GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

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.

Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: 47QRAA19D00CU

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: September 25, 2019 – September 24, 2024
Pricelist current through Mod #PS-A826, effective 11/13/2020

Contractor: LARSON DESIGN GROUP, INC.
1000 COMMERCE PARK DR, SUITE 201
WILLIAMSPORT, PA 17701 5475

Business Size: Large Business

Telephone: 412-528-0520

FAX Number: 570-323-9902

Web Site: www.larsondesigngroup.com

E-mail: rkretz@larsondesigngroup.com

Contract Administration: Lisa Denkovich; Idenkovich@larsondesigngroup.com; 412-528-0525

Marketing Contact: Ronald W. Kretz; rkretz@larsondesigngroup.com; 412-528-0520
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620</td>
<td>541620RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>541370GIS</td>
<td>541370GISRC</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials (OLMs)</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. – N/A

1c. Hourly Rates & Labor Category Descriptions: See below

2. Maximum Order: $1,000,000.00 – 541620 & 541370GIS; $250,000 - OLM

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

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

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: Yes

<table>
<thead>
<tr>
<th>Tier</th>
<th>Threshold Amount</th>
<th>Additional Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$250,000.00</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

8. Prompt payment terms: Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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: Yes

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

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B Points(s): Destination
13a. Ordering Address(es): 2591 Wexford Bayne Road, Ste. 305, Sewickley, PA 15143

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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. Special attributes such as 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 879701860

26. Notification regarding registration in System for Award Management (SAM) database: Registered

Larson Design Group - Labor Categories Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>541370 GIS &amp; 541620</td>
<td>Principal Both</td>
<td></td>
<td>$205.24</td>
<td>$209.76</td>
<td>$214.37</td>
<td>$219.09</td>
<td>$223.91</td>
</tr>
<tr>
<td>2</td>
<td>541370 GIS &amp; 541620</td>
<td>Director Both</td>
<td></td>
<td>$205.24</td>
<td>$209.76</td>
<td>$214.37</td>
<td>$219.09</td>
<td>$223.91</td>
</tr>
<tr>
<td>3</td>
<td>541370 GIS &amp; 541620</td>
<td>Senior Project Manager Both</td>
<td>$156.37</td>
<td>$159.81</td>
<td>$163.33</td>
<td>$166.92</td>
<td>$170.59</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>541370</td>
<td>Project Manager Both</td>
<td></td>
<td>$146.60</td>
<td>$149.83</td>
<td>$153.12</td>
<td>$156.49</td>
<td>$159.93</td>
</tr>
<tr>
<td>SCLS Eligible Labor Category</td>
<td>SCLS Equivalent Code Title</td>
<td>Wage Determination No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------</td>
<td>-----------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician</td>
<td>30082 - Engineering Tech II</td>
<td>2015-4243</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4243</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Party Chief</td>
<td>99830 - Survey Party Chief</td>
<td>2015-4243</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Technician</td>
<td>99832 - Survey Technician</td>
<td>2015-4243</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**)) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
PRINCIPAL
Minimum/General Experience: 15 years.

Functional Responsibility: Serves in capacity of director or corporate officer. Typically has an advanced professional degree as well as additional training in management, business administration and leadership development. Supervises and leads Project Managers in discipline specific projects. Mentors project managers and department staff. Actively monitors QA/QC and makes recommendations for continued improvements. Attends on-site client meetings as needed. Assists in preparation of scopes of work.

Minimum Education: Bachelor’s degree, plus professional certification.

DIRECTOR
Minimum/General Experience: 15 years.

Functional Responsibility: Possesses general knowledge and understanding of the principles associated with the engineering services that are provided by the department. Works closely with facilities Project Managers to ensure staffing, scheduling, budgeting, quality, and staff development needs are being met. Responsible for client satisfaction.

