GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  

THE PROFESSIONAL SERVICES SCHEDULE (PSS)  
INDUSTRIAL GROUP: 00CORP

Johnson, Mirmiran & Thompson  
72 Loveton Circle  
Sparks, MD 21152  

Phone: 410-329-3100  
Fax: 410-472-2200  
www.jmt.com  

Contract Administrator: D. Sean McCon
Email: smccone@jmt.com

CONTRACT NUMBER: GS-00f-194-CA  
PERIOD COVERED BY CONTRACT:  
July 15, 2015 through July 14, 2020  

BUSINESS SIZE:  
Large Business  

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 http://www.fss.gsa.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov
CUSTOMER INFORMATION

1. a. Authorized Special Item Numbers (SINs):
   - 871-2: Concept Development and Requirements Analysis
   - 871-2RC: Concept Development and Requirements Analysis
   - 871-3: System Design, Engineering and Integration
   - 871-3RC: System Design, Engineering and Integration
   - 871-7: Construction Management
   - 871-7RC: Construction Management
   - 899-1: Environmental Consulting Services
   - 899-1RC: Environmental Consulting Services
   - 899-7: Geographic Information Services (GIS)
   - 899-7RC: Geographic Information Services (GIS)

   b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: Not Applicable

   c. Labor Categories Offered: Please See Attached

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage (Delivery Area):
   - Domestic, 50 States, Washington D.C., Puerto Rico, and all US Territories

5. Point of Production:
   - Johnson, Mirmiran & Thompson
   - 72 Loveton Circle
   - Sparks, MD 21152

6. Basic Discount: Prices listed are net, discounts have been deducted

7. Volume Discount: None offered

8. Prompt Payment Terms: Net 30 Days
   - Discount 1: 2% if payment is made within 20 days

9. a. Government Purchase Cards are accepted up to the micro-purchase threshold.

   b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: Not Applicable

11. a. Time of Delivery: As negotiated between Contractor and Ordering Agency

    b. Expedited Delivery: Not Applicable

    c. Overnight and 2-Day Delivery: Not Applicable

    d. Urgent Requirements: Consult with Contractor

12. F.O.B. Point: Not Applicable

13. a. Ordering Address:
   - Johnson, Mirmiran & Thompson
   - 72 Loveton Circle
   - Sparks, MD 21152

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

14. Payment Address:
   Johnson, Mirmiran & Thompson
   72 Loveton Circle
   Sparks, MD 21152

15. Warranty Provision: **Standard Commercial Warranty**

16. Export Packing Charges: **Not Applicable**

17. Terms and Conditions of Government Purchase Card Acceptance: **None**

18. Terms and Conditions of Rental, Maintenance, and Repair: **Not Applicable**

19. Terms and Conditions of Installation: **Not Applicable**

20. a. Terms and Conditions of Repair Parts: **Not Applicable**
    b. Terms and Conditions for any Other Services: **None**

21. List of Service and Distribution Points:
    Johnson, Mirmiran & Thompson
    72 Loveton Circle
    Sparks, MD 21152

22. List of Participating Dealers: **None**

23. Preventative Maintenance: **None**

24 a. Special Attributes: **None**
    b. Section 508 compliance Information: **Not Applicable**

25. Data Universal Number System (DUNS) Number: **056278633**

26. Contractor has register in the System for Award Management (SAM)
   Cage Code: **1B2K5**
Introduction

Johnson, Mirmiran & Thompson, Inc. (JMT) is a multi-disciplined architectural and engineering firm that offers services to clients throughout the United States. Our client base is varied and consists of many public and private entities. We work with all levels of government including Federal, state and local agencies, providing professional services from planning through construction.

Since our start in 1971, JMT has gained respect and recognition from our clients as an organization that provides the highest quality engineering services, on time and within budget. Our reputation for outstanding achievement has extended throughout the United States as a result of our selection for numerous national and regional project awards and honors.

JMT currently has a staff of nearly 1,300 professionals located in 31 offices throughout the Eastern United States. We provide a full array of services to suit specific client needs. Throughout the years, we have served a wide range of clients including federal, state, and local government agencies, private institutions, and commercial and industrial concerns.

- Program Management
- Construction Management and Inspection
- Scheduling, Estimating and Claims Analysis
- Mechanical/Electrical Engineering
- Building Commissioning
- Civil and Geotechnical Engineering
- Architecture
- Structural Engineering
- Sustainability/Green Engineering
- Transportation and Traffic Planning and Design
- Environmental
- Water/Wastewater Engineering
- Water Resources
- Landscape Architecture
- Geographic Information Systems and IT
- Surveying and Utility Location

JMT Office Locations

- Sparks and Towson, Maryland
- York, Philadelphia, Allentown, Harrisburg, and Pittsburgh, Pennsylvania
- Richmond, Virginia Beach, and Herndon, Virginia
- Ft. Lauderdale, Indiantown, Naples, Palm Beach Gardens, Tallahassee, Tampa, Vero Beach, and Lake Mary, Florida
- Kinnelon, Newark and Trenton, New Jersey
- Cincinnati, Cleveland, and Columbus, Ohio
- Charleston, and Columbia, South Carolina
- Newark, Delaware
- Washington, D.C.
- Raleigh, North Carolina
- Austin, Texas
- New York, NY
Our Services

871-2: Concept Development and Requirements Analysis

Project/Program Management
JMT’s Project Management team allows clients the flexibility to have their programs managed for them. We are able to provide oversight of the project, its costs, schedule, and the quality of the contractor’s workmanship to ensure our clients’ satisfaction and protect their interests. In addition, we often recommend innovative planning, design, and construction methods to expedite the project schedule and reduce costs.

Planning
JMT has provided planning and environmental documentation services to state and local clients for numerous types of facilities. These services have been provided in accordance with the requirements of NEPA, the National Historic Preservation Act, Clean Water Act, Clean Air Act, and Executive Order 12898 for Environmental Justice.

JMT’s staff includes registered transportation and urban planners, environmental specialists, traffic engineers, landscape architects, and public relations specialists.

- Community Involvement As Part of the Planning Process - JMT personnel have extensive experience at developing consensus through a variety of public participation techniques such as public meetings, hearings and open-house presentations; design charrettes and workshops; community visioning workshops; visual preference surveys; study and steering committee meetings; individual and group interviews; and, citizen and agency surveys. JMT staff is experienced at engaging public participation for the purpose of community goal setting, problem identification, strategy development and alternative analysis. These techniques have been applied to planning activities such as the development of comprehensive and master plans, strategic plans, site feasibility studies, park and greenway master plans, bikeway and pedestrian master plans and park and recreation facility master site plans.

