

ON-CALL PROFESSIONAL SERVICES AGREEMENT

between

THE CITY AND COUNTY OF DENVER
and
HDR ENGINEERING, INC.

Contract Number: 202477138

THIS AGREEMENT (“Agreement”) is made and entered into between the **CITY AND COUNTY OF DENVER** (the “City”), a home rule and municipal corporation of the State of Colorado, and **HDR ENGINEERING, INC.**, a Nebraska corporation (the “Consultant”), with a principal place of business at 1670 Broadway, Suite 3400, Denver, CO 80202.

RECITALS

1. The City, through its Department of Community Planning and Development (“CPD”) and its Department of Transportation and Infrastructure (“DOTI”), desires to secure certain readily available professional services to support the City’s program to provide for the potential redevelopment of the land known and commonly referred to as the Burnham Yard in Denver, Colorado on an “as needed” and “on-call” basis (the “Program”). The area to be influenced by the Program is depicted in a general way on **Attachment 1** attached hereto (the “Program Site”).

2. The Consultant represents that it has the present capacity, experience, and qualifications to provide program management services including strategic planning, program management, professional design services, program and project controls, NEPA clearances, and management, project coordination, technical support and communications for the Program.

3. In response to the City’s Request for Qualifications, the Consultant submitted a Qualifications Statement for such services to the City and was selected as the most qualified submitter. The Consultant and the City have negotiated a Scope of Services and Rates for such professional services, attached hereto and incorporated herein as **Exhibit A** and **Exhibit B**.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and obligations herein set forth, the parties hereto mutually agree as follows:

SECTION 1 – ENGAGEMENT

1.01 Engagement. The City hereby engages the Consultant with respect to the performance and delivery of the Work and professional services set forth and defined in **Exhibit A** attached hereto on an On-Call basis, as set forth in this Agreement (the “Services” or the “Scope of Services”). The Consultant accepts such engagement upon, subject to, and in accordance with the terms, conditions, and provisions of this Agreement.

1.02 Line of Authority for Contract Administration. The City’s Executive Director of the DOTI (“Executive Director”) is the City’s representative responsible for authorizing and approving the Work performed under this Agreement. The Executive Director will designate an individual

(referred to herein as the “Program Manager”), as the Executive Director’s authorized representative for the purpose of issuing a written Notice to Proceed and for purposes of administering, coordinating, and finally approving the Work performed by the Consultant under this Agreement. The Executive Director expressly reserves the right to designate another authorized representative to perform on the Executive Director’s behalf as the “Program Manager” hereunder by written notice to the Consultant.

1.03 Independent Contractor. The Consultant is an independent contractor retained to perform professional or technical Services for limited periods of time. Neither the Consultant nor any of its employees, subconsultants, or subcontractors are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.

1.04 Scope of Consultant’s Authority. The Consultant shall have no authority to act on behalf of the City other than as expressly provided in this Agreement. The Consultant is not authorized to act as a general agent for or to undertake, direct or modify any contracts on behalf of the City. The Consultant lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City’s Charter and the Denver Revised Municipal Code (“DRMC”).

SECTION 2 – CONSULTANT’S SERVICES

2.01 General. The Consultant shall provide professional Services as assigned by the City from time-to-time by written Task Order, on an as-needed basis, in accordance with the terms and conditions of this Agreement. The Consultant’s Services shall consist of all Services described in this Agreement and in **Exhibit A**. Tasks may be added or removed at the written direction of the Program Manager.

2.02 Professional Responsibility and Task Requirements.

- (a) All Work performed by the Consultant shall be performed in accordance with the standards of care, skill, training, diligence, and judgment provided by competent individuals performing services of a similar nature to those described in the Agreement and in accordance with the terms of the Agreement.
- (b) The Consultant agrees to strictly conform to and be bound by written standards, criteria, budgetary considerations and memoranda of policy furnished to it by the City and shall comply with all applicable laws, statues, codes, ordinances, rules and regulations, of the City, state and federal government as well as any applicable industry standards.
- (c) All professional Services or deliverables provided under this Agreement shall be adequate and sufficient for the project or task and its intended purpose, as reflected in the applicable Task Order.
- (d) The Consultant shall prepare all documents as requested in a format that complies with all City, state and federal requirements. It shall be the Consultant’s responsibility to contact the reviewing agencies to determine the acceptable format for the final documents. No documents will be considered final until approved by the City, even though any responsible federal and state agencies have approved such documents.
- (e) The reports, studies, and other products prepared by the Consultant under this

Agreement, when submitted by the Consultant to the Executive Director and the user agency for any identified phase of a task, must represent a thorough study and competent solution for the task as per usual and customary professional standards and shall reflect all skills applicable to the assigned task.

- (f) The responsibilities and obligations of the Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant or subconsultant, or an employee of the City.
- (g) The Consultant shall take direction only from the Program Manager.
- (h) The Consultant shall provide all professional Services required by the City in defending all claims against the City, which relate in any way to alleged default hereunder, errors or omissions of the Consultant or its subconsultants, without additional compensation.

2.03 Program and Budget. Each task proposal will include a maximum fee. The Consultant agrees to consult with the Program Manager to review the City's program and budget for each assigned Task Order at the time of issuance. After issuance, the Consultant shall notify the City in writing within five (5) business days after Consultant becomes aware of any unforeseen circumstances that may impact the Consultant's ability to complete an approved Task Order within the established time and cost specified therein. If the Consultant provides timely notice, adjustments to the Task Order may be made at the Program Manager's sole discretion. If the Consultant does not provide timely notification to the City, the Consultant agrees to complete the Task Order at no additional cost to City and in a manner acceptable to the City.

2.04 Coordination and Cooperation.

- (a) The Consultant agrees to perform under this Agreement in such a manner and at such times that the City or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay.
- (b) Coordination with the City and other involved agencies shall be a continuing Work item through all phases of each assigned task. Such coordination shall consist of regular progress and review meetings with the City, work sessions with the City Program Manager, or as otherwise directed by the City. If requested, the Consultant shall document conferences and distribute notes to the City.

2.05 Personnel Assignments.

- (a) The key professional personnel identified in **Exhibit C** will be assigned by the Consultant or its subconsultants to perform the Services required under this Agreement, as appropriate.
- (b) The Consultant's Services shall be diligently performed by the regular professional and technical staff of the Consultant. In the event the Consultant does not have as part of its regular staff certain professional consultants, then such consulting Services shall be performed, with City approval, by practicing professional consultants outside of the employ of the Consultant.
- (c) The Consultant agrees, at all times during the term of this Agreement, to maintain on its payroll or to have access to through subconsultants, personnel in sufficient strength to meet the requirements of the City. Such personnel shall be of the

classifications referenced in **Exhibit B**. The hourly rates specified in **Exhibit B** include all costs except those specifically referenced as reimbursables in the appropriate hourly rate schedule.

- (d) Prior to designating an outside professional to perform subconsultant work, the Consultant shall submit the name of such subconsultant, together with a resume of training and experience in work of like character and magnitude of the task being contemplated, to the City and receive prior approval in writing.
- (e) It is the intent of the parties hereto that all key professional personnel be engaged to perform their specialty for all such Services required by this Agreement and that the Consultant's and the subconsultant's key professional personnel be retained for the life of this Agreement to the extent practicable and to the extent that such Services maximize the quality of Work performed hereunder.
- (f) If the Consultant or a subconsultant decides to replace any of its key professional personnel, the Consultant shall notify the Executive Director in writing of the desired change. No such changes shall be made until replacement personnel are recommended by the Consultant and approved in writing by the Executive Director, which approval shall not be unreasonably withheld.
- (g) If, during the term of this Agreement, the Executive Director determines that the performance of approved key personnel or a subconsultant is not acceptable, the Executive Director shall notify the Consultant and give the Consultant the time which the Executive Director considers reasonable to correct such performance. Thereafter, the Executive Director may require the Consultant to reassign or replace such key personnel. If the Executive Director notifies the Consultant that certain of its key personnel or a subconsultant should be replaced, Consultant will use its best efforts to propose replacements for such key personnel or a subconsultant within ten (10) days from the date of the Executive Director's notice.
- (h) Neither the Consultant nor any subconsultant shall have other interests which conflict with the interests of the City, and the Consultant shall make written inquiry of all subconsultants and subcontractors concerning the existence of a potential for such conflict. In unusual circumstances, and with full disclosure to the City of such conflict of interest, the City, in its sole discretion, may grant a written waiver for a particular subconsultant.
- (i) Actions taken by the City under this Section 2.05 shall not relieve the Consultant of its responsibility for contractual or professional deficiencies, errors or omissions.
- (j) The Consultant shall submit to the Executive Director a list of any additional key professional personnel who will perform Work under this Agreement within thirty (30) days after this Agreement has been executed, together with complete resumes and other information describing their ability to perform the tasks which may be assigned. Such additional personnel must be recommended by the Consultant and approved by the Executive Director before they are assigned to a specific task.
- (k) The Executive Director shall respond to the Consultant's written notice regarding replacement of key professional personnel within fifteen (15) days after the Executive Director receives the list of changes. If the Executive Director or his designated representative does not respond within that time, the changes shall be deemed to be

approved.

2.06 Basic Services.

- (a) The Consultant shall, under the general direction of and at the written request of the Program Manager, furnish experienced program management support Services as set forth in this Agreement. Subject to an express, agreed upon limitation of such duties set forth in any approved Task Order for the particular task assigned to the Consultant under this Agreement, the Consultant agrees to perform all of the Services and duties set forth in this Agreement in regard to each task to which it is assigned, and its proposal is approved.
- (b) When directed by the Program Manager to perform a particular task, the Consultant shall prepare a task specific proposal in accordance with the scope or description of Work for that task. A separate task specific proposal shall be prepared for each task for which the Consultant's Services are required and shall set forth, at a minimum all the following:
 - 1. The maximum fee for the Consultant's proposed Services.
 - 2. Itemized fee breakdown.
 - 3. The additional services budget, if any, for the task.
 - 4. Any reimbursable expenses approved pursuant to Section 3.02.
 - 5. A detailed description of the task and Scope of Work (the "Work").
 - 6. A list of deliverables for the task.
 - 7. An agreed upon schedule for deliverables and completion of the Work.
- (c) Upon approval by the Program Manager of a Task Order, the approval and appropriation of funding for such Task Order, and the issuance of a written Notice to Proceed ("NTP"), the Consultant shall proceed to perform required Work.
- (d) The assigned Work shall be performed in conformance with an approved Task Order.
- (e) The Consultant's basic Services for each task to which it is assigned may consist of any of the Services described in **Exhibit A** or similar professional Services related to Program and the Work described in this Agreement.
- (f) An NTP may pertain to all or portions of each Task Order. The Consultant shall obtain an NTP from the City before proceeding with any Task Order.
- (g) Nothing in this Agreement shall be construed as placing any obligation on City to proceed with any Work beyond Work authorized by an executed NTP. Further, nothing in this Agreement shall be construed as guaranteeing the Consultant any minimum amount of Work or number of tasks assigned under this Agreement.

SECTION 3 – COMPENSATION, PAYMENT, AND FUNDING

The City shall compensate the Consultant for Services performed and expenses incurred under this Agreement and each Task Order as follows.

3.01 Basic Services. The City agrees to pay the Consultant, as compensation for any Services

rendered for a particular task, either the maximum fee, to be set forth in each approved Task Order, or an amount based on the Consultant's periodic invoices, whichever is less.

3.02 Reimbursable Expenses. Unless expressly authorized by the City as part of any approved Task Order or specified in **Exhibit B**, the City will not compensate the Consultant for expenses such as postage, travel, mileage, telephone, reproduction and messenger service costs incurred in connection with Work performed under this Agreement. Such costs are, in all such instances, included in the hourly rates paid by the City.

3.03 Additional Services. The Consultant will be compensated for additional services the City pre-approves in writing in a Task Order, subject to the terms and conditions set forth herein and the additional services budget limits set forth in a Task Order.

3.04 Invoices. The Consultant shall invoice and be paid monthly for the Work performed on each assigned Task Order. Such invoices shall reflect the Consultant's actual hours, sub-consultant costs and reimbursable costs, and shall be based on the hourly rates or other rates for Services contained in **Exhibit B**. The rates contained in **Exhibit B** can be modified only by a written amendatory or other agreement executed in the same manner as this Agreement. Notwithstanding the foregoing, the City and the Consultant hereby agree to negotiate in good faith for a one-time adjustment to the rates to be effective as of the beginning of the third (3rd) year of the term (the "Adjusted Rates"). The Executive Director is authorized to approve the Adjusted Rates on behalf of the City without an amendatory agreement. Upon mutual acceptance of the Adjusted Rates, (i) the Executive Director and the Consultant shall execute a written confirmation of such acceptance, and (ii) the Adjusted Rates shall be substituted for the original **Exhibit B** attached hereto and all referenced to **Exhibit B** shall be deemed to refer to the Adjusted Rates. The Consultant shall maintain contemporaneous hourly records of the actual hours worked by its personnel and subconsultants, records of all allowable reimbursable expenses, and records of expendable supplies and services as necessary to support any audits by the City and shall bill the City monthly for fees and costs accrued during the preceding month. The Consultant's invoice shall be separated by Task Order. Upon submission of such invoices to the City Program Manager, and approval by the City, payment shall issue. Final payment to the Consultant, for each assigned Task Order, shall not be made until after all Task Order Work is performed and all deliverables are delivered. Payments will be made in accordance with the City's prompt payment ordinance.

3.05 Maximum Contract Amount; Funding. It is understood and agreed by the parties hereto that payment or reimbursement of all kinds to the Consultant, for all Work performed under this Agreement, shall not exceed a maximum of **Fifteen Million and NO/100 Dollars (\$15,000,000.00)**. In no event shall the maximum payment to the Consultant, for all Work and Services performed throughout the entire term of this Agreement exceed the contract maximum amount set forth above.

3.06 Appropriation and Funding.

- (a) The City's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and the Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

- (b) As of the date of this Agreement, no funds have been appropriated for this Agreement. Instead, it is the City's intent to appropriate the funds necessary to compensate the Consultant for the Work it performs on any assigned task, at the time it executes each Task Order. The applicable Manager or his designee, upon reasonable written request, will advise the Consultant in writing of the total amount of appropriated and encumbered funds which are or remain available for payment for all Work by the Consultant on an assigned Task Order.
- (c) The issuance of any form of order or directive by the City which would cause the aggregate amount payable to the Consultant for a specific Task Order to exceed the amount appropriated for that Task Order is prohibited. In no event shall the issuance of any change order or other form of order or directive by the City be considered valid or binding if it requires additional compensable Work to be performed, which Work will cause the aggregate amount payable for such Work to exceed the amount appropriated and encumbered, unless and until such time as the Consultant has been advised in writing by the Manager that a lawful appropriation sufficient to cover the entire cost of such additional Work, has been made. It shall be the responsibility of the Consultant to verify that the amounts already appropriated for the Consultant's Work on a task are sufficient to cover the entire cost of such Work, and any work undertaken or performed in excess of the amount appropriated is undertaken or performed in violation of the terms of this Agreement, without the proper authorization for such Work, and at the Consultant's own risk and sole expense.

SECTION 4 – TERM AND TERMINATION

4.01 Term. The term of this Agreement shall commence on the Effective Date, and shall expire on the fifth (5th) anniversary of the Effective Date, unless sooner terminated or extended by written amendment. The Consultant shall complete any Work authorized by Task Order before the expiration of this Agreement and the term will extend until the Work is completed or earlier terminated by the Executive Director.

4.02 Termination.

- (a) Nothing herein shall be construed as giving the Consultant the right to perform the Services contemplated under this Agreement beyond the time when its Services become unsatisfactory to the Executive Director.
- (b) The Executive Director may terminate this Agreement for cause at any time if the Consultant's Services become unsatisfactory. As a condition precedent to termination for cause, the City shall provide the Consultant with a reasonable opportunity to remedy the cause of a contemplated termination for cause in a manner and within in period of time determined by the City in its sole discretion as specified in a written notification to the Consultant.
- (c) In the event of a termination for cause, or in the event the Consultant becomes unable to serve under this Agreement, the City may take over Work to be done under this Agreement and prosecute the Work to the completion by contract or otherwise, and the Consultant shall be liable to City for all reasonable cost in excess of what the City would have paid the Consultant had there been no termination for cause.
- (d) The City may, for convenience, cancel and terminate this Agreement by giving not

less than thirty (30) days' prior written notice to the Consultant, which notice shall state the date of cancellation and termination.

- (e) If the Consultant's Services are terminated, postponed or revised (“revised” or “revision” as used herein meaning no additional Work to be performed for such task(s) or portions thereof), or if the Consultant shall be discharged before all the Work and Services contemplated have been completed, or if the project is, for any reason, stopped or discontinued, the Consultant shall be paid only for the portion of Work or Services which has been satisfactorily completed at the time of such dismissal, termination, cancellation, postponement, revision or stoppage.
- (f) All documents relating to the administration of Work completed or partially completed shall be delivered by the Consultant to the City in the event of any dismissal, termination, cancellation, postponement, revision or stoppage. Any reuse of documents that the Consultant has not had the opportunity to finalize and seal will be at the City’s sole risk, without liability to the Consultant.
- (g) In the event of any dismissal, termination, cancellation, postponement, revision or stoppage, the Consultant shall cooperate in all respects with the City. Such cooperation shall include, but not be limited and other documents referred to herein and assisting the City during a transition to another Consultant, if applicable.

SECTION 5 - GENERAL PROVISIONS

5.01 City’s Responsibilities.

- (a) The City shall provide information regarding its requirements for each assigned task. However, the City does not guarantee the accuracy or completeness of any such information and assumes no liability therefore. The Consultant shall notify the City in writing of any information or requirements provided by the City which the Consultant knows to be inaccurate.
- (b) If the City observes or otherwise becomes aware of any unsatisfactory or non-conforming Services, it will notify the Consultant. Consultant will diligently correct deficiencies and resubmit impacted deliverables.

5.02 Compliance With Federal Requirements. Consultant understands that the City intends to seek reimbursement of amounts paid Consultant from federal funding sources, which may include, without limitation, funds that may be provided by a grant from the Federal Railroad Administration (“FRA”) and/or another agency of the United States Department of Transportation (“DOT”) (collectively, the “Federal Funding Sources”). Consultant understands and agrees that the Program and all Services to be provided by the Consultant will be subject to, and must remain in full compliance with, the terms of any Federal Funding Source and all applicable laws, rules, regulations, terms, and requirements of the DOT, FRA, or any other Federal Funding Sources. Consultant shall, to the maximum extent feasible, provide all Services so that they are eligible for reimbursement from the Federal Funding Sources and in full compliance with all applicable federal requirements. If a task which is assigned to the Consultant under this Agreement is funded in whole or part by any Federal Funding Source, each of the applicable terms set forth in any Federal Funding Source or other grant or funding arrangement for such funds shall be, and by this reference are

incorporated into the Task Order for such task and included in the Consultant's basic Services responsibilities for such task. The Executive Director (and, by delegation, the Program Manager) is hereby expressly authorized to incorporate such terms, conditions, and requirements into any Task Orders issued hereunder, or to execute an amendment to this Agreement to incorporate such terms and requirements. All FRA, DOT, or other Federal Funding Source mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Consultant shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause the City to be in violation of any applicable FRA, DOT, or other Federal Funding Source terms and conditions. The incorporation of FRA, DOT, and other Federal Funding Source terms may have unlimited flow down to any third party contract as applicable.