- Supervises and leads Project Managers.
- Actively monitors QA/QC and makes recommendations for continued improvements.
- Attends on-site client meetings as needed.
- Assists in the preparation of scopes of work.
- Holds weekly update meetings with staff.
- Monitors workload/schedules and makes recommendations for staffing adjustments and/or changes.
- Assists in the development of processes/standards.

Minimum Education: Bachelor’s degree

SENIOR PROJECT MANAGER
Minimum/General Experience: 10 years.

Functional Responsibility: Demonstrates thorough knowledge of industry. Functions as a senior technical leader. Provides direction, oversight and review of engineering design performed by the project team. Performs independent planning, reviews the work of others, prepares construction documents and successfully deliver projects to completion. Maintains collaborative inter-departmental and cross functional working relationship with other members of the project team. Provides oversight to less experienced staff. Has extensive knowledge and experience with technically complex projects. Has knowledge of codes and standards applicable to design of projects. Demonstrates comprehensive knowledge of the planning and zoning process. Performs final QA/QC review of projects prior to delivery to client. Additionally, the senior project manager:
• Performs contract reviews with an advanced level of understanding of contract negotiations, general business terms and conditions, and insurance requirements.
• Continually evaluates workload and ensures appropriate staffing is supplied at the right level of expertise to successfully complete each task assignment.
• Provides daily technical oversight to projects.
• Estimates necessary project resources and participants needed to achieve project goals.
• Monitors project scope and budget throughout project duration.
• Responsible for knowing and complying with environmental, survey, and all other rules, regulations and permitting requirements.
• Presents projects at client, municipal and public meetings to secure approvals and public input.
• Addresses any issues from client follow-up surveys, as directed.

Minimum Education: Bachelor’s degree plus professional certification

PROJECT MANAGER
Minimum/General Experience: 8 years.

Functional Responsibility: Responsible for overall management of facilities projects including design, communications, personnel management, budget, schedule, quality control and client communication/relationship. Supervises a team of engineers, designers and technicians and provides team with resources and technical guidance necessary for efficient, timely and technical facilities project execution. Additionally, the project manager:

• Performs contract reviews with an advanced level of understanding of contract negotiations, general business terms and conditions, and insurance requirements.
• Continually evaluates workload and ensures appropriate staffing is supplied at the right level of expertise to successfully complete each task assignment.
• Provides daily technical oversight to projects.
• Estimates necessary project resources and participants needed to achieve project goals.
• Monitors project scope and budget throughout project duration.
• Responsible for knowing and complying with environmental, survey, and all other rules, regulations and permitting requirements.
• Presents projects at client, municipal and public meetings to secure approvals and public input.
• Addresses any issues from client follow-up surveys, as directed.

Minimum Education: Bachelor’s degree

SENIOR PROJECT ENGINEER
Minimum/General Experience: 8 years.

Functional Responsibility: Responsible for the technical correctness of the work assigned and must be able to act as Engineer of Record for facilities projects. Provides direct supervision of staff and coordinates project teams as required. Demonstrates extensive knowledge of all technical aspects of the work he/she is supervising. Manages all aspects of the project including client contact, Vision set-up, and invoicing. Coordinates all aspects of construction administration related to facilities engineering work. Has extensive experience with design and drafting software needed to meet project deadlines. Additionally, the Sr. Project Engineer – Facilities:
• Interprets code and technical documents to ensure compliance of contract documents.
• Evaluates and adapts standard techniques and procedures and devises new approaches to problems encountered.
• Utilizes advanced computer engineering programs for design and analysis. Prepares complex design calculations.
• Performs site visits for construction observation and meetings when requested.
• Reviews Shop Drawings and Working Drawing Submissions from contractors.
• Runs project meetings and presents project details.
• Prepares and assembles permit applications for submission.
• Reviews local, state, and federal regulations to determine project constraints.

Minimum Education: Bachelor’s plus professional certification

PROJECT ENGINEER
Minimum/General Experience: 4 years.

