services which may include design and constructability reviews, scheduling, estimating/estimate reviews and value engineering.
- Review contractor's submittals for technical compliance with contract requirements, ensure installed work is consistent with approved submittals in order to make recommendations for final approval of submittals and installed work; review contractor requests for payment for accuracy and acceptability and then submit written recommendation for final approval authority on the payment; prepare estimates for technical changes and review contractor change proposals and cost breakdowns for proposed quantities of labor, equipment and materials; provide written feedback and recommendations on all information reviewed and work inspected; maintain accurate and complete files relating to the CM services on the project.
- Utilize computerized management system applications such as Paragon for documenting progress, processing requests for information, preparing draft contract modification documents, maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Submit daily and monthly reports indicating work completed, work in progress with estimated completion dates, work scheduled, and outstanding work.
- Attend designated meetings and provide meeting minutes.

11 Estimator /Cost Controls

Engineer Specialist

Selected individual will be required to perform services including, but not limited to, the following:

- Provide general advice and support to SREs and REs.
- Review Contractor Applications for Payment, comment, and recommend approval / disapproval / other.
- Review Notices of Change (NOC), Potential Change Orders (PCO), and other cost related requests from the general contractor, comment, and recommend approval / disapproval / other.
- Review fee proposals from the Architect upon request of VA.
- Review cost estimates from the General Contractor, Architect and others, comment and provide advice to VA.
- Coordinate and produce Independent Government Estimates (IGE) for VA as requested.
- Attend meetings as requested by me or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues.
- Participate in on-site inspections and documentation of same as requested by me or authorized VA staff.
- Write reports pertaining to the status of the project, particularly having to do with cost.

- Assist the Senior Scheduler, Cost Manager and other Jacobs and VA staff in reviews of contractor payment applications and schedule submittals as needed.
- Provide general advice and support to VA staff on cost issues pertaining to the project.

12. Scheduler

Engineer Specialist

Selected individual will be required to perform services including, but not limited to, the following:

- Interface and liaison as required with the contractor's project controls and scheduling staff.
- Conduct a formal monthly schedule review to update to senior VA personnel on project status. This shall include S-curves, graphs and charts and other materials as deemed necessary to illustrate the projects overall status and any other's necessary for forwarding to executive VA level management.
- Coordinating updates of the approved Project Baseline with the Contractor and the VA staff.
- Conduct current schedule monthly progress assessment. This shall be a written report containing the follow information:
 - Executive summary of schedule status
 - Contractor's schedule adherence with Section 01 32 16.13 Network Analysis Schedules.
 - Overall Schedule Quality Assessments based on DCMA's 14 point schedule criteria
 - Physical percent complete assessment
 - Critical Path Analysis assessment
 - Earned Value Assessment
 - Current risk updates and supporting analysis
 - Consolidated analysis project completion projection
 - Develop and update a formal Risk Management Plan for the project.

13. Architecture/Engineering Manager

Project Manager, Sr

- Provide general advice and support to VA's Project Executive, contracting officers, PM, SREs and REs.
- Direct and manage Jacobs staff to assist SREs and REs with day to day work including RFIs, submittals, changes, correspondence and other as needed.
- Review Bid Package submissions, and other cost related requests from the general contractor, comment, and recommend approval / disapproval / other.
- Provide leadership and direct estimating resources to assist VA in establishing a negotiating position with the General Contractor.
- Review cost estimates from the General Contractor, Architect and others, comment and provide advice to VA.
- Coordinate and manage the production of Independent Government Cost Estimates (IGCE) for VA as requested to support VA's goal of reaching a final price with the General Contractor.
- Attend meetings as requested by Project Executive or VA staff authorized by contract with Jacobs.
- Review drawings and specifications to assist VA staff in understanding constructability issues and design issues and to further support the Final Price goal.
- Participate in on-site inspections and documentation of same as requested by Project Director or authorized VA staff.
- Write reports pertaining to the status of the project, particularly having to do with scope and cost.
- Assist the Senior Scheduler, Cost Manager and other Jacobs and VA staff in reviews of contractor payment applications and schedule submittals as needed.
- Provide general advice and support to VA staff on cost and construction issues pertaining to the project.

