


Please note: Port reserves right to terminate negotiations with selected firm if consultant fails to respond within given timeframes.

REV DATE 5/10/2017

Firm Instructions	Prime Company Name	TBD
	Solicitation #	Example Only
	Project Title	
	Prime Contact Person	
	Submittal Date	

Key:	
Fill Color	Type of Data
	Autopopulates
	Firm to fill In

Instructions

1. Fill out the contract information above
2. Fill out the requested information on the Firm Input sheet
 - Please use the Job Crosswalk, ACEC Job Levels, SOC Codes, and guidelines below for assistance
 - SOC Codes and SOC Titles will pull in automatically if you select a Common Title from the dropdown

If the Common Title list does not contain an adequate descriptor, please select "No Title" and include a description of the job in the comments along with the proper SOC code. A resume may also be appropriate.

3. If you have any questions, please reach out to your CPO contact

Description of each page in tool:	
Coverpage	Instruction page for form and input of contract information
Firm Input	Place to enter company, rate, and individual information
Job Crosswalk	Reference for looking up common job titles
SOC Codes	Complete list of BLS SOC Codes for reference
ACEC-ASCE Job Levels	Reference for assigning a level classification to consultants

Description of each input column:	
Company Name	Name of prime or sub company
Individual Name	Name of individual in the format Last Name, First Name
Highest Relevant Degree	Choose from dropdown; highest degree relevant to project work
Years of Relevant Experience	Whole number; years of experience since last degree
State License	List any applicable state licenses
Proposed Job Title	Proposed job title if Common Title is not sufficient to describe role
Proposed Fully Burdened Hourly Rate	Proposed hourly rate to be billed out for consultant
Common Title	Choose from dropdown; common job categories
Level Classification (1-8)	Whole number 1-8; please enter job level, using ACEC guide as a reference
SOC Classification Title	Autopopulates; official SOC title
SOC Code	Autopopulates; SOC code, can be overridden if you do not like the options for common title
Comments	Any additional information that would be helpful for the Port to know



Notes
 This job crosswalk can help you select the correct SOC code/title.
 SOC codes not on this list are rarely used at the Port

Commonly Used SOC codes:

Common Title	SOC Code	SOC Occupational Title
Administrator - Contract	13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products
Administrator - Database	15-1141	Database Administrators
Analyst - Financial	13-2051	Financial Analysts
Analyst - Project Budget	13-2031	Budget Analysts
Archeologists	19-3091	Anthropologists and Archeologists
Architect	17-1011	Architects, Except Landscape and Naval
Architect - Landscape	17-1012	Landscape Architects
Assistant - Administrative	43-6011	Executive Secretaries and Executive Administrative Assistants
Assistant - Project	43-6011	Executive Secretaries and Executive Administrative Assistants
Assistant - Resident Engineer	17-3022	Civil Engineering Technicians
Assistant - Scheduler	43-5061	Production, Planning, and Expediting Clerks
Audio and Video Equipment Technicians	27-4011	Audio and Video Equipment Technicians
CADD Technician - Architectural	17-3011	Architectural and Civil Drafters
CADD Technician - Civil	17-3011	Architectural and Civil Drafters
CADD Technician - Electrical	17-3012	Electrical and Electronics Drafters
CADD Technician - Mechanical	17-3013	Mechanical Drafters
Construction Coordinators	13-1199	Business Operations Specialists, All Other*
Construction Inspectors	47-4011	Construction and Building Inspectors
Construction Inspectors - Civil	47-4011	Construction and Building Inspectors
Construction Inspectors - Electrical	47-4011	Construction and Building Inspectors
Construction Inspectors - Mechanical	47-4011	Construction and Building Inspectors
Construction Inspectors - Structural	47-4011	Construction and Building Inspectors
Cost Estimator	13-1051	Cost Estimators
Designer - Graphic	27-1024	Graphic Designers
Designer - Interior	27-1025	Interior Designers
Designer - Lighting	17-3029	Engineering Technicians, Except Drafters, All Other
Engineer - Aviation	17-2051	Civil Engineers
Engineer - Civil	17-2051	Civil Engineers
Engineer - Communications	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
Engineer - Electrical	17-2071	Electrical Engineers
Engineer - Environmental	17-2081	Environmental Engineers
Engineer - Geotechnical	17-2051	Civil Engineers
Engineer - Mechanical	17-2141	Mechanical Engineers
Engineer - Occupational Safety	17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors
Engineer - Resident	17-2051	Civil Engineers
Engineer - Structural	17-2051	Civil Engineers
Engineer - Transportation	17-2051	Civil Engineers
Management Consultant	13-1111	Management Analysts
Manager/Principal - Architectural	11-9041	Architectural and Engineering Managers
Manager/Principal - Civil Engineering	11-9041	Architectural and Engineering Managers
Manager/Principal - Construction	11-9021	Construction Managers
Manager/Principal - Electrical Engineering	11-9041	Architectural and Engineering Managers
Manager/Principal - Environmental Engineering	11-9041	Architectural and Engineering Managers
Manager/Principal - General and Operations	11-1021	General and Operations Managers
Manager/Principal - Geotechnical Engineering	11-9041	Architectural and Engineering Managers
Manager/Principal - Mechanical Engineering	11-9041	Architectural and Engineering Managers
Manager/Principal - Natural Scientist	11-9121	Natural Sciences Managers
Manager/Principal - Occupational Safety	29-9011	Occupational Health and Safety Specialists
Manager/Principal - Public Relations	11-2031	Public Relations and Fundraising Managers
Manager/Principal - Structural Engineering	11-9041	Architectural and Engineering Managers
Manager/Principal - Surveyor	11-1021	General and Operations Managers
Manager/Principal - Technology and Training	13-1151	Training and Development Specialists
Manager/Principal - Transportation Engineering	11-9041	Architectural and Engineering Managers
Manager - Training and Development	11-3131	Training and Development Managers
NOTITLE	00-0000	NONE
Photographers	27-4021	Photographers
Planners	19-3051	Urban and Regional Planners
Project Controls - Documentation	11-3011	Administrative Services Managers
Real Estate Appraiser	13-2021	Appraisers and Assessors of Real Estate
Scientist - Environmental	19-2041	Environmental Scientists and Specialists, Including Health
Scientist - Geologist	19-2042	Geoscientists, Except Hydrologists and Geographers
Scientist - Hydrogeologist	19-2043	Hydrologists
Scientist - Wildlife Biologist	19-1023	Zoologists and Wildlife Biologists
Specialist - Environmental Permitting	19-3051	Urban and Regional Planners
Specialist - GIS	17-1021	Cartographers and Photogrammetrists
Specialist - Information Management	15-1142	Network and Computer Systems Administrators*
Specialist - Public Relations	27-3031	Public Relations Specialists
Specialist - Occupational Health and Safety	29-9011	Occupational Health and Safety Specialists
Specialist - Toxicology, Environmental Risk Assessment	19-2041	Environmental Scientists and Specialists, Including Health
Specialist - Mapping	17-1021	Cartographers and Photogrammetrists
Survey Crew with Equipment	17-3031	Surveying and Mapping Technicians
Surveyor - PLS/Land Surveyor in Training	17-1022	Surveyors
Technical - Commissioning/Activation	17-2141	Mechanical Engineers
Technical Expert - Architectural	11-9041	Architectural and Engineering Managers
Technical Expert - Aviation	11-9041	Architectural and Engineering Managers