- Comprehensive Plan Development - JMT planning staff have experience developing Comprehensive Plans and various plan elements including land use, transportation, economic development, utilities, historic preservation, housing, organization and agency structures and community services. JMT utilizes GIS capabilities to create inventories, conduct assessments, perform spatial analysis and prepare a variety of maps including but not limited to an “Official Map”, current and future land use maps and facility inventory maps.

- Master Plan Development - JMT personnel have extensive experience with development and preparation of master plans and site development plans for the purpose of creating neighborhood revitalization plans, recreation, park and open space plans, key opportunity site design/development plans, and greenways/bicycle plans. JMT has experience at preparing strategic implementation plans with cost estimates and potential funding sources for a variety of master plan projects. GIS capabilities are used to prepare master plan base maps, inventory land use and public facilities, analyze socio-economic data, measure impacts, perform alternative analysis and prepare master plans.

- Site Feasibility Studies - JMT staff have experience with the development of site feasibility studies for commercial development, mixed commercial and residential development, public and private recreation facilities, industrial development, government complexes and transit transfer stations and facilities. Site feasibility criteria take into account local policies, regulations and future development plans. GIS capabilities are used to prepare site plan base maps, inventory land use and public facilities, analyze socio-economic data, measure impacts, perform alternative analysis and prepare site plans.
• **Streetscape & Public Space Design** - JMT is experienced at designing a variety of community enhancement projects including streetscapes and public space designs for the purpose of improving the visual character of communities. The planning and design of streetscapes and public space include amenities such as pedestrian lighting, paving treatments, placement of underground utilities and a variety of site furnishings such as benches, trash receptacles, landscaping, banners, pedestrian signage and street trees.

• **Downtown & Town Center Planning** - JMT planners and landscape architects are experienced at developing downtown and town center concept plans. Concept plans provide a design for the revitalization and improvement of a downtown or town center incorporating both aesthetic and safety improvements while creating common space and a sense of place. JMT staff develop concept plans that build upon historical foundations and the existing infrastructure. JMT’s plan address a number of urban issues such as traffic circulation, pedestrian and bicycle safety, access to transit, parking, information kiosks, street lighting, streetscape vegetation, ADA compliance, historic preservation, community focal points, green space, vehicular and pedestrian wayfinding.

• **Zoning Ordinance & Subdivision/Land Development Ordinance** - JMT personnel have extensive experience with preparation and administration of zoning and subdivision/land development ordinances. Services include: evaluation and assessment of ordinances in conjunction with local Comprehensive Plan and/or Community Development Plan goals, objectives and strategies; research and development of ordinance regulations; demonstration and analysis of regulations as they relate to land use class, intensity, density and neighborhood impact; and, preparation of ordinance amendments and review of regulations in conjunction with state enabling legislation. GIS capabilities are used to inventory land use, create zoning boundaries, assess impact, perform spatial analysis and prepare zoning maps.

• **Spatial Analysis Using GIS** - JMT personnel are experienced at performing analysis of complex spatial data bases with associated descriptive, financial and socio-economic data. Spatial modeling capabilities include polygon overlays, buffering, custom queries and reports and network analysis. JMT GIS staff can also perform capability/suitability modeling, weighted models and Thiessen modeling for analysis of spatial data using tabular databases. Specific types of analysis include but are not limited to needs analysis, impact analysis, environmental impact statements, project evaluation and alternative analysis. JMT staff utilize GIS capabilities to perform spatial analysis for a variety of community planning activities.

• **Map Production** - JMT provides services for producing a variety of map series, high quality presentation graphics for meetings, plans and project development and large quantities of map and graphic products for distribution. JMT utilizes GIS capabilities to produce a variety of maps including but not limited to street maps, zoning maps, land use maps, utility service maps, site plans and other maps with user defined parameters.

• **Grants Writing and Administration** - JMT personnel have extensive experience with grants writing and administration for a variety of state and federal grants including but not limited to State Planning Assistance Grants (SPAG), Legislative Funds, Keystone Grants (DCNR Grants), Strategy Community Partnership Planning Grants, TEA 21, Safety and Mobility Initiative Program Funds and Community Development Block Grant Funds (CDBG).

**Environmental Compliance and Permit Review Services**

JMT has provided the review of projects designed by other consultants for compliance with erosion and sediment control and stormwater management laws, regulations and guidelines. Our certified reviewers have been responsible for making recommendations to the Maryland Department of the Environment's (MDE) Water Management Administration, Plan Review Division Chief, regarding the issuing of permits for erosion and sediment control, stormwater management and small ponds. Most project assignments involve highways and bridges; however, maintenance facilities, wetland mitigation sites, drainage systems and site development projects are also reviewed.
Fast tracked compliance reviews have recently been performed for the following clients:

- Andrews Air Force Base
- White Oak Federal Research Center
- Patuxent River Naval Air Station
- Naval Surface Warfare Center
- National Institute of Health
- Maryland Port Administration
- Maryland State Highway Administration
- Morgan State University
- Good Samaritan Hospital
- Ft. Detrick
- Food and Drug Administration
- Bowie State University

### 871-3: System Design, Engineering and Integration

#### Professional Development Training

Our staff shares its expertise through various seminars to private and public employees at the state and local levels. Training covers a wide variety of subjects, involving project scheduling, public involvement, website applications, project inspection, and document control systems.

The technology we depend on to provide quality designs changes too rapidly for most of us to keep pace. With the heavy demands being put on the engineering profession, it is becoming increasingly vital that our staffs keep abreast of the latest technologies, as well as improve their management skills.

JMT has developed customized training programs which meet the needs of our clients. Based upon the results of a needs assessment and program development analysis, these courses are offered to project managers and support staff throughout the year at various locations.

JMT uses the latest techniques, technology and sample projects to develop various aspects of each individual training course. The courses are routinely modified and updated based upon input received from course participants and client representatives. Examples of training courses are as follows:

- **CPM Schedule Review Process** - JMT provides comprehensive Critical Path Method (CPM) schedule training that focuses on the fundamentals of CPM scheduling methodology and can be customized to address the CPM scheduling specification used by an agency or client. The level and detail of instruction responds to the client’s needs and can range from basic CPM scheduling to advanced scheduling and delay analysis techniques. Our staff of experienced construction managers presents the material in a clear and concise manner by referencing scheduling subject matter to the schedule specification and by using actual field examples to bring a full understanding of the topic.

- **Public Involvement Facilitation** - The introductory Public Involvement Facilitation course created for the Pennsylvania Department of Transportation supports the planning and engineering process for highway and bridge projects. The course provides techniques, tools and skill building to support working with the public and facilitation of public meetings throughout PENNDOT’s project development process. Training is targeted to engineers and other professionals responsible for management and design of projects. The course is taught in two phases. The first phase includes identifying a public involvement process specific to the client’s project, basics of public speaking, techniques for dealing with difficult people, and context-sensitive design techniques. Phase II of this course focuses on facilitation and presentation techniques and tools to support PENNDOT’s Plans Display meetings and the project development process.

