GSA Contract Number: TBD

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule
FSC Group: Professional Services
Contract number: 47QRAA22D005P

Contractor: Horsley Witten Group, Inc.
90 Route 6A, Unit 1
Sandwich, MA 02563

Contract Period: February 17, 2022 - February 16, 2027

Business Size: Small Business

Contract Administration: Thomas Noble

Telephone: (508) 833-6600
Email: tnoble@horsleywitten.com
Company Website: www.horsleywitten.com

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

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
CORPORATE OVERVIEW

Horsley Witten Group, Inc. (HW) is a small business, full-service engineering, planning and environmental consulting firm. Our offices are located in Sandwich and Boston, Massachusetts, Providence, Rhode Island and Exeter, New Hampshire. Incorporated in 1988, the firm consists of engineers, hydrogeologists, hydrologists, wetlands scientists, marine scientists, geologists, computer modelers, land use planners, environmental analysts, licensed site professionals, surveyors, Leadership in Energy and Environmental Design Accredited Professionals (LEED APs) and supporting personnel. Our dedicated staff of highly skilled professionals manages complex projects in New England and beyond. Our multidisciplinary-team approach integrates resilience, sustainable civil engineering, urban design, and landscape architecture. We excel as a liaison between decision makers and the public, translating technical subjects into understandable concepts.

HW specializes in providing consulting services in integrated water management, wastewater and stormwater management, wetlands assessment, hydrogeology and water supply, site assessment and remediation, land-use planning and smart growth, coastal and watershed protection, emergency preparedness, technical information transfer, public education and training.

HW’s award-winning projects address critical environmental challenges including climate change, coastal resiliency, watershed health, and open space and natural resource protection. We are nationally recognized for our ability to translate results of water quality, engineering, hydrogeologic, and land use investigations into policies, regulations and management strategies that can be effectively implemented.

HW’s clients include the U.S. EPA, NOAA, and the U.S. Department of Justice as well as more than 100 New England municipalities, several state agencies, tribal agencies, non-profit organizations, private organizations, and multiple universities and colleges. Over the past 30 years, approximately two-thirds of our client base has been in the public sector covering the entire range of community, county, state, federal and tribal governments.

To learn more, visit us at www.horsleywitten.com
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

- SIN 541620 Environmental Consulting Services
- SIN 611430 Professional and Management Development Training
- SIN 541370GIS Geographic Information Systems (GIS) Services
- SIN 562910REM Environmental Remediation Services
- SIN OLM Order-Level Materials (OLMs)

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: See Pricing Chart

1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services are included herein: See Labor Category Descriptions

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point of Production: 90 Route 6A, Unit 1, Sandwich, MA 02563 (508) 833.6600
   55 Dorrance Street, Suite 200, Providence, RI 02903 (401) 272.1717
   294 Washington Street, Suite 801, Boston, MA 02108 (857) 263.8193
   113 R2 Water Street, Exeter, NH 03833 (603) 658.1660

6. Discounts: Prices shown are net of discount

7. Quantity Discounts: None

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

9. Foreign Items: None
10a. **Time of Delivery:** Specified on the Task Order

10b. **Expedited Delivery:** Contact Contractor

10c. **Overnight and 2-day delivery:** Contact Contractor

10d. **Urgent Requirements:** Contact Contractor

11. **FOB Point:** Domestic Only

12a. **Ordering Address:** Horsley Witten Group, Inc.
90 Route 6A, Sandwich, MA 02563

12b. **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

13. **Payment Address:** Horsley Witten Group, Inc.
90 Route 6A, Sandwich, MA 02563

14. **Warranty Provision:** N/A

15. **Export Packing Charges:** N/A

16. **Terms and Conditions of rental, maintenance, and repair:** N/A

17. **Terms and Conditions of installation:** N/A

18a. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A

18b. **Terms and Conditions for any other services:** N/A

19. **List of service and distribution points:** N/A

20. **List of participating dealers:** N/A

21. **Preventive maintenance:** N/A

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. **Section 508 Compliance Information.** The Electronic and Information Technology (EIT) supplies and services standards can be found at [www.Section508.gov](http://www.Section508.gov); N/A
23. **Unique Entity Identifier:** 618387484

