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 for GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule, MAS

Federal Supply Group: Professional Services
Contract Number: 47QRAA22D005U
Contract Period: February 23, 2022 - February 22, 2027

RECON Environmental, Inc.
3111 Camino del Rio North, Suite 600
San Diego, CA 92108-5726
(619) 308-9333
www.recon-us.com

Contract Administrator:
Gina Sisson, Business Operations Manager
gsisson@reconenvironmental.com
(619) 308-9333 x151

BUSINESS SIZE: Small
Contract Summary

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

<table>
<thead>
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<th>SIN</th>
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<td>Environmental Consulting Services</td>
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<tr>
<td>OLM</td>
<td>Order Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See page 8.

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. See page 9.

2. **Maximum Order:** $1,000,000

3. **Minimum Order:** $1,000

4. **Geographic Coverage:** Domestic

5. **Point of Production:** 3111 Camino del Rio N, Ste 600, San Diego, California 92108

6. **Discount:** Government Net Prices (discounts already deducted.)

7. **Quantity discounts:** None

8. **Prompt payment terms:** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. **Foreign Items:** None

10a. **Time of Delivery:** Contact Contractor

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

10c. **Overnight and 2-Day Delivery:** Contact Contractor

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

11. **F.O.B. Points:** Destination

12a. **Ordering Address:**

RECON Environmental, Inc.
3111 Camino del Rio North, Suite 600
San Diego, CA 92108

12b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment Address:**

RECON Environmental, Inc.
3111 Camino del Rio North, Suite 600
San Diego, CA 92108

15. Export Packing Charges: N/A
16. Terms and Condition of Rental, Maintenance, and Repair: N/A
17. Terms and Conditions of Installation: N/A
18a. Terms and Conditions of Repair Parts: 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 Location: Not applicable.
23. Unique Entity Identifier (UEI) Number: PCBCFZVFCFA3
24. Notification regarding registration in System for Award Management (SAM) database: Contractor Registered and active in SAM.
SIN 541620: Environmental Services

RECON Environmental, Inc. (RECON) is a leading environmental consulting firm specializing in environmental planning, natural and cultural resources, and ecosystem restoration services. With over 50 years of continuous service, we are one of the longest-established environmental consulting firms in California. Through our ongoing commitment to excellence, we have become a trusted leader in the industry, providing reliable and comprehensive environmental planning and ecological restoration services to public and private sector clients throughout the Southwest. As a 100 percent employee-owned corporation, our valued team members are fully committed to the success of the company and are dedicated to the continued commitment to excellence, integrity, and quality of service for all clients.

NEPA Services

RECON has over five decades of NEPA environmental planning experience which includes preparation of Categorical Exclusions (CATEXs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), Findings of No Significance (FONSIs), Records of Decision (RODs), Habitat Conservation Plans (HCPs), Resource Management Plans (RMPs), and Biological Assessments (BAs). We also prepare technical studies and other supporting documents such as public comment reports. We have a strong background working on Endangered Species Act permit issues as well as with threatened and endangered species. RECON environmental specialists are skilled in public involvement and stakeholder meetings, alternatives development workshops, public comment analysis, and agency consultation, as well as Section 7 and Section 106 compliance. Our staff members have an in-depth understanding of applicable environmental statutes and regulations, including the Endangered Species Act, Federal Land Policy and Management Act, Clean Water Act, Clean Air Act, and National Historic Preservation Act, as well as other federal laws, policies, and guidelines.