- **Web Based Training Calendar** - A Web-Based Training Calendar course for PENNDOT provides training to supervisors, project managers, Bureau administrators and other professionals to enhance navigation of the Bureau of Design's web-based training calendar, the ECMS Training Calendar.

- **Temporary Traffic Control Procedures** - The Maryland State Highway Administration's (SHA) Office of Traffic Safety has taken advantage of JMT's programs to train contractor and public agency personnel in the MDOT Temporary Traffic Control Procedures. This one-day class is held twice each month and culminates with a written exam.
Additionally, our training staff has developed, implemented, and taught a three-day class for SHA inspection personnel in the proper inspection techniques for signalization and lighting structures. Development of the class includes in-field data gathering, coordination with all SHA District Engineers, and review of manufacturers’ specifications and other State DOT procedures.

- **Context Sensitive Solutions Website Application** - JMT provided project development, training and technical assistance with respect to the PENNDOT initiation referred to as Context Sensitive Solutions (CSS). JMT was responsible for overall project management, course development and collaboration with PENNDOT staff, representatives from the Attorney General's Office and consulting team members. JMT was responsible for developing a course to meet PENNDOT's needs based upon FHWA's initiative and similar training offered by other states.

The JMT team prepared and conducted the first round of training within four months of notice to proceed. The course was designed to enhance the transportation project development process for non-complex, moderately complex, betterment, bridge replacement and maintenance projects. The course provides tools, techniques and activities that build skills in flexible design using context sensitive solutions. Course topics include defining context sensitive solutions, place making and field scoping in the context of the community, community consensus building through continuous community/public involvement, visualization techniques, flexibility in design standards and criteria, incorporation of bicycle and pedestrian solutions, examples of CSS, construction cost and maintenance, tort liability and funding options. The course features examples of CSS projects across the state as well as from adjacent states with a CSS initiative.

The course builds upon other PENNDOT initiatives such as bicycle and pedestrian access, public involvement, linking land use and transportation planning and the safety audit/review process. In addition, there is consistency with FHWA's context sensitive design initiative, walkable community initiative and the community impact assessment process for transportation projects.

As a result of course development, input from class participants and the project development team, a community context audit form was created. The audit form provides the basis for project identification and community assessment to indicate areas of concern that require attention throughout the project development process. The audit form was designed to be utilized by either local staff or PENNDOT staff at the earliest possible date to help formulate the scope of the project. The form is consistent with PENNDOT environmental review process and can be utilized when conducting preliminary engineering activities if the audit was not previously conducted.

- **Website Development** - The CSS website was created as a resource center for PENNDOT and other State Transportation Departments. The site serves as a forum for presenting selected PENNDOT feature projects which embraced the concepts of Context Sensitive Solution. The site was developed using Open Source technology including Linux OS, PHP and MySQL. The layout and design was created as template files to improve modifications and maintenance. Feature project content is maintained in a normalized MySQL database which is accessed by keyword searches and preprogrammed SQL queries based on feature project categories.

**871-7: Construction Management**

As an agent of the owner, JMT assumes a proactive stance to anticipate potential problems and develop solutions before the program is adversely affected, allowing the owner to maintain schedule, cost and quality. Our staff of professional, highly trained and experienced personnel delivers construction support services for transportation facilities; commercial, educational, and industrial buildings; landscape and environmental improvements; and a variety of other public works projects.
• **CPM Scheduling** - We employ a staff of individuals who are highly proficient in critical path method (CPM) scheduling. With the enforcement of a CPM schedule, cause and responsibility can be determined easily, making schedule review a valuable tool that our clients can use to avoid disputes and delays. Our staff is familiar with the latest versions of various CPM scheduling software packages.

• **Cost Estimating** - JMT’s staff is experienced in the development of unit cost pricing and can prepare project cost estimates for our clients.

• **Constructability Reviews** - Clients rely on our ability to determine whether a project can be completed as envisioned by the design engineers. By reviewing the sequence of construction, we can recommend improvements to save time and money. Our analysis of the project specifications helps to identify items in the construction bid documents that may be missing or need correction.

• **Construction Inspection** - JMT’s inspectors administer vital functions toward the successful completion of construction projects. Typical services we provide include monitoring construction practices and schedules, verifying compliance with plans and specifications, materials testing, project documentation, environmental protection, and ensuring work zone safety for both the workers and the public.

• **Claims / Change Order Analysis** - JMT researches construction claims for virtually all issues that might arise during a project. Our staff has experience in preparing evidence and testifying before the Board of Contract Appeals on behalf of our clients. We analyze all project records and correspondence, conduct interviews with key personnel, and review past Board and other court decisions to reach conclusions that can be used by the owner to resolve disputes successfully. We review change orders and Requests for Equitable Adjustment for patterns and inconsistencies, and we analyze prices submitted by contractors to compare them against actual costs for verification of reasonableness.

**899-1: Environmental Services**

JMT's professional engineers, planners, and wetland scientists prepare environmental studies, assessments and designs across the entire spectrum from initial site evaluation through identification of environmental challenges to permit acquisitions and mitigation.

JMT combines complete project coordination of environmental evaluation results, project planning and permit application with surveying, landscaping and all of our engineering services. Specific environmental services include NEPA documentation and technical report preparation, including Section 4(f) documentation and Secondary & Cumulative Effects Analysis; rare, threatened and endangered species habitat assessments and species surveys; wetland delineation and functional assessments; permitting, alternatives analysis, avoidance, minimization and mitigation analysis; wetland mitigation site selection, design and monitoring; stream assessment and natural channel design; forest stand delineations and forest conservation plan preparation; reforestation design; and Chesapeake Bay Critical Area regulations.

JMT personnel maintain a leadership role in the environmental industry through their involvement with the latest technical advances. Our personnel participate in wetland plant identification, wetland hydrology and hydric soils courses provided by the U.S. Army Corps of Engineers, the Wetland Training Institute, various Water and Soil Conservation Districts and have been involved in the development of new techniques and protocols for environmental analyses.
899-7: Geographic Information Systems

JMT Technology Group provides innovative project consulting and management, data services and analysis, applications development, systems integration, infrastructure design and implementation, needs assessments, and strategic planning as well as training for enterprise GIS deployments. We support a variety of GIS software platforms and other progressive technologies to provide innovative enterprise solutions and quality products to our clients.

Our personnel have extensive project experience and can provide project and program management services as well as assist in system design, acquisition and development of spatially-enabled business solutions. We have the expertise to integrate GIS and IT solutions with all facets of transportation, structures, construction management, environmental, and facilities engineering disciplines.