24. **Registration in System for Award Management (SAM) database:**
   Horsley Witten Group, Inc. is registered in the SAM.gov database, Cage Code: 3LXTO
DESCRIPTION OF SERVICES PROVIDED FOR EACH SIN

Under the Environmental Advisory Services contract, Horsley Witten Group, Inc. (HW)’s services are identified according to Special Item Numbers (SIN). The SINs are listed below, each with examples of the types of tasks that can be conducted under that SIN. (Please note that examples below are not the only services that HW can provide under the SIN.)

**SIN 541620: Environmental Consulting Services**

HW offers a wide variety of services under this category, providing clients with environmentally sound, and cost- and time-efficient solutions to meet environmental requirements and regulations. Our interdisciplinary team of experts enables HW to provide the full spectrum of support to clients, including the services listed below:

- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA)
- Endangered Species, Wetlands, Watersheds and other Natural Resource Management Plans, Studies, and Consultations
- Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials
- Vulnerability assessments
- Permitting
- Spill prevention/control and countermeasure plans
- Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills
- Material safety data sheets (MSDS)
- Environmental regulations and environmental policy/procedure updates
- Management, furnishing, or inventory of MSDS
- Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations
- Review and recommendation of waste tracking or handling systems
- Waste management plans and/or surveys (Stormwater, wastewater and hazardous materials management planning and design)
- Environmental Regulation Development
- Homeland Security solutions that include Biochemical protection (Emergency Response Planning & Tabletop and Functional Exercises)
SIN 611430: Professional and Management Development Training

HW is a leader in developing and conducting training courses, seminars, programs, and conferences for and on behalf of government and industry clients. HW offers a team of instructors, training program designers, and graphic design specialists to provide clients with innovative, comprehensive, and cost-effective training courses designed to meet complex organizational needs. Training may be conducted onsite or online, focused on any number of environmentally related issues, including source water protection, watershed management, smart growth, stormwater management, water supply security planning and response, coastal resource protection and citizen involvement in environmental resource protection. HW has served as consultants to the USEPA for nearly twenty years preparing numerous brochures, calendars, training manuals and conducting training workshops on subjects including wellhead protection, source water protection, coastal zone management, watershed protection, wetlands and water security.

HW has also provided training materials and workshops under contract with the States of California, New York, Rhode Island, Hawaii, North Carolina, Georgia, Maryland, Indiana and Maryland, and the Commonwealth of Northern Marianas Islands (CNMI). Non-profit clients have included American Planning Association (APA), the National Homebuilders Association and the Golf Course Superintendents Association of America. Several of the courses taught by HW are accredited by professional organizations and provide continuing credits to maintain professional certifications and registrations. Specific skills provided by HW include full-time graphics staff with capabilities in HTML design, GIS, Sketch-Up as well as video production. Some specific examples of our training expertise are as follows:

- Rhode Island Department of Environmental Management (DEM) Stormwater Manual – Design, Development, and Training for State Agency Staff
- CNMI/Guam Stormwater Manual – Design, Development, and Training of Staff and Building Contractors
- Golf Courses and Water Quality
- Water Security Training desk top CD
- MA Smart Growth Toolkit
- University of Rhode Island LID Certification
- APA Planner Advisory Service Documents (Wellhead Protection and Non Point Source Management)
- APA Planning Standards (John Wiley)
SIN 541370GIS: Geographic Information Systems (GIS) Services

HW provides services, advice, and guidance in support of agencies’ environmental programs with GIS surveying and mapping. Most recently, our firm worked with EPA and Indian Health Services to use geospatial analysis to identify and map lack of access to safe drinking water and existing wastewater infrastructure for the Navajo Nation. HW also uses environmental modeling tools to support the following services: environmental spatial analysis, GIS application programming using ArcObjects, watershed modeling, and build-out analyses. Some of the GIS services that HW can provide under this SIN include:

- GIS Mapping and Data Interpretation
- Natural Resource Planning
- Environmental Impact Analyses
- Water Quality and Total Maximum Daily Load (TMDL) Analysis
- Land Use Projections and Ecological Assessment
- Site Selection
- Emergency Preparedness Planning
- Environmental cost assessment
- Groundwater monitoring
- Mapping, Cartography and Mashups (e.g., combining data from more than one source into a single integrated tool)
- Terrestrial and marine measuring/management
- Vegetation mapping and Watershed characterization for mitigation planning.

