On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

Schedule for: Professional Services Schedule (PSS)
Federal Supply Group: 00Corp Class: 
Contract Number: 47QRAA18D006J
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: March 20, 2018 through March 19, 2023

Contractor: ANDERSON ENGINEERING OF MINNESOTA, LLC
13605 1st Ave N.
Plymouth, MN 55441-5463

Business Size: Small, Veteran Owned, Service-Disabled Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

Telephone: (763) 412/4000
Extension: 
FAX Number: (763) 412/4090
Web Site: www.ae-mn.com
E-mail: GSA@ae-mn.com
Contract Administration: Roger Anderson

CUSTOMER INFORMATION:

Anderson Engineering of Minnesota, LLC is a 47-member firm that provides architecture, civil engineering, planning and design, landscape architecture, land surveying, environmental studies, construction management, and geographic information systems. We specialize in providing engineering services for the design of commercial, industrial and residential sites along with municipal, highway and railroad engineering. The firm was established in 1989 emphasizing state of the art technology and a streamlined, cost effective approach to meeting the client and project needs while providing professional, quality service.

The firm possesses a wide spectrum of experience ranging from large commercial developments to small subdivisions, as well as the knowledge that economy, attention to detail, recognizing potential problems and initiating solutions are all vital components of a successful project.
Our staff, comprised of individuals with years of experience and professional credentials, utilizes the best of today’s conventional practices along with new, emerging and alternative technologies. Our highly skilled professionals are available to make a commitment to your project.

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>871-7</td>
<td>Construction Management</td>
</tr>
<tr>
<td>899-1</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>899-7</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>00CORP-500</td>
<td>Order-Level Materials</td>
</tr>
<tr>
<td>00CORP-500RC</td>
<td>Order-Level Materials Recovery</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

2
11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Same as company address

15. Warranty provision. Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 808372718

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Position Descriptions

**Title**- Principal Engineer

**Minimum Year Experience:** 15 years

**Minimum Education:** BS / Licensed PE

**Responsibilities:**

Provides overall supervision to Department to assure that technical, administrative, man-hour, and schedule targets of Department are met within framework of established corporate or organizational policy and in accordance with applicable professional standards, design-control procedures, and corporate or organizational procedures and guidelines. Works with other departments within and outside the organization to establish project and client requirements, costs and resources.

**Title**- Senior Engineer - PM

**Minimum Year Experience:** 8 years

**Minimum Education:** BS / Licensed PE

**Responsibilities:**

Has full responsibility for interpreting, organizing, executing and coordinating assignments of a project. Plans and develops engineering projects concerned with unique or controversial complexities which have important impact on major client/company programs. This involves exploration of subject area, definition.
of scope, selection of areas for investigation, and development of novel concepts. Acts as technical liaison to individuals within and outside his organization with responsibility to act independently regarding technical matters pertaining to individual's field. Directs and sets tasks for subordinate engineers.

**Title- Licensed Engineer**

**Minimum Year Experience:** 4 years

**Minimum Education:** BS / Licensed PE

**Responsibilities:**
Performs standard engineering work requiring application of standard techniques and procedures. Limited exercise of judgment required when less common methods or procedures are necessary. Assignments may include higher-level work for training/developmental purposes. Supervisor screens assignments for unusual complexities and selects non-routine techniques and procedures to be applied.

**Title- Project Engineer**

**Minimum Year Experience:** 2 years

**Minimum Education:** BS / EIT

**Responsibilities:**
Works under close supervision; receives specific and detailed instructions for required tasks and results expected. Performs a variety of routine tasks, which provide experience and familiarity with engineering staff, methods, practices, and programs. Usually assumes no responsibility for direction of others.

**Title- Engineering/CAD Technician**

**Minimum Year Experience:** 4 years

**Minimum Education:** Associate's Degree

**Responsibilities:**
Experienced Designer able to perform work of moderate complexity under general supervision. Involved in application of engineering fundamentals to design; will select and recommend design procedures and prepare preliminary designs for engineers' approval. Works independently on design projects to support Design Engineer and will often coordinate drafting efforts for projects.

**Title- Principal Surveyor**

**Minimum Year Experience:** 15 Years

**Minimum Education:** Bachelor's Degree / Licensed LS

**Responsibilities:**
The Principal Surveyor provides overall supervision to lead and manage the survey department to assure that technical, administrative, man-hour, and schedule targets of department are met within framework of established corporate or organizational policy and in accordance with applicable professional survey standards, designs quality control procedures, and corporate or organizational procedures and guidelines. Evaluates performance, assigns and schedules work, and establishes project priorities.
**Title- Licensed Land Surveyor**

**Minimum Year Experience:** 6 years

**Minimum Education:** BS / Licensed LS

**Responsibilities:**
This is professional position encompasses the surveying and mapping of environmental, land development, utility and public works facilities. Work involves the application of surveying principles and practices to support planning and engineering projects. Perform quality control review of field surveys. Work assignments include the supervision of subordinate survey and technical personnel engaged surveying and mapping of projects such as streets, highways, bridges, sewers, water distribution projects and public lands. Must be competent in the knowledge of/and able to perform the following: analyze survey control; prepare ALTA surveys; ensure the accurate and complete preparation and certification of Boundary Surveys, Condominium Documents; Plats and Legal Description.

