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:
Multiple Award Schedule (MAS)
FSC Group: 871 II

PRODUCT SERVICE CODES:
S208, R799, J035, R404, R425, S216

CONTRACT NUMBER:
47QSHA20D001G

SUPPLIMENT NO.:
4 (Mass Mod A824 effective August 17, 2020)

CONTRACT PERIOD:
January 7, 2020 – January 6, 2025 (Base Period)

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

CONTRACTOR ADDRESS:
Wood Environment & Infrastructure Solutions, Inc. (Wood)
9177 Sky Park Ct
San Diego, CA 92123

CONTRACT MANAGER:
Cuong Vu
Address: Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6021
Fax: (610) 828-6700
Email: cuong.vu@woodplc.com

CONTRACT ADMINISTRATOR:
Jessica Marzano
Address: Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6109
Fax: (610) 828-6700
Email: jessica.marzano@woodplc.com

PROGRAM MANAGER:
Peter Baker
Address: Wood Environment & Infrastructure Solutions, Inc.
511 Congress St.
Portland, ME 04101
Telephone: (207) 775-5401
Direct: (207) 828-3692
**ABOUT WOOD:**

Wood ([www.woodplc.com](http://www.woodplc.com)) is a global leader in the delivery of project, engineering and technical services to energy and industrial markets. We operate in more than 60 countries, employing around 55,000 people, with revenues of around $10 billion. We provide performance-driven solutions throughout the asset life-cycle, from concept to decommissioning across a broad range of industrial markets including the upstream, midstream and downstream oil & gas, chemicals, environment and infrastructure, power & process, clean energy, mining and general industrial sectors. We strive to be the best technical services company to work with, work for and invest in.

**CUSTOMER INFORMATION:**

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS):**

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANCRA</td>
<td>Ancillary Repair and Alterations</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary Supplies and/or Services</td>
</tr>
<tr>
<td>561210FAC</td>
<td>Complete Facilities Maintenance and Management</td>
</tr>
<tr>
<td>541690E</td>
<td>Energy Consulting Services</td>
</tr>
<tr>
<td>541690</td>
<td>Integrated Logistics Support</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

1c. **LABOR CATEGORY TITLES AND RATES:**

For labor category titles, descriptions, and rates please see Pages 9 – 16.

2. **MAXIMUM ORDER**: ANCRA: $1,000,000.00, ANCILLARY: $1,000,000.00, 56210FAC: $100,000.00, 541690E: $100,000.00, 541690: $100,000.00 OLM: $100,000.00

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the Contract Administrator for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** $100

4. **GEOGRAPHIC COVERAGE:** Worldwide

5. **POINT(S) OF PRODUCTION:** Same as Contractor’s address
6. **DISCOUNT FROM LIST PRICES:** Prices Shown Herein are Net (discount deducted)

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** 0.25% net 10 days, net 30 days

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold. Contact Contract Administrator

9b. Government Purchase Cards are accepted above the micro-purchase threshold. Contact Contract Administrator

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** Per SOW

11b. **EXPEDITED DELIVERY:** Contact Contract Administrator

11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contract Administrator

11d. **URGENT REQUIREMENTS:** Contact Contract Administrator

12. **FOB POINT:** FOB Destination

13a. **ORDERING ADDRESS:** Same as Contractor’s address

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

14. **PAYMENT ADDRESS:**

Wood Environment & Infrastructure Solutions, Inc.
P.O. Box 74008618
Chicago, IL 60674-8618

15. **WARRANTY PROVISION:** N/A

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact Contract Administrator

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20b. **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. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 042406954

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registration valid until current expiration

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**LIST OF AWARDED SPECIAL ITEM NUMBERS (SINS)**

**SIN ANCRA ANCILLARY REPAIR AND ALTERATIONS:**

Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

**Special Instructions:** No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.

Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds $2,000 (Ref. FAR 22.4).
Special Notice to Ordering Agencies: GSA or other landlords may require reperformance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work.

**SIN ANCILLARY ANCILLARY SUPPLIES AND/OR SERVICES**

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

**SIN 561210FAC COMPLETE FACILITIES MAINTENANCE AND MANAGEMENT:**

This category covers services related to the complete operations, maintenance and repair of federal facilities and may include the supply or use of environmentally sustainable products such as U.S. Environmental Protection Agency-designated Comprehensive Procurement Guidelines (recycled content) products, U.S. Department of Agriculture-designated BioPreferred (biobased) products, Energy Star certified or other energy efficient products, and WaterSense or other water efficient products. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to:

- Hospital Maintenance
- Laundry Services
- Pest control services
- Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials
- Locksmith services
- Plumbing operations & maintenance
- Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system
- Maintenance of energy management control systems (EMCS)
- Refrigeration maintenance
- Elevator inspection and maintenance service
- Maintenance of renewable energy systems
- Repair of water tanks
- Fire alarm system preventive maintenance and repair service
- Maintenance support training and consulting services
- Telephone maintenance
- Fire suppression system preventive maintenance and repair services
- Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc.
- Tree trimming
- Grounds maintenance - to include: Snow removal & landscaping
- Operation and maintenance of water distribution systems and septic systems
- Painting (Davis-Bacon included)
- All of the above listed services can be performed as part of Base Operations Support Services (BOS) and Installation Maintenance contracts.