SIN 562910REM: Environmental Remediation Services

HW provides expert waste site remediation opinions for regulatory and multiple responsible party negotiation support services, as well as effective remedial solutions, utilizing on-site and in-situ remedial approaches. HW has completed projects involving preliminary and comprehensive site assessments, subsurface investigations and data collection through the installation of soil borings, groundwater monitoring wells, test pits, soil-gas vapor probes, etc. We have also completed the design and implementation of soil and groundwater treatment systems, air sparging/biosparging and
soil vapor extraction/bioventing systems, passive venting systems, chemical oxidation injections and other methods of contaminant remediation. HW has provided long-term environmental monitoring for the Barnstable Municipal Airport since 1997, during which time we have completed: environmental site assessments and remedial actions at various locations throughout the Airport, environmental risk assessment of two ponds and removal and remediation of several underground oil storage tanks. A sampling of remediation and reclamation services that HW can provide include:

- Preparation, Characterization, Field Investigation, Conservation and Closure of Site
- Long Term Monitoring (LTO/LTM)
- Containment, Monitoring and/or Reduction of Hazardous Waste Sites
- Wetland Restoration
- Ecological Restoration
- Emergency Response
- Underground Storage Tank Removal (Oversight)
- Soil Vapor Extraction; Stabilization/Solidification; Bio-Venting; Carbon Absorption and or Reactive Walls and Containment
## Labor Category Descriptions:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category Title</th>
<th>Functional Responsibilities</th>
<th>Education</th>
<th>Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620</td>
<td>Principal</td>
<td>Directs all staff operations, including engineering, scientific, planning and administrative branches; provides expert consultation regarding engineering, science, water resources, planning, and permitting. Provides oversight and direction to Associate Principals. Ensures overall quality of corporate work products and represents firm.</td>
<td>Masters</td>
<td>12</td>
</tr>
<tr>
<td>611430</td>
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<tr>
<td>541370GIS</td>
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<td>562910REM</td>
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<tr>
<td>541620</td>
<td>Associate Principal</td>
<td>Professional Engineer (P.E.) and/or M.S. in a related field; oversight management for engineering, scientific, technical, and outreach tasks; directs project management staff; oversees design and implementation of engineering and other project components requiring sound scientific and technical basis; ensures that project goals are met; ensures overall scientific and technical quality of work products; provides expert professional engineering and scientific consultation and oversees project management staff.</td>
<td>Masters</td>
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<td>611430</td>
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<tr>
<td>541620</td>
<td>Senior Project Manager</td>
<td>Professional Engineer (P.E.) and/or M.S. in a related field; manages significant scientific, engineering, technical, and outreach tasks; designs and manages significant project components requiring sound scientific and technical basis; provides scientific consultation; ensures overall scientific and technical quality of multimedia work products and guides and oversees engineers and scientific staff in their role of supporting specific engineering and scientific project tasks.</td>
<td>Masters</td>
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<tr>
<td>611430</td>
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<td>562910REM</td>
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<tr>
<td>541620</td>
<td>Project Manager</td>
<td>Manages scientific, engineering, technical, and outreach tasks acting independently and as directed by Senior Project Manager; conducts technical engineering and scientific analyses and design; designs and manages project components requiring sound scientific and technical basis; designs and manages multimedia outreach products; assists in ensuring overall scientific and technical quality of work products and helps to guide and oversee engineers and scientific staff in their role of supporting specific engineering and scientific project tasks.</td>
<td>Bachelors</td>
<td>8</td>
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<td>611430</td>
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<tr>
<td>541620</td>
<td>Senior Planner</td>