5.03 Ownership of Documents.

- (a) The City shall have title and all intellectual and other property rights, in and to all documents, and all data used in the development of the same, whether in electronic or hard copy format, created by the Consultant pursuant to this Agreement, in preliminary and final forms and on any media whatsoever (collectively, the "Documents"), whether the project for which the Documents were created is executed or not. The Consultant shall identify and disclose, as requested, all such Documents to the City.
- (b) To the extent permitted by the U.S. Copyright Act, 17 USC § 101 *et seq.*, as the same may be amended from time to time, the Documents are a "work made for hire," and all ownership of copyright in the Documents shall vest in the City at the time the Documents are created. To the extent that the Documents are not a "work made for hire," the Consultant hereby assigns and transfers all right, title and interest in and to the Documents to the City, as of the time of the creation of the Documents, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such copyright, patent, trademark, and other intellectual property rights in perpetuity.
- (c) The Consultant shall provide (and cause its employees and subcontractors to provide) all assistance reasonably requested in securing for the City's benefit any patent, copyright, trademark, service mark, license, right or other evidence of ownership of such Documents, and shall provide full information regarding the Documents and execute all appropriate documentation in applying for or otherwise registering, in the City's name, all rights to such Documents.
- (d) The Consultant agrees to allow the City to review any of the procedures used in performing the Work and Services hereunder, and to make available for inspection the field notes and other documents used in the preparation for and performance of any of the Services performed hereunder.
- (e) The Consultant shall be permitted to retain reproducible copies of all the Documents for their information and reference, and the originals of all of the Documents shall be delivered to the City promptly upon completion thereof, or if authorized by the City Manager, upon termination or expiration of this Agreement.
- (f) City acknowledges and agrees that in the performance of the Work, Consultant may utilize its proprietary data, concepts, methods, techniques, processes, protocols, ideas,

inventions, know-how, trade secrets, algorithm, software, works of authorship, software and hardware architecture, databases, tools, other background technologies and standards of judgment that Consultant developed itself or licensed from third parties prior to the Effective Date (the “Pre-Existing Technology”). Subject to the terms and conditions of this Agreement, Consultant hereby grants to City a non-exclusive, non-transferable, royalty-free license to utilize the Pre-Existing Technology for the purpose of the City’s Program. City shall not, and shall not allow any third party to: (i) modify or otherwise create derivative works of the Pre-Existing Technology; (ii) use the Pre-Existing Technology for any other purpose, other than the City Program; (iii) make, have made, use, reproduce, license, display, perform, distribute, sell, offer for sale, service, support, or import any product that incorporates, embodies and/or is based upon the Pre-Existing Technology; (iv) sublicense, distribute or otherwise transfer to a third party any of the Pre-Existing Technology by itself or as incorporated into software or hardware; or (v) reverse engineer, disassemble, decompile or attempt to derive the source code or underlying ideas or algorithms of the Pre-Existing Technology. Any additional use of the Pre-Existing Technology shall require a separate written license agreement.

5.04 Disadvantaged Business Enterprises. This Agreement is subject to 49 C.F.R. Part 26. Therefore, Consultant must satisfy the requirements for Disadvantaged Business Enterprise (“DBE”) participation as set forth in **Exhibit D** attached hereto. These requirements are in addition to all other equal opportunity employment requirements set forth in this Agreement.

5.05 Taxes and Licenses. The Consultant shall promptly pay, when they are due, all taxes, excises, license fees and permit fees of whatever nature applicable to the Work and Services which it performs under this Agreement, and shall take out and keep current all required municipal, county, state or federal licenses required to perform its Services under this Agreement. The Consultant shall furnish the Executive Director, upon request, duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and/or registrations and taxes. The Consultant shall promptly pay all owed bills, debts and obligations it incurs performing Work under this Agreement and shall not allow any lien, verified claim, mortgage, judgment or execution to be filed against land, facilities or improvements owned or beneficially owned by the City as a result of such bills, debts or obligations.

5.06 Examination Of Records. Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City’s election in paper or electronic form, any pertinent books, documents, papers and records related to Consultant’s performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Consultant shall cooperate with City representatives and City representatives shall be granted access to the forgoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Consultant to make disclosures in violation of state or federal privacy laws. Consultant shall at all times comply with Denver Revised Municipal Code 20-276.

5.07 Assignment. The Consultant shall not voluntarily or involuntarily assign any of its rights or obligations, or subcontract performance obligations, under this Agreement without obtaining the Executive Director's prior written consent. Any assignment without such consent will be ineffective and void and will be cause for termination of this Agreement by the City. The Executive Director has sole and absolute discretion whether to consent to any assignment or to terminate the Agreement because of unauthorized assignment. In the event of any unauthorized assignment: (i) the Consultant shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any assign.

5.08 No Discrimination in Employment. In connection with the performance of Work under this Agreement, the Consultant may not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, protective hairstyle, sexual orientation, gender identity or gender expression, marital status, or physical or mental disability. The Consultant shall insert the foregoing provision in all subcontracts.

5.09 Insurance.

- (a) General Conditions. Consultant agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Consultant shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for three (3) years after termination of the Agreement. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall contain a valid provision or endorsement requiring notification to the City in the event any of the above-described policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Consultant shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. If any policy is in excess of a deductible or self-insured retention, the City must be notified by the Consultant. Consultant shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Consultant. The Consultant shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.
- (b) Proof of Insurance. Consultant shall provide a copy of this Agreement to its insurance agent and/or legal counsel for review to verify coverage is in place to satisfy the requirements set forth in this Agreement. Consultant may not commence Services or Work relating to this Agreement prior to placement of coverages required

under this Agreement. Consultant certifies that the certificate of insurance attached as **Exhibit E**, preferably an ACORD certificate, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the Certificate. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Consultant's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

- (c) Additional Insureds. For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required) Consultant and subcontractor's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.
- (d) Waiver of Subrogation. For all coverages, with the exception of Professional Liability, Consultant's insurer shall waive subrogation rights against the City.
- (e) Subcontractors and Subconsultants. All subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of the Consultant. Consultant shall include all such subcontractors as additional insured under its policies (with the exception of Workers' Compensation) or shall ensure that all such subcontractors and subconsultants maintain the required coverages. Consultant agrees to provide proof of insurance for all such subcontractors and subconsultants upon request by the City.
- (f) Workers' Compensation/Employer's Liability Insurance. Consultant shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Consultant expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Consultant's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Consultant executes this Agreement.
- (g) Commercial General Liability. Consultant shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- (h) Business Automobile Liability. Consultant shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing Services under this Agreement.
- (i) Professional Liability (Errors & Omissions). Consultant shall maintain limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force for the term of the contract and for three (3) years thereafter or a tail policy shall be placed.

5.10 Defense and Indemnification.

- (a) To the fullest extent permitted by law, Consultant agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or related to the Work performed under this Agreement that are attributable to the negligence or fault of the Consultant or the Consultant’s agents, representatives, subcontractors, or suppliers (“Claims”). This indemnity shall be interpreted in the broadest possible manner consistent with the applicable law to indemnify the City.
- (b) Consultant’s obligation to defend and indemnify may be determined after Consultant’s liability or fault has been determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement between the parties. Consultant’s duty to defend and indemnify City shall relate back to the time written notice of the Claim is first provided to City regardless of whether suit has been filed and even if Consultant is not named as a Defendant.
- (c) Consultant will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City’s exclusive remedy.
- (d) Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Consultant under the terms of this indemnification obligation. The Consultant shall obtain, at its own expense, any additional insurance that it deems necessary for the City’s protection.
- (e) This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

5.11 Colorado Governmental Immunity Act. The parties hereto understand and agree that the City is relying upon, and has not waived, the monetary limitations and all other rights, immunities and protection provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

5.12 Contract Documents; Order of Precedence. This Agreement consists of Sections 1 through 5, which precede the signature page, and the following attachments, which are incorporated herein and made a part hereof by reference:

- Attachment 1 Program Site
- Exhibit A Consultant’s Scope of Work
- Exhibit B Consultant’s Rates
- Exhibit C Consultant’s Key Personnel

- Exhibit D Disadvantaged Business Enterprise Requirements
- Exhibit E ACORD Insurance Certificate

In the event of an irreconcilable conflict between a provision of Sections 1 through 5 and the listed

attachments, or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which provision shall control to resolve such conflict, is as follows, in descending order:

Sections 1 through 5
Attachment 1
Exhibits A through E

5.11 When Rights and Remedies Not Waived. In no event shall any payment by the City constitute a waiver of any breach of covenant or default which may then exist on the part of the Consultant. No assent, expressed or implied, to any breach of the Agreement shall be held to be a waiver of any later or other breach.

5.12 Governing Law; Venue. The Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into the Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to the Agreement will be in the District Court of the State of Colorado, Second Judicial District (Denver District Court).

5.13 Conflict of Interest.

- (a) No employee of the City shall have any personal or beneficial interest in the Services or property described in the Agreement. The Consultant shall not hire, or contract for services with, any employee or officer of the City that would be in violation of the City's Code of Ethics, DRMC §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.
- (b) The Consultant agrees that it will not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Consultant represents that it has disclosed all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Consultant or subconsultant(s) by placing the Consultant's own interests, or the interests of any party with whom the Consultant has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict exists after it has given the Consultant written notice which describes the conflict. The Consultant shall have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner that is acceptable to the City.
- (c) Consultants shall not use City resources for non-City business purposes. City resources include computers, computer access, telephones, email accounts, copiers, printers, office space and other City facilities and equipment.
- (d) As a result of the services Consultant will provide, Consultant will have access to non-public information regarding contemplated or actual City projects. Access to non-public information may result in Consultant having an actual and/or perceived

unfair advantage in procurements to select firms to provide design or construction management services. In addition, serving in a program or project management role and a design or construction management role on the same project may result in an organizational conflict of interest. The City reserves the right to determine that a conflict exists.

- (e) Under no circumstances shall the Consultant in its role providing program management Services, oversee or approve its own Work or the Work of its subconsultants or subcontractors under an agreement to provide owner's representative Services.

5.14 No Third-Party Beneficiaries. Enforcement of the terms of the Agreement and all rights of action relating to enforcement are strictly reserved to the parties. Nothing contained in the Agreement gives or allows any claim or right of action to any third person or entity. Any person or entity other than the City or the Consultant receiving services or benefits pursuant to the Agreement is an incidental beneficiary only.

5.15 Time is of the Essence. The parties agree that in the performance of the terms, conditions and requirements of this Agreement by the Consultant, time is of the essence.

5.16 Taxes, Charges and Penalties. The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the City's prompt payment ordinance DRMC § 20-107, et seq. The Consultant shall promptly pay when due, all taxes, bills, debts and obligations it incurs performing the Services under the Agreement and shall not allow any lien, mortgage, judgment or execution to be filed against City property.

5.17 Proprietary or Confidential Information.

- (a) Consultant acknowledges and accepts that, in performance of all Work under the terms of this Agreement, Consultant will have access to Proprietary Data or confidential information that may be owned or controlled by the City, and that the disclosure of such Proprietary Data or information would be damaging to the City or third parties. Consultant agrees that all Proprietary Data, confidential information or other non-public data or information provided or otherwise disclosed by the City to Consultant shall be held in confidence and used only in the performance of its obligations under this Agreement. Consultant shall exercise the same standard of care to protect such Proprietary Data and information as a reasonably prudent consultant would to protect its own proprietary or confidential data.
- (b) Consultant acknowledges that as a result of the Services it provides pursuant to this Agreement it will have access to non-public information that, if disclosed, would give proposers and bidders an unfair competitive advantage in selection processes used to award contracts. Consultant will not disclose non-public information without the City's written permission. Consultant agrees to abide by written direction from the City concerning communications and interactions with contractors and consultants. Consultant is responsible for monitoring subconsultant and subcontractor compliance with these requirements.

5.18 Use, Possession or Sale of Alcohol or Drugs. The Consultant shall cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession

or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring the Consultant from City facilities or participating in City operations.

5.19 Compliance with all Laws. All Services provided pursuant to this Agreement shall be performed in full compliance with all applicable laws, rules, regulations and codes of the United States, the State of Colorado; and the Charter, ordinances, rules, regulations and Executive Orders of the City and County of Denver and any grant providing funding for this Agreement.

5.20 Debarment and Suspension (Executive Orders 12549 and 12689). Consultant confirms neither they, nor their subcontractors or subconsultants, are parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

5.21 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Consultant certifies that it has not and will not use federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Consultant and their subcontractors/subconsultants must disclose to the City any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

5.22 Disputes. All disputes between the City and Consultant arising out of or regarding the Agreement will be resolved by administrative hearing pursuant to the procedure established by DRMC § 56-106(b)-(f). For the purposes of that administrative procedure, the City official rendering a final determination shall be the Executive Director as defined in this Agreement.

5.23 Survival of Certain Contract Provisions. The terms of the Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Consultant's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

5.24 Advertising and Public Disclosure. The Consultant shall not include any reference to the Agreement or to Services performed pursuant to the Agreement in any of the Consultant's advertising or public relations materials without first obtaining the written approval of the Executive Director. Any oral presentation or written materials related to Services performed under the Agreement will be limited to Services that have been accepted by the City. The Consultant shall notify the Executive Director in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.

5.25 Legal Authority. Consultant represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into the Agreement. Each person signing and executing the Agreement on behalf of Consultant

represents and warrants that he has been fully authorized by Consultant to execute the Agreement on behalf of Consultant and to validly and legally bind Consultant to all the terms, performances and provisions of the Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate the Agreement if there is a dispute as to the legal authority of either Consultant or the person signing the Agreement to enter into the Agreement.

5.26 Notices. All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, to the following addresses:

to the City: Department of Transportation and Infrastructure
Attention: Executive Director
201 West Colfax Avenue, Dept. 608
Denver, Colorado 80202

with a copy to: City Attorney's Office
Attention: Director of Municipal Operations
201 West Colfax Avenue, Dept. 1207
Denver, Colorado 80202

to the Consultant: HDR Engineering, Inc.
1670 Broadway, Suite 3400
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

5.27 Severability. Except for the provisions of the Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of the Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the parties can be fulfilled.

5.28 Agreement as Complete Integration-Amendments. The Agreement is the complete integration of all understandings between the parties as to the subject matter of the Agreement. No prior, contemporaneous or subsequent addition, deletion, or other modification has any force or effect, unless embodied in the Agreement in writing. No oral representation by any officer or employee of the City at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City.

5.29 No Construction Against Drafting Party. The parties and their respective counsel have had the opportunity to review the Agreement, and the Agreement will not be construed against any party merely because any provisions of the Agreement were prepared by a particular party.

5.30 City Execution of Agreement. The Agreement will not be effective or binding on the City

until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

5.31 Electronic Signatures and Electronic Records. Consultant and City consent to the use of electronic signatures. The Agreement, and any other documents requiring a signature under the Agreement, may be signed electronically by the City and Consultant in the manner specified by the City. The parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original. As used herein, the term “Effective Date” shall mean the date on the City’s signature page of this Agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

Contract Control Number: DOTI-202477138-00
Contractor Name: HDR ENGINEERING, INC.

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number:
Contractor Name:

DOTI-202477138-00
HDR ENGINEERING, INC.

By:  _____
A7F68EE26D5B48D...

Name: R Bradley Martin
(please print)

Title: SVP
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

EXHIBIT A

CONSULTANT'S SCOPE OF WORK

SCOPE OF WORK

The successful team will be able to dynamically adapt and respond to a complex set of relationships among agencies and funding partners. This will be achieved through the issuance of Task Orders that will anticipate and accomplish as much as possible at a single time, as explained below.

The idealized delivery of this project would have complete funding in advance, with a single “lead” agency and an idealized process from conceptual design and land planning; to preliminary engineering and land entitlements, to final design, and construction.

The realities of this project are that funding will be uneven, arriving through grants and annual budgets in ways that may feel incomplete, constrained, and overly focused. The ownership and regulatory responsibilities of partner agencies, while having common aspirational goals, will often have differing perspectives on what is important and when things can or should be accomplished. Optimal outcomes will require all agencies to move beyond the lowest-common-denominator of doing nothing or holding to least-cost for only ‘my’ agency. Optimal outcomes will consider benefits and costs and acknowledge that many social benefits or social goods can only be achieved through the expenditure of scarce and real dollars, and/or precise and carefully crafted ‘value capture’ propositions.

The Burnham Yard area contains or is bounded by interstate highways and federally designated highways managed by FHWA and CDOT, with freight and proposed inter-city passenger rail managed by FRA and private freight railroads, adjacent to other metropolitan bus and light rail systems managed by FTA and RTD. These are all interwoven with local roads, utilities, parks, historic buildings and sites, and other pieces of community infrastructure funded at the local, district, or regional level.

EXHIBIT B

CONSULTANT'S RATES

HDR

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III	100.88	3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV	135.24	4 Years or more	Principal assistant for administrative matters to a departmental head, agency director or another
	Data Architect I		0-2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		0-2.5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		0-5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		0-10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		0-2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field.
	Data Analyst II		0-2.5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		0-5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Data Analyst IV		0-10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		0-3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		0	Provides coordination of drafting required to be for bidding purposes and construction. May be called to work
	Laboratory Technician I		0-1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II		0-2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		0-3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
Architectural Design	Laboratory Technician IV		0-5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		0-8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laboratory		0-10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		0-1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		0-2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		0-4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		0-8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI		0-12-15 Years	Responsible for interpreting, organizing, executing, and coordinating design assignments with clients and
	Architect VII		0-16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII		0-20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		0-1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		0-2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		0-4-8 Years	Senior-level commissioning agent, independently performs non-routine and complex commissioning work
Construction	Commissioning Supervisor		0-6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		0-10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
	Chief Construction Representative		0-10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		0-1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		0-6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		0-2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		0-2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		0-5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		0	Under general supervision, performs specialized materials testing assignments, including collecting and
Contract Management	Resident Construction Manager I		0-1-3 Years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		0-3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer		0-5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		0-10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
	Senior Construction Representative		0-5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator I		0-2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II		0-2-5 Years	Coordinates and manages moderately complex contracts and changes. 25% of time spent negotiating and
	Contract Administrator III		0-5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Cost Management	Contract Manager II		0-10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		0-1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		0-2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II		0-6-10 Years	Manages cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Digital Information	Cost Manager III		0-10 Years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator		0-0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
Document Management	Digital Information System Manager		0-6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I		0-2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Manager I		0-5-10 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager II		0-10-20 Years or more	Oversees the document management process, ensuring compliance with regulations and organizational
	Project Controls Engineer I		0-2 Years	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer II		0-2-5 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Manager I		0-5-10 Years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Engineer I		0-0 (with education)	Oversees the project controls function, leading the development and implementation of project control
Engineering	Engineer II	124.8	1-3 Years	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer III	173.68	4-7 Years	Continuing development level, performs standard engineering work requiring application of standard
	Engineer IV	194.48	7-10 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer V	219.44	10-13 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer VI		0-13-18 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VII		0-18-23 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VIII	238.16	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer IX		0-28 Years or more	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer/Architect Specialist		0-3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Supervisor		0-3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer Technician I		0-0-2 Years	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician II		0-2-4 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician III		0-4-6 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician IV		0-6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Instrument Technician		0-0-2 Years	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
Estimate	Estimator I Civil		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Estimator II Civil		0-2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator III Civil		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Architectural		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimate Manager Electrical		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimate Manager Mechanical		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimate Manager Comms / IT		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Security		0-2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		0-2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security		0-5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimate Manager Security		0-10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design	Interior Design Apprentice		0-0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		0-2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		0-4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		0-6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		0-8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscape	Interior Designer VI		0-10 Years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		0-2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		0-4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		0-6 Years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		0-2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager		0	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		0-1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		0-6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		0-6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I		0-2 Years	Primavera P6 Certification Required
	Technical Support II		0-2-5 Years	Primavera P6 Certification Required
	Technical Support III		0-5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		0-1-2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		0-1-3 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I	190.32	2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II	212.16	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III	276.64	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV	295.36	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager		0-15 Years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