**SIN 561210FAC COMPLETE FACILITIES MAINTENANCE AND MANAGEMENT:**

Services include facilities management and consulting. Services will be management duties including, but not limited to property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices. [For separate SIN requirements not part of integrated facility management systems support such as independent energy management systems, intrusion alarm systems, and guard services, see schedule 84]

**SIN 561210FAC COMPLETE FACILITIES MAINTENANCE AND MANAGEMENT:**

Services include but are not limited to one of the following: Electrical Utilities, all types of Cabling Services, Telephone Utility Services, Gas Utility Services, Drinking Water Utility Services, Waste Water Services, and/or Water Utility Services necessary to meet the Government's needs. Resulting task orders could be used for the operation, maintenance, repair, future upgrades, future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s). Task orders could also be used to manage the maintenance, repairs, replacement, etc. of the system(s) to ensure continuous, adequate, and dependable service for each Government agency or tenant.

**NOTE:** These services may include the supply or use of environmentally sustainable products such as U.S. Department of Agriculture-designated BioPreferred (biobased) products.

**SIN 561210FAC COMPLETE FACILITIES MAINTENANCE AND MANAGEMENT**

Services that include, but are not limited to: facilities assessment, and facilities asset planning, the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions. Includes Smart Building Consulting. Also includes cyber security as it relates to building control and automation systems affecting components such as fire annunciation and suppression, heating, ventilation, and air conditioning, power and lighting, elevators, and closed circuit cameras. Services may include, but are not limited to, assessing the cyber risks of a facility, making recommendations for safeguards and countermeasures, and implementing software and procedures to ensure Federal facilities are protected consistent with the Federal Information Security Management Act (FISMA) guidelines and other applicable policy

**SIN 541690 INTEGRATED LOGISTICS SUPPORT:**

A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - The strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing and executing of energy audits, audit plans and energy management solutions.
2. Concept Development and Requirements Analysis - The analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation and Change Management - The implementation and integration of more energy
efficient practices and systems and training in using them effectively.

4. Measurement and Verification - The performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

Including, but not limited to, billing and management oversight and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

Including, but not limited to, developing, executing, and reporting on audit plans and/or performing energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Audit services can include computerized control systems using analytical software and a network of electronic devices to assist Federal agencies with achieving energy conservation goals. Energy efficient buildings certification programs such as LEED may be included.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

This service involves the utilization of an on-site Resource Efficiency Manager or advocate to assist federal agencies with sustainability initiatives/improvements. These advocates shall work on-site at federal facilities. REM contracts are typically one year long with an option to renew for two or three years. Services could include, but are not limited to, energy usage assessments, providing recommendations on possible steps to improve energy efficiency, progress tracking on sustainability improvements, reporting, etc. Energy efficient buildings certification programs such as LEED may be included.
Innovative approaches to renewable energy. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources, and the maintenance of renewable energy systems. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas and propane.

SIN 541690 INTEGRATED LOGISTICS SUPPORT:

Water Conservation: Services and consulting related to the reduction of water usage, reduction of potable water consumption intensity, reduction of industrial, landscaping and agricultural water consumption, promoting, and implementing water reuse strategies, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. Also includes consulting on storm water run-off and property hydrology maintenance and restoration. These services can include, but are not limited to, consultation, facility water audits, water balance, and water system analysis.

SIN 541690E ENERGY CONSULTING SERVICES:

Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies comply with energy requirements established by statute, regulation and/or Executive Order. Consulting services covered by this SIN include:

- Energy management or strategy
- Energy program planning and evaluations
- Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security
- Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star.
- Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases
- Consulting on carbon emissions trading programs
- Consulting on where to obtain renewable energy credits/certificates
- Consulting on greenhouse gas measurement and management
- Strategic sustainability performance planning
- Consulting on obtaining high performance sustainable buildings
- The implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems

DESCRIPTION OF LABOR CATEGORY TITLES AND RATES

**Job Title:** Technician Aide

**Functional Responsibility:**
Assist in conducting tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems.

**Experience:** Minimum 8 months applicable experience

**Education:** High school diploma

**Job Title:** Technician 1
**Functional Responsibility:**
Conduct tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Conduct quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials. Perform laboratory and field tests according to prescribed procedures, processes and standards.