Functional Responsibility: Responsible for the technical correctness of the work assigned and must be able to act as Engineer of Record for projects. Supervises staff and coordinates project teams as required. Familiar with all technical aspects of the work they are supervising and must be able to step in and assist when required to meet project objectives. Manages all aspects of smaller projects including client contact, project set-up, and invoicing. Coordinates all aspects of construction administration related to facilities, geospatial and civil engineering work. Familiar with design and drafting software needed to meet project deadlines. Additionally, the Project Engineer:

• Interprets code and technical documents to ensure compliance of contract documents.
• Evaluates and adapts standard techniques and procedures and devises new approaches to problems encountered.
• Utilizes computer engineering programs for design and analysis. Prepares simple to complex design calculations.
• Performs site visits for construction observation and meetings when requested.
• Reviews Shop Drawings and Working Drawing Submissions from contractors.
• Attends and runs project meetings. Presents project details.
• Prepare and assemble permit applications for submission.
• Reviews local, state, and federal regulations to determine project constraints.
• Prepares accurate contract documents consisting of plan drawings, design computations, cost estimates, permit application packages and technical specifications.

Minimum Education: Bachelor’s plus professional certification

SENIOR PROJECT DESIGNER
Minimum/General Experience: 10 years.

Functional Responsibility: Functions as the senior technical leader within the department. Has extensive knowledge and experience with technically complex facilities projects. Coordinates overall design activities of facilities projects. Performs final QA/QC review of projects prior to delivery to client. Provides direction, oversight and review of engineering design performed by the project team. Able to quickly review, understand and resolve complex design and construction related issues relating to
facilities projects. Performs as liaison between clients, regulatory agencies, local governments, and a variety of professionals. Attends public meetings to present projects for plan approval.

**Minimum Education:** Bachelor’s degree.

**DESIGNER**

**Minimum/General Experience:** 2 years.

**Functional Responsibility:** Applies basic to intermediate engineering principles to complete design computations, prepare written technical reports, design plans and details. Makes significant facilities, geospatial and civil project decisions based upon his/her level of expertise and manager’s approval. Expert in the use of all required software currently used by Larson Design Group. Works under minimal supervision from the project engineers and/or project managers. Ensures facilities, geospatial and civil projects progress in a smooth and efficient manner. This includes problem solving, working with other disciplines and overall coordination of the entire project design as assigned by the Project Manager. Tasks may include sub-Designer-level tasks such as drafting activities. Additionally, the Designer:

- Prepares drawings and permit applications and other documents as needed in order to get a project permitted and sends them to the appropriate governing agencies.
- Design coordination with other disciplines as necessary to complete the project.
- Coordinates the preparation of advanced multi-discipline drawing sets as required for the assigned project. This includes coordination with technical, administrative and design staff.
- Promote, utilize and support quality assurance and quality control processes to improve the quality of deliverable and reduce design errors and omissions thereby resulting in a reduction in claims
- Works with the supervisor to determine the person-hours needed to complete the assigned project.
- Functions as a lead in preparing for and performing building surveys.
- Researches and understands code compliance requirements for assigned project.

**Minimum Education:** Associates degree.

** SENIOR TECHNICIAN**

**Minimum/General Experience:** 7 years.

**Functional Responsibility:** Functions as the senior technical leader within the department. Has extensive knowledge and experience with technically complex facilities projects. Coordinates overall design activities of facilities projects. Performs final QA/QC review of projects prior to delivery to client. Provides direction, oversight and review of engineering design performed by the project team. Able to quickly review, understand and resolve complex design and construction related issues relating to facilities projects. Performs as liaison between clients, regulatory agencies, local governments, and a variety of professionals. Attends public meetings to present projects for plan approval.