HDR

Quality Assurance	Principal Project Manager	0	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A	
	Facilities QA Inspector I	0	0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision	
	Facilities QA Inspector II	0	2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety	
	Facilities QA Inspector III	0	4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with	
	Facilities QA Inspector Supervisor	0	7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection	
	Civil QA Inspector I	0	0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by	
Civil QA Inspector II	0	2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and		
Civil Senior QA Inspector	0	4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and		
Civil Senior QA Inspector Supervisor	0	7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.		
Civil Electrical QA Inspector	0	4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial		
Quality Control	Quality-Control Engineer	0	4 years or more	Position involves the performance of conventional quality-control functions within an discipline to ensure	
Risk Management	Risk Manager I	0	2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk	
	Risk Manager II	0	2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks	
	Risk Manager III	0	5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing	
Scheduling	Risk Manager IV	0	10-20 Years or more	10-20 years of experience in management, with leadership experience in a management and/or	
	Scheduler I	0	0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.	
	Scheduler II	0	2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.	
	Scheduler III	0	5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple	
Specialist Services	Scheduler Manager	0	7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to	
	Scientist I	0	0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a	
	Scientist II	0	2-3 Years	2-3 years of development level, performs standard scientific work requiring application of standard	
	Scientist III	0	3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using	
	Scientist IV	0	5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:	
Surveying	Scientist V	0	10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and	
	Chain/Rod Technician	0	0	Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies	
Systems Development	Land Surveyor	0	0	Responsible for initiating and completing both the preliminary and final land surveys and ensuring that	
	Party Chief	0	4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates	
	Systems Developer I	0	2 Years	Systems Certification Required, Business Process Design, Implementation, Testing	
	Systems Developer II	0	2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing	
Systems Support	Systems Developer III	0	5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing	
	Technical Support I	0	2 Years	Systems Certification Required	
	Technical Support II	0	2-5 Years	Systems Certification Required	
Accounting & Finance	Technical Support III	0	5-10 Years	Systems Certification Required	
	Accounting Technician/Bookkeeper	0	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and	
	Accountant	0	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances	
	Accounting Manager	0	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.	
	Financial Analyst	0	1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.	
Architects (Including Landscape)	Finance Manager	0	7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.	
	Architect I	0	0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.	
	Architect II	0	1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of	
	Landscape Architect I	0	0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential	
Cadd & Designers	Landscape Architect II	0	2-4 Years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with	
	Urban Planner	0	1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and	
	CADD Technician I	0	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using	
	CADD Technician II	0	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.	
	Designer/Drafter I	0	0-5 Years	Assists professionals in design, planning, and execution of segments of projects. Uses BIM, MEP, CADD.	
	Designer/Drafter II	118.56	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design	
Construction Inspectors & Managers	Designer/Drafter III	156	10 Years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex	
	CADD/Designer Supervisor	0	10 Years or more	Responsible for the coordination/management of operation of operators/designers. Assists in	
	CADD/Designer Manager	0	15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.	
	Construction Inspector I	0	0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction	
	Construction Inspector II	0	3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification	
	Construction Inspector III	0	8-11 Years	Same as above. Performs difficult/complex phases of construction. May process change orders. May have	
	Construction Inspector Lead/Supervisor	0	12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.	
Engineers	Construction Manager I	0	0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.	
	Construction Manager II	184.08	6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of	
	Construction Manager III	199.68	11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of	
	Engineer Intern - Student	0	0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work	
	EIT I	124.8	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform	
	EIT II	145.6	3-5 Years	Performs continuing development work. Performs design work, requires application of standard techniques and	
	EIT III	161.2	6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.	
	Engineer I	173.68	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and	
	Engineer II	195.52	9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large	
	Engineer III	220.48	14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.	
Geographic Information Systems (GIS)	Engineer IV	238.16	19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports	
	Software Engineer I	0	0-4 Years	Works under general supervision, designs, develops, implements, tests, and evaluates	
	Software Engineer II	0	5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium	
	Software Engineer III	0	11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on	
	Software Engineer IV	0	16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full	
	Engineering Manager	0	10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.	
	Engineering VP	0	12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type, in larger firms.	
	GIS I	104	1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced	
	GIS II	118.56	3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory	
	GIS III	157.04	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or	
	Graphic Designers	Graphic I	118.56	1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
		Graphic II	123.76	6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Graphic Manager		180.96	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and design of materials.	
Information Technology (IT)	IT Technician	0	1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.	
	Network/Systems Administrator	0	3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who	
	Programmer Analyst	0	5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'	
	IT Department Manager	0	5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans	
Marketing	Marketing Assistant	0	1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience	
	Marketing Associate	0	6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and	
	Marketing Manager	0	5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams	
	Marketing Director	0	5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market	
	Business Development Associate	0	5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for	
Office	Business Development Manager/Director	0	7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and	
	Administrative Assistant I	67.36	0-2 Years	General office duties such as answering telephones, preparing correspondence, scheduling and	
	Administrative Assistant II	106.08	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school	
	Executive Assistant	0	5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the	
	Office Manager	0	5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.	
	Records Specialist	0	2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery	
	HR Generalist	0	3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.	
Photogrammetrists	HR Manager	0	5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits	
	Photogrammetrist I	0	1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data	
	Photogrammetrist II	0	7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of	
Pilots	Pilot (non-jet)	0	8 Years or more	Pilots corporate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other	
Planners	Planner I	122.72	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or	
	Planner II	150.8	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and	
	Planner III/Manager	179.92	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex	
	Project Coordinator I	101.92	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to	
Project, Contract, & Compliance Coordinators	Project Coordinator II	127.92	6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years	
	Contract Administrator	0	5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.	
	Contract Manager	0	5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of	
	Compliance Officer I	0	7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. Analyzes the Company's	
	Compliance Officer II	0	7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and	
	Project Managers	Project Manager I	245.44	2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
Right-Of-Way Specialists	Project Manager II	261.04	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has	
	Project Manager III	270.4	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has	
	Project Manager IV	303.68	10 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level	
	Right-of-Way Specialist	171.6	12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with	
Scientists	Environmental Scientist I	0	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their	
	Environmental Scientist II	0	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have	
	Environmental Scientist III	0	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a	
	Environmental Scientist Manager	0	10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and	
	Laboratory Assistant	0	1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.	
	Laboratory Manager	0	6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures	
Surveyors	Archaeologist	0	5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,	
	Historian	0	5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of	
	Survey Technician I	0	0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief	
	Survey Technician II	0	4 Years or more	Same as above with more experience. Less direct oversight from supervisor. Typically has some technical	
	Surveyor I	0	1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.	
	Surveyor II	0	7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college	
	Party Chief	0	4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to	
Technical Writers	Survey Manager	0	8 Years or more	Plans, manages, and directs surveying/mapping activities and related projects. Supervises professional	
	Principal Surveyor	0	10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including	
	Word Processor	0	0 Years or more	Types, composes, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,	
	Technical Writer	182	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and	
	Technical Editor	0	3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific	
Proposal Writer	0	2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.		

December 11, 2024

To: Jason Longsdorf, HDR

From: Arleen Taniwaki, ArLand Land Use Economics

Subject: Burnham Yard DOTI Classification Standards

Title	Area of Expertise	Position	Hourly Rate
Principal	Analytics Development Planners	Data Analyst IV Planner III	\$200
Sr. Associate	Geographic Information Systems (GIS) Planners	GIS III Planner III	\$175
Associate	Analytics Development Planners	Data Analyst III Planner III	\$150



DOTI; Program Management Division
Professional Services
Classification Standard

Version: June 2024

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	\$80	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and maintaining
	Administrative Support Assistant IV	\$100	4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another executive level
	Project Controls Engineer II	\$180	2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost, schedule, and
	Project Controls Manager I	\$275	5-10 Years	Oversees the project controls function, leading the development and implementation of project control policies,
Engineering	Engineer I	\$115	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to a degree) in
	Engineer II	\$130	1-4 Years	Continuing developmental level, performs standard engineering work requiring application of standard techniques and
	Engineer III	\$160	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV	\$175	7-10 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments; plans and
	Engineer V	\$195	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and related fields.
	Engineer VI	\$220	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and develops
	Engineer IX	\$340	28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and schedule targets of
	Estimator II Civil	\$165	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimating Manager Civil	\$260	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change order
	Assistant Project Manager	\$105	5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred), experience
	Project Manager Functional I	\$195	2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on time and
	Project Manager Functional II	\$205	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and contracts. A
	Project Manager Functional III	\$265	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder management. A
	Project Manager Functional IV	\$280	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success. A bachelor's
Cadd & Designers	Senior Project Manager	\$305	15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works contracting and a focus
	Principal Project Manager	\$350	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A bachelor's degree, a
	CADD Technician I	\$110	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using CADD or other
Planners	Designer/Drafter II	\$165	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design concepts, determine
	Planner I	\$110	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or certification
Project, Contract, & Complia	Planner II	\$135	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and certification with
	Project Coordinator I	\$115	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to projects, work order
	Project Coordinator II	\$145	6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years of experience.
Right-Of-Way Specialists	Project Manager II	\$175	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has bachelor's degree
	Right-of-Way Specialist	\$215	12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with property owners
	Technical Writer	\$105	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and



DOTI; Program Management Division
Professional Services
Classification Standard

BRIDGE STRATEGIES

Version: June 2024

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Project Manager	Project Manager Functional III	\$150.00	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder management. A bachelor's degree and a PMP certification are typically required.

CDR ASSOCIATES

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	\$ 130	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and maintaining calendars of appointments, setting up meetings, making travel arrangements, taking meeting minutes, etc. High school graduate with office training and 0–2 years of experience.
	Administrative Support Assistant II	\$ 150	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school graduate with computer training and 2+ years of experience
Project Management	Assistant Project Manager	\$ 195	5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred), experience assisting with project tasks and a focus on organization and communication is necessary.
	Project Manager Functional I	\$ 150	2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on time and within budget. A bachelor's degree is usually required.
	Project Manager Functional II	\$ 180	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and contracts. A bachelor's degree and a PMP certification are often preferred.
	Project Manager Functional III	\$ 195	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder management. A bachelor's degree and a PMP certification are typically required.
	Project Manager Functional IV	\$ 210	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success. A bachelor's degree, a PMP certification, and a PE license may be required.
	Senior Project Manager	\$ 240	15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works contracting and a focus on strategic planning are essential.
	Principal Project Manager	\$ 260	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A bachelor's degree, a PMP certification, and a PE license are expected.
Accounting & Finance	Accounting Technician/Bookkeeper	\$ 195	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and balancing ledgers, processing payroll, preparing draft invoices, assisting in maintenance of accounting files, etc. Typically has some college with 0–2 years of experience.
	Accountant	\$ 195	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances books and prepares reports to show receipts, expenditures, accounts receivable and payable, and various other items pertinent to the operation of a business. Typically has an associate or bachelor's degree with 2–5 years of experience.
	Accounting Manager	\$ 205	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances, and cost accounting. Assigns and reviews work of lower-level staff. Not a controller-level position. Typically has a bachelor's degree or higher with 7+ years of experience.
Project Managers	Project Manager I	\$ 150	2-5 years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are accomplished within prescribed time-frame and funding parameters. Reviews project proposal or plan to determine time-frame, funding limitations, procedures, staffing, and allotment of resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Is part of a team on large projects, or has sole responsibility for small, minimally complex projects. May have an associate or bachelor's degree and 1–5 years of management-level experience.
	Project Manager II	\$ 180	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has bachelor's degree and typically has 6–10 years of management-level experience.
	Project Manager III	\$ 230	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has bachelor's or master's degree and typically has 11–15 years of management-level experience.
	Project Manager IV	\$ 260	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level employee. Has bachelor's or master's degree and typically has 16+ years of management-level experience.
Planners	Planner I	\$ 150	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or certification and 0–5 years of experience.
	Planner II	\$ 230	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and certification with 6–10 years of experience.
	Planner III/Manager	\$ 260	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex projects. Has bachelor's degree and



Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications	
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and	
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school	
	Administrative Support Assistant III		3-4 Years	Same as above, with more experience, and less oversight. Able to lead one or more major program activities	
	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another executive	
Analytics Development	Data Architect I		2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management	
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of	
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of	
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of experience	
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,	
	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of	
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of experience in	
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of experience	
Auditing	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to ensure	
	Job Captain			Provides coordination of drafting required to for bidding purposes and construction. May be called to work on	
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined standards	
	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory	
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts variety	
Architectural Design	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory	
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and	
	Supervising Laboratory Technician/Laboratory		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory	
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree	
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from designs	
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria using	
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent	
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of assignments	
Commissioning	Architect VI		12-16 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops	
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural	
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural	
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level	
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.	
	Commissioning Agent III		4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work	
Construction	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned	
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May be	
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure compliance	
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical	
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of	
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and specifications	
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple	
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling	
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate	
	Materials Tester			Under general supervision, performs specialized materials testing assignments, including collecting and	
Contract Management	Resident Construction Manager I		1-3 years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes	
	Resident Construction Manager II		3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force, and	
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring multiple	
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and	
	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate	
	Contract Administrator I		2 Years	Manages basic contracts, overseeing compliance and documentation. Typically handles routine administrative	
	Contract Administrator II		2-5 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and ensuring	
	Contract Manager I		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid documents,	
	Contract Manager II		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance	
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically	
Cost Management	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with project	
	Cost Manager II		6-10 years	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk	
	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk analysis,	
Digital Information	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensuring effective use and	
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within an	
Document Management	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and	
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows, distribution,	
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational	
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,	
	Project Controls Engineer I		2 years	Assists in the development and implementation of project control systems, including cost estimating,	
	Project Controls Engineer II		2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost,	
	Project Controls Manager I		5-10 Years	Oversees the project controls function, leading the development and implementation of project control	
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to a	
Engineering	Engineer II		1-4 Years	Continuing developmental level, performs standard engineering work requiring application of standard	
	Engineer III		4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using	
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;	
	Engineer V		10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and	
	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and develops	
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering	
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering and	
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and schedule	
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the	
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and evaluates	
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers	
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con- ducts a	
	Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical	
	Engineer Technician IV		6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete	
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of	
	Estimating	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
		Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
		Estimator III Civil		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Civil			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Structural			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Structural			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Structural			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Structural			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Architectural			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Architectural			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Architectural			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Architectural			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Electrical			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Electrical			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Electrical			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Electrical			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Mechanical			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Mechanical			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Mechanical			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Mechanical			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimating I Plumbing			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimating II Plumbing			2-5 Years	Provide budgetary estimates for particular trade, review design estimate.	
Estimating III Plumbing			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Plumbing			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Comms / IT			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Comms / IT			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Comms / IT			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Comms / IT			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Security			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Security			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design		Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills and
		Interior Designer I		0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
		Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic knowledge
		Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II with
	Interior Designer IV		6-8 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to	
	Interior Designer V		8-10 years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive	
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive	
	Landscape Architect I (Entry Level)		0-2 years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the	
	Landscape Architect II		2-4 years	Intermediate professional level with developing ability to perform moderately complex project tasks with	
	Landscape Architect III		4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring	
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and	
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures and	
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial, industrial,	
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial, industrial,	
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.	
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5	
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required	
	Technical Support II		2-5 Years	Primavera P6 Certification Required	
	Technical Support III		5-10 Years	Primavera P6 Certification Required	
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from	
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred).	
	Project Manager Functional I		2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on	
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and	
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder	
	Project Manager Functional IV		10+ years	10+ years of experience managing large-scale public works projects, with a proven track record of success. A	
Quality Assurance	Senior Project Manager		\$210 15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works contracting	
	Principal Project Manager		\$237.00 20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A	
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision by	
	Facilities QA Inspector II		2-4 years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety and	
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with	
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by	
	Civil QA Inspector II		2-4 years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
	Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	



	Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities. May
	Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control	Quality-Control Engineer		4 years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks and
	Risk Manager III	\$155	5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing risk
	Risk Manager IV	\$188	10-20 Years or more	10+ years of experience in risk management, with leadership experience in a risk management team.
Scheduling	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills,
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I		0-2 years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		2-3 Years	Continuing developmental level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments; plans
	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and related
Surveying	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies for
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates and
Systems Development	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
	Technical Support III		5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances books
	Accounting Manager		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings,
	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures,
Architects (Including Landscape)	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting, budgeting,
	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources,
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I		0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with 6+
Cadd & Designers	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and utilization
	CADD Technician I		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II		6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment. May
	Designer/Drafter I		0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD, and
	Designer/Drafter II		6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design concepts,
	Designer/Drafter III		10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on more complex projects.
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates schedules
Construction Inspectors & Managers	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification with
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large projects.
	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance, quality
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern - Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work experience.
	EIT I		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development-level engineering work, requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree, E.I.T.
	Engineer I		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and performs a
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III		14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV		19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports directly
	Software Engineer I		0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates software
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium sized
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full responsibility
	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e. division
	Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms, there
Geographic Information Systems (GIS)	GIS I		1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data,
	GIS II		3 Years	Same as above. Less oversight of work and more independence. May have limited supervisory responsibilities.
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I	\$105.00	1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books,
	Graphic II	\$127.00	6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+ years
	Graphic Manager	\$139.00	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and content of materials. Bachelor's
Information Technology (IT)	IT Technician	\$92	1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users' requests
Marketing	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams and
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I	\$41	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the office
	Office Manager	\$88.00	5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping, preparation
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery plans.
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits
Photogrammetrists	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data and
	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of experience.
Pilots	Pilot (non-jet)		8 Years or more	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I	\$75.00	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to projects,
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years of
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services, and
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Project Managers	Project Manager I	\$109.00	2-5 years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II	\$133.00	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has bachelor's
	Project Manager III	\$142.00	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has bachelor's
	Project Manager IV	\$215.00	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level employee.
Right-Of-Way Specialists	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I		1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a master's
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and interfaces
	Laboratory Assistant		1-5 Years	Logs samples, tests materials, supports investigation of problems, and identifies corrective actions. Maintains,
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist		5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches, categorizes,
	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief to
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related projects. Supervises professional
	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including business
Technical Writers	Word Processor		0 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms, minutes
	Technical Writer	\$92	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific material
	Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals, researches/athers

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Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III		3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
Auditing	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
Commissioning	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI		12-15 Years	Responsible for interpreting, evaluating, executing, and coordinating construction assignments and develops
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
Construction	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-8 Years	Senior level commissioning agent, independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
Contract Management	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		1-3 years	Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
Cost Management	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator I		2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II		2-5 Years	Coordinates and manages moderately complex contracts with changes, contract renewals, and risk
	Contract Administrator III		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Digital Information	Contract Manager I		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Document Management	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
Engineering	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II		4-8 Years	Continue developmental level, performs standard engineering work requiring application of standard
	Engineer III		4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
Engineer V		10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and	
Estimate	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV		6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Architectural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Architectural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Electrical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimate Manager Electrical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Mechanical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimate Manager Mechanical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade, review design estimate.	
Estimating III Plumbing		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Plumbing		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimate Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimate Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I		2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV		10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager		5325 15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

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Quality Assurance	Principal Project Manager	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I	0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II	2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III	4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor	7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I	0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II	2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector	4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor	7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector	4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer	4 Years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I	2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II	2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III	5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV	10-20 Years or more	20 years of experience in management, with leadership experience in a management and/or
	Scheduler I	0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II	2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III	5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Specialist Services	Scheduler Manager	7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I	0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II	2-3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III	3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV	5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignment:
	Scientist V	10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician		Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor		Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief	4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I	2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II	2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III	5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I	2 Years	Systems Certification Required
	Technical Support II	2-5 Years	Systems Certification Required
	Technical Support III	5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst	1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager	7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (Including Landscape)	Architect I	0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II	1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I	0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II	2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner	1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
Cadd & Designers	CADD Technician I	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I	0-5 Years	Assists professionals in design, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	10 years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
Construction Inspectors & Managers	CADD/Designer Supervisor	10 Years or more	Responsible for the coordination/supervision of operators/designers. Assists projects
	CADD/Designer Manager	15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I	0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II	3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III	8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
Engineers	Construction Inspector Lead/Supervisor	12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
	Construction Manager I	0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II	6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III	11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	Engineer Intern - Student	0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II	3-5 Years	Performs continuing development work at level engineering work, requires application of standard techniques and
	EIT III	6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II	9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
Engineer III	14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.	
Engineer IV	19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports	
Software Engineer I	0-4 Years	Works under general supervision, designs, develops, implements, tests, and evaluates	
Software Engineer II	5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium	
Software Engineer III	11-15 Years	Same as Software Engineer I, with full autonomy and some supervisory responsibilities. Major responsibility on	
Software Engineer IV	16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full	
Engineering Manager	10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.	
Engineering VP	12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type, in larger firms.	
Geographic Information Systems (GIS)	GIS I	1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II	3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
	Graphic Designers	Graphic I	1-5 Years
Information Technology (IT)	Graphic II	6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and production materials.
	IT Technician	1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator	3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst	5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
Marketing	IT Department Manager	5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
	Marketing Assistant	1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate	6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager	5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director	5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Office	Business Development Associate	5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director	7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I	0-2 Years	General office duties such as answering phones, creating correspondence, scheduling and
	Administrative Assistant II	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant	5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager	5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist	2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
Photogrammetrists	HR Generalist	3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager	5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
	Photogrammetrist I	1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
Pilots	Photogrammetrist II	7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
	Pilot (non-let)	8 Years or more	Pilots corporate turbo-prop or piston airtowns to transport passengers, mail, or freight, or for other
Planners	Planner I	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
	Project, Contract, & Compliance Coordinators	Project Coordinator I	1-5 Years
Project Managers	Project Coordinator II	6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator	5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager	5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I	7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. Analyzes the Company's
	Compliance Officer II	7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Manager I	2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Manager III	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV	12 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
	Right-of-Way Specialist	12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
	Scientists	Environmental Scientist I	1-5 Years
Surveyors	Environmental Scientist II	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant	1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager	6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist	5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian	5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Survey Technician I	0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II	4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I	1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
Surveyor II	7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college	
Party Chief	4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to	
Survey Manager	8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional	
Technical Writers	Principal Surveyor	10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor	0 Years or more	Types, copies, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor	3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
Proposal Writer	2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.	