- Environmental Assessments (EA)
- Environmental Impact Statements (EIS)
- Joint CEQA/NEPA Documents
- Categorical Exclusions (CATEX)
- Findings of No Significant Impact (FONSI)
- Records of Decision (ROD)
- Administrative Record
- Mitigation Monitoring and Reporting Programs (MMRP)
- Noticing (NOP, NOC, NOI)
- Public Meetings and Facilitations

Biological Resources

RECON provides a full range of biological resource services including habitat assessments, general surveys, focused plant and wildlife species protocol surveys and monitoring, quantitative and qualitative plant inventory, vegetation mapping, wetland delineations, resource agency permitting, water quality assessments, impact analysis, and report preparation. We see our role as a team partner to efficiently guide clients through the environmental process and navigate regulatory requirements related to biological resources. We have extensive knowledge of local biological resources and the regulations surrounding them. Our credentials include permits, authorizations, and training for special-status species in southern California, including jurisdictional wetlands, Quino checkerspot butterfly, coastal California gnatcatcher, least Bell’s vireo, fairy shrimp, arroyo toad, western burrowing owl, and various listed plant species.
We conduct studies in conformance with federal regulations for the Department of Defense, Department of Homeland Security, and Department of the Interior. This work is done in compliance with the Sikes Act, Clean Water Act, Endangered Species Act, National Environmental Policy Act, California Environmental Quality Act, Noxious Plant Control Act, Executive Order 11990 Protection of Wetlands, and other federal regulations. The purpose of our biological reports is to document the biological resources identified as present or potentially present within the project area; identify potential biological resource impacts resulting from the project; and recommend measures to avoid, minimize, and/or mitigate significant impacts consistent with federal, state, and local rules and regulations, including NEPA and CEQA. RECON biologists hold permits to perform protocol surveys for sensitive, threatened, and endangered species.

- General Biological Resource Surveys and Monitoring
- Biological Constraints Analyses
- Threatened and Endangered Species Surveys
- Vegetation Community Mapping
- Habitat Assessments
- Biological, Construction, and Compliance Monitoring
- Jurisdictional Wetland Delineations

Wetlands and Regulatory Permitting

RECON’s certified wetland specialists are trained and experienced in providing consultation regarding wetland issues and are highly proficient in preliminary wetland analysis, wetland delineations, wetland permitting, wetland mitigation planning, and wetland design services. All wetland delineations and permitting performed by RECON meets the requirements of the U.S. Army Corps of Engineers (USACE) in the 1987 Wetland Delineation Manual and the applicable regional supplements. RECON’s wetland specialists have prepared and processed federal, state, and local permit applications and successfully obtained permits and agreements under Sections 401, 402, 404, and 408 of the Clean Water Act; Sections 9 and 10 of the Rivers and Harbors Act; Sections 4(d), 7, and 10(a) of the federal Endangered Species Act; Sections 1600 and 2081 of the Fish and Game Code; and the California Coastal Act. RECON’s long-standing relationships with USACE, California Department of Wildlife (CDFW), and the Regional Water Quality Control Board (RWQCB) are invaluable in processing the regulatory permits in a timely manner. Our lead wetland biologists have a practical hands-on understanding of the sensitive species, policies, procedures, and regulations of federal and state resource agencies.

- Section 7 Consultations
- Section 10(a) Permits
- Section 404/401 Permits/Certifications
- Section 1602 Streambed Alteration Agreements
- Section 2081 Permits
- Resource Agency Coordination
- Public Meetings and Hearing
Cultural Resources

RECON archaeologists have demonstrated experience working with public agencies on hundreds of critical infrastructure projects. We are experienced in field surveys, significance testing, data recovery excavation, documentation of historic resources, historic research, construction monitoring, and Native American consultation. RECON has provided cultural resources surveys and monitoring for dozens of public works projects and has implemented a number of MMRPs. Our archaeologists are familiar with safety protocols regarding construction equipment and operations. RECON archaeologists are knowledgeable of CEQA, NEPA, Sections 106 and 110 of the National Historic Preservation Act, the Archaeological Resource Protection Act of 1979, the Native American Graves Protection and Repatriation Act, the Mills Act and other preservation programs, Senate Bill 18, and Assembly Bill 52, as well as the National Register of Historic Places and California Register of Historic Resources criteria for nomination and State of California Historic Resources inventory forms.