**Minimum Education:** Associates degree.

**TECHNICIAN**

**Minimum/General Experience:** 1 year.
**Functional Responsibility:** Entry-level technical role within the discipline. Assists engineers in designing and compiling drawings and permit packages. Specific tasks are assigned by the Project Manager and templates are provided to follow in performing project tasks. Priorities for given tasks will be assigned by the Project Manager and may change as the dynamics of the various projects change throughout the day or week. Uses 3D modeling and rendering skills for assigned facilities and civil engineering projects. Provides technical coordination with other disciplines. Additionally, the Technician:

- Prepares simple drawings, drawing sets and other tasks as assigned in an accurate and neat manner.
- Performs building surveys and field work, as assigned.
- Has basic knowledge of the code and regulatory requirements for the project.
- Assists Engineers in preparing permit packages
- Assists Engineers in mailing out notification letters
- Maintains documentation and project records
- Understands & manipulates client specific prototypes for given projects

**Minimum Education:** High School diploma.

---

**ENVIRONMENTAL MANAGER**

**Minimum/General Experience:** 5 years.

**Functional Responsibility:** The Environmental Manager has overall responsibility to insure the success of clients and projects of the Division assigned and for his/her continued growth and development. Closely interacts with clients and staff to insure total client satisfaction is obtained while meeting financial goals set for each project. Additionally, the Manager:

- Promote, utilize and support quality assurance and quality control processes to improve the quality of deliverable and reduce design errors and omissions
- Continually evaluate workload and collaborate with reporting to the Environmental Project Coordinator to insure appropriate staffing is supplied at the right level of expertise to successfully complete each task assignment
- Maintain professional certification in field of expertise
- Prepare project scope and fees as required
- Provide overall daily technical oversight and management to assigned projects
- Provide coordination with state and federal agencies as required
- Prepare and /or review reports, calculations, technical papers, presentations, etc., relative to area of concentration as directed
- Promote knowledge leadership development amongst self and staff

**Minimum Education:** Bachelor’s degree.

---

**ENVIRONMENTAL PLANNER**

**Minimum/General Experience:** 1 year.

**Functional Responsibility:** The Environmental Planner has overall responsibility to insure the success of clients and projects of the Division assigned and for his/her continued growth and development. Closely
interacts with clients and staff to insure total client satisfaction is obtained while meeting financial goals set for each project. Additionally:

- Provide overall daily technical oversight and management to assigned projects
- Complete wetland delineations for companywide projects as directed
- Preparation and submission of environmental permitting for assigned projects as directed and supervised by the Environmental Manager
- Complete environmental site assessments and functional analysis as directed
- Complete ecological surveys as directed
- Prepare wetland mitigation plans and conduct wetland monitoring as directed
- Provide coordination with state and federal agencies as required
- Prepare and /or review reports, calculations, technical papers, presentations, etc., relative to area of concentration as directed
- Promote knowledge leadership development amongst self and staff

Minimum Education: Associates degree in related field of study

SENIOR CONSTRUCTION INSPECTOR
Minimum/General Experience: 10 years.

Functional Responsibility: Responsible for the construction inspection and documentation of Engineering Projects. Interact with Design Project Managers for the specific project. Inspector Coordination and field supervision may be required depending on the staffing for each project. Job Functions also include:

- Inspect/Observe and document construction activities.
- Field Measure and calculate accurate pay items.
- Review and comment on contractor’s pay applications and change orders.
- Responsible for certification requirements and maintaining active certifications.
- Coordinate with other inspectors, contractors, environmental agencies and owners for the successful completion of projects.
- Supervise other inspectors for specific or unfamiliar work tasks.
- Responsible for plans and technical specifications and schedules as applicable to the project.
- Utilize technical references appropriately for the inspection of structural, concrete, earthwork, building and mechanical components.
- Perform Special Inspections as applicable to the structural components of the project.