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Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III		3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field.
	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
Architectural Design	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI		12-15 Years	Responsible for interpreting, executing, and coordinating construction management plans and develops
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-8 Years	Senior level commissioning agent, independently performs non-routine and complex commissioning work
Construction	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester			Under general supervision, performs specialized materials testing assignments, including collecting and
Contract Management	Resident Construction Manager I		1-3 years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator I		2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
Cost Management	Contract Administrator II		2-5 Years	Coordinates and manages moderately complex contracts with changes, contract negotiations, and risk
	Contract Administrator III		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
	Contract Manager I		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
Digital Information	Cost Manager II		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager III		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager IV		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
Document Management	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Controller III		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager I		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
Engineering	Project Controls Engineer II		2-5 Years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II	93.29	1-4 Years	Continue development of professional level, performs standard engineering work requiring application of standard
	Engineer III	101.29	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V	154.65	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII	228.13	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII	234.71	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX	234.71	28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical	
Engineer Technician IV		6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete	
Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of	
Estimate	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimate Manager Electrical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimate Manager Mechanical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimate Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimate Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Interior Designer with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I		2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV		10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager		15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

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Quality Assurance	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer		4 Years or more	Position involves the performance of conventional quality-control functions within its discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV		10-20 Years or more	20+ years of experience in management, with leadership experience in a management and/or
	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
Specialist Services	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I		0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		2-3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
Surveying	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	Systems Development	Systems Developer I		2 Years
Systems Support	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
	Technical Support I		2 Years	Systems Certification Required
Accounting & Finance	Technical Support II		2-5 Years	Systems Certification Required
	Technical Support III		5-10 Years	Systems Certification Required
	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
Architects (Including Landscape)	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager	164.07	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Cadd & Designers	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I		0-2 Years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 Years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
Construction Inspectors & Managers	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
	CADD Technician I		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II		6 Years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I		0-5 Years	Assists professionals in design, planing, and execution of segments of projects. Uses BIM, MEP, CADD.
Construction Inspectors & Managers	Designer/Drafter II		6 Years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III		10 Years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination of work of operators/designers. Assists in project
	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Engineers	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
Engineers	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms. performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	Engineer Intern - Student		0-2 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I	93.29	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development work. Performs engineering work, requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	101.29	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II	154.65	9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III	228.13	14-18 Years	PE with full responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV	234.71	19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Works under general supervision, develops, designs, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
	Engineering Manager	234.71	10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
Engineering VP	234.71	12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,	
Geographic Information Systems (GIS)	GIS I		1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II		3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and/or materials.
Information Technology (IT)	IT Technician		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Office	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I		0-2 Years	General office duties such as answering phones, creating correspondence, scheduling, and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping,
Photogrammetrists	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
Pilots	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Planners	Pilot (non-jet)		8 Years or more	Pilots corporate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other
	Planner I		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
Project Managers	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. Analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Manager I		2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II		5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Manager III		7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV		10 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
	Scientists	Environmental Scientist I		1-5 Years
Surveyors	Environmental Scientist II		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist		5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
Technical Writers	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
Technical Writers	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional
	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor		0 Years or more	Types, composes, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
Technical Writers	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Editor		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

DIG STUDIO

Dig Category	DOTI Category	Name (s)	Billing Rate
Principal P3	Architect VIII	Bill Vitek	260
Principal P2	Architect VII	Paul Stewart	240
Principal P1	Architect VI		205
Designer VI	Project Manager	Ryan Sotirakis	185
	Manager of Landscape Architecture	Greg Adelberg	
Designer V	Senior Landscape Architect	Will Coleman	165
Designer IV	Landscape Architect III	Kelly Finkowski	155
Designer III	Landscape Architect II	Rui Zou	142
		Tyson Marinis	
Designer II	Landscape Architect II	Sara Peppers Brice Tegeler	131
Designer I	Landscape Architect I (Entry Level)	Arianna Solomon	125
Administration	Project Accountant	Jennifer Puckett	153

Economic Planning Systems (EPS)

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III		3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2.5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
Auditing	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the organization
	Job Captain			Provides coordination of drafting required for bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervision
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laboratory		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of assignments
Commissioning	Architect VI		12-16 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Assures that all deliverables of commissioning services meet all applicable
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
Construction	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		2-4 Years	Position monitors the construction activities of contractors on the construction site and reports work force.
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester			Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		1-3 Years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		3-5 Years or more	Responsible for all field-construction activities on a large-scale project. May supervise a discipline or multiple
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I		2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II		2-5 Years	Coordinates and manages moderate to complex contracts and changes, conducts negotiations and
	Contract Manager I		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
	Contract Manager II		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		2-4 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II		6-10 Years	Oversees cost management for complex projects, complete cost analysis, forecasting, and risk
	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensuring effective use
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows, distribution,
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost,
Engineering	Project Controls Manager I		5-10 Years	Oversees the project control function, leading the development and implementation of project control
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II		1-4 Years	Continue developmental level, performs standard engineering work requiring application of standard
	Engineer III		4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V		10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
Estimate	Engineer/Architect Specialist		3 Years or more	Performs specialized and advanced engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con-ducts
	Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV		6-9 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Estimator I Civil		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Civil		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Structural		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Structural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Structural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Architectural		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Architectural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Architectural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Electrical		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Electrical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Electrical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Mechanical		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Mechanical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Mechanical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimate I Plumbine		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimate II Plumbine		2-5 Years	Provide budgetary estimates for particular trade, review design estimate.	
Estimate III Plumbine		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Plumbine		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Comms / IT		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Security		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
Primavera P6 Support	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
Project Management	Technical Support III		5-10 Years	Primavera P6 Certification Required
	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
	Project Manager Functional I		2-5 Years	A minimum of 2.5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
Quality Assurance	Project Manager Functional IV		10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
	Senior Project Manager		15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works.
	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with

Economic Planning Systems (EPS)

	Facilities QA Inspector Supervisor	7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I	0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
	Civil QA Inspector II	2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector	4-7 Years	Senior-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor	7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
	Civil Electrical QA Inspector	4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
	Quality-Control Engineer	4 years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I	2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II	2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III	5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
	Risk Manager IV	10+ years or more	10+ years of experience in risk management, with leadership experience in a risk management team.
Schedule	Scheduler I	0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II	2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III	5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager	7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I	0-2 years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II	2-3 Years	Continue developmental level, performs standard scientific work requiring application of standard
	Scientist III	3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV	5-10 Years	Scientist with comprehensive professional and supervisory responsibilities and/or management assignments.
	Scientist V	10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician		Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor		Responsible for initiating and completing both the preliminary and final land surveys and ensure that
	Party Chief	4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I	2 Years	Systems Certification Required. Business Process Design, Implementation, Testing
	Systems Developer II	2-5 Years	Systems Certification Required. Business Process Design, Implementation, Testing
	Systems Developer III	5-10 Years or more	Systems Certification Required. Business Process Design, Implementation, Testing
Systems Support	Technical Support I	2 Years	Systems Certification Required
	Technical Support II	2-5 Years	Systems Certification Required
	Technical Support III	5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions, balances
	Accounting Manager	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst	1 Year or more (with education)	Analyses past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager	7 Years or more	Manages financial information and administrative and supervisory responsibilities of finance department.
Architects (Including Landscape)	Architect I	0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II	1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I	0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/industrial
	Landscape Architect II	2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with 6+
Cadd & Designers	Urban Planner	1 Year or more	Plans and develops comprehensive programs and plans for revitalization, growth, and
	CADD Technician I	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I	0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	10 Years or more	Same as above. Has additional supervisory and supervisory responsibilities of design or design tasks on large
	CADD/Designer Supervisor	10 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates
	CADD/Designer Manager	15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I	0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II	3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III	8-11 Years	Same as above. Inspects difficult/complex phases of construction. May review and describe orders. May have
	Construction Inspector Lead/Supervisor	11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I	0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II	6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III	11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern - Student	0 Years	Under direction of engineers/professionals, performs project assignments to assist in assignment work
	EIT I	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II	3-5 Years	Performs continuing development-level engineering work. requires application of standard techniques and
	EIT III	6 years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and performs
	Engineer II	9-13 Years	PE with responsibility for technical performance on small to medium projects or multiple projects on large
	Engineer III	14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV	19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I	0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer II	5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III	11-15 Years	Same as Software Engineer II, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV	16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
	Engineering Manager	10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
	Engineering VP	10 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,
Geographic Information Systems (GIS)	GIS I	1-2 Years	Creates/maintains databases, maps, and reports that can be combined with geographically referenced data.
	GIS II	3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I	1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II	6 years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and content of materials. Bachelor's
Information Technology (IT)	IT Technician	1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator	3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst	5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager	5 Years or more	Provides for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant	1-5 Years	Responsible for administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate	6 Years or more	Provides support to advertising programs to promote products or services. Assists in development and
	Marketing Manager	174.97	Responsible for planning, coordinating, executing and evaluating strategic marketing plans, leads teams
	Marketing Director	5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate	5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director	7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I	0-2 Years	General office duties such as answering telephones, preparing correspondence, scheduling and
	Administrative Assistant II	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant	5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager	138.15	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist	2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist	3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager	5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits
Photoarammetists	Photoarammetist I	1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photoarammetist II	7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots	Pilot (non-jet)	8 Years or more	Pilots corporate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I	149.18	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II	188.58	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	204.01	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II	6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+
	Contract Administrator	5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager	5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I	7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer II	7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Project Managers	Project Manager I	2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III	303.73	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV	380.79	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
Right-Of-Way Specialists	Right-of-Way Specialist	12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	10 Years or more	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant	1-5 Years	Loes samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager	6 Years or more	Responsible for the direction, administration and operation of the laboratory. Oversees staff and ensures
	Archaeologist	5 Years or more	Uncovers archaeological sites, and documents, inventories, and studies unearthed items. Researches,
	Historian	5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I	0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II	4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I	1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II	7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief	4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager	8 Years or more	Plans, manages, and directs surveying/mapping activities and related projects. Supervises professional
	Principal Surveyor	10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Technical Writers	Word Processor	0 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms.
	Technical Writer	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instructions, and other books, catalogs, and
	Technical Editor	3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Writer	2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals, researches/analyses

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Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	115	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II	120	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III	125	4-6 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more
	Administrative Support Assistant IV	130	4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
Analytics Development	Data Architect I		2-5 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10+ Years or more	Typically requires a master's degree in computer science or a related field with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field.
	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
Auditing	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the organization to
	Job Captain			Provides coordination of drafting required for bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
Architectural Design	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervise Laboratory Technician/Laboratory		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI		12-16 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
Commissioning	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services on large-scale projects.
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the construction activities of contractors on the construction site and reports on multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester			Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		1-3 Years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
Contract Management	Resident Construction Manager II		3 Years or more	Responsible for all field-construction activities on a large-scale project. May have direct control and
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator I		2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II		2-5 Years	Coordinates and manages moderate to complex contracts and changes, conducts negotiations and
Cost Management	Contract Manager I		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
	Contract Manager II		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		2-4 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
Digital Information	Cost Manager II		6-10 Years	Oversees cost management for complex projects, complete cost analysis, forecasting, and risk
	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Document Management	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensuring effective use
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
Engineering	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 Years	Manages project control activities for moderate to complex projects, developing and implementing cost.
	Project Controls Manager I		5-10 Years	Oversees the project control function, leading the development and implementation of project control
	Engineer I	175	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II	210	1-4 Years	Continuing developmental level, performs standard engineering work requiring application of standard
	Engineer III	235	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV	255	7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V	275	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
Engineer VI	300	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and	
Engineer VII	320	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering	
Engineer VIII	340	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering	
Engineer IX	370	28 years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and	
Estimating	Engineer/Architect Specialist		3 Years or more	Performs specialized and advanced engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con-ducts
	Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV		6-9 Years or more	Performs non-routine and complex assignments with responsibility for planning and controlling a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Estimator I Civil		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Civil		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Structural		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Structural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Structural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Architectural		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Architectural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Architectural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Electrical		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Electrical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Electrical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Mechanical		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Mechanical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Mechanical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimate I Plumbline		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimate II Plumbline		2-5 Years	Provide budgetary estimates for particular trade, review design estimate.	
Estimate III Plumbline		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Plumbline		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Comms / IT		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Security		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)	175	0-2 years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II	185	2-4 years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III	200	4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture	240	6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
Primavera P6 Support	Project Manager		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
	Project Manager Functional I		2-5 Years	A minimum of 2-5 years experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV		10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Quality Assurance	Senior Project Manager		15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works.
	Principal Project Manager		20 years or more	Proven leadership skills and a demonstrated career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety	
Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with	

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	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
	Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
	Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
	Quality Control Engineer		4 years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Quality Control	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
Risk Management	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
	Risk Manager IV		10+ years or more	10+ years of experience in risk management, with leadership experience in a risk management team.
Schedule	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I		0-2 years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		2-3 Years	Continue developmental level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		5-10 Years	Fully competent scientist in all conceptual and operational aspects of subject matter or functional area of assignment.
	Scientist V		10 Years or more	Acquires diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiate and complete both the preliminary and final land surveys and ensure that
	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I		2 Years	Systems Certification Required. Business Process Design. Implementation. Testing
	Systems Developer II		2-5 Years	Systems Certification Required. Business Process Design. Implementation. Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required. Business Process Design. Implementation. Testing
Systems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
	Technical Support III		5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper	110	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	135	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager	150	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst	125	1 Year or more (with education)	Analyses past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Manages financial information and administrative functions of the organization. Oversees and maintains
Architects (Including Landscape)	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I		0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with 6+
Cadd & Designers	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for revitalization, growth, and
	CADD Technician I	145	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	165	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I	200	0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II	220	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	240	10 Years or more	Same as above. Has additional supervisory and supervisory responsibilities for more complex tasks on large
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates
	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May review and certify work on large
	Construction Inspector Lead/Supervisor		11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern - Student		0 Years	Under direction of engineers performs project assignments to assist in the completion of work
P1	EIT I	175	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
P3	EIT II	210	3-5 Years	Performs continuing development-level engineering work. requires application of standard techniques and
P4	EIT III	235	6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	245	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II	275	9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III	300	14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV	320	19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
	Engineering VP		10 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,
Geographic Information Systems (GIS)	GIS I		1-2 Years	Creates/maintains databases, maps, and reports that can be combined with geographically referenced data.
	GIS II		3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and content of materials. Bachelor's
Information Technology (IT)	IT Technician		1-5 Years	Plans and coordinates activities such as installation and upgrading of hardware and software. Schedules and
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Provides for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant		1-5 Years	Responsible for administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Provides support to advertising programs to promote products or services. Assists in development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence, scheduling and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits
Photogrammetrists	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots	Pilot (non-jet)		8 Years or more	Pilots operate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I	200	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II	240	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	280	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Project Managers	Project Manager I		2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II		5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III		7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV		10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
Right-Of-Way Specialists	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-way for construction projects through negotiation with
Scientists	Environmental Scientist I		1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Loes samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager		6 Years or more	Responsible for the direction, administration and operation of the laboratory. Oversees staff and ensures
	Archaeologist		5 Years or more	Uncovers archaeological sites, and documents, inventories, and studies unearthed items. Researches,
	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I	160	1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II	200	7 Years or more	Same as above. May supervise trainee-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager	240	8 Years or more	Plans, manages, and directs surveying/maopine activities and related projects. Supervises professional
	Principal Surveyor	280	10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Technical Writers	Word Processor		0 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms.
	Technical Writer		1 Year or more	Writes and updates technical reports, manuals, briefs, proposals, instructions, and other books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals, researches/headers