- Archival Research
- Records Searches
- Intensive Pedestrian Surveys
- Stratified Sampling Surveys
- GPS and GIS Technology for Site Recording
- Mitigation Monitoring and Reporting Programs
- Archaeological Construction Monitoring

Section 106 Compliance
- Discovery Plans
- Native American Consultation and Coordination
- Test Excavations for Significance Determination
- Data Recovery Excavations
- Research Designs
- Laboratory Analysis

Habitat Restoration

RECON provides the full range of habitat creation, restoration, and enhancement services—from site planning to seed collection and plant propagation to implementation and maintenance, monitoring, and reporting. We have specialized experience working with federal agencies to comply with mitigation requirements and have successfully developed and implemented numerous large-scale revegetation and mitigation plans for natural preserves and conservation lands throughout the Southwest. We have experience with a range of vegetation communities including riparian, wetlands, grassland, uplands, chaparral, and coastal habitats. Our full-service restoration division is comprised of project managers, restoration ecologists, and preserve specialists supporting a 40+ person field crew of licensed herbicide applicators, seed collectors, irrigation and erosion control specialists, equipment operators, and certified arborists.

- Plan Preparation & Implementation
- Ongoing Site Maintenance
- Mitigation/Regulatory Compliance
- Restoration Design/Build Planning
- Invasive Plant Species Control
- Irrigation Installation & Maintenance
- Plant Salvage/Translocation
- Grading/Recontouring
- Plant Installation

- Site Selection
- Herbicide Application
- Erosion Control
- Site Protection
- Seed Collection
- Adaptive Management
- Qualitative & Quantitative Monitoring
- Plant Propagation
- Brush Management
Air Quality

RECON conducts air quality analyses to determine if the construction and operation of projects would comply with applicable air quality standards. Our air quality specialists use sophisticated modeling to evaluate the types and levels of emissions, potential health effects, and whether a project will be in compliance with state and federal air emissions standards. RECON has conducted air quality studies for industrial uses including landfills and rock quarries and has assessed emissions impacts from traffic to residences, commercial businesses, schools, and industrial developments. RECON’s air quality services include air quality modeling; point and mobile source dispersion models including the California Emissions Estimator Model, AERSCREEN, and CALINE4; health risk assessments; Clean Air Act compliance; conformity determination; and emissions calculations.

Noise

RECON conducts noise analyses to determine if the construction and operation of projects would comply with applicable noise standards. We are experienced in identifying and evaluating potential impacts to sensitive noise receptors, such as schools, residences, or habitat for sensitive species. RECON also has worked with project engineers for public agencies to develop innovative and cost-effective mitigation measures, which can either be based on adjustments to operations, equipment choices, or physical barriers. Our noise specialists are experienced in the application of the Traffic Noise Model issued by the Federal Highway Administration and SoundPLAN.

GIS/GPS Services

RECON uses up-to-date ArcGIS software to extend our spatial analysis capabilities, streamline data management, improve project efficiency, and to offer our clients digital data in industry-standard formats for geographic information systems (GIS). RECON is experienced in developing datasets according to the latest releases of the Spatial Data Standard for Facilities, Infrastructure and Environment (SDSFIE). We also develop databases consistent with the federal Geographic Data Committee Contact Standard for Digital Geospatial Metadata. RECON utilizes Trimble global positioning system (GPS) units and tablet computers running ArcGIS Collector for field data gathering to efficiently provide accurate data. Tablet-collected data can be synchronized with ArcGIS Online cloud-based map services from the field allowing office personnel and/or clients to see data collection in real-time. Tablets allow users to take multiple GIS data layers and aerial photography into the field and pinpoint their location relative to data so that questions that arise can be answered instantaneously.
Knowledge of Regulations