Our clients benefit from our innovative enterprise-wide solutions and quality products. To meet these needs, our technical services staff utilizes a variety of GIS software and programming tools involving system design, acquisition and development of business solutions.

For more information about our company and the environmental services we offer,
visit our website: www.jmt.com
Labor Classifications and Pricing

871-2; 871-2RC; 871-3; 871-3RC; C871-7; 871-7RC

**Principal Project Manager**
General Characteristics - Has full technical and administrative responsibility for interpreting, organizing, executing and coordinating assignments. Plans and develops engineering, planning and design projects for a group of engineers, landscape architects, environmental specialists, designers and technicians. This involves exploration of subject area, definition of scope and preparation of proposals and development of concepts and approaches. Maintains liaison with individuals and sections within and outside the firm with responsibility for acting independently on technical matters concerning his field. Also responsible for the marketing efforts of the section while assisting and coordinating this work with the marketing department. Work at this level usually requires extensive progressive experience.

Direction Received - Supervision received is essentially administrative with assignments given in terms of broad general objectives and limits. Consults with Office Manager concerning unusual problems and developments on projects.

Typical Duties and Responsibilities - In a supervisory capacity, plans, develops, coordinates and directs large and important engineering projects and supervises the work of Project Managers, Project Engineers, Engineers, Architects, and Landscape Architects of the section. Monitors schedules, budgets and manpower requirements. A substantial portion of the work is comparable to that described for a Project Manager and, in addition, is responsible for quality control of the work produced by the section and for semi-annual employee reviews. Prepares, reviews and/or coordinates the marketing efforts of the section and is expected to help write proposals, participate in presentations and make client contacts.

Responsibility for Direction of Others - Plans, organizes and supervises the work of a staff of engineers, designers, technicians, landscape architects, surveyors and others as needed. Evaluates progress of the staff and results obtained and recommends major changes to achieve overall objectives.

Education and Years of Experience – Bachelors Degree in Engineering, Architecture and/or Math and Science. Advanced Degree in Engineering or Business. Minimum of 20 years of experience.

Registration Status - Registered Professional Engineer (PE), Registered Land Surveyor (RLS), Registered Landscape Architect (RLA) or comparable registration required.

**Project Manager**
General Characteristics - Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Decides independently on engineering problems and methods and represents the organization in conferences or meetings to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories and practices of his field and related sciences and disciplines. The knowledge and expertise required for this level of work usually results from progressive experience.

Direction Received - Supervision and guidance relate largely to overall objectives, critical issues, new concepts and policy matters. Consults with Section Head concerning unusual problems and developments. Typical Duties and Responsibilities - In a supervisory capacity, plans, develops, coordinates and directs a large and important engineering project or a number of small projects with many complex features. Monitors schedules, budgets, accounts receivable and manpower requirements and prepares invoices. In addition to the supervisory capabilities outlined above, a substantial portion of the work is comparable to that described for a Project Engineer. A PM is expected to support the company's marketing effort by helping to write proposals, participate in presentations and make client contacts.

Responsibility for Direction of Others - Supervises, coordinates and reviews the work of a small staff of engineers and technicians, estimates manpower needs and schedules and assigns work to meet completion dates.
Education and Years of Experience – Bachelors Degree in Engineering, Architecture and/or Math and Science. Advanced Degree in Engineering or Business. Minimum of 15 years of experience.

Registration Status - Registered Professional Engineer (PE), Registered Land Surveyor (RLS), Registered Landscape Architect (RLA) or comparable registration required.

Project Engineer
General Characteristics - Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Devises new approaches to problems encountered. Requires sufficient professional experience to assure competence as a fully trained engineer.

Direction Received - Does most assignments independently with instructions as to general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical Duties and Responsibilities - Plans, schedules, conducts or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Does work that involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. Monitors schedules, budgets and manpower requirements. Assignments might include those performed by design engineers and, in addition, preparation and compilation of contract plans, specifications and estimates, management of project sub-consultants and inhouse support disciplines, development of extra work order requests and open-end contract task proposals. This position requires a proficiency in design practice and developing skills in project scheduling, budget control, quality control, client relations and overall project management. May be asked to participate in client contacts.

Responsibility for Direction of Others - May supervise or coordinate the work of engineers, technicians and others who assist in specific assignments.

Education and Years of Experience – Bachelors Degree in Engineering, Architecture and/or Math and Science. Minimum of 10 years of experience.

Registration Status - Engineering-In-Training (EIT), Registered Professional Engineer (PE) or comparable registration preferred.

Design Engineer
General Characteristics - At entry level, does assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, procedures and criteria in carrying out a sequence of related engineering tasks. Judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. With some experience, independently evaluates, selects and applies standard engineering techniques, procedures and criteria, using judgment and modifications in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables.

Direction Received - At entry level, supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. With some experience, receives instructions on specific assignment objectives, complex features and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound judgment.

Typical Duties and Responsibilities - At entry level, uses prescribed methods to perform specific and limited portions of a broader assignment of an experienced engineer. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps. With some experience, does work that involves conventional types of design with relatively few complex features for which there are precedents. Typical assignments are initially task oriented and include bridge, highway and associated designs, traffic forecasting, maintenance of traffic plans, preparation of sketches and details for use by technicians, inspection and condition reports for remedial design, checking of computations and contract plans, quantity take-offs and
supervision and guidance of technicians. This position requires a developing proficiency in design practice and use of AASHTO, ASTM, BOCA, AIA, client standards and use of standard design and analysis programs.

Responsibility for Direction of Others - At entry level, may be assisted by technicians. With some experience, may supervise or coordinate the work of technicians and others who assist in specific assignments.

Education and Years of Experience – Bachelors Degree in Engineering, Architecture and/or Math and Science. Entry Level to 10 Years Experience

Registration Status - Engineering-In-Training (EIT) or comparable registration.

**Designer**

General Characteristics - Performs assignments designed to develop work knowledge and abilities, requiring application of standard techniques, procedures and criteria in carrying out a sequence of related tasks. Work is usually performed under the direction of an engineer. Judgment is required on details of work and in making preliminary selections and adaptations of alternatives. With some experience, independently evaluates, selects and applies standard techniques, procedures and criteria, using judgment and modifications in making minor adaptations and modifications.

Direction Received - Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Receives instructions on specific assignment objectives, complex features and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

Typical Duties and Responsibilities - Uses prescribed methods to perform specific and limited portions of a broader assignment. Applies standard practices and techniques in specific situations and follows operations through a series of related detailed steps. Assignments might include any of those given to a technician and, in addition, plan sheet layout using only basic dimensions and sketches. Specific assignments handled by designers are Section related and range from bridge and highway layout, erosion and sediment control design and layout, storm drain layout and pipe profiles, utility design and quantity take-offs to use of CADD programs, and deed and DPW record research. This position requires a high level of proficiency in the skills identified for a technician as well as an understanding of construction.