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Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications	
Administrative Support	Administrative Support Assistant I	100	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and	
	Administrative Support Assistant II	110	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school	
	Administrative Support Assistant III	135	3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects	
Analytics Development	Administrative Support Assistant IV	160	4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another	
	Data Architect I		2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management	
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of	
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of	
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of	
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,	
Auditing	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of	
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of	
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of	
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to	
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work	
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined	
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory	
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts	
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory	
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and	
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory	
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree	
Commissioning	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from	
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria	
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent	
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of	
	Architect VI		12-15 Years	Responsible for interpreting, orally executing, and coordinating construction assignments, plans and develops	
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural	
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural	
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level	
Construction	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.	
	Commissioning Agent III		4-8 Years	Senior-level commissioning agent, independently performs non-routine and complex commissioning work	
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned	
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May	
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure	
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical	
Contract Management	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of	
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and	
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple	
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling	
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate	
	Materials Tester		1-3 Years	Under general supervision, performs specialized materials testing assignments, including collecting and	
	Resident Construction Manager I		3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes	
	Resident Construction Manager II		3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,	
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring	
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and	
Cost Management	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate	
	Contract Administrator I	110	2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine	
	Contract Administrator II	135	2-5 Years	Coordinates and manages moderately complex contracts with changes, variations, claims, and	
Digital Information	Contract Manager I	160	5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid	
	Contract Manager II	250	10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance	
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically	
Document Management	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with	
	Cost Manager II		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk	
	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk	
Engineering	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use	
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within	
	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and	
Estimate	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.	
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational	
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,	
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,	
	Project Controls Engineer II		2-5 Years	Manages project control activities for moderate to complex projects, develop and implement cost.	
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control	
	Engineer I	130	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to	
	Engineer II	160	1-4 Years	Continuing development level, performs standard engineering work requiring application of standard	
	Engineer III	170	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using	
	Engineer IV	185	7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;	
Engineer V	205	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and		
Interior Design	Engineer VI	250	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and	
	Engineer VII	290	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering	
	Engineer VIII	320	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering	
	Engineer IX	370	28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and	
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the	
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and	
	Engineer Technician I		120	0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		145	2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III		155	4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV		170	6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of	
	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
	Estimator III Civil		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
	Estimating Manager Civil		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.		
Estimator III Structural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimating Manager Structural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.		
Estimator III Architectural		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimating Manager Architectural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.		
Estimator III Electrical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimate Manager Electrical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.		
Estimator III Mechanical		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimate Manager Mechanical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade, review design estimate.		
Estimating III Plumbing		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimating Manager Plumbing		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.		
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimate Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.		
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.		
Estimator III Security		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on		
Estimate Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change		
Landscaping	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills	
	Interior Designer I		0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of	
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic	
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II	
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to	
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive	
Project Management	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive	
	Landscape Architect I (Entry Level)		0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the	
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with	
	Landscape Architect III		4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring	
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and	
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures	
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,	
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,	
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.	
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5	
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required	
	Technical Support II		2-5 Years	Primavera P6 Certification Required	
	Technical Support III		5-10 Years	Primavera P6 Certification Required	
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from	
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),	
	Project Manager Functional I		2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on	
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and	
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder	
	Project Manager Functional IV		10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.	
Senior Project Manager		15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works		

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Quality Assurance	Principal Project Manager	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I	0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II	2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III	4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor	7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I	0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II	2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector	4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor	7 years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector	4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer	4 years or more	Position involves the performance of conventional quality-control functions within an discipline to ensure
Risk Management	Risk Manager I	2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II	2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III	5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Schedule	Risk Manager IV	10-20 Years or more	20+ years of experience in management, with leadership experience in a management and/or
	Scheduler I	125 0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II	145 2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III	165 5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Specialist Services	Scheduler Manager	185 7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I	0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II	2-3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III	3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV	5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
Surveying	Scientist V	10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
	Chain/Rod Technician		Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor		Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief	4 years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I	2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II	2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III	5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I	2 Years	Systems Certification Required
	Technical Support II	2-5 Years	Systems Certification Required
	Technical Support III	5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	155 2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager	200 7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst	1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
Architects (Including Landscape)	Finance Manager	7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
	Architect I	0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II	1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I	0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
Cadd & Designers	Landscape Architect II	2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner	1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
	CADD Technician I	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
Construction Inspectors & Managers	Designer/Drafter I	0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	10 years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
	CADD/Designer Supervisor	10 Years or more	Responsible for the coordination and supervision of operators/designers. Assists in project
Engineers	CADD/Designer Manager	15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I	0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II	3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III	8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
Engineers	Construction Inspector Lead/Supervisor	12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
	Construction Manager I	0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance
	Construction Manager II	6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III	11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Geographic Information Systems (GIS)	Engineer Intern - Student	0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I	120 0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II	145 3-5 Years	Performs continuing development work, requires application of standard techniques and
	EIT III	155 6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	185 4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II	205 9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III	250 14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV	320 19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I	0-4 Years	Works under general supervision, develops, designs, implements, tests, and evaluates
	Software Engineer II	5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III	11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV	16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
Information Technology (IT)	Engineering Manager	250 10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
	Engineering VP	320 12 Years or more	Provides administrative support for marketing activities. High school graduate with 12-15 years of experience
	GIS I	125 1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II	145 3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
Graphic Designers	GIS III	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
	Graphic I	1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II	6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and material.
Marketing	IT Technician	1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator	3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst	5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager	5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Office	Marketing Assistant	140 1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate	185 6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager	200 5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director	250 5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Photogrammetrists	Business Development Associate	185 5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director	200 7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I	100 0-2 Years	General office duties such as answering telephones, preparing correspondence, scheduling and
	Administrative Assistant II	110 2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
Planners	Executive Assistant	5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager	5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist	2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist	3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Project, Contract, & Compliance Coordinators	HR Manager	5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
	Photogrammetrist I	1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetrist II	7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
	Pilot (non-let)	8 Years or more	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other
Project Managers	Planner I	155 0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II	185 6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	210 11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
	Project Coordinator I	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
Right-Of-Way Specialists	Project Coordinator II	6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator	5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager	5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I	135 7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
Scientists	Compliance Officer II	155 7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Manager I	230 2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II	250 5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III	275 7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Technical Writers	Project Manager IV	290 10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
	Right-of-Way Specialist	12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
	Environmental Scientist I	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
Surveyors	Environmental Scientist III	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant	1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager	6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
Technical Writers	Archaeologist	5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian	5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Survey Technician I	0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II	4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
Technical Writers	Surveyor I	1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II	7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief	4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager	8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional
Technical Writers	Principal Surveyor	10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor	0 Year or more	Types, copies, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor	3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
Technical Writers	Proposal Writer	2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

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Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III		3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
Auditing	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
Commissioning	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI		12-15 Years	Responsible for interpreting, organizing, executing, and coordinating construction programs and develops
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
Construction	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-8 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
Contract Management	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		1-3 years	Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
Cost Management	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator I		2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II		5-10 Years	Coordinates and manages moderately complex contracts with changes, contract negotiations and
	Contract Administrator III		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Digital Information	Contract Manager I		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
Document Management	Cost Manager II		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
Engineering	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II		4-8 Years	Continue developmental level, performs assignments of moderate complexity requiring application of standard
Estimate	Engineer III		4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V		10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV		6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Civil		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Civil		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Structural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Structural		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Architectural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Architectural		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Electrical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Electrical		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Mechanical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Mechanical		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade; review design estimate.	
Estimating III Plumbing		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Plumbing		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Comms / IT		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Security		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Interior Designer with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I		2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV		10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager		15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

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Quality Assurance	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
		Civil QA Inspector I		0-2 Years
	Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
	Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control	Quality-Control Engineer		4 Years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
	Risk Manager IV		10-20 Years or more	20 years of experience in management, with leadership experience in a management and/or
	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I		0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		2-3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
Systems Development	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
	Technical Support III		5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (Including Landscape)	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I		0-2 Years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 Years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
Cadd & Designers	CADD Technician I		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II		6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I		0-5 Years	Assists professionals in design, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II		6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III		10 Years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination and supervision of operators/designers. Assists with training and/or
	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or laborers.
	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineer Intern - Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development work at level of engineering work, requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III		14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV		19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Works under general supervision, designs, develops, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with full autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type in larger firms.	
Geographic Information Systems (GIS)	GIS I		1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II		3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
		Graphic I		1-5 Years
Graphic Designers	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and production materials.
	IT Technician		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
Information Technology (IT)	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
Marketing	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I		0-2 Years	General office duties such as answering phones, creating correspondence, scheduling and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
Photogrammetrists	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots	Pilot (non-jet)		8 Years or more	Pilots corporate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I	\$131.00	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	\$229.00	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. Analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Project Managers	Project Manager I		2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II		5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III		7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV		10 Years or more	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
Right-Of-Way Specialists	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I	\$140.00	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	\$197.00	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	\$227.00	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist		5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional
Technical Writers	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor		0 Years or more	Types, composes, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

PEAK CONSULTING

Subconsultant Name:

List **ALL** potential personnel titles/classifications that may be utilized under the contract and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager).

The City will not compensate for expenses such as postage, mileage, parking, or telephone costs. Reproductions, if requested by the City, shall be reimbursed at actual cost if approved in advance by the Project Manager. Reproductions requested by the City such as end-of-phase reports, drawings, bid documents, record drawing reproductions, etc. are not included in the hourly rates will be itemized as a not-to-exceed expense, and will be reimbursed at actual cost.

Title/Classification	Responsibilities	Rate/hour
Principal Project Manager	Proven leadership skills and a distinguished career in managing high-profile public works projects.	\$ 310.69
Project Manager IV	Same as Project Manager I. Has sole responsibility for multiple large, complex projects. May be executive-level employee.	\$ 294.34
Project Manager III	Same as Project Manager I. Has sole responsibility for mid- to large-level projects, and/or multiple projects.	\$ 245.28
Project Manager II	Same as Project Manager I. Has sole responsibility for small- to mid-level projects, and/or multiple projects.	\$ 210.55
Project Manager I	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are accomplished within prescribed time-frame and funding parameters. Reviews project proposal or plan to determine time-frame, funding limitations, procedures, staffing, and allotment of resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Is part of a team on large projects, or has sole responsibility for small, minimally complex projects.	\$ 163.52
Project Coordinator II	Same as Project Coordinator I. May have limited supervisory responsibilities.	\$ 130.49
Project Coordinator I	Checks master schedule and work orders, establishes priorities, and changes schedule according to projects, work order specifications, and established priorities.	\$ 114.47

PEAK CONSULTING

	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data, working with GIS software and programs that have the capacity to relate different types of data, such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. Works without supervision, and may supervise others.		
GIS III		\$	228.93
Planner II	Same as Planner I. May lead small teams.	\$	149.36
Planner I	Develops scope and cost estimates, and manages budgets and schedules.	\$	99.06
Environmental Scientist Manager	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and interfaces with regulatory agencies.	\$	228.93
Environmental Scientist III	Same as Environmental Scientist I. Works on large/complex projects. May have supervisory responsibilities. May have a master's degree or higher and 11+ years of experience.	\$	184.78
Environmental Scientist II	Same as Environmental Scientist I . Less oversight of work and more independence. May help train lower-level staff or have limited supervisory responsibilities.	\$	121.01
Environmental Scientist I	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their environments. Analyzes and documents measurements and observations of air, water, soil, and other sources to make recommendations on how best to clean and preserve the environment. Designs and evaluates waste disposal sites, preserves water supplies, and reclaims contaminated land and water. Includes all types of scientists (biologists, chemists, geologists, hydrologists, etc.).	\$	91.18
Engineering Intern – Student	Under direction of engineer professionals, performs project assignments to acquire relevant work experience.	\$	71.95

PERKINS & WILL

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	\$95	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II	\$105	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III	\$109	3 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV	\$116	4 Years or more	Principal assistant for administrative matters to a departmental head, agency director or another
	Data Architect I	x	2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II	x	2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III	x	5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV	x	10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I	x	2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field.
	Data Analyst II	x	2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
Auditing	Data Analyst III	x	5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV	x	10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor	x	3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain	x		Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I	x	1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II	x	2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III	x	3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
Architectural Design	Laboratory Technician IV	x	5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V	x	8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laboratorv	x	10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I	\$130	0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II	\$150	1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III	\$165	2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV	\$172	4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
Commissioning	Architect V	\$188	8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI	\$190	12-15 Years	Responsible for interpreting, organizing, executing, and coordinating construction management plans and
	Architect VII	\$221	16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII	\$266	20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I	x	1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II	x	2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III	x	4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
Construction	Commissioning Supervisor	x	6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager	x	10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
	Chief Construction Representative	x	10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator	x	1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager	x	6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative	x	2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer	x	0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
Contract Management	Field Superintendent	x	2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager	x	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester	x		Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I	x	1-3 Years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II	x	3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force.
	Resident Engineer	x	5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager	x	10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
Cost Management	Senior Construction Representative	x	5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator I	x	2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II	x	2-5 Years	Coordinates and manages contracts, oversees compliance and documentation. Reviews negotiations and
	Contract Administrator III	x	5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
	Contract Manager I	x	10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer	x	1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I	x	2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
Digital Information	Cost Manager II	x	6-10 Years	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager III	x	10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator	x	0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensuring effective use
	Digital Information System Manager	x	6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I	x	2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II	x	2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I	x	5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
Engineering	Document Manager II	x	10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I	x	2 Years	Assists in the development and implementation of project control systems, including cost estimating.
	Project Controls Engineer II	x	2-5 Years	Manages project control activities for moderate to complex projects, develops and implements cost.
	Project Controls Engineer III	x	5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I	x	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II	x	4-8 Years	Continuing development level, provides standard engineering work requiring application of standard
	Engineer III	x	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
Estimate	Engineer IV	x	7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V	x	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI	x	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII	x	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII	x	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX	x	28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist	x	3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor	x	3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I	x	0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II	x	2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III	x	4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV	x	6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician	x	0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Estimator I Civil	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Civil	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Civil	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Civil	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Structural	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Structural	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
Estimating Manager Structural	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Architectural	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Architectural	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Architectural	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Architectural	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Electrical	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Electrical	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Electrical	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Electrical	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Mechanical	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Mechanical	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Mechanical	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Mechanical	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimating I Plumbing	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimating II Plumbing	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimate.	
Estimating III Plumbing	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Plumbing	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Comms / IT	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Comms / IT	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Comms / IT	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Comms / IT	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Security	x	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security	x	2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Security	x	5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Security	x	10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Interior Design	Interior Design Apprentice	\$115	0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I	\$120	0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II	\$126	2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III	\$160	4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV	\$172	6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V	\$182	8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI	\$266	10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)	\$102	0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II	\$150	2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III	\$228	4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture	\$325	6 Years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant	\$120	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager	x		Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I	x	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II	x	6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect	\$260	6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I	x	2 Years	Primavera P6 Certification Required
	Technical Support II	x	2-5 Years	Primavera P6 Certification Required
	Technical Support III	x	5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer	x	< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager	\$250	5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I	\$265	2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II	\$270	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III	\$280	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV	\$300	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager	\$330	15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

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	Principal Project Manager (Principal)		\$395	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I	x		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II	x		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III	x		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor	x		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I	x		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
	Civil QA Inspector II	x		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector	x		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor	x		7 years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
Quality Control	Civil Electrical QA Inspector	x		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
	Quality-Control Engineer	x		4 years or more	Position involves the performance of conventional quality-control functions within an discipline to ensure
Risk Management	Risk Manager I	x		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II	x		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III	x		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
	Risk Manager IV	x		10-20 Years or more	20+ years of experience in risk management, with leadership experience in a management and/or
Scheduling	Scheduler I	x		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II	x		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III	x		5-7 Years or more	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager	x		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I	x		0-2 years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II	x		3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III	x		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV	x		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments;
	Scientist V	x		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician	x			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor	x			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
Systems Development	Party Chief	x		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	Systems Developer I	x		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II	x		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III	x		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I	x		2 Years	Systems Certification Required
	Technical Support II	x		2-5 Years	Systems Certification Required
	Technical Support III	x		5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper	x		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	x		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager	x		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst	x		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
Architects (Including Landscape)	Finance Manager	x		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
	Architect I	\$128		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II	\$173		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I	\$221		0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II	\$158		2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner	\$195		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, and revitalization of
Cadd & Designers	CADD Technician I	\$127		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	\$170		6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I	\$140		0-5 Years	Assists professionals in design, planning, and execution of schemes of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II	\$152		6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	\$178		10 years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
	CADD/Designer Supervisor	x		10 Years or more	Responsible for the coordination/supervision of operators/designers. Assists in project
	CADD/Designer Manager	x		15 years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I	x		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II	x		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III	x		8-11 Years	Same as above. Performs difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor	x		10 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
	Construction Manager I	x		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms. performance.
	Construction Manager II	x		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III	x		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineer Intern - Student	x		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I	x		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II	x		3-5 Years	Continuing development work, requires application of standard techniques and
	EIT III	x		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	x		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II	x		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III	x		14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV	x		19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I	x		0-4 Years	Works under general supervision, develops, designs, implements, tests, and evaluates
	Software Engineer II	x		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III	x		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
Software Engineer IV	x		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full	
	Engineering Manager	x		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
	Engineering VP	x		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,
Geographic Information Systems (GIS)	GIS I	\$145		1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II	\$160		3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III	\$190		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
		Graphic Designers	\$84		1-5 Years
Information Technology (IT)	Graphic II	\$128		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager	\$220		7 Years or more	Supervises graphic artists. Decision-maker with final say of layout and production of projects.
	IT Technician	x		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator	x		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst	x		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager	x		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant	x		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate	x		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager	x		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director	x		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
		Business Development Associate	x		5 Years or more
	Business Development Manager/Director	x		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I	\$95		0-2 Years	General office duties such as answering phones, preparing correspondence, scheduling and
	Administrative Assistant II	\$105		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant	\$125		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager	\$135		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping,
	Records Specialist	x		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist	x		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager	x		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm. benefits
Photogrammetrists	Photogrammetrist I	x		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetrist II	x		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots	Pilot (non-jet)	x		8 Years or more	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I	\$135		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II	\$170		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	\$219		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I	x		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II	x		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator	x		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager	x		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I	x		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. Analyzes the Company's
	Compliance Officer II	x		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Project Managers	Project Manager I	\$205		2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II	\$250		5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III	\$280		7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV	\$395		10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
Right-Of-Way Specialists	Right-of-Way Specialist	x		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I	x		1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	x		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	x		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	x		10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant	x		1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager	x		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist	x		5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian	x		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I	x		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II	x		4 Years or more	Same as above with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I	x		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II	x		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief	x		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager	x		8 Years or more	Plans, manages, and directs surveying/mapping activities and related projects. Supervises professional
	Principal Surveyor	x		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Technical Writers	Word Processor	x		0 Years or more	Types, copies, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer	x		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor	x		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Writer	x		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

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Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	\$84	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III		3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
Auditing	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to bid for projects and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
Architectural Design	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI		12-15 Years	Responsible for interpreting, orally executing, and coordinating construction management plans and
Commissioning	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
Construction	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		1-3 Years	Under general supervision, performs specialized materials testing assignments, including collecting and
Contract Management	Resident Construction Manager I		3 Years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager		10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
	Senior Construction Representative		5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
Cost Management	Contract Administrator I	\$116	2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator II	\$126	2-5 Years	Coordinates and manages moderately complex contracts and changes. 2-5 years of experience in
	Contract Administrator III		5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Digital Information	Contract Manager I		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Document Management	Cost Manager III		10 Years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensuring effective use
Engineering	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I	\$137	2 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 Years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I	\$163	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II	\$179	1-4 Years	Continuing development level, performs standard engineering work requiring application of standard
Estimate	Engineer III	\$210	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV	\$263	7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V	\$284	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI	\$299	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I	\$131	0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II	\$137	2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III	\$142	4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV	\$152	6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
	Interior Design	Estimator I Civil		2 Years
Estimator II Civil			2-5 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimator III Civil			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Civil			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Structural			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Structural			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
Estimator III Structural			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Structural			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Architectural			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Architectural			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
Estimator III Architectural			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Architectural			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Electrical			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Electrical			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
Estimator III Electrical			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Electrical			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Mechanical			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Mechanical			2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
Estimator III Mechanical			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Mechanical			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimating I Plumbing			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimating II Plumbing			2-5 Years	Provide budgetary estimates for particular trade, review design estimate.
Estimating III Plumbing			5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Estimating Manager Plumbing			10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Comms / IT			2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade, review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on	
Estimating Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Landscaping	Interior Designer I		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer II		0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer III		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer IV		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer V		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer VI		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Primavera P6 Support	Interior Designer VII		10 Years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)	\$116	0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II	\$158	2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III	\$179	4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 Years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Project Management	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),