Minimum Education: Bachelor’s degree

SURVEY PARTY CHIEF
Minimum/General Experience: 5 Years

Geomatics Party Chief is in responsible charge of one or more field crews and all aspects of daily field and office associated with the performance of boundary, ALTA, topographic, existing conditions, right-of-way, transmission line, transportation, construction and other types of geospatial assignments utilizing surveying, data acquisition and mapping technologies. This position requires interaction with clients both internal and external. Essential Job Functions:
• Ability to understand and clearly communicate project requirements on all types of field surveys performed by LDG
• Develop and execute a plan to complete surveying projects on time and within budget while exercising discretion regarding proper surveying and data acquisition procedures for the task assigned
• Ability to perform record research
• Ensure field conditions are clearly documented through the use of concise notes and sketches and supplemented with photographs and daily log
• Collect accurate field data and prepare associated reports.
• Collect and assemble online data such as soil types, topographic features, floodplains, wetlands, etc.
• Ensure regular maintenance and calibration of all surveying equipment takes place - this includes regular vehicle maintenance
• Reviews projects for compliance with company policies and standards.
• Ensures a smooth interface with other disciplines within the company and project team.
• Promote, utilize and support quality assurance and quality control processes to improve the quality of deliverable and reduce design errors and omissions thereby resulting in a reduction in claims
• Continually evaluate workload and collaborate with the Project Manager or Director to insure appropriate staffing is supplied at the right level of expertise to successfully complete each task assignment
• Coordinate efforts with design teams, clients, subcontractors, etc.

Minimum Education: Bachelor’s degree.

SURVEY TECHNICIAN
Minimum/General Experience: 2 Years

The Geomatics Technician is required to assist the LDG project team in all aspects of field surveying, data acquisition and documentation. This position requires interaction with clients both internal and external. Essential Job Functions:

• Properly operate and adjust surveying equipment including total stations, GPS, data collectors, levels, etc.
• Possess a basic understanding of the fundamentals of land surveying including measurements, basic math, algebra, trigonometry, deed interpretation, plan interpretation, field note- and sketch requirements
• Prepares drawings, mapping products and other tasks as assigned in an accurate and neat manner.
• Self-checks all work performed to ensure its accuracy prior to turning it over to the supervisor or designee assigned to review the work.
• Makes corrections to work from red lines provided by the supervisor or designee assigned.
• Performs tasks within the assigned work-hour budget. If this cannot be met the Technician is to inform the supervisor and receive input as to a solution.
• Assists with surveys, field work with other staff as assigned.
• Use of CAD, GIS, other specific software for their discipline in order to satisfy project requirements.
Minimum Education: High School diploma

SENIOR GIS ANALYST

Minimum/General Experience: 10 years.

Functional Responsibility: Responsible for the technical correctness of the work assigned and must be able to act as Engineer of Record. Supervises staff and coordinates project teams. Familiar with all technical aspects of the work they are supervising and must be able to step in and assist when required to meet project objectives. Manages all aspects of smaller projects including client contact, Vision set-up, and invoicing. Familiar with all design and drafting software. Supervise works and meets project deadlines. Develops scope and fees for small to moderate single discipline projects or a specific discipline on multi-discipline projects. Additionally, the Sr. GIS Analyst:

- Coordinates work and ensures technical correctness.
- Performs lead engineer role on projects and is responsible for all technical aspects of project and overall completeness and quality of work.
- Guides team members and staff.
- Reads and interprets code and technical documents to ensure compliance of contract documents.
- Maintains client contact and provides regular progress reports.
- Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered.
- Prepares design calculations, drawings and technical specifications for complex structural designs.
- Directs designers and/or technicians that are assigned to them under a supervisory role.
- Possesses advanced oral and written communication skills to interact with clients, customers, officials, contractors, and subconsultants.
- Demonstrates comprehensive knowledge of the database design, geomatics data acquisition and database management/maintenance process.

Minimum Education: Bachelor’s degree.

GIS ANALYST

Minimum/General Experience: 5 years.