14. Project Coordinator

Administrative Professional, Sr

- Establish and implement spreadsheets and related documentation supporting the VA. Support general office functions and provide technical assistance including support for IT systems configuration for cost solutions, word processing and filing.
- Produce letters, minutes, memos and correspondence for agreements, reports, studies, specifications, tables, contracts, forms and all other business typing as requested by staff
- Reproduce documents as needed
- Operate telephone communications system as a backup when needed
- Capable of multi-tasking
- Need to be proficient in Microsoft Word, Outlook, Excel, PowerPoint and Newforma.
- Ability to use other tools such as Adobe Illustrator, MS Access, and Adobe Acrobat Professional.
- Expertise with Project Management Control Systems and software required
- Familiarity with concepts of document control and management required
- Ability to draft contract documents under the supervision of VA contracting staff

15. Project Management Control System (PMCS) Manager Program/System Analyst, Sr

- Establishing and implement document management for drawings, specifications, RFI's, submittals. Support general office functions and provide technical assistance including support for IT systems configuration for PMCS solutions, word processing and filing. Train other Jacobs and client staff assigned to the project in PMCS use and office procedures.
- Produce letters, minutes, memos and correspondence for agreements, reports, studies, specifications, tables, contracts, forms and all other business typing as requested by staff
- Reproduce documents as needed
- Operate telephone communications system as a backup when needed
- Capable of multi-tasking
- Need to be proficient in Microsoft Word, Outlook, and Excel. PowerPoint and/or Newforma a plus, but not required
- Ability to use other tools such as Adobe Illustrator, MS Access, and Adobe Acrobat Professional.
- Expertise with Project Management Control Systems and software required
- Familiarity with concepts of document control and management required
- Providing leadership and training to various staff on use of PMCS

16. Prolog System Administrator

Program/System Analyst, Sr

- Participates in technical research and development to enable continuing innovation within the Prolog infrastructure utilized at the project site. Ensures hardware, operating software and related procedures adhere to organizational values, enabling staff and Partners. Responsible for maintaining project controls software, quality control of system documentation, support to on-site management team, maintenance of existing Prolog software and implementation of new modules as needed.
- Lead weekly update/issues meeting with client and project participants
- Tracking and resolution of user and system issues
- Daily system monitoring, verification of integrity and availability of system data
- Set-up/modification of users
- Customized Report Creation
- Modification/Creation of user work instructions
- Training of all project stakeholders in the use of Prolog
- Trouble-shooting of user issues
- Ability to use other tools such as Crystal Reports, Primavera P6, Adobe Illustrator, MS Access, and Adobe Acrobat Professional and Blue beam
- Expertise with Project Management Control Systems and software required

- Familiarity with concepts of project scheduling, controls and IT system administration

17. Senior Project Controls

Technical Specialist

- Follows established document management systems for all project documentation including change management, project drawings, specifications, RFI's, submittals. Supports general office functions and provides technical assistance including support for internal and client document tracking systems, word processing and filing.
- Support VA's Change Manager and the PMCS Manager with all aspects of the change process.
- Utilize Prolog and other applications to track and manage changes under the direction of the VA's Change Manager and Jacobs PMCS Manager.
- Produce letters, minutes, memos and correspondence for agreements, reports, studies, specifications, tables, contracts, forms and all other business typing as requested by staff
- Filing, organizing and assisting senior members of VA staff
- Reproduce documents as needed
- Capable of multi-tasking
- Proficient in Prolog, Microsoft Word, Outlook, and Excel, PowerPoint.
- Assist in utilization of computerized management system applications for documenting progress, processing requests for information, preparing draft contract modification documents, maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Assist in preparation Submit daily and monthly reports indicating work completed, work in progress with estimated completion dates, work scheduled, and outstanding work.
- Attend designated meetings and provide meeting minutes.

18. Document Control

Administrative Professional, Mid

- Responsible for following established document management systems for all project documentation including change management, project drawings, specifications, RFI's, submittals. Supports general office functions and provides technical assistance including support for internal and client document tracking systems, word processing and filing.
- Manages document control
- Utilizes MS Office
- Produce letters, minutes, memos and correspondence for agreements, reports, studies, specifications, tables, contracts, forms and all other business typing as requested by staff
- Uses tools such as Adobe Illustrator, MS Access, and Adobe Acrobat Professional and Bluebeam
- Uses Document Control Systems and software
- Manages files

19. Senior Admin

Administrative Professional, Sr

- Assists senior members of the VA staff and others on the project, following established document management systems for all project documentation including change management, project drawings, specifications, RFI's, submittals. Supports general office functions and provides technical assistance including support for internal and client document tracking systems, word processing and filing.
- Produce letters, minutes, memos and correspondence for agreements, reports, studies, specifications, tables, contracts, forms and all other business typing as requested by staff
- Filing, organizing and assisting senior members of VA staff
- Reproduce documents as needed
- Uses Microsoft Word, Outlook, and Excel, PowerPoint.

- Assist in utilizing computerized management system applications for documenting progress, processing requests for information, preparing draft contract modification documents, maintaining an inventory of materials, supplies and equipment and monitoring the quantity of materials used in the general administration and conduct of office operations.
- Assist in preparation of daily and monthly reports indicating work completed, work in progress with estimated completion dates, work scheduled, and outstanding work.
- Attend designated meetings and provide meeting minutes.