**Experience:**
Minimum 1 year

**Education:**
Technical diploma or 12 months of applicable experience

**Job Title:**
Technician 2

**Functional Responsibility:**
Conduct tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Perform laboratory and field tests according to prescribed procedures, processes and standards.

**Experience:**
Minimum 2 years

**Education:**
Technical diploma plus 2 years applicable experience

**Job Title:**
Technician 3

**Functional Responsibility:**
Conducts tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining engineering, environmental, or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Provide some training in basic methods and procedures to lower level technical personnel.

**Experience:**
Minimum 6 years

**Education:**
Technical diploma plus 6 years applicable experience

**Job Title:**
Technician 4

**Functional Responsibility:**
Conducts tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining engineering, environmental, or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Conducts quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials. Perform laboratory and field tests according to prescribed procedures, processes and standards. Collect air, water or soil samples prepare samples for testing, record data, and prepare summary reports.

**Experience:**
Minimum 10 years

**Education:**
Technical diploma or B.S. in non-engineering discipline

**Job Title:**
General Clerk / Receptionist

**Functional Responsibility:**
Provides general clerical and administrative support.
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Responsibility</th>
<th>Experience</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant 1</td>
<td>Provides clerical and administrative support to a group of management/professional employees</td>
<td>Minimum 1 year</td>
<td>High school diploma</td>
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<tr>
<td>Administrative Assistant 2</td>
<td>Provides high-level clerical and administrative support to a group of senior management / professional employees. Provides work direction to lower level clerical employees. Conduct new employee orientation.</td>
<td>Minimum 2 years</td>
<td>High school diploma or equivalent. Formal secretarial or business training</td>
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<tr>
<td>Administrative Coordinator</td>
<td>Performs diversified and complex administrative duties, provides administrative support for senior executive or large business unit; prepares reports to governmental / external agencies regarding financial matters; may be responsible for independently overseeing the administration of programs.</td>
<td>Minimum 7 years</td>
<td>High school diploma or equivalent. Formal secretarial or business training</td>
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<tr>
<td>Word Processor 1</td>
<td>Performs clerical and administrative support to a group of management / professional employees and to manage the administrative aspects of one or more functions.</td>
<td>Minimum 1 year</td>
<td>High school diploma or equivalent. Some formal training in word processing and or secretarial skills</td>
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</tr>
<tr>
<td>Word Processor 2</td>
<td>Provides high-level clerical and administrative support to a group of senior management / professional employees and to manage the administrative aspects of one or more functions.</td>
<td>Minimum 2 years</td>
<td>High school diploma or equivalent. Some formal training in word processing and or secretarial skills</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Project Administrator 1</td>
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<tr>
<td><strong>Functional Responsbility:</strong></td>
<td>Provides office administrative support including document control, formatting and editing technical reports, maintaining files and inventory, collections (accounts receivable), and assisting in procurement and purchase of office supplies.</td>
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</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Minimum 2 years</td>
<td></td>
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<tr>
<td><strong>Education:</strong></td>
<td>High school diploma or equivalent. Some formal business training</td>
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Administrator 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsbility:</strong></td>
<td>Provides high-level clerical and administrative support to office professional and management personnel and to manage the administrative aspects of one or more functions.</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Minimum 4 years</td>
</tr>
<tr>
<td><strong>Education:</strong></td>
<td>High school diploma or equivalent. College level coursework in business preferred. Some formal business training</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Scientist Specialist 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsbility:</strong></td>
<td>Under close, direct supervision, to provide data analysis and report preparation in one or more of the physical sciences and to enhance knowledge of assigned subject matter and other aspects of scientific study and consulting practice.</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Entry level position</td>
</tr>
<tr>
<td><strong>Education:</strong></td>
<td>BS/BA in one of the physical or natural sciences</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Scientist Specialist 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsbility:</strong></td>
<td>Assignments of limited scope and complexity related to a scientific type discipline. Work supervised in detail. May give guidance to junior professionals or technician staff.</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Minimum 2 years in a scientific / specialist position</td>
</tr>
<tr>
<td><strong>Education:</strong></td>
<td>BS/BA in one of the physical or natural sciences</td>
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<thead>
<tr>
<th>Job Title:</th>
<th>Scientist Specialist 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsbility:</strong></td>
<td>Provides technical expertise to moderately complex projects related to a scientific type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.</td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>Minimum 5 years in increasingly complex scientist / specialist positions</td>
</tr>
<tr>
<td><strong>Education:</strong></td>
<td>BS/BA in one of the physical or natural sciences</td>
</tr>
</tbody>
</table>

| Job Title:         | Scientist Specialist 4 |
**Functional Responsibility:**
Provides technical expertise to moderately complex projects related to a scientific type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:**
Minimum 5 years in increasingly complex scientist / specialist positions