PINYON

Quality Assurance	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer		4 Years or more	Position involves the performance of conventional quality-control functions within an discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV		10-20 Years or more	10-20 years of experience in management, with leadership experience in a management and/or
	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Specialist Services	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I	\$163	0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II	\$179	2-3 Years	College development level, performs standard scientific work requiring application of standard
	Scientist III	\$210	3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV	\$263	5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
Scientist V	\$284	10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and	
Surveying	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
Systems Development	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
	Technical Support III		5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper	\$116	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	\$126	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (Including Landscape)	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I		0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
Cadd & Designers	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
	CADD Technician I	\$100	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	\$110	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I	\$131	0-5 Years	Assists professionals in design, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II	\$147	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	\$163	10 Years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
Construction Inspectors & Managers	CADD/Designer Supervisor	\$179	10 Years or more	Responsible for the coordination of work of technicians and/or layout
	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or layout
Engineers	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms. performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	Engineer Intern - Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Continuing development work, performs level engineering work, requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III		14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV		19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Works under general supervision, designs, develops, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full	
Geographic Information Systems (GIS)	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
	Engineering VP	\$137	12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,
	GIS I	\$152	1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II	\$168	3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
Graphic Designers	GIS III	\$168	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
	Graphic I		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Information Technology (IT)	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and production materials.
	IT Technician		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
Office	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I		0-2 Years	General office duties such as answering phones, creating correspondence, scheduling and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping,
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
Photogrammetrists	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
Pilots	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
	Pilot (non-jet)		8 Years or more	Pilots corporate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
Project, Contract, & Compliance Coordinators	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. Analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Managers	Project Manager I	\$189	2-5 Years
Project Manager II	\$210	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has	
Project Manager III	\$226	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has	
Project Manager IV	\$257	12 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level	
Right-Of-Way Specialists	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
	Environmental Scientist I	\$137	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
Scientists	Environmental Scientist II	\$168	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	\$200	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	\$252	10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant	\$105	1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions
	Laboratory Manager	\$121	6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
Surveyors	Archaeologist	\$121	5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian	\$121	5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional
Technical Writers	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor	\$105	0 Years or more	Types, copies, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

Summit Street Group

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III		3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
Auditing	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
Commissioning	Architect VI		12-15 Years	Responsible for interpreting, executing, and coordinating construction documents, plans and develops
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-8 Years	Senior level commissioning agent, independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		1-3 years	Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
Contract Management	Resident Construction Manager III		10 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Representative		5-10 Years	Oversees the managerial direction of many projects where technical complexity is at the highest and
	Contract Administrator I		2 Years	This level has significant inspection experience with capability of handling large projects of moderate
	Contract Administrator II		2-5 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
	Contract Administrator III		5-10 Years	Coordinates and manages moderately complex contracts with changes, contract amendments, and
	Contract Manager I		10 Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
	Contract Manager II		10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
Cost Management	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager III		10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
Document Management	Digital Information System Coordinator		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
	Digital Information System Manager		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller I		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
Engineering	Project Controls Engineer II		2-5 years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II		4-8 Years	Continue development of professional level, performs standard engineering work requiring application of standard
	Engineer III		4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V		10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical	
Engineer Technician IV		6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete	
Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of	
Estimating	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Civil		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Structural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Structural		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Architectural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Architectural		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Electrical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Electrical		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Mechanical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Mechanical		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade; review design estimate.
	Estimating III Plumbing		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Plumbing		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Comms / IT		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Comms / IT		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimating Manager Security		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Project Manager III		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
Project Management	Technical Support III		5-10 Years	Primavera P6 Certification Required
	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I	140	2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
Project Manager Functional IV	240	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.	
Senior Project Manager	290	15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

Summit Street Group

Quality Assurance	Principal Project Manager	330	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer		4 Years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV		10-20 Years or more	20 years of experience in management, with leadership experience in a management and/or finance role.
	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Specialist Services	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I		0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments;
	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
Systems Development	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
Accounting & Finance	Technical Support III		5-10 Years	Systems Certification Required
	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
Architects (Including Landscape)	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
Cadd & Designers	Landscape Architect I		0-2 Years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 Years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
	CADD Technician I		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II		6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I		0-5 Years	Assists professionals in design, planing, and execution of segments of projects. Uses BIM, MEP, CADD.
Construction Inspectors & Managers	Designer/Drafter II		6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III		10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on more complex
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination of construction of operators/designers. Assists with training and/or
	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
Engineers	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	Engineer Intern - Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development work at level of engineering work, requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III		14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
Geographic Information Systems (GIS)	Engineer IV		19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Works under general supervision, designs, develops, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with full autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
	Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type, in larger firms.
	GIS I		1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II		3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and production materials.
Information Technology (IT)	IT Technician		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Office	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I	90	0-2 Years	General office duties such as answering phones, preparing correspondence, scheduling and
	Administrative Assistant II	120	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
Photogrammetrists	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Planners	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
Project, Contract, & Compliance Coordinators	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
	Pilot (non-let)		8 Years or more	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other
	Planner I		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
Project Managers	Planner III/Manager		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
Right-Of-Way Specialists	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Manager I		2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II		5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III		7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Scientists	Project Manager IV		10 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
	Environmental Scientist I		1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
Surveyors	Environmental Scientist III		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists. Assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Prepares, tests, and stores materials, supports investigation of problems, and identifies corrective actions
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist		5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Technical Writers	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Works under direct supervision. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related projects. Supervises professional
Technical Writers	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor		0 Years or more	Types, copies, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.	


Terracon

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	85	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II	90	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III	105	3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV	135	4 Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
Auditine	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
Commissioning	Architect VI		12-15 Years	Responsible for interpreting, organizing, executing, and coordinating construction management plans and
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester			Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		1-3 Years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II		3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer		5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Contract Management	Senior Construction Manager		10 Years or more
Senior Construction Representative			5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
Contract Administrator I			2 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
Contract Administrator II			2-5 Years	Coordinates and manages moderately complex contracts with changes, contract amendments, and risk
Contract Administrator III			5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Contract Manager I			10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Contract Manager II			1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
Contract Manager III			2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
Cost Management	Cost Manager I		6-10 Years	Directs cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager II		10 Years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Cost Manager III			
	Cost Manager IV			
Digital Information	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 Years	Manages project control activities for moderate to complex projects, develop and implement cost.
Engineering	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I	125	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
	Engineer II	140	1-4 Years	Continue development of professional level, performs standard engineering work requiring application of standard
	Engineer III	165	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV	190	7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V	210	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI	235	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII	255	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII	280	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX	290	28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I	85	0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II	85	2-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III	95	4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV	115	6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of	
Estimate	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Civil		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Structural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Structural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Architectural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Architectural		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Electrical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Electrical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Mechanical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Mechanical		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade; review design estimate.
	Estimating III Plumbing		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Plumbing		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Comms / IT		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Comms / IT		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Security		10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 Years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I		2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV		10 Years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager		15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

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Quality Assurance	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer		4 Years or more	Position involves the performance of conventional quality-control functions within an discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV		10-20 Years or more	20 years of experience in management, with leadership experience in a management and/or
	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Specialist Services	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I		135 0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		145 2-3 Years	College development level, performs standard scientific work requiring application of standard
	Scientist III		150 3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		185 5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
Surveying	Scientist V		210 10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
Accounting & Finance	Technical Support III		5-10 Years	Systems Certification Required
	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
Architects (Including Landscape)	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
Cadd & Designers	Landscape Architect I		0-2 years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
	CADD Technician I	110	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	125	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I		0-5 Years	Assists professionals in design, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
Construction Inspectors & Managers	Designer/Drafter II		6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III		10 years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination and supervision of operators/designers. Assists in project
	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
Engineers	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	Engineer Intern - Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Continuing development work, level engineering work, requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III		14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV		19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Works under general supervision, designs, develops, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full	
Geographic Information Systems (GIS)	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.
	Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,
	GIS I	110	1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II	125	3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
Graphic Designers	GIS III	145	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
	Graphic I		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Information Technology (IT)	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and art materials.
	IT Technician		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Office	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I		0-2 Years	General office duties such as answering phones, creating correspondence, scheduling, and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping,
Photogrammetrists	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
Pilots	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Planners	Pilot (non-jet)		8 Years or more	Pilots corporate turbo-prop or piston airplanes to transport passengers, mail, or freight, or for other
	Planner I		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
Project Managers	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Manager I	150	2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II	160	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III	185	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Manager IV	210	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I	135	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	185	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	210	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	210	10 Years or more	Oversees the work of scientists, assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Loans samples, tests materials, suggests investigation of problems, and identifies corrective actions
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
Surveyors	Archaeologist	185	5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian	185	5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional
Technical Writers	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor		0 Years or more	Types, composes, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.	

Y2K Engineering, LLC Standard Rate Schedule

December 9, 2024 

1. STANDARD RATE SCHEDULE. For lump sum or cost plus a fee Proposals, the basis for Y2K’s compensation shall be the amount stated in the Proposal. Unless otherwise agreed in writing, Y2K’s compensation for Time and Materials work and Additional Services shall be charged on an hourly basis according to the following Standard Rate Schedule:

<u>Position Classification</u>	<u>Hourly Billing Rate</u>
Technician	\$75.00
Technician – Sr.	\$105.00
Graphic Designer	\$120.00
Project Administrator	\$120.00
Designer I	\$135.00
Designer II	\$150.00
Designer III	\$165.00
Transportation Planner I	\$140.00
Transportation Planner II	\$155.00
Transportation Planner III	\$180.00
Transportation Planner IV	\$210.00
Programmer	\$210.00
Engineer I	\$180.00
Engineer II	\$195.00
Engineer III	\$210.00
Engineer IV	\$225.00
Project Manager	\$210.00
Project Manager – Sr.	\$235.00
Professional	\$210.00
Sr. Professional I	\$230.00
Sr. Professional II	\$260.00
Project Principal	\$265.00

NOTES TO RATE SCHEDULE:

- a. Reimbursable direct costs, such as authorized travel and subsistence, and services rendered by other vendors such subcontractors, outside printing companies and express mail/delivery companies shall be billed at IRS Allowable Rates and Y2K’s cost.
- b. Services of contract/agency and/or temporary personnel shall be billed according to Y2K’s hourly billing rates for that position classification.
- c. Y2K’s hourly billing rates are effective for services performed through December 31, 2025, and subject to revision thereafter.

Y2K Engineering

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III	120	3-4 Years	Same as above, with additional/more complex duties, more experience, and less oversight. Able to lead one or more major projects
Analytics Development	Administrative Support Assistant IV		4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
	Data Architect I		2 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II		2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III		5-10 Years	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV		10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I		2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
Auditing	Data Analyst II		2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III		5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV		10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
	Internal Auditor		3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain		10 Years or more	Provides coordination of drafting required to be bidding purposes and construction. May be called to work
	Laboratory Technician I		1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
Architectural Design	Laboratory Technician II		2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III		3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV		5-7 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V		8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laborator		10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
	Architect I		0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II		1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III		2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV		4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V		8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of
Commissioning	Architect VI		12-15 Years	Responsible for interpreting, evaluating, executing, and coordinating construction management plans and
	Architect VII		16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII		20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Commissioning Agent I		1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II		2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III		4-8 Years	Senior-level commissioning agent, independently performs non-routine and complex commissioning work
	Commissioning Supervisor		6-10 Years	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
	Commissioning Manager		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative		10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of inspectors to ensure
	Construction Coordinator		1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager		6-10 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative		2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer		0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent		2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager		5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		1-3 Years	Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I		3 Years or more	Responsible for all field-construction activities on a small to medium-size projects. Accountability includes
	Resident Construction Manager II		5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Construction Manager III		10 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Contract Management	Senior Construction Representative		5-10 Years
Contract Administrator I			2 Years	This level has significant inspection experience with capability of handling large projects of moderate
Contract Administrator II			5-10 Years	Manages basic contracts, oversees compliance and documentation. Typically handles routine
Contract Administrator III			5-10 Years	Coordinates and manages moderately complex contracts with changes, contract negotiations and
Contract Administrator IV			5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Contract Manager II			10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer		1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I		2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II		6-10 Years	Manages cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager III		10 Years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator		0-6 Years	Coordinates the implementation and maintenance of digital information systems, ensure effective use
	Digital Information System Manager		6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I		2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II		2-5 Years	Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I		5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II		10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I		2 Years	Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II		2-5 Years	Manages project control activities for moderate to complex projects, develop and implement cost.
	Project Controls Engineer III		5-10 Years	Oversees the project controls function, leading the development and implementation of project control
	Engineer I		0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent to
Engineering	Engineer II		4-8 Years	Continue development of professional level, performs standard engineering work requiring application of standard
	Engineer III		4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV		7-10 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V		10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI		13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII		18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII		23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX		28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist		3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor		3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I		0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II		2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III		4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Engineer Technician IV		6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician		0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
Estimate	Estimator I Civil		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Civil		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Civil		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Civil		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Structural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Structural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Structural		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Architectural		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Architectural		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Architectural		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Architectural		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Electrical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Electrical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Electrical		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Mechanical		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Mechanical		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Mechanical		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimating I Plumbing		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing		2-5 Years	Provide budgetary estimates for particular trade; review design estimate.
	Estimating III Plumbing		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimating Manager Plumbing		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
	Estimator I Comms / IT		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.
	Estimator III Comms / IT		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on
	Estimate Manager Comms / IT		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change
Estimator I Security		2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.	
Estimator II Security		2-5 Years	Provide budgetary estimates for particular trade; review design estimates.	
Estimator III Security		5-10 Years	Provide budgetary estimates; review design estimates; review proposals and bid tabs; provide analysis on	
Estimate Manager Security		10-20 Years or more	Review design estimates; provide independent estimates for change orders; support contract and change	
Interior Design	Interior Design Apprentice		0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I		0-2 Years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II		2-4 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer III		4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		6-8 Years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V		8-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI		10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
	Landscape Architect I (Entry Level)		0-2 Years (with education)	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II		2-4 Years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III		4-6 Years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture		6 Years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant		2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager			Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II		6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect		6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I		2 Years	Primavera P6 Certification Required
	Technical Support II		2-5 Years	Primavera P6 Certification Required
	Technical Support III		5-10 Years	Primavera P6 Certification Required
Project Management	Project Engineer		< 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Project Manager		5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred),
	Project Manager Functional I		2-5 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III		7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Project Manager Functional IV		10 Years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success.
Senior Project Manager		235 15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works	

Y2K Engineering

Quality Assurance	Principal Project Manager	265	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II		2-4 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
Civil QA Inspector II		2-4 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and	
Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.	
Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial	
Quality Control	Quality-Control Engineer		4 Years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV		10-20 Years or more	20 years of experience in management, with leadership experience in a management and/or
	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
Specialist Services	Scheduler III		5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
	Scientist I		0-2 Years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II		2-3 Years	2-3 years development level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
Surveying	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
	Chain/Rod Technician			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyor			Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	Systems Development	Systems Developer I		2 Years
Systems Support	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
	Technical Support I		2 Years	Systems Certification Required
Accounting & Finance	Technical Support II		2-5 Years	Systems Certification Required
	Technical Support III		5-10 Years	Systems Certification Required
	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
Architects (Including Landscape)	Accounting Manager		7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings.
	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures.
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources.
Cadd & Designers	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I		0-2 Years (with education)	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 Years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
	CADD Technician I		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
Construction Inspectors & Managers	CADD Technician II		6 Years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I	135	0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter II		6 Years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	165	10 Years or more	Same as above. Has additional experience and supervisory responsibilities. Works on more complex
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination/management of operators/designers. Assists in project
Engineers	CADD/Designer Manager		15 Years or more	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor		12 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or larvae.
Geographic Information Systems (GIS)	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6-10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	Engineer Intern - Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I	135	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II	150	3-5 Years	Performs continuing development work. Requires application of standard techniques and
	EIT III		6 Years or more	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree.
	Engineer I	180	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II	195	9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III	210	14-18 Years	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Engineer IV	225	19 Years or more	PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Works under general supervision, develops, designs, implements, tests, and evaluates
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office i.e.	
Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,	
Graphic Designers	GIS I		1-2 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II		3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
	Graphic I		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
Information Technology (IT)	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager	120	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and art materials.
	IT Technician		1-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst	210	5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
Marketing	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5 years of experience
	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Office	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
	Administrative Assistant I		0-2 Years	General office duties such as answering phones, creating correspondence, scheduling, and
	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping,
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
Photogrammetrists	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits.
	Photogrammetrist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
Planners	Photogrammetrist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
	Pilot (non-jet)		8 Years or more	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other
	Planner I	140	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
Project, Contract, & Compliance Coordinators	Planner II	155	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager	180	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
	Project Coordinator I		1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
Project Managers	Contract Manager		5 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
	Project Manager I		2-5 Years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II		5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Manager III		7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV	235	10 Years or more	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Right-of-Way Specialist		12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I		1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists, assists and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Loans samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
Surveyors	Archaeologist		5 Years or more	Uncovers archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
	Survey Technician II		4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II		7 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
Technical Writers	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related reports. Supervises professional
	Principal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
	Word Processor		0 Years or more	Types, copies, edits, prints, and stores documents, such as correspondence, reports, contracts, forms,
	Technical Writer		1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.	

EXHIBIT C

CONSULTANT'S KEY PERSONNEL



September 1, 2023

Attn: Tricia Ortega, Senior Contract Administrator

CC: John Courtney, Project Manager

Department of Transportation and Infrastructure
201 W Colfax Ave
Denver, CO 80202

RE: Burnham Yard Planning and Infrastructure Projects Key Personnel

Dear Mrs. Ortega,

Though we provided a full organization chart in our proposal we would like to reduce the number of people who are identified as Key Personnel for this project. Please use the following list to identify those people that will serve in critical roles as Key Personnel.

Jason Longsdorf, Project Manager (HDR)
Mike Washington, Equity Lead (HDR)
Chau Nguyen, Design Lead (HDR)
Colleen Roberts, NEPA Lead (Peak)
Ken Szeliga, Program Controls (Atkins)
Jonathan Bartsch, Engagement Lead (CDR)
Emily Hauber, Government Relations (Conventum)
Geeti Silwal, Small Area Plan Lead (Perkins & Will)
Mike Griffith, Alameda Underpass Lead (Kimley Horn)

We are pleased to continue our partnership with Denver and to begin work on this important project. Please contact HDR's Project Manager by phone at 303-301-4017, or via e-mail at Jason.Longsdorf@HDRinc.com if you have questions or require additional information.

Sincerely,

Jason Longsdorf, AICP
Project Manager

HDR Engineering, Inc.

EXHIBIT D

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

Disadvantaged Business Enterprise Requirements

- a) 49 C.F.R. Part 26 or 40 C.F.R. Part 30 (“DBE Requirements”) apply to this Agreement (or “Contract”). Consultant, its sub-consultants (or “subcontractors”) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements in the award and administration of federally assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the City deems appropriate as, which may include, but is not limited to:
1. Withholding monthly progress payments;
 2. Assessing sanctions;
 3. Liquidated damages; and/or
 4. Disqualifying the Consultant from future bidding as not responsible.

Consequently, Consultant must fully comply with the DBE Requirements in bidding and performing hereunder.