- California Environmental Quality Act (CEQA)
- National Environmental Policy Act (NEPA)
- Federal Clean Water Act compliance (Sections 401 and 404)
- Porter-Cologne Water Quality Control Act
- California Fish and Game Code Section 1600
- California Endangered Species Act
- Federal Endangered Species Act
- Tribal Consultation requirements
- Migratory Bird Treaty Act (MBTA)
- Archaeological Resource Protection Act of 1979 (ARPA)
- Section 106 of the National Historic Preservation Act (NHPA)
- California Register of Historical Resources (CRHR)
- Native American Graves Protection and Repatriation Act (NAGPRA)
- Clean Air Act
- Clean Water Act
- Natural Resources Conservation Act
- National Historic Preservation Act
- American Indian Religious Freedom Act
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA)
- Wilderness Act
- Fish and Wildlife Coordination Act
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Labor Category Descriptions

Environmental Principal

Minimum/General Experience: An Environmental Principal is an employee with 20 years of experience in one or more of the following specialties (planner, environmental planner, biologist), and is responsible for the overall management of the Environmental Group. The Environmental Principals is a senior-level staff member who has demonstrated exceptional skills and commitment to warrant this level of responsibility and authority.

Functional Responsibility: Principals serve as corporate officers, group leaders, and senior project managers. They are responsible for the long-range marketing efforts of the company, maintaining adequate work, ensuring product and service quality, and training and supervision of senior staff.

Minimum Education: Master’s degree plus 20 years relevant experience or BA/BS plus 23 years relevant experience.

Environmental Project Director

Minimum/General Experience: A Project Director is an employee with thirteen (13) years of experience in one or more of the following specialties (planner, environmental planner, biologist, ecologist, restoration ecologist, archaeologist, air and noise specialist, visual specialist) and the requisite skills and experience to manage projects, coordinate client contact, and supervise staff.

Functional Responsibility: Project Directors are responsible for contract compliance, sales, and marketing. Contract compliance involves completion of job responsibilities on time, on budget, and in accordance with contractual provisions. Additionally, Project Directors have an increase in project management authority and financial responsibility and are responsible for project managers below them. Sales and marketing duties include promoting repeat work with existing clients and contribution to the efforts of the firm to attract new work.

Minimum Education: Master’s degree plus 13 years of relevant experience or BA/BS plus 17 years of relevant experience.

Senior

Minimum/General Experience: A Senior is an employee with required education and years of experience in one or more of the following specialties (planner, environmental planner, biologist, ecologist, restoration ecologist, archaeologist, air and noise specialist, visual specialist) and the requisite skills and experience to manage projects, coordinate client contact, and supervise staff. Seniors are assigned to group leaders and may have one or more subordinate staff members assisting them.

Functional Responsibility: Seniors are responsible for contract compliance, sales, and marketing. Contract compliance involves completion of job responsibilities on time, on budget, and in accordance with contractual provisions. Sales and marketing duties include promoting repeat work with existing clients and contribution to the efforts of the firm to attract new work.

Minimum Education: Master’s degree plus 8 years of relevant experience or BA/BS plus 12 years of relevant experience.

Associate

Minimum/General Experience: An Associate is an employee with the experience in one or more of the following specialties (planner, environmental planner, biologist, ecologist, restoration ecologist, archaeologist, air and noise specialist, visual specialist) and requisite skills to manage projects, assist a Senior or Principal with client contact, and help with day-to-day supervision of staff. Associates are assigned to Seniors or Principals and may have one or more subordinate staff members assisting them.
Functional Responsibility: Associates may be responsible for the completion of specific projects. They help with contract compliance, conformance to budget and schedule requirements, and client satisfaction. Associates will assist in the monitoring of subcontractors and technical specialists and in keeping supervisor and client informed of their progress.

Minimum Education: Master’s degree plus 3 years of relevant experience or BA/BS plus 7 years of relevant experience.

Analyst

Minimum/General Experience: An Analyst is an employee with the experience in one or more of the following specialties (planner, environmental planner, biologist, ecologist, restoration ecologist, archaeologist, air and noise specialist, visual specialist) and requisite skills to assist with the completion of specific projects, with client contact, and with day-to-day project management.