Responsibility for Direction of Others - With some experience, may assist or coordinate the work of technicians, designers and others who assist in specific assignments.

Education and Years of Experience – High School Graduate 5 years of experience.   Registration Status - National Institute For Certification In Engineering Technologies (NICET) or comparable registration.

**CADD Operator/Technician**

General Characteristics - Performs assignments designed to develop work knowledge and abilities, requiring application of standard techniques, procedures and criteria in carrying out a sequence of related tasks. Work is performed under the direction of an engineer, designer or landscape architect.

Direction Received - Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on no-routine work. Receives close supervision on new aspects of assignments. Receives instructions on specific assignment objectives, complex features and possible solutions. Assistance is furnished on unusual problems and all work is reviewed by an engineer.

Typical Duties and Responsibilities - Uses prescribed methods to perform specific and limited portions of a broader assignment. Applies standard practices and techniques in specific situations and follows operations through a series of related detailed steps. Gives designers, engineers and landscape architects assistance in technical and non-technical aspects of an assignment. Typical assignments include traffic counts, the use of MicroStation or AutoCAD to transfer engineering sketches and details to plans and to make quality control corrections to contract drawings; and the use of Corel Draw or other graphics software to prepare exhibits for reports, public meetings or presentations. This position
requires proficiency in the use of microstation and/or AutoCAD and other graphics programs, basic math skills, quality control procedures and the ability to read and interpret plans.

Responsibility for Direction of Others - With some experience, may supervise or coordinate the work of other technicians who assist in specific assignments.

Education and Years of Experience – High School Graduate. Entry Level to 10 Years

Registration Status - National Institute For Certification In Engineering Technologies (NICET)

**Project Architect**

General Characteristics - Plans and conducts architectural projects requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Devises new approaches to problems encountered. Requires sufficient architectural experience to assure competence as a fully trained architect.

Direction Received - Does most projects independently with instructions as to general results expected. Receives technical guidance on unusual or complex problems and architectural elements and supervisory approval on proposed plans for projects.

Typical Duties and Responsibilities - Plans, schedules, conducts or coordinates detailed phases (concept, schematic, design details, contract documents) of the architectural work in a project. Coordinates the activities of other disciplines including engineers, landscape architects, surveyors, etc. Monitors schedules, budgets and manpower requirements. Assignments might include those performed by architects and engineers and, in addition, preparation and compilation of contract plans, specifications and estimates, management of project sub-consultants and in-house support disciplines, development of extra work order requests and open-end contract task proposals. This position requires a proficiency in architectural practice and developing skills in project scheduling, budget control, quality control, client relations and overall project management. Participate in client contacts, and developing proposals for architectural services.

Responsibility for Direction of Others - May supervise or coordinate the work of other architects, engineers, technicians and others who assist in the project.

Education and Years of Experience – Bachelors Degree Architecture and a minimum of 10 years of experience.

Registration Status – Registered Architect

**Architect**

General Characteristics – Performs architectural services related to developing concept, schematic, design details, contract documents for both existing and new buildings and facilities. Direction Received – Performs architectural assignments receiving technical guidance from a registered architect.

Typical Duties and Responsibilities – Provides architectural concepts and design during various phases (concept, schematic, design details, contract documents) of the architectural work in a project. Works as part of a project team that may include engineers, landscape architects, surveyors, etc. Prepares sketches, drawings, computations, contract plans, specifications and estimates.

Responsibility for Direction of Others - Coordinate the work of other architects, engineers, technicians and others who assist in the project.

Education and Years of Experience – Bachelors Degree Architecture and entry level to 10 Years of experience.

Registration Status – In lieu of a registration requirement, a Bachelor’s Degree in Architecture from an accredited program is required.
**Project Landscape Architect**

General Characteristics - Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaption and modification of standard techniques, procedures and criteria. Devises new approaches to problems encountered. Requires sufficient professional experience to assure competence as a fully trained landscape architect.

Direction Received - Independently does most assignments with instructions as to general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical Duties and Responsibilities - Plans, schedules, conducts or coordinates detailed phases of the work in a part of a major project or in a total project of moderate scope. Does work that involves conventional practice but may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. Monitors schedules, budgets and manpower requirements. Assignments might include all those performed by landscape architects and, in addition, may include the preparation and supervision of contract plans, specifications and cost estimates, management of project sub-consultants and in-house support disciplines, development of extra work order requests and open-end contract task proposals. The project LA will be responsible for marketing of existing and potential clients and providing assistance to the marketing department in the preparation of letters of interest, technical and price proposals and participation in interview presentations for the procurement of new contracts. The project LA is responsible for quality control and overall project management of all projects under his/her control.

Responsibility for Direction of Others - May supervise or coordinate the work of landscape architects, environmental specialists, engineers, technicians and others who assist in specific assignments.

Education and Years of Experience – Bachelors Degree in Landscape Architecture. Minimum of 10 years of experience.

Registration Status - Registered Landscape Architect (RLA) or comparable registration required.

**Landscape Architect**

General Characteristics - At entry level, does assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, procedures and criteria in carrying out a sequence of related tasks. Judgment is required on details of work and in making preliminary selections and adaptations of design alternatives. With some experience, independently evaluates, selects and applies standard techniques, procedures and criteria, using judgment and modifications in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables.

Direction Received - At entry level, supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. With some experience, receives instructions on specific assignment objectives, complex features and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

Typical Duties and Responsibilities - At entry level, uses prescribed methods to perform specific and limited portions of a broader assignment of an experienced landscape architect. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps. With some experience, does work that involves conventional types of design with relatively few complex features for which there are precedents.

Typical assignments handled by the landscape architect include performing site analyses, preparing concept drawings and sketches, preparing illustrative renderings for presentations, and participating in design efforts including landscape and planting design. With supervision they will be asked to prepare cost estimates and specification packages. Landscape architects should have a fundamental understanding of grading and a proficiency in the use of AutoCAD or MicroStation software, word processing and spreadsheet applications, and other graphics software.
Responsibility for Direction of Others - At entry level, may be assisted by technicians. With some experience, may supervise or coordinate the work of technicians and others who assist in specific assignments.

Education and Years of Experience – Bachelors Degree in Landscape Architecture. Entry Level to 10 years of experience.

Registration Status - In lieu of a registration requirement, a Bachelor’s Degree in Landscape Architecture from an accredited program is required.

**Project Environmental Specialist**

General Characteristics - Under general supervision, performs environmental field investigative and compliance work and special studies, requiring technical expertise and knowledge within areas of assigned specialty; assists in development, implementation and monitoring of assigned environmental programs, program elements or projects; enforces environmental regulations of the Port code; and performs related duties as assigned.