- b) The DBE Requirements provide for the adoption of a good faith goals program, to be administered by the Division of Small Business Opportunity (DSBO). As such, each proposer must comply with the terms and conditions of the DBE Requirements in submitting its proposal and, if awarded the Agreement, in performing all Work thereunder. A proposer’s failure to comply with the DBE Requirements, any Rules or Regulations promulgated pursuant thereto, or any additional requirements contained herein may render a proposal non-responsive and may constitute cause for rejection.
- c) In accordance with the DBE Requirements, the Consultant is committed to, at a minimum, meet the DBE participation goal established on each Task Order for this Program utilizing properly certified DBE subconsultants, subcontractors, suppliers, manufacturers, manufacturer’s representatives or brokers.
- d) In addition to DBE requirements, Consultant shall develop, receive approval from the City, and comply with a DBE Equity, Diversity and Inclusiveness Plan (“DBE EDI Plan”) as provided in the Request for Qualifications. The initial approved DBE EDI Plan is attached as Exhibit F. Thereafter, the Contractor/Consultant is required to prepare and submit to the DSBO an updated DBE EDI Plan on an annual basis throughout the Agreement duration without further amendment to this Agreement, which updated plan shall be subject to DSBO revision and once approved by DSBO, shall become the active DBE EDI Plan with which this clause obligates Consultant to comply. Each approved DBE EDI Plan is incorporated herein by reference.
- e) The Consultant(s) are required to report participation in the Small Business Certification and Contract Management System also known as B2GNow. B2Gnow is the compliance monitoring system DSBO utilizes to implement these payment monitoring requirements. Prime consultant(s), are required to confirm in B2Gnow payments received from the City and County of Denver monthly. This monthly requirement is known as an “audit” in B2GNow and will be referred to as such within the system and in any future communication received regarding such. You must inform subcontractors at all tiers of their responsibility to respond to audits. If certified subcontractors fail to confirm payments through the audits, participation for those payments will not count towards meeting the DBE commitment and will result in noncompliance action.
- f) By committing to working on this Agreement which is subjected to DBE Requirements, all DBE subconsultants, subcontractors, supplier, manufacturer, manufacturer's representative or broker must undergo a commercially useful function review (“CUF”) or a DBE compliance review before

their contract can be closed by DSBO. DBEs are required to fully cooperate with DSBO or its designee in the CUF and compliance review processes. The CUF review process will be initiated with a request for documents relating to contract performance and management of the actual work performed on the contract. The scope and intensity of each CUF review will depend on the specific facts and circumstances. The CUF review is purposed to verify the amount of DBE participation credit, to ensure that work is actually performed by the DBE consistent with the DBE Program requirements and/or to ensure that there is no activity engaged in by the DBE inconsistent with the intent and objectives of the DBE Program. The CUF review is formal and will be initiated with an orientation/explanation process and closed out with a briefing and determination. The DBE subcontractor may be subjected to an informal DBE compliance review by DSBO or its designee with or without notice. The informal compliance review will generally be conducted at the work site where the City observes and assesses the services/supplies being provided by the DBE.

- g) For all questions, concerns, and guidance pertaining to DBE Requirements for this Agreement, the Consultant or DBE/Non-DBE subcontractors are highly encouraged to consult the DBE Requirements or contact the DSBO designated Compliance Officer or DSBO representative at dsbo@denvergov.org.
- h) **Required Subcontract DBE Flow-Down Provisions for all Tiers.** While no subcontractor will be considered a third-party beneficiary to the Agreement between the City and the Consultant, the City considers subconsultants and subcontractors of every tier to be agents of the Consultant. Therefore, subconsultants and subcontractors of every tier will be held to all the requirements of the Agreement. With that understanding, the Consultant is well advised to conform all subcontracts to the requirements of the Agreement and make the Agreement available to all subconsultants and subcontractors. **At the very least, the Consultant must include the following provisions in their subcontracts with their DBE subcontractors as well as ensure that all tiered-subcontractors comply with and insert the provisions of the section into all-tiered subcontract agreements/purchase orders: 1. Non-Discrimination clause, 2. Contractor Prompt Payment, 3. Counting and Reporting, 4. Joint Check Utilization, 5. DBE Termination/Substitution/Reduction Of Scope From Contract, 6. Changes, Amendments, Modifications.**
- i) The Consultant will be required to submit to DSBO all DBE subcontracts within 30 days of execution. Throughout the Agreement if Consultant makes good faith efforts and engages or subcontracts with additional DBEs, Consultant must get approval from DSBO if the Consultant intends to count DBE participation from those additional DBEs. To count DBE participation toward the commitments made by the Consultant for DBE utilization, the DSBO must review DBE subcontract agreements and ensure that those additional DBEs are properly certified as a DBE(s) with the City and County of Denver or CDOT under the appropriate North American Industry Classification System (“NAICS”) code that coincides with the scope of work that they will perform. Notwithstanding, DSBO shall also request any appropriate documents it deems necessary. The Consultant shall ensure that this information flows down to all tiers of DBE subcontractors.
- j) **Flow-Down Provision: Non-Discrimination.** The Consultant, subconsultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the Consultant from future bidding as not responsible.

k) Flow-Down Provision: Contractor Prompt Payment of Subcontractors. The Contractor shall:

- i. Pay every subconsultant and subcontractor any invoiced and undisputed amounts for accepted and completed work within thirty (30) days of the Contractor's receipt of payment from the City and County of Denver. Any subcontractor, regardless of whether that subcontractor holds a city contract, may be required to make payments to subcontractors as set forth in this section.
- ii. Retention
 1. From the total of the amount determined to be payable on a partial payment, 5 percent of such total amount will be deducted and retained by the Owner for protection of the Owner's interests. Unless otherwise instructed by the Owner or provided in the Contract, the amount retained by the Owner will be in effect until the final payment is made as provided in the Contract.
 2. The Contractor is required to pay all subcontractors for satisfactory performance of their work no later than 7 days after the Contractor has received a payment for that work as provided in the Prompt Pay Ordinance, D.R.M.C. §§ 20-107 to 20-118. Contractor must provide the Owner evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 7 days after the subcontractor's work is satisfactorily completed and the retainage is paid. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed for the purposes of completing final settlement of the Contract.
- iii. Failure to comply with the payment requirements in this section may be grounds for the City withholding payment and considered a breach of this Agreement.
- iv. The payment requirements under this section shall apply to all subcontractors regardless of tier.

l) Flow-Down Provisions: Counting and Reporting. In accordance with DBE Requirements, Firms identified to count toward DSBO's established participation goal must be certified by DSBO in that specified program and certified in the applicable NAICS code(s) to count toward the participation goal. In addition, Only the value of the work actually performed by the certified DBE will count toward the DBE participation goal.

m) Flow-Down Provision: Joint Check Utilization. A joint check is a check issued by the Consultant to a DBE subcontractor and a material supplier or other third party. All joint check arrangements with DBE subs must be pre-approved by DSBO and must strictly adhere to the joint check requirements set forth in USDOT guidance regarding same. At a minimum, the request must be initiated by the DBE to remedy a financial hardship for a specific period of time. DSBO will closely monitor the use of joint checks to ensure that the independence of the DBE firm is not compromised. Joint check usage will not be approved merely for the convenience of the prime Consultant.

n) Flow-Down Provision: DBE Termination/Substitution/Reduction of Scope from Contract. The Consultant must have good cause to remove/terminate/substitute/replace a DBE subcontractor

and such removal/termination/substitution requires the consent and approval of City and County of Denver's DSBO. This section also includes reductions to the DBE scope of services and/or commitment values. No DBE subcontract agreement may contain a "termination for convenience" clause/provision because any termination for convenience provision/clause is contrary to the objectives of this part and the objectives of 49 CFR Part 26. To initiate the termination, substitution, removal, or replacement process with a DBE contractor/supplier (regardless of the tier), the Consultant or lower tier contractor/subcontractor must do the following:

- i. Before transmitting to DSBO its request to terminate and/or substitute a DBE subcontractor, the Consultant must give notice in writing to the DBE subcontractor and notify City and County of Denver DSBO of such notice. The notice must include its request to terminate and/or substitute, replace and/or remove the DBE, the reason for the request and all documentation to support its claim. The Consultant must submit a copy of the notice and support documentation to DSBO at the time the original letter is sent to the DBE contractor.
- ii. The Consultant must give the DBE subcontractor five (5) business days to respond to the notice and provide DSBO with reasons, if any, why it objects to the proposed termination of its DBE contract and why DSBO should not consent the Consultant's action;
- iii. DSBO will then open a formal investigation inclusive of review of all documentation, conduct interviews and site visits, if necessary. The Consultant carries the burden of proof to demonstrate good cause for the termination and/or substitution;
- iv. If DSBO determines that the Consultant has good cause to terminate the DBE firm, the DSBO will provide written consent of DBE removal and the requirements to substitute work to another DBE firm. If DSBO finds that good cause does not exist to terminate the DBE firm, DSBO will provide a written denial of the request to terminate/replace the DBE subcontractor and will immediately request a corrective action plan from the Consultant. Please note that if a consultant elects to terminate, substitute and or reduce the scope of work initially committed to a DBE without the approval or consent of the City and County of Denver DSBO, this constitutes a material breach of a contract, which may result in the termination of the contract or such other remedy as the recipient/City and County of Denver deems necessary as set forth under the DBE Requirements. These legal remedies may include but are not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as nonresponsible.
- v. For purposes of good cause to remove, replace, or terminate a DBE the following circumstances should exist: (1) failure or refusal by the DBE subcontractor to execute a written contract without good cause, (2) failure or refusal by the DBE subcontractor to perform the work of its subcontract in a way consistent with normal industry practice and the Consultant has not acted in bad faith, (3) failure by the DBE subcontractor to meet the Consultant's reasonable bonding or insurance requirements, (4) insolvency, bankruptcy or credit unworthiness by the DBE subcontractor that creates a risk for the contract, (5) ineligibility by the DBE subcontractor to work on public works Program because of suspension or debarment proceedings, (6) a determination by City And County Of Denver that the DBE is not a responsible contractor, (7) voluntary withdrawal from the Program by written notification that has been verified, (8) ineligibility to receive DBE participation credit for the type of work to be performed, (9) other documented good cause that compels the replacement of the DBE.
- vi. When a DBE subcontractor is terminated with the approval of DSBO or fails to complete its work on the contract for any reason, prime contractors are required to make good faith efforts to find another DBE subcontractor to substitute for the original DBE.

- vii. Prime contractors must show that it took all necessary and reasonable steps to find another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal DSBO has established for this Agreement and or commitments made by the Consultant for DBE utilization/participation. 49 CFR Part 26.53 shall serve as the criteria for evaluating compliance with the good faith efforts requirements. Additionally, bidders/proposers are required to solicit the support and assistance of the DSBO if they are unable to meet the DBE participation goal assigned to this contract.
 - viii. The good faith efforts shall be documented by the Consultant. If the DSBO requests documentation under this provision, the Consultant shall submit the documentation to the DSBO Compliance Officer within 7 days, which may be extended for an additional 7 days, if necessary, at the request of the Consultant, and DSBO shall provide a written determination to the Consultant stating whether or not good faith efforts have been demonstrated.
 - ix. Consultant shall comply with Good Faith Efforts procedures as defined in the DBE Requirements. Consultant shall comply with this section of the DBE Requirements or any DBE program requirements and failure by the Consultant to carry out the requirements of this part as they administer this contract is a material breach of contract, which may result in the termination of the contract or such other remedy as the recipient deems necessary as set forth in the DBE Requirements. The legal remedies include but is not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as non-responsible.
 - x. The Consultant shall ensure that DBE tiered subcontractors comply with this Section and insert the provisions of this Section into all DBE lower tiered subcontractor agreements, regardless of their certification status.
- A. **Flow-Down Provision: Changes, Amendments, Modifications.** The DBE Goal(s) shall apply to the performance/value of all obligations under this Agreement, including any Changes, Modifications, Amendments and Change Orders whether initiated by the Consultant or City and County of Denver.

EXHIBIT E

ACORD INSURANCE CERTIFICATE

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED HDR Engineering, Inc. 1917 South 67th Street Omaha, NE 68106	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Project: City and County of Denver Burnham Yard On-Call Contract.

Additional Insureds: The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2025

12/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS: <div style="text-align: center;">INSURER(S) AFFORDING COVERAGE</div> INSURER A: Lloyds of London
INSURED 1429583 HDR ENGINEERING, INC. 1917 SOUTH 67TH STREET OMAHA NE 68106	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 21222807 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	ARCH & ENG PROFESSIONAL LIABILITY	N	N	P1001412400	6/1/2024	6/1/2025	PER CLAIM: \$1,000,000 AGGREGATE: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: BURNHAM YARD ON-CALL PROFESSIONAL SERVICES AGREEMENT. CONTRACT # 202477138

CERTIFICATE HOLDER 21222807 CITY AND COUNTY OF DENVER ATTN: SAM MEZA 201 W. COLFAX AVE. DENVER, CO 80202	CANCELLATION See Attachment SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Disadvantaged Business Enterprise Requirements

- a) 49 C.F.R. Part 26 or 40 C.F.R. Part 30 (“DBE Requirements”) apply to this Agreement (or “Contract”). Consultant, its sub-consultants (or “subcontractors”) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements in the award and administration of federally assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the City deems appropriate as, which may include, but is not limited to:
1. Withholding monthly progress payments;
 2. Assessing sanctions;
 3. Liquidated damages; and/or
 4. Disqualifying the Consultant from future bidding as not responsible.

Consequently, Consultant must fully comply with the DBE Requirements in bidding and performing hereunder.

- b) The DBE Requirements provide for the adoption of a good faith goals program, to be administered by the Division of Small Business Opportunity (DSBO). As such, each proposer must comply with the terms and conditions of the DBE Requirements in submitting its proposal and, if awarded the Agreement, in performing all Work thereunder. A proposer’s failure to comply with the DBE Requirements, any Rules or Regulations promulgated pursuant thereto, or any additional requirements contained herein may render a proposal non-responsive and may constitute cause for rejection.
- c) In accordance with the DBE Requirements, the Consultant is committed to, at a minimum, meet the DBE participation goal established on each Task Order for this Program utilizing properly certified DBE subconsultants, subcontractors, suppliers, manufacturers, manufacturer’s representatives or brokers.
- d) In addition to DBE requirements, Consultant shall develop, receive approval from the City, and comply with a DBE Equity, Diversity and Inclusiveness Plan (“DBE EDI Plan”) as provided in the Request for Qualifications. The initial approved DBE EDI Plan is attached as Exhibit F. Thereafter, the Contractor/Consultant is required to prepare and submit to the DSBO an updated DBE EDI Plan on an annual basis throughout the Agreement duration without further amendment to this Agreement, which updated plan shall be subject to DSBO revision and once approved by DSBO, shall become the active DBE EDI Plan with which this clause obligates Consultant to comply. Each approved DBE EDI Plan is incorporated herein by reference.
- e) The Consultant(s) are required to report participation in the Small Business Certification and Contract Management System also known as B2GNow. B2Gnow is the compliance monitoring system DSBO utilizes to implement these payment monitoring requirements. Prime consultant(s), are required to confirm in B2Gnow payments received from the City and County of Denver monthly. This monthly requirement is known as an “audit” in B2GNow and will be referred to as such within the system and in any future communication received regarding such. You must inform subcontractors at all tiers of their responsibility to respond to audits. If certified subcontractors fail to confirm payments through the audits, participation for those payments will not count towards meeting the DBE commitment and will result in noncompliance action.
- f) By committing to working on this Agreement which is subjected to DBE Requirements, all DBE subconsultants, subcontractors, supplier, manufacturer, manufacturer's representative or broker must undergo a commercially useful function review (“CUF”) or a DBE compliance review before

their contract can be closed by DSBO. DBEs are required to fully cooperate with DSBO or its designee in the CUF and compliance review processes. The CUF review process will be initiated with a request for documents relating to contract performance and management of the actual work performed on the contract. The scope and intensity of each CUF review will depend on the specific facts and circumstances. The CUF review is purposed to verify the amount of DBE participation credit, to ensure that work is actually performed by the DBE consistent with the DBE Program requirements and/or to ensure that there is no activity engaged in by the DBE inconsistent with the intent and objectives of the DBE Program. The CUF review is formal and will be initiated with an orientation/explanation process and closed out with a briefing and determination. The DBE subcontractor may be subjected to an informal DBE compliance review by DSBO or its designee with or without notice. The informal compliance review will generally be conducted at the work site where the City observes and assesses the services/supplies being provided by the DBE.

- g) For all questions, concerns, and guidance pertaining to DBE Requirements for this Agreement, the Consultant or DBE/Non-DBE subcontractors are highly encouraged to consult the DBE Requirements or contact the DSBO designated Compliance Officer or DSBO representative at dsbo@denvergov.org.
- h) **Required Subcontract DBE Flow-Down Provisions for all Tiers.** While no subcontractor will be considered a third-party beneficiary to the Agreement between the City and the Consultant, the City considers subconsultants and subcontractors of every tier to be agents of the Consultant. Therefore, subconsultants and subcontractors of every tier will be held to all the requirements of the Agreement. With that understanding, the Consultant is well advised to conform all subcontracts to the requirements of the Agreement and make the Agreement available to all subconsultants and subcontractors. **At the very least, the Consultant must include the following provisions in their subcontracts with their DBE subcontractors as well as ensure that all tiered-subcontractors comply with and insert the provisions of the section into all-tiered subcontract agreements/purchase orders: 1. Non-Discrimination clause, 2. Contractor Prompt Payment, 3. Counting and Reporting, 4. Joint Check Utilization, 5. DBE Termination/Substitution/Reduction Of Scope From Contract, 6. Changes, Amendments, Modifications.**
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- ii. Retention
 - 1. From the total of the amount determined to be payable on a partial payment, 5 percent of such total amount will be deducted and retained by the Owner for protection of the Owner's interests. Unless otherwise instructed by the Owner or provided in the Contract, the amount retained by the Owner will be in effect until the final payment is made as provided in the Contract.
 - 2. The Contractor is required to pay all subcontractors for satisfactory performance of their work no later than 7 days after the Contractor has received a payment for that work as provided in the Prompt Pay Ordinance, D.R.M.C. §§ 20-107 to 20-118. Contractor must provide the Owner evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 7 days after the subcontractor's work is satisfactorily completed and the retainage is paid. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed for the purposes of completing final settlement of the Contract.
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and such removal/termination/substitution requires the consent and approval of City and County of Denver's DSBO. This section also includes reductions to the DBE scope of services and/or commitment values. No DBE subcontract agreement may contain a "termination for convenience" clause/provision because any termination for convenience provision/clause is contrary to the objectives of this part and the objectives of 49 CFR Part 26. To initiate the termination, substitution, removal, or replacement process with a DBE contractor/supplier (regardless of the tier), the Consultant or lower tier contractor/subcontractor must do the following:

- i. Before transmitting to DSBO its request to terminate and/or substitute a DBE subcontractor, the Consultant must give notice in writing to the DBE subcontractor and notify City and County of Denver DSBO of such notice. The notice must include its request to terminate and/or substitute, replace and/or remove the DBE, the reason for the request and all documentation to support its claim. The Consultant must submit a copy of the notice and support documentation to DSBO at the time the original letter is sent to the DBE contractor.
- ii. The Consultant must give the DBE subcontractor five (5) business days to respond to the notice and provide DSBO with reasons, if any, why it objects to the proposed termination of its DBE contract and why DSBO should not consent the Consultant's action;
- iii. DSBO will then open a formal investigation inclusive of review of all documentation, conduct interviews and site visits, if necessary. The Consultant carries the burden of proof to demonstrate good cause for the termination and/or substitution;
- iv. If DSBO determines that the Consultant has good cause to terminate the DBE firm, the DSBO will provide written consent of DBE removal and the requirements to substitute work to another DBE firm. If DSBO finds that good cause does not exist to terminate the DBE firm, DSBO will provide a written denial of the request to terminate/replace the DBE subcontractor and will immediately request a corrective action plan from the Consultant. Please note that if a consultant elects to terminate, substitute and or reduce the scope of work initially committed to a DBE without the approval or consent of the City and County of Denver DSBO, this constitutes a material breach of a contract, which may result in the termination of the contract or such other remedy as the recipient/City and County of Denver deems necessary as set forth under the DBE Requirements. These legal remedies may include but are not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as nonresponsible.
- v. For purposes of good cause to remove, replace, or terminate a DBE the following circumstances should exist: (1) failure or refusal by the DBE subcontractor to execute a written contract without good cause, (2) failure or refusal by the DBE subcontractor to perform the work of its subcontract in a way consistent with normal industry practice and the Consultant has not acted in bad faith, (3) failure by the DBE subcontractor to meet the Consultant's reasonable bonding or insurance requirements, (4) insolvency, bankruptcy or credit unworthiness by the DBE subcontractor that creates a risk for the contract, (5) ineligibility by the DBE subcontractor to work on public works Program because of suspension or debarment proceedings, (6) a determination by City And County Of Denver that the DBE is not a responsible contractor, (7) voluntary withdrawal from the Program by written notification that has been verified, (8) ineligibility to receive DBE participation credit for the type of work to be performed, (9) other documented good cause that compels the replacement of the DBE.
- vi. When a DBE subcontractor is terminated with the approval of DSBO or fails to complete its work on the contract for any reason, prime contractors are required to make good faith efforts to find another DBE subcontractor to substitute for the original DBE.