Functional Responsibility: Analysts are responsible for the completion of specific projects. Their work will focus on particular topics, which may be stand-alone studies or part of a more general program. They may help with contract compliance, conformance to budget and schedule requirements, client satisfaction and subcontractor management, but they are not solely responsible for these criteria.

Minimum Education: BA/BS plus 5 years relevant experience.

Assistant

Minimum/General Experience: Assistant is an employee with experience in one or more of the following specialties (planner, environmental planner, biologist, ecologist, restoration ecologist, archaeologist, air and noise specialist, visual specialist) and must have good understanding of appropriate legislation and the ability to conduct relevant field work, data analysis, and technical writing under supervision.

Functional Responsibility: An Assistant is responsible for completing and managing small routine projects or individual work orders under the close supervision of the project manager. Assistant is responsible for completing tasks within budgeted time frame as well as obtaining necessary information from clients to be included in proposals and agreements. They must be capable of carrying out literature research to obtain valuable data. An Assistant is in training for specialist certifications or permits in areas of expertise. Assistant must understand regulations that are a regular component of assigned tasks.

Minimum Education: BA/BS plus 3 years of relevant experience.

Research Assistant

Minimum/General Experience: A Research Assistant is an employee with the requisite skills and experience in one or more of the following specialties (planner, environmental planner, biologist, ecologist, restoration ecologist, archaeologist, air and noise specialist, visual specialist) to assist with the completion of specific projects, with client contact, and with day-to-day project management. Research Assistants are assigned to Principals, Seniors, or Associates but will not have direct responsibility for subordinates. Three years of relevant experience is required.

Functional Responsibility: Research Assistants may be responsible for the completion of specific projects. Their work will focus on particular topics, which may be stand-alone studies or part of a more general program. They may help with contract compliance, conformance to budget and schedule requirements, client satisfaction, and subcontractor management, but they are not solely responsible for these criteria.

Minimum Education: Bachelor’s degree.
Resource Monitor II

**Minimum/General Experience:** A Resource Monitor provides experienced field assistance in one or more of the following areas (biology, archaeology, and construction monitoring).

**Functional Responsibility:** Resource Monitor conducts field monitoring as assigned as part of a project, completes daily reporting logs, and, when necessary, contributes to monthly reporting. Additionally, Resource Monitor may be required to conduct record searches, assist in lab or data entry tasks, conduct various field duties under the supervision of a senior staff, and coordinate directly with the client or contractors in the field. This position requires familiarity with applicable state and federal regulations, including CEQA.

**Minimum Education:** A Bachelor and 5 years of experience.

Resource Monitor I

**Minimum/General Experience:** A Resource Monitor provides entry level field assistance in one or more of the following areas (biology, archaeology, and construction monitoring).

**Functional Responsibility:** Resource Monitor conducts field monitoring as assigned as part of a project, completes daily reporting logs, and, when necessary, contributes to monthly reporting. Additionally, Resource Monitor may be required to conduct record searches, assist in lab or data entry tasks, or conduct various field duties under the supervision of a senior staff. This position requires familiarity with applicable state and federal regulations, including CEQA.

**Minimum Education:** A Bachelor and 0 years of experience.

Restoration Principal

**Minimum/General Experience:** A Restoration Principal is an employee with 20 years of experience in one or more of the following specialties (biologist, ecologist, restoration ecologist, archaeologist) and is responsible for the overall management of the Restoration Group. Principals are senior-level staff members who have demonstrated exceptional skills and commitment to warrant this level of responsibility and authority.

**Functional Responsibility:** Principals serve as corporate officers, group leaders, and senior project managers. They are responsible for the long-range marketing efforts of the company, maintaining adequate work, ensuring product and service quality, and training and supervision of senior staff.