**Education:**
BS/BA in one of the physical or natural sciences

**Job Title:**
Scientist Specialist 5

**Functional Responsibility:**
Fully qualified as a consultant in all conventional aspects of a scientific discipline. Recognized by immediate and senior management as a technical resource.

**Experience:**
Minimum 8 years in increasingly complex scientist / specialist positions

**Education:**
BS/BA in one of the physical or natural sciences

**Job Title:**
Scientist Specialist 6

**Functional Responsibility:**
Full specialization in complex scientific applications. Performs analyses for highly complex technical projects and provides reviews for projects within area of expertise. Would have industry recognition. Participates in highest levels of projects and seen by management as part of strategic growth plan.

**Experience:**
Minimum 10 years in increasingly complex scientist / specialist positions

**Education:**
BS/BA in one of the physical or natural sciences

**Job Title:**
Engineer 1

**Functional Responsibility:**
Solves problems of a routine nature within clearly defined procedures. Works under close, direct supervision.

**Experience:**
Entry level position

**Education:**
BS in engineering

**Job Title:**
Engineer 2

**Functional Responsibility:**
Assignments of limited scope and complexity related to an engineering type discipline. Work supervised in detail. May give guidance to junior professionals or technician staff.

**Experience:**
Minimum 2 years

**Education:**
BS in engineering

**Job Title:**
Engineer 3

**Functional Responsibility:**
Provides technical expertise to moderately complex projects related to an engineering type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.
**Experience:** Minimum 5 years

**Education:** BS in engineering

**Job Title:** Engineer 4

**Functional Responsibility:**
Provides technical expertise to moderately complex projects related to an engineering type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:** Minimum 5 years

**Education:** BS in engineering

**Job Title:** Engineer 5

**Functional Responsibility:**
Fully qualified as a consultant in all conventional aspects of an engineering discipline. Recognized by immediate and senior management as a technical resource.

**Experience:** Minimum 8 years

**Education:** BS in engineering

**Job Title:** Technical Specialist 1

**Functional Responsibility:**
Full specialization in complex scientific or engineering applications. A leader in a given office and perhaps in a given region in a technical discipline. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:** Minimum 10 years

**Education:** Bachelor’s degree in an engineering or scientific field

**Job Title:** Technical Specialist 2

**Functional Responsibility:**
May supervise and manage large groups of staff; or exercise authority over a small group of highly professional personnel engage in complex technical applications. Authority for large consulting projects. In addition to specialization, generally directs highly qualified professionals engage in complex scientific or engineering applications.

**Experience:** Minimum 15 years

**Education:** Bachelor’s degree in an engineering or scientific field

**Job Title:** Project Manager 1

**Functional Responsibility:**
Fully qualified as a consultant in all conventional aspects of their discipline. Recognized by immediate and senior management as a technical resource.

**Experience:** Minimum 8 years

**Education:** Bachelor’s degree in an engineering or scientific field
**Job Title:** Project Manager 2

**Functional Responsibility:**
First level of fully specialization in complex scientific or engineering applications. A leader in a given office and perhaps in a given region in a technical discipline. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:** Minimum 10 years

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** Program Manager

**Functional Responsibility:**
May supervise and manage large groups of staff; or exercise authority over a small group of highly professional personnel engage in complex technical applications. Authority for large consulting projects. In addition to specialization, generally directs highly qualified professionals engage in complex scientific or engineering applications.

**Experience:** Minimum 15 years

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** Branch Manager

**Functional Responsibility:**
Fully qualified as a consultant in all conventional aspects of their discipline. Recognized by immediate and senior management as a technical resource.

**Experience:** Minimum 8 years

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** Office Manager

**Functional Responsibility:**
First level of fully specialization in complex scientific or engineering applications. A leader in a given office and perhaps in a given region in a technical discipline. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:** Minimum 10 years

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** General Manager 1

**Functional Responsibility:**
Have many of the same roles and responsibilities of the Office Manager, but has demonstrated internal and external leadership in key, company-wide initiatives or multi-office client pursuits.

**Experience:** Minimum 15 years

**Education:** Bachelor’s degree in an engineering or scientific field
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