Functional Responsibility: Responsible for the technical correctness of work assigned and must be able to act as Engineer of. Supervises staff and coordinates project teams as required. Familiar with all technical aspects of the work they are supervising and must be able to step in and assist when required to meet project objectives. Manages all aspects of smaller projects including client contact, Vision set up, and invoicing. Familiar with design and drafting software required to meet project deadlines. Develops scope and fees for small to moderate single discipline projects or a specific discipline on multi-discipline projects. Has comprehensive knowledge of the database design, geomatics data acquisition and database management/maintenance process.

- Reviews calculations and drawings for correctness and completeness
- Writes and edits technical specifications
• Responsible for coordinating submittals, RFI, and other aspects of construction administration
• Interprets code and technical documents to ensure compliance of contract documents
• Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered.
• Prepares neat and organized design calculations for simple to complex structural designs including bridges, retaining walls and culverts. Develops sketches, tables and notes for communicating the design to designers and technicians responsible for preparing project drawings.
• Performs site visits for observation and meetings when requested.
• Reviews and summarizes local, state, and federal regulations to determine project constraints.
• Prepares accurate contract documents consisting of plan drawings, design computations, cost estimates, and technical specifications.
• Prepares complete and accurate permit application packages.

Minimum Education: Bachelor’s degree

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: 0 years.

Functional Responsibility: Provides administrative support to Divisional, Departmental, and Branch staff. Works closely with department director and project manager to ensure department production, efficiency, and resource utilization. Provides administrative support inclusive of word processing; document production; forms, spreadsheets, memos, manuals and reports preparation; proof reading, scheduling appointments and travel, telephone interactions, memos/notes and other administrative tasks. Assists other Administrative Assistants as needed to ensure work is completed. In addition, the Administrative Assistant I:

• Assists with creation of letters, reports and proposals.
• Proofreads correspondence, reports, and proposals.
• Scans/logs/saves incoming and outgoing project shop drawings.
• Prints and prepares large format drawings for signatures.
• Digitally seals drawings for previously approved Professionals.
• Prepares and distributes meeting minutes.
• Scans/prints/saves/logs all hard copy drawings and prepares for shipment.
• Downloads photos for staff.
• Organizes/archives completed project files.

Minimum Education: High School diploma
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Masters</th>
<th>Bachelors</th>
<th>Associate</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Bachelors</td>
<td>15</td>
<td></td>
<td>13</td>
<td></td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>Director</td>
<td>Bachelors</td>
<td>15</td>
<td></td>
<td>13</td>
<td></td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>Bachelors</td>
<td>10</td>
<td></td>
<td>8</td>
<td></td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Bachelors</td>
<td>8</td>
<td></td>
<td>6</td>
<td></td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>Senior Project Engineer</td>
<td>Bachelors</td>
<td>8</td>
<td></td>
<td>6</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>Bachelors</td>
<td>4</td>
<td></td>
<td>2</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Senior Project Designer</td>
<td>Bachelors</td>
<td>10</td>
<td></td>
<td>8</td>
<td></td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Designer</td>
<td>Associates</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Senior Technician</td>
<td>Associates</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Technician**</td>
<td>High School</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Manager</td>
<td>Bachelors</td>
<td>5</td>
<td></td>
<td>3</td>
<td></td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Environmental Planner</td>
<td>Associates</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Senior Construction Inspector</td>
<td>Bachelors</td>
<td>10</td>
<td></td>
<td>8</td>
<td></td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Survey Party Chief**</td>
<td>Bachelors</td>
<td>5</td>
<td></td>
<td>3</td>
<td></td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Survey Technician**</td>
<td>High School</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior GIS Analyst</td>
<td>Bachelors</td>
<td>10</td>
<td></td>
<td>8</td>
<td></td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>GIS Analyst</td>
<td>Bachelors</td>
<td>5</td>
<td></td>
<td>3</td>
<td></td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Administrative Assistant**</td>
<td>High School</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>