**Minimum Education:** Master’s degree plus 20 years relevant experience or BA/BS plus 23 years relevant experience.

Restoration Project Director

**Minimum/General Experience:** A Restoration Project Director has 12 years of experience in ecological restoration and has requisite skills/experience to manage projects, coordinate client contact and supervise staff. The RPD is responsible for the successful management of the Restoration Project Group.

**Minimum Education:** Master’s degree with 12 years experience.

Restoration Project Manager

**Minimum/General Experience:** A Restoration Project Manager has supervisory experience with a background in habitat restoration, landscape maintenance and related field work.

**Functional Responsibility:** The Restoration Project Manager manages multiple large-scale projects and is responsible for client contact, contract compliance

**Minimum Education:** BA/BS and 7 years relevant experience.
**Restoration Analyst**

**Minimum/General Experience:** A Restoration Analyst has supervisory experience with a background in habitat restoration, landscape maintenance and related field work.

**Functional Responsibility:** The Restoration Analyst manages several small-scale projects. Responsible for client interaction to ensure contract compliance.

**Minimum Education:** BA/BS and 5 years relevant experience.

**Restore Assistant**

**Minimum/General Experience:** A Restoration Assistant has a background in habitat restoration, landscape maintenance and related field work.

**Functional Responsibility:** The Restoration Assistant assists with small-scale restoration projects or tasks on large-scale projects.

**Minimum Education:** BA/BS and 2 years relevant experience.

**Field Director**

**Minimum/General Experience:** A Field Director has supervisory experience with a background in habitat restoration, landscape maintenance and related field work.

**Functional Responsibility:** The Field Director is responsible to oversee a field crew which implements habitat restoration projects. He/she reads and understands irrigation plans, is usually fluent in both English and Spanish, and is computer literate.

**Minimum Education:** BA/BS and 20 or more years relevant experience.

**Field Supervisor**

**Minimum/General Experience:** The Field Supervisor is responsible for ensuring compliance with approved conditions for large and small-scale mitigation sites.

**Functional Responsibility:** The Field Supervisor provides recommendations on the best way to rid sites of exotic plant species and how to restore, enhance, and maintain mitigation sites to RECON’s habitat restoration specialists. The Field Supervisor coordinates purchasing of materials. This person regularly visits all of RECON’s mitigation sites and growing facilities and meets with field/growing facility staff to direct activities.

**Minimum Education:** 3 years relevant experience.

**Field Crew Chief**

**Minimum/General Experience:** The Field Crew Chief can identify native and non-native plants in upland and wetland plant communities. The Field Crew Chief is responsible for the maintenance and enhancement of native plant communities at RECON’s habitat restoration sites.

**Functional Responsibility:** The Field Crew Chief supervises the field crews in the planting, weed control, trash pickup, hauling and disposal of all debris and exotic plant parts, and other tasks for implementing and maintaining RECON’s habitat restoration sites.

**Minimum Education:** 5 years of relevant experience.

**Field Assistant**

**Minimum/General Experience:** A Field Assistant works closely with the Field Supervisor and provides assistance on daily tasks at the Restoration field yard.
Functional Responsibility: Assists Field Supervisor on yard tasks. Assists Crew Chiefs with daily vehicle preparation; ensuring that required materials and tools needed for project site are in working order. Schedules crew trucks for periodic maintenance. Performs minor vehicle maintenance as needed. Maintains equipment such as line trimmers, chainsaws, etc. Picks up and delivers supplies and equipment to project sites, as needed. Back fills as Crew Chief on as-needed basis.

Minimum Education: High school diploma.

Field Specialist Technician

Minimum/General Experience: Performs maintenance and enhancement of native plant communities at RECON’s habitat restoration sites.

Functional Responsibility: The Field Specialist Technician performs planting, weed control, trash pickup, hauling and disposal of all debris and exotic plant parts, and other tasks for implementing and maintaining RECON’s habitat restoration sites. May provide direction to less experienced and entry-level field technicians.

Minimum Education: 5 years relevant experience.