Direction Received - Independently does most assignments with instructions as to general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical Duties and Responsibilities - Performs environmental field investigative and compliance work and special studies, requiring technical expertise and knowledge within areas of assigned specialty. Coordinates with and provides information and technical assistance to other departments, tenants, agencies and organizations. Develops, writes and maintains a variety of reports, documents, correspondence and records related to areas of assigned responsibility. Assists in development, implementation and monitoring of assigned environmental programs, program elements or projects. Participates in developing and administering consultant and contractor contracts and budgets related to assigned areas of specialty.

Responsibilities for Direction of Others - Supervises, directs and evaluates the activities of Resident Engineers, Senior Inspectors and Inspectors assigned to the project

Education and Years of Experience- Bachelors Degree in biology, ecology, environmental planning, landscape architecture, or a related field. Minimum of 10 years of experience.

Registration- Registered Professional Engineer

**Environmental Specialist**

General Characteristics - Under general supervision, performs environmental field investigative and compliance work and special studies, requiring technical expertise and knowledge within areas of assigned specialty; assists in development, implementation and monitoring of assigned environmental programs, program elements or projects; enforces environmental regulations of the Port code; and performs related duties as assigned.

Direction Received - Supervision and direction from Section Head or owner relating to administrative and project objectives.

Typical Duties and Responsibilities - Performs environmental field investigative and compliance work and special studies, requiring technical expertise and knowledge within areas of assigned specialty. Coordinates with and provides information and technical assistance to other departments, tenants, agencies and organizations. Develops, writes and maintains a variety of reports, documents, correspondence and records related to areas of assigned responsibility. Assists in development, implementation and monitoring of assigned environmental programs, program elements or projects. Participates in developing and administering consultant and contractor contracts and budgets related to assigned areas of specialty.

Responsibilities for Direction of Others - Supervises, directs and evaluates the activities of Resident Engineers, Senior Inspectors and Inspectors assigned to the project.
Education and Years of Experience- Bachelors Degree in biology, ecology, environmental planning, landscape architecture, or a related field. Entry level to 10 years of experience.

Registration- None

**Construction Project Manager**
General Characteristics - Performs as a project representative for the owner and is responsible for organizing construction management activities of a major project of increased complexity. Coordinates and assigns competent personnel with sufficient experience as required in a given construction project. Maintains communication and coordination with the owner and has full administrative responsibility for contract. Requires working knowledge of selection and implementation of construction management control systems. Provides direction and problem solving on issues relating to personnel.

Direction Received - Supervision and direction from Section Head or owner relating to administrative and project objectives.

Typical Duties and Responsibilities - Coordinates, assigns, and manages personnel in providing competent technical inspection for a complex construction project. Assures appropriate skill levels and experience in assigned personnel. Monitors and evaluates performance of staff members. Plans, implements, and evaluates the effectiveness of control systems used to monitor construction progress. Monitors contractors operations related to schedule, budget, invoicing, quality control, and adherence to project specification.

Responsibilities for Direction of Others - Supervises, directs and evaluates the activities of Resident Engineers, Senior Inspectors and Inspectors assigned to the project

Education and Years of Experience- Bachelors Degree in Engineering or a related field. Minimum of 15 years of experience.

Registration- Registered Professional Engineer

**Construction Resident / Project Engineer**
General Characteristics - Performs as a principal representative and is responsible for organizing activities of several projects or a major project of increased complexity. Requires expert technical and human relation skills to direct project staff. Requires advanced knowledge of construction projects with respect to contractor’s schedule and cost control, and has the ability to effectively communicate and solve problems.

Direction Received - Supervision and direction from Project Manager or owner relate to policy matters, critical issues or overall project objectives.

Typical Duties and Responsibilities - Plans, develops, coordinates, assigns, and manages technical inspection duties of the jobsite inspection staff. Coordinates and assigns inspection work for several concurrent projects or a major project of increased scope and complexity. Manages and reviews inspection staff operations to assure technical compliance and enforcement to plans and specifications. Develops and monitors CPM schedules. Monitors and verifies work activities, and prepares reports describing overall project status. Develop Claims and Change Order analysis and reports.

Responsibilities for Direction of Others - Supervises and directs the activities of Engineers, Senior Inspectors and Inspectors assigned to the project in doing duties involved with inspection tasks.

Education and Years of Experience- Bachelors Degree in Engineering or a related field. Minimum of 10 years of experience. Degree may be substituted with a minimum of 20 years of experience supervising construction project.

Registration Status – Registered Professional Engineer and/or National Institute For Certification In Engineering Technologies (NICET) or comparable registration.
**Senior Inspector**

General Characteristics - Performs as a principal inspector responsible for the supervision of projects of moderate complexity in construction inspection engineering work. Possesses working knowledge of construction inspection principals, practices, methods, and tests. Provides technical guidance to lower level inspection personnel assigned to project.

Direction Received - Supervision from higher level engineering technician, or Resident Engineer that relates to overall project issues and procedures.

Typical Duties and Responsibilities - Coordinates and supervises inspection work for projects of moderate scope and complexity. Monitors and reviews contractors operations to assure technical compliance to plans and specifications. Tracks project progress and advise parties of possible overruns, and critical project issues, and use a degree of independent judgment in solving problems. Does analysis of field tests and prepares written reports.

Responsibilities for Direction of Others - Supervises Inspectors assigned to the project doing duties involved with inspection tasks.

Education and Experience – High School Graduate and a minimum of 10 years of construction inspection experience

Registration Status - National Institute For Certification In Engineering Technologies (NICET) or comparable registration.

**Inspector**

General Characteristics - Performs assignments requiring some background in subprofessional engineering fields requiring knowledge of technical tasks that follow well-prescribed methods and procedures, and which requires the application of skills and techniques learned through experience. Work requires knowledge of basic mathematics and simple engineering methods and techniques. Can read and interpret simple plans and specifications.

Direction Received - Supervisor provides direct supervision of tasks, procedures or required sequence of duties. Receives specific instructions on assignments or areas of responsibility on a project.

Typical Duties and Responsibilities - Uses prescribed methods and procedures to perform routine tests on soils and materials. Applies standard inspection procedures on ongoing activities to insure satisfactory work and adherence to plans and specifications. Provides assistance in gathering and maintaining record documents, making field notes and computations, assisting in surveying, documenting and maintaining record documents for quantities and pay items, and doing routine clerical work.

Responsibilities for Direction of Others - May supervise entry-level or inspector trainees in doing basic inspection tasks.

Education and Experience – High School Graduate and entry level to 10 years of construction inspection experience.

Registration Status - National Institute For Certification In Engineering Technologies (NICET) or comparable registration.