<td>Guides planning tasks; designs and manages project components requiring an understanding of linked systems; provides expert planning consultation and facilitates consensus building among disparate stakeholders; ensures overall quality of work products and oversees technical staff and Planners working in support of a planning project.</td>
<td>Masters</td>
<td>8</td>
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<tr>
<td>611430</td>
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<tr>
<td>541620</td>
<td>Scientist</td>
<td>Provides scientific support through data collection, database management, conducting scientific, statistical and technical analyses and field work, and providing support for reporting as directed by the Senior Project Manager, Senior Planner or Project Manager.</td>
<td>Bachelors</td>
<td>1</td>
</tr>
<tr>
<td>611430</td>
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<tr>
<td>SIN</td>
<td>Labor Category Title</td>
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</tr>
<tr>
<td>541620</td>
<td>Planner</td>
<td>Provides planning support through data gathering, conducting surveys, assisting with specific GIS tasks, and arranging for workshops and other events as directed by the Senior Planner, Senior Instructor or Instructor.</td>
<td>Bachelors</td>
<td>1</td>
</tr>
<tr>
<td>611430</td>
<td>Engineer</td>
<td>Provides engineering design support by developing design plans, assisting in conducting analyses, field work, and reporting as directed by the Senior or Project Engineer.</td>
<td>Bachelors</td>
<td>1</td>
</tr>
<tr>
<td>541370GIS</td>
<td>CAD Technician</td>
<td>Provides engineering drafting support by developing design drawings and plans and supporting field operations as directed by the Senior Project Manager or Project Manager.</td>
<td>Bachelors</td>
<td>1</td>
</tr>
<tr>
<td>562910REM</td>
<td>Graphics</td>
<td>Provides graphics design to help with technology transfer, produces multi-media graphical, visual and audio work products, assists in the development of presentation and outreach materials, and helps to ensure quality of individual work products.</td>
<td>Associates</td>
<td>3</td>
</tr>
<tr>
<td>611430</td>
<td>Administrative Support</td>
<td>Provides administrative support to all staff, including support for reporting, communications, data management, and logistics; assists Principal in financial management and reporting.</td>
<td>Associates</td>
<td>3</td>
</tr>
<tr>
<td>611430</td>
<td>Senior Instructor</td>
<td>Oversees development of training materials and conducts training and supervises other Instructors. Presents training material at workshops and other events. Facilitates exercises, discussions and meetings. Considered to be an expert in their field of instruction.</td>
<td>Masters</td>
<td>12</td>
</tr>
<tr>
<td>611430</td>
<td>Instructor</td>
<td>Develops training materials and course presentations under direction. Assists to present or presents training material at workshops and other events. Assists to facilitate exercises, discussions and meetings. Considered to be knowledgeable in their field of instruction.</td>
<td>Bachelors</td>
<td>2</td>
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</tbody>
</table>
Awarded GSA Pricing:

<table>
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<tr>
<th>Labor Category</th>
<th>02/17/22-02/16/23</th>
<th>02/17/23-02/16/24</th>
<th>02/17/24-02/16/25</th>
<th>02/17/25-02/16/26</th>
<th>02/17/26-02/16/27</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$203.36</td>
<td>$209.06</td>
<td>$214.91</td>
<td>$220.93</td>
<td>$227.11</td>
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<tr>
<td>Associate Principal</td>
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<td>$169.03</td>
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<tr>
<td>Senior Project Manager</td>
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<td>Project Manager</td>
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<td>Scientist</td>
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<td>Planner</td>
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<td>Engineer</td>
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<td>CAD Technician</td>
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<td>Graphics</td>
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<td>**Administrative Support</td>
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<td>Senior Instructor</td>
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<td>$202.24</td>
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<td>Instructor</td>
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<td>$140.97</td>
<td>$144.92</td>
<td>$148.97</td>
<td>$153.15</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards:
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Administrative Support</td>
<td>01311 Secretary I</td>
<td>2015-4045</td>
</tr>
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</table>