Field Technician

Minimum/General Experience: Performs maintenance and enhancement of native plant communities at RECON’s habitat restoration sites.

Functional Responsibility: The Field Technician performs planting, weed control, trash pickup, hauling and disposal of all debris and exotic plant parts, and other tasks for implementing and maintaining RECON’s habitat restoration sites.

Minimum Education: 2 years relevant experience.

Drone Operator

Minimum/General Experience: A Drone Operator is an employee with 2-3 years of experience in GIS that also has their Part 107 / Commercial Drone License and is responsible for flying a drone to map various project areas. Ability to manage small teams and/or work independently. Must have a valid CA driver’s license and be willing to travel.

Minimum Education: Associates Degree plus 2 or more years relevant experience.

GIS Specialist

Minimum/General Experience: A GIS Specialist is an employee proficient in using GIS software to perform spatial data editing, analysis, and mapping. They are responsible for managing GIS databases and projects.

Minimum Education: BA/BS plus 0 or high school diploma with 4 years experience.

GIS Supervisor

Minimum/General Experience: A GIS Supervisor provides leadership to lower-level GIS employees.

Functional Responsibility: The GIS Supervisor will balance technical skills and administrative knowledge to ensure that GIS technology is being used properly and efficiently

Minimum Education: BA/BS plus 23 years relevant experience.

Production Supervisor

Minimum/General Experience: The Production Supervisor is responsible for maintaining document quality control standards and maintaining a scheduling system for document production, which enhances efficiency and encourages effective project management.
Functional Responsibility: The Production Supervisor oversees final product formatting, editing, assembly, reproduction, and distribution. This person is responsible for the maintenance of project files and records, the operation and management of the telephone system, and the operation and management of corporate reproduction facilities and equipment.

Minimum Education: Associate degree and 5 years relevant experience.

Production Specialist III

Minimum/General Experience: A Production Specialist III is an employee with advanced editing, formatting, and proofreading skills. The Production Specialist III may have one or more subordinate staff members assisting them.

Functional Responsibility: The Production Specialist III is responsible for final product formatting, editing, assembly, reproduction and distribution of documents. This person has day today contact with Project Managers, report authors and GIS specialists, and reports directly to the Production Supervisor. PSIII is responsible for training and mentoring subordinates.

Minimum Education: High School diploma and 2 years relevant experience.

Production Specialist II

Minimum/General Experience: A Production Specialist II is an employee with experience in a technical editing environment.

Functional Responsibility: This person is responsible for formatting, editing, assembly, reproduction and distribution of documents under the guidance and direction of Production Specialist III.

Minimum Education: High school diploma.

Sr. Contracts Administrator

Minimum/General Experience: The Sr. Contracts Administrator is responsible for reviewing contracts and responses for proposals, bids, and contract modifications. Analyzes significant and/or unique contract requirements, special provisions, and terms & conditions to ensure compliance with appropriate laws, regulations, and corporate policies (which requires GSA, FAR, FFP, IDIQ experience).

Functional Responsibility: Provides contractual guidance to team members; analyzes new laws and regulations; mentors lower-level staff on contracting processes.

Minimum Education: Juris Doctorate Degree and 12 years contracts administration experience.

Associate Contracts Administrator

Minimum/General Experience: The Associate Contracts Administrator is responsible for reviewing contracts and preparing routine/specialized responses for proposals, bids and contract modifications.

Functional Responsibility: Prepares cost estimates, scopes of work. Analyzes terms and conditions of contracts for review.

Minimum Education: BA/BS and 2 years experience.
The Service Contract Labor Standards (SCLS), 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 Contract Labor Category</th>
<th>SCLS Equivalent Code - Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laborer</td>
<td>11210 - Laborer, Grounds Maintenance</td>
<td>WD-2015-5725</td>
</tr>
<tr>
<td>Operator</td>
<td>11270 - Tractor Operator</td>
<td>WD-2015-5725</td>
</tr>
</tbody>
</table>