**Professional Surveyor**

General Characteristics - Plans and conducts land survey projects requiring judgment in the independent evaluation and adaptation of standard surveying techniques and procedures. Devises new approaches to problems encountered. Requires sufficient land surveying experience to assure competence as a fully trained land surveyor.

Direction Received – Does most projects independently with instructions as to general results expected. Receives technical guidance on complex problems with the principal managers.

Typical Duties – Plans, schedules, conducts or coordinates detailed phases of the surveying work in a project. Coordinates the activities of the surveying group with the other disciplines including engineers and architects. Does work that involves conventional surveying practice as well as complex mathematical solutions involving Global Positioning System surveys. Monitors schedules, budgets and manpower requirements. Work requires a broad knowledge of the
laws of the specific state as well as the surveying and engineering requirements per jurisdiction. Assignments include those performed by surveyors and CADD technicians, photogrammetrists, utility engineering and, in addition, preparation of contract plans including right-of-way plats, estimates, management of subconsultants and in-house support disciplines, development of extra work order requests and open-end contract task proposals. This position requires a proficiency in surveying practice and developing skills in project scheduling, budget control, quality control, client relations and overall project management. Participate in client contacts, and developing proposals for surveying services.

Responsibility for Direction of Others – Plans, organizes and coordinates the work of a staff of land surveyors, survey technicians, CADD technicians and field survey personnel.

Education and Years of Experience – Bachelors Degree in Surveying, Geography or Engineering and/or minimum of 12 years of experience.

Registration Status – Registered Professional Land Surveyor or Property Line Surveyor.

**Party Chief**

General Characteristics - Performs as the lead surveyor on a field survey crew. Requires knowledge of all positions on the crew, as well as the capability to utilize all equipment. Requires advanced knowledge of coordinate geometry and math functions, as well as knowledge of data collector and total station. Must be capable of providing clear, concise sketches in field books to document existing conditions.

Direction Received - Supervision from Chief of Field Surveys for tasks and procedures, as well as Project Managers for specific job requirements.

Typical Duties and Responsibilities - Responsible for the overall completion of the field survey phase of specific projects. Performs field computations necessary for the completion of task assignments. Completes daily report cards and field note sketches. Manages survey crew and gives field time estimates for specific tasks.

Education and Experience- High School Graduate and a minimum of 10 years of survey experience.

Responsibilities for Direction of Others - Supervises the field crew (Instrument and Rod Persons)

**Instrument Person**

General Characteristics - Performs duties associated with the collection of field surveying data, including electronic data collection. Must be familiar with all aspects of the total station, level and data collector. Also requires basic math skills including those associated with the reduction of field notes and some coordinate geometry.

Direction Received - Party Chief provides direct supervision of tasks and procedures.

Typical Duties and Responsibilities - Responsible for all information for the surveying instruments including the electronic data collector, total station and level. Provide assistance to the Party Chief and perform daily inventory of all equipment in the truck.

Responsibilities for Direction of Others - May supervise the rod person in performing basic surveying tasks.

Education and Experience- High School Graduate and a minimum of 5 years of survey experience.

**Rod Person**

General Characteristics - Performs duties on a field survey crew including chaining as required, the setup of tripod and prism, knowledge of data collection features and the use of a plumb-bob for line sights. Basic math skills required include geometry. Must have the ability to follow instructions and attention to detail.

Direction Received - Party Chief provides direct supervision of tasks and procedures.
Typical Duties and Responsibilities - Responsible for the set-up of foresight and back sight targets for traverse, and the use of the prism pole for data collection. Uses field codes for the labeling of topographic features.

Responsibilities for Direction of Others - May supervise entry level field crew member.

Education and Experience- High School Graduate and entry level to 5 years of survey experience.

**Administrative/Clerical**

General Characteristics – Performs moderately complex and diverse office or clerical duties following established policies and procedures.

Direction Received – Reports to the office manager and engineering and technical staff.

Typical Duties and Responsibilities - Produces, maintains and updates documents, reports, project correspondence files and records. Uses word processing systems, spreadsheets, and graphic and presentation software.

Responsibilities for Direction of Others - May supervise other administrative staff.

Education and Experience- High School Graduate and 5 years of related experience.
### Awarded Labor Category Information

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Project Manager</td>
<td>$300.39</td>
<td>$305.50</td>
<td>$310.69</td>
<td>$315.97</td>
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<tr>
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<td>$248.55</td>
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<tr>
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<td>$224.03</td>
<td>$227.84</td>
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<td>$186.37</td>
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<td>$196.03</td>
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<tr>
<td>Designer</td>
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<td>$167.01</td>
<td>$169.85</td>
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<td>$175.67</td>
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<tr>
<td>CADD Operator/Technician **</td>
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<td>$106.92</td>
<td>$108.73</td>
<td>$110.58</td>
<td>$112.46</td>
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<tr>
<td>Project Architect</td>
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<td>$214.15</td>
<td>$217.79</td>
<td>$221.49</td>
<td>$225.26</td>
</tr>
<tr>
<td>Architect</td>
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<td>$183.06</td>
<td>$186.17</td>
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<tr>
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<tr>
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<td>$102.81</td>
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<tr>
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<tr>
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<td>$135.90</td>
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<tr>
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<td>Party Chief</td>
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<td>$77.39</td>
<td>$78.70</td>
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<td>$81.40</td>
</tr>
</tbody>
</table>

### SCA Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant *</td>
<td>01612 Word Processor II</td>
<td>2005-2247</td>
</tr>
<tr>
<td>CAD Technician *</td>
<td>30083 Engineering Technician III</td>
<td>2005-2247</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Wage Determination No.: 2005-2247
Revision No.: 14
Date of Revision: 6/19/2013
State: Maryland
Area: Maryland Counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Baltimore City
Labor Classifications and Pricing

**899-1, 899-1RC, 899-7 and 899-7RC**

**Environmental Scientist**
Under the limited supervision of a Senior Environmental Scientist or Project Manager, performs assigned portions of work that involve solving scientific problems. Assesses reports and data compiled by contractors, consultants, governmental agencies, and others to determine environmental impacts on proposed projects. Is expected to interact with consultants, governmental agency personnel, and others to gather data and to influence new environmental requirements. Responsible for providing technical and regulatory guidance on the design and operation of operating systems and environmental control technologies. Directs other professionals and technicians assigned on certain projects. Conducts environmental research, testing and data analysis. Participates in environmental outreach activities, including public outreach.

Possesses a Bachelor's degree in related scientific or technical discipline. This type of degree provides experience with biology, environmental studies, geology, and specific computer programs often used by environmental scientists. Minimum of two (2) years of experience in scientific/engineering projects.