Common Title	SOC Code	SOC Occupational Title
Technical Expert - Civil Engineering	11-9041	Architectural and Engineering Managers
Technical Expert - Construction	11-9021	Construction Managers
Technical Expert - Electrical Engineering	11-9041	Architectural and Engineering Managers
Technical Expert - Environmental Engineering	11-9041	Architectural and Engineering Managers
Technical Expert - Geotechnical Engineering	11-9041	Architectural and Engineering Managers
Technical Expert - Mechanical Engineering	11-9041	Architectural and Engineering Managers
Technical Expert - Mobilization Team/IT Support	15-1142	Network and Computer Systems Administrators*
Technical Expert - Transportation Engineering	11-9041	Architectural and Engineering Managers
Technician - Acoustical	27-4014	Sound Engineering Technicians
Technician - Civil Engineering	17-3022	Civil Engineering Technicians
Technician - Electrical Engineering	17-3023	Electrical and Electronics Engineering Technicians
Technician - Environmental	19-4091	Environmental Science and Protection Technicians, Including Health
Technician - Environmental Engineering	17-3025	Environmental Engineering Technicians
Technician - Mechanical Engineering	17-3027	Mechanical Engineering Technicians
Technician - Occupational Health and Safety	29-9011	Occupational Health and Safety Technicians
Technician - Remediation (RMM)	47-4041	Hazardous Materials Removal Workers
Technician - Survey	17-3031	Surveying and Mapping Technicians
Writer - Specification	27-3042	Technical Writers
Writer - Technical Editor	27-3042	Technical Writers



Job Level Guidelines

Notes
This page can help you select the classification level appropriate to the job task

ACEC PROFESSIONAL GRADE DESCRIPTIONS

(Modified after ASCE Engineering Grade Descriptions)