- vii. Prime contractors must show that it took all necessary and reasonable steps to find another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal DSBO has established for this Agreement and or commitments made by the Consultant for DBE utilization/participation. 49 CFR Part 26.53 shall serve as the criteria for evaluating compliance with the good faith efforts requirements. Additionally, bidders/proposers are required to solicit the support and assistance of the DSBO if they are unable to meet the DBE participation goal assigned to this contract.
 - viii. The good faith efforts shall be documented by the Consultant. If the DSBO requests documentation under this provision, the Consultant shall submit the documentation to the DSBO Compliance Officer within 7 days, which may be extended for an additional 7 days, if necessary, at the request of the Consultant, and DSBO shall provide a written determination to the Consultant stating whether or not good faith efforts have been demonstrated.
 - ix. Consultant shall comply with Good Faith Efforts procedures as defined in the DBE Requirements. Consultant shall comply with this section of the DBE Requirements or any DBE program requirements and failure by the Consultant to carry out the requirements of this part as they administer this contract is a material breach of contract, which may result in the termination of the contract or such other remedy as the recipient deems necessary as set forth in the DBE Requirements. The legal remedies include but is not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as non-responsible.
 - x. The Consultant shall ensure that DBE tiered subcontractors comply with this Section and insert the provisions of this Section into all DBE lower tiered subcontractor agreements, regardless of their certification status.
- A. **Flow-Down Provision: Changes, Amendments, Modifications.** The DBE Goal(s) shall apply to the performance/value of all obligations under this Agreement, including any Changes, Modifications, Amendments and Change Orders whether initiated by the Consultant or City and County of Denver.

DBE EDI PLAN

BURNHAM YARD, HDR ENGINEERING, INC.

202368499, VERSION 3, 8/29/2023

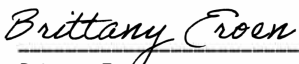




This agreement has been executed by the signatories listed below. In addition to all applicable provisions of the Title 49 Code of Federal Regulation (CFR) Part 26 and any corresponding Rules and Regulations, HDR Engineering, Inc. shall comply with the requirements of this approved DBE EDI Plan. Updates to this plan will be performed annually by HDR Engineering, Inc. and approved by the Division of Small Business Opportunity (DSBO), beginning in September 2024 or at DSBO's request.


R. Bradley Martin, Senior Vice President
HDR Engineering, Inc.


Date


Brittany Erden
Director of Compliance
Division of Small Business Opportunity (DSBO)
City and County of Denver
(delegated authority from Chief Officer)

September 21, 2023
Date

DBE PARTICIPATION REQUIREMENTS

APPROACH AND STRATEGY TO EQUITY, DIVERSITY, AND INCLUSION

HDR's corporate and management commitment to equity, diversity, and inclusion begins with a companywide directive to opportunities for partnerships with diverse business partners through recruitment, outreach, mentoring, and comprehensive reporting, strengthening our project teams, as well as the communities and economy where we work and live.

At HDR, we focus on providing our clients innovative solutions that bring a high return on their investment and that withstand the test of time. The HDR team, our clients, and the local community gain value from the prioritization of equity, diversity, and inclusion strategies across HDR business activities. When we partner with small and DBE certified businesses, their participation adds value through their localized resources, opportunities for innovation, and an even stronger understanding of the community we are collectively working to engage and support. Our approach to teaming with diverse businesses goes beyond meeting minimum requirements. With a corporate policy of affording opportunities for the diverse business community to participate in our contracts, we seek out firms that bring honed specialty services and add strength to our local delivery philosophy. As we embark on new partnerships, we are invested in building trusted relationships that result in project success. We continually improve our processes to identify potential diverse partners, including:

- Minority and Women-Owned Business Enterprise (MWBE)
- Small Business Enterprise (SBE)
- Small Disadvantaged Business (SDB)
- Women-owned Small Business (WOSB)
- Woman-owned Business Enterprise (WBE)
- Historically Under-utilized Business Zones Business (HUBZ)
- Lesbian, Gay, Bisexual, Transgender + (LGBTQ+)
- Minority Business Enterprise (MBE)
- Veteran-owned Business Enterprise (VBE)
- Service-disabled Veteran-owned Business Enterprise (SDVOB)

Mike Washington, Equity Consultant in HDR's Denver office, will provide the team strategies and processes to verify that equity considerations are applied to each facet of the Burnham Yard work. Community engagement and DBE/Workforce development are two obvious areas, but Mike brings a more nuanced approach. He will help our team think about how the results of our work can support the broadest possible range of community members.

A. DBE COORDINATOR

Mike Washington (mike.washington@hdrinc.com) will serve in the position of DBE Coordinator with direct access to the City's project manager and/or chief operating officer, and the HDR program leadership team. Jenn Tamburini (Jennifer.Tamburini@atkinsglobal.com) with Atkins will assist Mike in managing DBE requirements for the program, including reporting requirements. As coordinator, Mike will also manage outreach and development efforts to improve DBE subconsulting/subcontracting opportunities and assist in the administration of the DBE EDI Plan, in collaboration with DSBO.

- Cross System Acoustics: Dave Towers, dtowers@csacoustics.com
- Bridge Strategies: Sara Cassidy, sara@bridgestrategiesgroup.com
- Peak Consulting: Mandy Whorton, Mandy.Whorton@peakconsultingco.com
- DIG Studios: Bill Vitek, bill@digstudio.com
- ArLand Land Use Economics: Arleen Taniwaki, ataniwaki@arlandllc.com
- Communications Infrastructure Group (CIG) Julie Sheen, julie@cig-pr.com
- Y2K Engineering: Eileen Yazzie, eyazzie@y2keng.com

B. DBE UTILIZATION STRATEGIES

Our utilization strategy includes accountability measures to comply with our inclusion plan goals and upholding our commitment to the City in every task order and to every diverse business partner. Our resource management for our contracts continuously include planning work share with our diverse business partners because they are significant in the overall contract performance. Mike Washington will closely monitor our DBE participation to verify that we are meeting our DBE commitments on tasks on this contract.

We understand that the DBE participation goal will be set on a "task order by task order" basis. We have engaged with the following DBE subconsultants:

- Cross System Acoustics
- Bridge Strategies
- Peak Consulting
- DIG Studios
- ArLand Land Use Economics
- Communications Infrastructure Group (CIG)
- Y2K Engineering

The listed DBEs will be included in regularly held project meetings. At the project meetings, DBEs will be kept abreast of the progress of the overall project and opportunities for utilization on task orders. Each task order will have a utilization summary, detailing the DBEs committed to the task order and HDR's efforts to meet the applicable task order DBE goal.

Additionally, HDR will host Meet and Greet events to introduce DBEs to the project team and to identify more potential DBE subcontractors for future opportunities. The Meet and Greet will create a space for DBEs to gain familiarity with the HDR team and awareness of opportunities to participate in this project. Meet and Greet events will be held annually and as needed when specific task order DBE goals cannot be met with currently committed DBEs.

As needed, HDR will also advertise contracting opportunities with organizations representing historically underutilized businesses, including the Conference of Minority and Transportation Officials (COMTO), the Women's Transportation Seminar (WTS), and the Colorado Coalition of Chambers.

HDR's outreach efforts, subcontracting performance, and a database of diverse businesses are documented on our internal webpage. Additionally, we maintain a Supplier Diversity and Small Business Profile Form on HDR's public webpage to generate new leads.

Subcontracts will be signed with DBEs within four weeks of HDR executing the Prime Agreement with CCD. Additionally, task orders will be issued to the DBEs within four weeks of HDR's receipt of the task order NTP.

In the event a DBE subcontractor is unable to complete their contract, HDR will make every effort to identify another DBE to complete the remaining work. Further, should a potential shortfall in DBE participation be identified on a given task order, HDR will collaborate with DSBO to identify a resolution.

Sections C and D further describe HDR's general and national approach to technical support, outreach, and procurement processes, used to increase the participation of new and existing DBE businesses in contracting opportunities.

C. TECHNICAL ASSISTANCE AND SUPPORT SERVICES

HDR provides ongoing assistance and guidance to DBE businesses through the following activities:

- **Outreach.** Ongoing outreach efforts bring opportunities to build relationships and create subcontracting opportunities with diverse business firms. Our team is actively engaged and serves in leadership positions with many professional organizations such as COMTO, the Institute of Transportation Engineers (ITE), the American Council of Engineering Companies (ACEC), WTS,

and American Society of Civil Engineers (ASCE) that provide networking opportunities to meet DBE firms and identify opportunities to work together.

In 2021, HDR was honored as Colorado Employer of the Year by WTS in recognition of the support we provided through memberships, sponsorships, employee involvement to support WTS' mission of "creating a more diverse, inclusive, and equitable transportation industry through the global advancement of women."

- **Mentoring.** HDR supports DBE businesses through participation in mentor-protégé programs, on-the-job training application, and effective integration of subconsultant partners into project teams with clearly defined roles, schedule, and performance/delivery. HDR is an active participant in many agency-sponsored mentor/protégé programs including the CDOT Mentor/Protégé Program as a mentor to Y2K Engineering, Inc. As a mentor, HDR designs programs for protégés that are tailored to address their core needs for growth and host training sessions that include homework and quarterly check-ins with tools and tailored templates necessary to support growth, project management, technical skills, safety and quality procedures, and to bid on future contracts.
- **On-the-job training:** HDR uses a job shadowing approach that allows our diverse business partners to work alongside HDR's experts daily, gaining access to new tools, resources, and knowledge. Tools and resources including traffic modeling tools like Transmodeler and PTV Vissim, or planning tools like Streetmix or Remix. Through this approach, HDR intentionally shares a range of best practices including transportation planning, project management, cost estimating, risk management, and other areas.

D. PROCUREMENT PROCESS

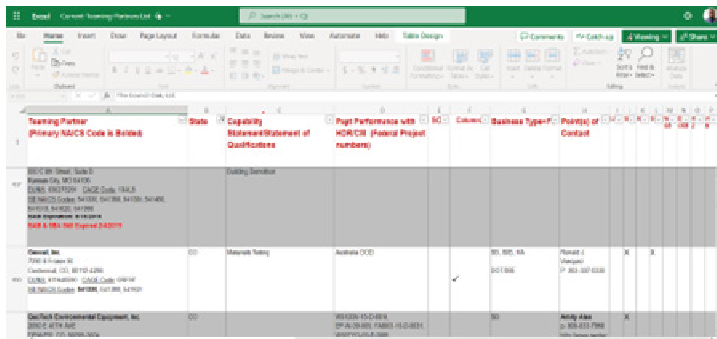
HDR has a corporate Supplier Diversity Policy, issued by our Company CEO, of affording every practicable opportunity for diverse businesses to participate in our contracts. We seek out firms that bring specialty services and firms that add bench strength to our local delivery teams. Our National Supplier Diversity and Small Business Program (NSDP) is a strategic initiative aligned with HDR's annual "Company Strategic Plan" with respect to the markets, clients, and objectives, promoting utilization of small and socioeconomic business firms as subconsultants providing services, supplies, and materials.

HDR's Supplier Diversity Director is responsible for developing and promoting companywide policy initiatives that demonstrate the company's support for awarding subcontracts to diverse and small businesses; including but not limited to:

- Verifying that small and diverse businesses are included on the source lists for solicitations for services they can provide. Small businesses are included on these lists by submitting a Supplier Diversity and Small Business Profile Form via HDR's website (<https://www.hdrinc.com/about-us/supplier-diversity-small-business-profile>).

- Monitoring the Company's subcontracting performance. Namely quality control of deliverables, contract compliance, invoicing, timeliness of submittals (including deliverables and monthly invoices).
- Outreach through local and national conferences, matchmaking events, and face-to-face meetings.

We also consider the importance of providing equitable opportunities during the contract period. If there are additional scope requirements that are outside HDR and our subcontractors' services, we will seek additional subcontractors, upon client approval, based upon scope of work, technical complexity, and location. Our procurement packages are structured to provide diverse business firms with an opportunity to allow for maximum practical participation and remove statements or clauses that may restrict or prohibit participation. HDR pays our subcontractors on time and in accordance with our subcontract terms and conditions. For DOTI contracts, that means we pay them within 30 days of receiving their invoice – even if we have not yet been paid by DOTI. Invoices are reviewed within two business days and any issues are communicated to the subcontractor. If issues have not been resolved within 30 days, HDR will pay the amount of the undisputed charges and will notify CCD of the issue.



E. COMMUNICATION AND VENDOR MANAGEMENT

- Conducting training will occur per project for procurement, project management, and contract managers regarding commercial, state, and local socioeconomic requirements, company supplier diversity policies and procedures, Section 8(d) of the Small Business Act as amended, Executive Orders, and reporting requirements.
- Through the Supplier Diversity Training, verify that the project management and procurement staff offer qualified small and minority-owned business subcontractors' opportunities. Staff are provided training presentations, updates on trends in supplier diversity initiatives, and summaries of regulatory requirements (federal and non-federal), reporting requirements, and best practices.
- Building relationships with diverse businesses. The partnerships benefit the company, our clients' missions, communities, and economic growth.
- Frequent communications to maintain visibility and engagement in HDR's Supplier Diversity Program initiatives through attendance at national conferences, regular events at local organizations representing small businesses, and advertisements in local trade publications.
- Providing training to select prime suppliers to engage their commitment and understanding of HDR's Supplier Diversity Program initiatives for second-tier goals and reporting.
- Providing a value-added resource accessible to HDR employees at the HDR internal National Supplier Diversity Program Intranet page providing training presentations and external sourcing resources; contacts, websites, updates on supplier diversity initiatives; and a Vendor Database.

Building our diverse team is a collective process by the program manager, project managers, the Procurement Department, and our Supplier Diversity Team. As an integral part of our team, discussions will take place with each of our diverse team members to establish the primary services they will perform on this contract, roles and responsibilities, and communications. Our Procurement Department is fully engaged, in accordance with HDR's Procurement Policy and Procedures and Supplier Diversity Program Policy and Procedures, to verify that fair and reasonable pricing and diverse businesses receive maximum practicable opportunities through our procurement process.

Diverse subcontractor management is a critical part of our overall contract and project management strategy. Subcontractors represent a significant percentage of the project work performed, and their performance has a key impact on both the quality and cost effectiveness of the work. Our goal is to have our subcontractors succeed in each area of project and contract involvement.

Subcontractors are managed similarly to our geographically dispersed HDR staff. We establish a project management plan that spells out how we will work together and the general relationship parameters including the schedule for internal coordination meetings, communication protocols, issue escalation procedures,



quality control requirements, safety plan requirements, and milestone deliverable expectations. This plan is provided at the Kickoff Meeting and revisited/revised as necessary.

If awarded a contract, we prepare subcontractor agreements that are structured to provide the necessary flowdown requirements. Once a task order is issued, our diverse subcontractors are provided the scope of work and treated as extensions of the HDR team.

We carefully select our teaming partners for their specialized technical expertise and their past performance. Our diverse partners reflect our values, ethical standards, and integrity. Our collaboration adds meaning and value that yields opportunities for our diverse partners to have consequential contributions to projects, enhance their company resume, and grow their business. Communication around scheduling, safety requirements, performance expectations, file sharing is conducted at the Kickoff Meeting.

F. PAST PERFORMANCE

HDR has been successful in promoting equity, diversity, and inclusion both internally and externally through outreach activities, mentoring, and training opportunities (described in Section C). We promote DBE participation by actively engaging with diverse firms, often exceeding participation goals. On the CCD 2016 Engineering Professional Services On-Call, we exceeded the 15% DBE participation goal by 8% reaching a total DBE utilization of 23% throughout the 39 task orders. On the CDOT Bridge Inspections NPS contract, we exceeded the 12% DBE goal with a DBE utilization of 20%.

In addition to the tactics described in Section C, HDR achieves higher levels of DBE participation by offering capable subcontractors the meaningful opportunities they have historically been denied. For example, through a Mentor Protégé relationship with Y2K Engineering, HDR helped expand Y2K's transportation safety expertise to a full suite of safety analysis services. Now, HDR regularly relies on Y2K for safety analysis services, including the this Burnham Yard project.

G. SUBMITTER'S CULTURE

We believe a variety of perspectives makes our company stronger. Our work environment includes employees of different generations, genders, races, nationalities, sexual orientations, abilities, religions, and ethnicities who work together to deliver one-of-a kind services to our clients.

In 2020, we launched employee network groups (ENGs) to broaden awareness and promote inclusion. Our efforts include:

- A training program to help heighten awareness of unconscious biases.
- A web-based tool to prepare our team members for working in other countries and with other cultures.

- Cultivating a more diverse workforce through key partnerships with universities and local schools that support students in math, engineering, and science.

Additionally, we have added key leadership to HDR focused on inclusion and diversity. Our Global Director of Inclusion and Diversity, Abraham Carrillo, leads our strategy and initiatives to empower employees.

Both as individuals and as a company, we take pride in supporting efforts to better our communities, not just financially, but also with our time. We have strong employee engagement being involved in the communities where HDR can make an impact. Through our philanthropic programs such as the HDR Foundation, we help communities in need through donations, HDR volunteers, and not-for-profit annual grants to qualified organizations that align with HDR's areas of expertise: education, healthy communities, and environmental stewardship. In 2022, the HDR Foundation gave funding to two significant efforts that support our communities:

All Kids Bike at \$150,000. All Kids Bike is a national movement led by the Strider Education Foundation to place Kindergarten PE Learn-To-Ride Programs into targeted public schools for free. Each school will receive the equipment and training needed to implement the program, including 24 Strider 14x balance bikes, 24 pedal conversion kits, 24 fully adjustable helmets, a 20-inch instructor bike and a five-year support plan. Three school districts in Colorado were selected for participation.

Denver Urban Gardens. Denver Urban Gardens received a community grant of \$100,000 to implement a series of sustainability and access improvements to four gardens in Denver. Additionally, HDR engages with students in Denver Public Schools and Aurora Public Schools to help learn more about STEM careers through class visits, office mentoring, sessions, and internships.

H. FUTURE INITIATIVES

In the next five years, HDR will continue and build upon the activities described above to promote equity, diversity, and inclusion in the workplace, our community, and projects. This year, HDR has focused on expanding supplier equity, diversity, and inclusion in Canada with Indigenous and Aboriginal business inclusion on Canadian projects. Additionally, we have kicked off an initiative to expand our Business Intelligence (BI) system supplier diversity reports to improve tracking and reporting capabilities linked with procurement. We continue to expand socioeconomic categories and ethnicity tracking to meet client reporting requirements. Another goal in the upcoming years is to develop a Supplier Diversity Inclusion Annual Report that will be included with our Employee Diversity & Inclusion Annual Report.