**Senior Environmental Scientist**
Performs assigned portions of work that involves solving scientific problems. Design and assist in implementation of management systems to reduce environmental risk and improve environmental performance. Will independently perform work, and/or operate in a team environment to gain consensus on solving difficult environmental challenges. Will be responsible for assessing the environmental impacts of agency operations and the effectiveness of management systems to ensure compliance with environmental requirements. Reviews and analyzes legislative and regulatory developments for potential impact on company operations and activities. Provides expert testimony for hearings involving environmental legislation, and regulatory actions. Assesses reports and data compiled by contractors, consultants, governmental agencies, and others to determine environmental impacts on company operations. Interacts with contractors, consultants, governmental agencies, and others to gather data and influence new environmental requirements. Provides technical and regulatory guidance on the design and operation of operating systems and environmental control technologies. Conducts environmental research, testing, and data analysis. Participates in environmental outreach activities and represents the company on various industry, professional and public organizations. Directs consultants, and other professionals and technicians assigned to certain projects. The candidate would usually act as a technical expert in an area of responsibility and maintains a thorough knowledge of new developments and technology. May assist in developing and implementing engineering training specific to the customer.

Possesses a Bachelor's degree in related scientific or technical discipline. This type of degree provides experience with biology, environmental studies, geology, and specific computer programs often used by environmental scientists. Minimum of seven (7) years of experience in scientific/engineering projects.

**Project Manager**
A senior individual who independently performs, or leads a work team in performing complex analysis and development tasks in the following representative areas: business reengineering, requirements analysis, planning, financial analysis, information and/or network systems. Serve as interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Skilled in using project management tools for planning and monitoring projects. Responsible for formulating task plans, reviewing work discrepancies, supervising task personnel, and ensuring conformance with standards.

Possesses a Bachelor's degree in Business, Finance, Economics, Information Systems, Engineering, or other related business, scientific, or technical discipline. Minimum of ten (10) years of experience.
**Administrative Assistant**
Provides assistance with administrative work such as word processing, spreadsheets, filing, and invoicing. Provides clerical support activities and coordinates and executes administrative, office management and organizational functions. This position can range from senior administrative assistants to secretarial personnel.

Possesses a high school diploma. Minimum of two (2) years of experience.

**CAD Technician**
Performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

Possesses a high school diploma. Minimum two (2) years of experience.

**Specialty Consultant**
Participates in data collection and analysis tasks that contribute to the development of business cases to support management decision-making. May also conduct cost benefit analyses.

Possesses a Bachelor's Degree in related technical discipline. Minimum five (5) years of experience.

**Environmental Specialist**
Observe the impact of a population on the environment, identifies problems areas and recommends solutions. Require extensive knowledge of the natural sciences, as well as excellent technical writing and communication skills. An environmental specialist works similarly to an environmental scientist, though their job is closer to the practical side of things, instead of focusing mainly on theory as environmental scientists do. Work together with environmental scientists, executing the plans that have been developed.

Possesses a Bachelor's degree in related technical discipline. Minimum two (2) years of experience.

**GIS Analyst**
Collects or receives data from a source, transfers that data into a specific database, and may also make decisions or prepare reports based on the created information. Where the programmer designs the means in which to process data, it is the analyst who makes sense of it and applies that information to real world situations. May also design the database and coordinate updates and changes to the database, applying quality control procedures on the data. May also develop system or project requirements and then transfer those requirements into design specifications that are used to obtain and develop GIS software and specific applications. Specific functional responsibilities include: Devises flow charts and diagrams to illustrate steps and to describe logical operational steps of program; Writes documentation to describe and develop installation and operating procedures of programs; Coordinates installation of computer programs and operating systems, and tests, maintains, and monitors computer system.

Possesses a Bachelor's degree in related technical discipline. Minimum five (5) years of experience.

**GIS Technician**
Operate a GIS workstation to implement analyses and generate map products for a variety of projects. Most of the duties assigned to this type of position are routine, involving large amounts of database entry and the eventual generation of maps from the data. The main responsibilities of this position include data management and mapping. Make maps, customized Geographic Information Systems (GIS) applications and manipulate data to evaluate mission oriented business problems. Read and interpret maps, manipulate and understand digital land data and manage data entered into a GIS database.

Possesses an Associate's degree in related technical discipline. Minimum of two (2) years of experience.
**Project Engineer**
Liaison between the project manager and the technical disciplines involved in a project. The project engineer is also often the primary technical point of contact for the customer. Completes engineering projects by organizing and controlling project elements. Develops project objectives by reviewing project proposals and plans; conferring with management. Determines project responsibilities by identifying project phases and elements; assigning personnel to phases and elements; reviewing bids from contractors. Determines project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates. Confirms product performance by designing and conducting tests. Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements. Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.

Possesses a Bachelor’s degree in related technical discipline. Minimum five (5) years of experience.
### Awarded Labor Category

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Scientist</td>
<td>$81.56</td>
<td>$82.95</td>
<td>$84.36</td>
<td>$85.79</td>
</tr>
<tr>
<td>Senior Environmental Scientist</td>
<td>$113.12</td>
<td>$115.04</td>
<td>$117.00</td>
<td>$118.99</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$158.55</td>
<td>$161.25</td>
<td>$163.99</td>
<td>$166.77</td>
</tr>
<tr>
<td>Administrative Assistant*</td>
<td>$56.46</td>
<td>$57.42</td>
<td>$58.40</td>
<td>$59.39</td>
</tr>
<tr>
<td>CAD Technician*</td>
<td>$67.63</td>
<td>$68.78</td>
<td>$69.95</td>
<td>$71.14</td>
</tr>
<tr>
<td>Specialty Consultant</td>
<td>$95.82</td>
<td>$97.45</td>
<td>$99.11</td>
<td>$100.79</td>
</tr>
<tr>
<td>Environmental Specialist</td>
<td>$60.25</td>
<td>$61.27</td>
<td>$62.32</td>
<td>$63.38</td>
</tr>
<tr>
<td>GIS Analyst</td>
<td>$85.36</td>
<td>$86.81</td>
<td>$88.29</td>
<td>$89.79</td>
</tr>
<tr>
<td>GIS Technician*</td>
<td>$48.69</td>
<td>$49.52</td>
<td>$50.36</td>
<td>$51.22</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>$124.90</td>
<td>$127.02</td>
<td>$129.18</td>
<td>$131.38</td>
</tr>
</tbody>
</table>

### SCA Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant *</td>
<td>01612 Word Processor II</td>
<td>2005-2247</td>
</tr>
<tr>
<td>CAD Technician *</td>
<td>30083 Engineering Technician III</td>
<td>2005-2247</td>
</tr>
<tr>
<td>GIS Technician *</td>
<td>30081 Engineering Technician I</td>
<td>2005-2247</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Wage Determination No.: 2005-2247
Revision No.: 14
Date of Revision: 6/19/2013
State: Maryland
Area: Maryland Counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Baltimore City