GRADE	1	2	3	4	5	6	7	8
General Characteristics	Acquires limited knowledge and develops basic skills. Applies prescribed techniques and procedures in accordance with established criteria to perform assigned tasks. Performs routine technical work which does not require previous experience. Acquires an understanding of professional and ethical responsibilities.	Acquires basic knowledge and develops skills in a specific practice area. Applies standard techniques, procedures, and criteria to perform assigned tasks as part of a broader assignment. Exercises limited judgment on details of work and in application of standard methods for conventional work.	Develops broad knowledge and skills in a specific practice area. Evaluates, selects, and applies standard techniques, procedures, and criteria to perform a task or sequence of tasks for conventional projects with few complex features. Collaboratively uses judgment to determine adaptations in methods for non-routine aspects of assignments. Works on small projects or portions of larger projects.	Applies broad knowledge of principles and practices in a specific practice area. Independently evaluates, selects, and adapts standard techniques, procedures, and criteria. Acquires general knowledge of principles and practices of related fields, and ability to function on multi-disciplinary teams. Works on multiple projects of moderate size or portions of major projects.	Independently applies extensive and diversified knowledge of principles and practices in broad areas of assignments and related fields. Uses advanced techniques in the modification or extension of theories and practices of sciences and disciplines to complete assignments. Works on a major project or several projects of moderate scope with complex features.	Applies a thorough knowledge of current principles and practices of engineering as related to the variety of aspects affecting their organization. Applies knowledge and expertise acquired through progressive experience to resolve crucial issues and/or unique conditions. Keeps informed of new methods and developments affecting their organization, and recommends new practices or changes in emphasis of programs. Works on programs of limited complexity and scope.	Uses creativity, foresight, and mature judgment in anticipating and solving unprecedented problems. Makes decisions and recommendations that are authoritative and have an important impact on extensive organizational activities. Sets priorities and reconciles directions from competing interests. Works on programs with complex features.	Makes decisions with broad influence on the activities of their organizations. Makes authoritative decisions and recommendations that are conclusive, and have a far-reaching impact on the organization. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing and guiding extensive programs and activities of major consequence.
Direction Received	Receives close supervision on all aspects of assignments.	Receives close supervision on unusual or difficult problems, and general review of all aspects of work.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems, and possible solutions. Receives a thorough review of completed work for application of sound professional	Receives general direction on key objectives. Receives guidance when necessary on unconventional or complex problems, direction on modified techniques, and new approaches on assignments with conflicting	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Receives administrative supervision with assignments given in terms of broad general objectives and limits.	Receives general administrative direction from a board of directors or regional council
Typical Duties & Responsibilities	Collects data and gathers information or documents. Performs standard computations or analysis. Prepares drawings and visual aids. Observes construction activities. Performs basic survey work.	Performs basic design tasks. Assists on other tasks such as: preparation of permit applications, material testing, and CADD work.	Performs moderate design tasks. Prepares portions of project documents. Edits specifications. Performs research and investigations.	Designs a complete project, system, component, or process. Prepares complete project documents. Designs and conducts experiments, and analyzes and interprets data. Formulates and solves problems.	Reviews complete project documents for conformity and quality assurance. Develops new techniques and/or improved processes, materials, or products. Assists upper level management and staff as a technical specialist or advisor.	Serves as the technical specialist for the organization in the application of advanced concepts, principles, and methods in an assigned area. Keeps informed of new developments and requirements affecting the organization for the purpose of recommending changes in programs or applications. Interprets, organizes, executes and coordinates assignments	Develops standards and guidelines. Leads the organization in a broad area of specialization or in narrow but intensely specialized field.	Performs advisory or consulting work for the organization for broad program areas or an intensely specialized area with innovative or important aspects. Performs advisory or consulting work for the organization for broad program areas or an intensely specialized area with
Responsibility for Direction of Others	No managerial responsibilities at this level.	Assigns tasks to and coordinates with technicians or administrative staff.	Assigns tasks to and coordinates work with entry-level engineers, technicians, or administrative staff. Assists in determining schedule and budget requirements.	Assigns tasks to and directs engineers, technicians and administrative staff. Plans and coordinates detailed aspects of the engineering work. Prepares scopes, budgets, and schedules for assignments.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services or obtain funding for engineering	Supervises a staff of engineers and technicians. Plans, schedules, or coordinates the preparation of documents or activities for multiple major projects, or is responsible for an entire program of an organization. Reviews operational procedures to insure	Supervises several organizational segments or teams. Recommends facilities, personnel, and funds required to carry out programs Oversees the technical, legal, and financial issues of an entire program. Determines program objectives and	Leads an entire program of critical importance. Decides the kind and extent of engineering and related programs needed for accomplishing the objectives of an organization.
Typical Position Titles	Staff or Junior Engineer/Scientist	Engineer/Scientist	Engineer/Scientist	Senior Engineer/Scientist	Senior or Principal Engineer/Scientist	Principal Engineer/Scientist, Department Manager, Director or Assistant Director of Research, Consultant, Professor, Distinguished Professor or Department Head.	Chief Engineer, Bureau Engineer/Scientist, Director of Research, Department Head or Dean, County Engineer, Senior Advisor, Senior Consultant.	Director of Engineering, General Manager, Vice President, President, Partner, Dean, Director of Public Works
Typical Registration	Certified Engineer/Scientist in Training		Registered Professional Engineer/Scientist					
Typical Professional Attainments	Member of Professional and Technical Societies		Member of Professional Society; Member of Technical Society.	Member of Professional Society; Member of Technical Society; Publishes professional papers.				
Port Common Title	Engineer/Architect/Scientist					Manager/Principal or Technical Expert		
Average Years of Experience: Engineers, ACEC 2016	1	4	8	10	17	20	27	31
Engineers, Dietrich Spring 2016	3	4	6	10	16	20	25	26

Professional Categories (such as Engineers, Scientists, Project Managers)