**Title- Survey CAD Technician**

**Minimum Year Experience:** 4 years

**Minimum Education:** AS in CAD

**Responsibilities:**
Experienced designer able to perform work of moderate complexity under general supervision. Works independently on survey projects to support Design Engineer and Licensed Land Surveyor and will often coordinate drafting efforts for projects. Involved in application of survey/engineering fundamentals to complete ALTA surveys, Boundary Surveys, Pre-design surveys, Plats and Legal Description.

**Title- Survey Crew Chief**

**Minimum Year Experience:** 5 years

**Minimum Education:** Bachelors

**Responsibilities:**
Survey crew leader performing boundary, topography, ALTA, right of way and construction surveys for public and private clients. Supervises all phases of work in the field and performs tasks using GPS or level. Takes field notes and makes sketches. Perform field survey activities in accordance with standards set by the company, state and the American Congress of Surveying & Mapping. Makes necessary calculations to establish the location and elevation of surface features, sets bench marks, land corners, measures distances and elevations determining grades.

**Title- Survey Technician**

**Minimum Year Experience:** 2 years

**Minimum Education:** High School

**Responsibilities:**
Survey Technician performing boundary, topography, ALTA, right of way and construction surveys for public and private clients. Provides all phases of work as directed in the field and performs survey tasks using a GPS, electronic survey equipment, or level. Takes field notes and makes sketches. Perform field survey activities in accordance with standards set by the company, state and the American Congress of Surveying & Mapping. Makes necessary calculations to establish location and elevation of surface features.
features, sets benchmark, land corners, and elevations; measures distances; determines grades and elevations.

**Title- Landscape Architect**

Minimum Year Experience: 6 years

Minimum Education: Bachelor of Landscape Architecture / Registered PLA

Responsibilities:
Senior level having full technical responsibility for interpreting, organizing, executing, budgeting and coordinating complex assignments. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches requiring extensive progressive experience. Maintains liaison with individuals and units within or outside organization with responsibility for acting independently on technical matters pertaining to specialty field. Supervision provided on essentially all administrative issues, with assignments given in terms of broad general objectives and limits. In individual research capacity, conceives, plans and conducts research in problem areas of considerable scope and complexity; problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches and sophisticated research techniques.

**Title- Senior Architect – PM**

Minimum Year Experience: 10 years

Minimum Education: Bachelor of Architecture / RA

Responsibilities:
Provides leadership developing complex technical solutions for planning and engineering/architectural studies and analysis. Plans project coordination and management. Provides comprehensive definition of all technical aspects of project requirements within engineering disciplines. Knowledgeable of local and national codes. Performs evaluation of alternatives, assessments of risks, and costs as well as investigative analysis. Directs subordinate Architects as needed. Licensed Architect.

**Title- Architect**

Minimum Year Experience: 5 years

Minimum Education: Bachelor of Architecture / RA

Responsibilities:
Provides leadership developing basic technical solutions for planning and architectural studies and analysis. Reviews organizations’ functions, inter-relationships and program requirements. Provides space utilization planning, functional relationships and floor plan layout. Supports the Project Manager and/or Senior Architect. Licensed Architect or ability to be licensed. Proficient with industry standard BIM and 3D modeling software tools. Basic knowledge of building codes and life safety standards.
**Title- Project Architect**

**Minimum Year Experience:** 3 years

**Minimum Education:** Bachelor of Architecture

**Responsibilities:**
Provides technical assistance in applications under the direction of more senior personnel. Experienced with industry standard BIM and 3D modeling software tools. Basic knowledge of building codes and life safety standards.

**Title- Interior Designer**

**Minimum Year Experience:** 4 years

**Minimum Education:** BS Interior Design / CID

**Responsibilities:**
Responsible for design and preparation of construction documents for architectural finishes and materials. Works with an architect to prepare drawings that require approval by a construction inspector to ensure that the design meets all applicable building codes. Design and construction documents include CAD drawings, sketches and specifications, space planning, preparation of Comprehensive Interior Design packages, as well as selection of finishes and furnishings. Responsible for technical coordination among disciplines for facilities design and plans. Provides advice and opinion on aesthetics and integration of requirements to interior design composition.

**Title- Sr. Environmental Scientist - PM**

**Minimum Year Experience:** 6 years

**Minimum Education:** BS in a Natural Resource field

**Responsibilities:**
Under general supervision, performs environmental field investigative and compliance work and special studies, requiring technical expertise and knowledge within areas of assigned specialty; assists in development, implementation and monitoring of assigned environmental programs, program elements or projects; wetland delineation/mitigation; and performs related duties as assigned. Coordinates with and provides information and technical assistance to other departments, tenants, agencies and organizations. Develops, writes and maintains a variety of reports, documents, correspondence and records related to areas of assigned responsibility.
**Title- Junior Scientist**

**Minimum Year Experience:** 4 years

**Minimum Education:** BS in a Natural Resource field

**Responsibilities:**
The Environmental Scientist initiates, researches, and completes investigations and assessments delegated to the environmental department. The Environmental Scientist completes report documents, completes field investigations, and conducts activities in support of environmental, engineering, surveying, and architectural departments as needed under the direction of the Department Manager.

**Title- GIS Specialist**

**Minimum Year Experience:** 6 years

**Minimum Education:** AS

**Responsibilities:**
This is specialized technical work in the support and analysis of topology, graphic features and databases in Geographic Information Systems (GIS) Technology. Perform work involving the application of all conventional aspects and principles of GIS to the functional area of the assignment. Coordinate the implementation and maintenance of geographic databases. Performs GIS data capture, attribution, edge matching & topological construction in support of mapping/GIS projects.