GRADE	1	2	3	4	5	6	7	8
	Junior			Mid-level			Senior	
General Experience level								
General Characteristics	Acquires limited knowledge and develops basic skills. Applies prescribed techniques and procedures in accordance with established criteria to perform assigned tasks. Performs routine assignments which does not require previous experience. Acquires an understanding of profession	Acquires basic knowledge and develops skills in a specific knowledge areas, critical to supporting a project. Applies standard techniques, procedures, and criteria to perform assigned tasks as part of a broader assignment. Exercises limited judgment on details of work and in application of standard methods for conventional work.	Develops broad knowledge and skills in a specific knowledge area, critical to supporting project. Evaluates, selects, and applies standard techniques, procedures, and criteria to perform a task or sequence of tasks for conventional projects with few complex features. Collaboratively uses judgment to determine adaptations in methods for non-routine aspects of assignments. Works on small projects or portions of larger projects	Applies broad knowledge of principles and practices in a specific specific knowledge area, critical to supporting project. Independently evaluates, selects, and adapts standard techniques, procedures, and criteria. Acquires general knowledge of principles and practices of related fields, and ability to function on multi-disciplinary teams. Works on multiple projects of moderate size or portions of major projects.	Independently applies extensive and diversified knowledge of a variety of supporting tasks in broad areas of assignments and related fields. Works on a major project or several projects of moderate scope with complex features.	Applies a thorough knowledge of a variety of supporting tasks related to the variety of aspects affecting their organization. Applies knowledge and expertise acquired through progressive experience to resolve crucial issues and/or unique conditions. Keeps informed of new procedures and developments affecting their organization, and recommends new practices or changes to standard procedures or critical pathways.	Uses creativity, foresight, and mature judgment in anticipating and solving unprecedented problems. Makes decisions and recommendations that are authoritative and have an important impact on extensive organizational activities. Sets priorities and reconciles directions from competing interests	Makes decisions with broad influence on the activities of their organizations. Makes authoritative decisions and recommendations that have a far-reaching impact on the organization. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing and guiding extensive supporting activities within the organization.
Direction Received	Receives close supervision on all aspects of assignments.	Receives close supervision on unusual or difficult problems, and general review of all aspects of work.	Receives instruction on specific objectives. Receives a thorough review of completed work for application of sound professional judgment.	Receives general direction on key objectives. Receives guidance when necessary on unconventional or complex problems, direction on modified techniques, and new approaches on assignments.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Receives administrative supervision with assignments given in terms of broad general objectives and limits.	Receives general administrative direction from a executive level of organization.
Typical Duties & Responsibilities	Performs routine data gathering or research. Performs standard computations or analysis. Assists in preparing correspondence or standard documents.	Performs basic support tasks.	Performs moderate support tasks. Assists in preparing, formatting or assembling project documents. Performs more detailed research and investigations.	Assists in the design of project or supporting processes. Prepares complete project documents. Analyzes and interprets data. Formulates and solves problems.	Reviews complete project documents for conformity and quality assurance. Develops new techniques and/or improved processes. Assists upper level management and staff in particular knowledge area.	Serves as the technical specialist for the organization in the application of advanced concepts, principles, and methods in an assigned area. Keeps informed of new developments and requirements affecting the organization for the purpose of recommending changes in programs or applications. Interprets, organizes, executes and	Develops standards and guidelines. Leads the organization in a broad area of specialization or in narrow but intensely specialized field.	Performs advisory or consulting work for the organization for broad program areas or an intensely specialized area with innovative or important aspects. Performs advisory or consulting work for the organization for broad program areas or an intensely specialized area with
Responsibility for Direction of Others	No managerial responsibilities at this level.	No managerial responsibilities at this level.	No managerial responsibilities at this level.	Assigns tasks to other support staff. Plans and coordinates detailed aspects of the project. Assists in preparation of scopes, budgets, and schedules for assignments. Assists with proposals to provide professional services or obtain funding for engineering projects or programs.	Supervises all support staff necessary to complete assignments. Coordinates work of entire team to achieve project objectives. Manages aspects of scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services or obtain funding for engineering	Supervises support activities and coordinates work of design team. Plans, schedules, or coordinates the preparation of documents or activities for multiple major projects, or is responsible for an entire program of an organization. Reviews operational procedures to insure compliance with applicable policies and	Coordinates several organizational segments or teams. Recommends facilities, personnel, and funds required to carry out programs. Assists in technical, legal, and financial oversight of an entire program. Determines program objectives and requirements. Develops standards and guidelines.	Leads an entire support program of critical importance. Decides the kind and extent of support programs needed for accomplishing the objectives of an organization.

Support Staff (such as Technicians, CADD, Admin staff)