



FEDERAL SUPPLY SCHEDULE FOR PROFESSIONAL SERVICES SCHEDULE

Industrial Group: 00CORP Class F999

SIN 899-1 & Recovery 899-1RC for Environmental Consulting Services and
SIN 899-7 & Recovery 899-7RC for Geographic Information Systems Services

CONTRACT NUMBER GS10F0008S
Modification Number PS-0014
Contract Period October 5, 2005 through October 4, 2020

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

Contractor: North State Resources, Inc. (NSR)
5000 Bechelli Lane, Suite 203
Redding, CA 96002

NAICS Code | Business Size: 541620 | Small Business Size Standard

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North State Resources, Inc. *Evidenced-Based Science • Practicable Solutions*

Established in 1986, North State Resources, Inc. (NSR) is a 50-person firm that consults in environmental regulatory compliance with a particularly strong focus in environmental planning/consulting services in the non-urban environment. Throughout California and the western states, NSR is recognized as a leading provider of environmental services to private clients as well as federal, state, and local agencies.

NSR professionals specialize in wildlife biology, botany, restoration ecology, vegetation mapping, aquatic ecology, fisheries, hydrology, geology, technical writing/editing, National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) analysis and documentation, and environmental regulatory compliance. NSR uses ESRI geographic information system (GIS) products, sub-meter Trimble global positioning system (GPS) equipment, computer-aided drafting (CAD) products, a wide-area network (WAN), and applies current technologies to collect, process, and manage client information.

NSR qualifies as a **small-business enterprise** in accordance with current Small Business Administration (SBA) size standards and is a labor-surplus firm. NSR is an Asian-American-owned small business, a woman-owned small business, and a CPUC-certified diverse supplier. NSR was incorporated in 1986.



SIN 899-1 and 899-1RC Environmental Consulting Services

NSR environmental planning/compliance specialists prepare NEPA and CEQA documents and permit applications informed by experience-based understandings of the policies and procedures of key agencies, including but not limited to: Federal Energy Regulatory Commission (FERC), Federal Highway Administration (FHWA), Bureau of Reclamation (Reclamation), U.S. Army Corps of Engineers (USACE), Western Area Power Administration (WAPA), Bureau of Land Management (BLM), National Marine Fisheries Service (NMFS), National Park Service (NPS), U.S. Forest Service (USFS), U.S. Fish and Wildlife Service (FWS), California State Water Resources Control Board (State Board), Regional Water Quality Control Boards (RWQCBs), California Department of Fish and Wildlife (CDFW), and State Historic Preservation Office (SHPO).

In addition to environmental planning/compliance specialists, the NSR staff consists of experts and experienced practitioners in wildlife biology, fisheries, aquatic ecology, botany, wetland science, hydrology, geomorphology, and cultural resources. These individuals identify study methods, perform field and office investigations, monitor construction compliance, and facilitate agency and stakeholder consultations that are tailored to our clients' needs and target solutions to regulatory and management concerns.

NSR technical writers and desktop publishers ensure that our documents clearly communicate complicated subject matter and conform to established formats. We maintain effective working relations with federal, state, and local agencies that participate in the environmental review of our many and diverse projects.

We provide varying scales of assistance to our clients, from consulting on relatively straightforward undertakings (e.g., discrete

operation and maintenance activities requiring only a few hours of our participation), to leading and collaborating with multidisciplinary teams to respond to more complex resource management and regulatory challenges (e.g., authoring NEPA documents, designing and implementing large-scale field investigations). NSR provides the depth and diversity of expertise required to support our clients.

SIN 899-7 and 899-7RC Geographic Information Systems (GIS) Services

NSR applies geographic information system (ArcGIS), global positioning satellite (GPS), automated satellite interpretation, submerged video, light detection, and ranging (LIDAR) imagery, and other up-to-date technologies whenever appropriate to enhance work quality and efficiency. Our GIS system includes the latest in computer and graphic equipment, and our GIS and CAD software capabilities include advanced versions of ArcView, ArcInfo, ERDAS Imagine, and AutoCAD LT, as well as multiple specialty extensions for each software product.

NSR prepares maps and other cartographic documents for projects ranging from the proposed enlargement of one of the nation's largest reservoirs to small project applications. Virtually all of NSR's resource evaluations include GIS analyses and data presentation.

NSR also performs specialized remote sensing services for clients. NSR analysts create and then update digitally based vegetation maps using remote sensing techniques and GIS-based methods. Mapping analysts apply a standard approach to each study area to test for consistency, to field-verify vegetation attribute data, and to correlate/correct attribute data. When updating mapping projects, areas where changes occur are extracted and a Change Detection Map is created and used to report trends and changes in the study area.



CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**
899-1 and 899-1RC Environmental Consulting Services
899-7 and 899-7RC Geographic Information Systems (GIS) Services
- 1b. Price List:** Unit Price Schedules are included.
- 1c. Contractor is proposing hourly rates.**
A description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. Descriptions of staff categories follow the Price Schedules.
- 2. Maximum Order:** \$1,000,000 (Higher orders may be accepted by contacting the Contract Administration individuals identified on the cover page.)
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (Delivery Area):** Domestic Only
- 5. Point(s) of production (city, county, and state or foreign country):** Three offices are located throughout northern California in Redding (Corporate Office), Sacramento, and Chico. One field office is located in Mt. Shasta. NSR staff also work at one federal client office in central California.
- 6. Discount from list prices or statement of net price:** Net prices are provided.
- 7. Quantity discounts:** Quantity discount of an additional 2% for all task orders initially issued \$300,000 and above. A quantity discount is negotiable for Blanket Purchase Agreements (BPAs) or other orders greater than \$1,000,000.
- 8. Prompt payment terms:** Net 30 days, 0% discount; Net 15 days, 2% discount.
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Government purchase cards are not currently accepted
- 9b. Government purchase cards above the micro-purchase threshold:** Not accepted
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** To be specified within each Task Order
- 11b. Expedited Delivery.** None
- 11c. Overnight and 2-day delivery.** Not applicable
- 11d. Urgent Requirements.** Not applicable
- 12. Freight On Board (F.O.B.) Points:** Only as specified within each Task Order
- 13a. Ordering Address(es):**
North State Resources, Inc.
5000 Bechelli, Suite 203
Redding, CA 96002-3553
Attention: Mr. Timothy Reilly
Tel 530/222-5347 ext 112
Fax 530/222-4958
- 13b. Ordering procedures:** For services and support products, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules>).
- 14. Payment address:**
North State Resources, Inc.
5000 Bechelli-Suite 203
Redding, CA 96002-3553



15. Warranty provision: Standard Commercial Practice

16-24a. Not applicable

24b. Section 508 compliance. Information is available on Electronic and Information Technology (EIT) supplies and services and full details can be found at: (<http://www.section508.gov/>)

25. Data Universal Numbering System (DUNS) number: 18-9024102

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Uncompensated Overtime. Applies to exempt staff only

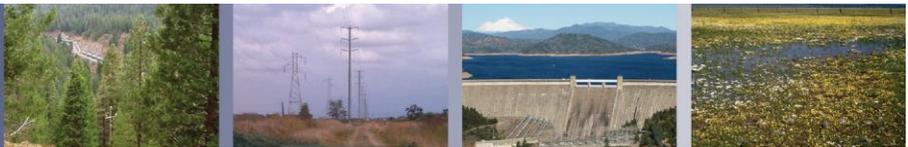
FEDERAL SUPPLY SCHEDULE PRICE LISTS ARE PROVIDED ON THE FOLLOWING PAGES.



INDUSTRIAL GROUP: 00CORP - PRICE LIST FOR SERVICES

NSR Staff Category by Discipline	Staff Level	SIN Numbers	Billing Rate
Principal		899 -1/-1RC and -7/-7RC	138.85
Program Manager	4	899 -1/-1RC and -7/-7RC	134.30
Program Manager	3	899 -1/-1RC and -7/-7RC	122.75
Program Manager	2	899 -1/-1RC and -7/-7RC	108.31
Program Manager	1	899 -1/-1RC and -7/-7RC	93.87
Project Manager	4	899 -1/-1RC and -7/-7RC	134.30
Project Manager	3	899 -1/-1RC and -7/-7RC	93.87
Project Manager	2	899 -1/-1RC and -7/-7RC	79.43
Project Manager	1	899 -1/-1RC and -7/-7RC	64.99
Subject Matter Expert		899 -1/-1RC and -7/-7RC	149.16
Biologist	4	899 -1/-1RC	101.08
Biologist	3	899 -1/-1RC	79.43
Biologist	2	899 -1/-1RC	64.99
Biologist	1	899 -1/-1RC	50.54
Cultural Resource Specialist	4	899 -1/-1RC	94.14
Cultural Resource Specialist	3	899 -1/-1RC	79.43
Cultural Resource Specialist	2	899 -1/-1RC	64.99
Cultural Resource Specialist	1	899 -1/-1RC	50.54
Environmental Analyst	4	899 -1/-1RC	101.08
Environmental Analyst	3	899 -1/-1RC	79.43
Environmental Analyst	2	899 -1/-1RC	64.99
Environmental Analyst	1	899 -1/-1RC	50.54
Environmental Scientist	4	899 -1/-1RC	101.08
Environmental Scientist	3	899 -1/-1RC	79.43
Environmental Scientist	2	899 -1/-1RC	64.99
Environmental Scientist	1	899 -1/-1RC	50.54
GIS & Mapping Analyst	4	899 -1/-1RC and -7/-7RC	94.14
GIS & Mapping Analyst	3	899 -1/-1RC and -7/-7RC	79.43
GIS & Mapping Analyst	2	899 -1/-1RC and -7/-7RC	64.99
GIS & Mapping Analyst	1	899 -1/-1RC and -7/-7RC	50.54
Technical Writer/Editor	4	899 -1/-1RC	105.58
Technical Writer/Editor	3	899 -1/-1RC	79.43
Technical Writer	2	899 -1/-1RC	64.99
Technical Writer	1	899 -1/-1RC	50.54
Admin Manager	4	899 -1/-1RC and -7/-7RC	96.54
Admin Manager	3	899 -1/-1RC and -7/-7RC	69.26
Admin Assistant	2	899 -1/-1RC and -7/-7RC	43.33
Admin Assistant	1	899 -1/-1RC and -7/-7RC	36.11
Technician	4	899 -1/-1RC and -7/-7RC	54.87
Technician	3	899 -1/-1RC and -7/-7RC	46.17
Technician	2	899 -1/-1RC and -7/-7RC	37.54
Technician-Trainee	1	899 -1/-1RC and -7/-7RC	28.48

CORPORATE OFFICE
5000 Bechelli Lane, Suite 203, Redding, CA 96002 Tel (530) 222-5347 Fax (530) 222-4958
REDDING SACRAMENTO CHICO



INDUSTRIAL GROUP: 00CORP - PRICE LIST FOR SUPPORT PRODUCTS

SIN(s)	Support Products	Unit of Issue	GSA Price (including IFF)
899 -1/-1RC; -7/-7RC	Trimble Pathfinder Pro GPS Units	per hour	\$7.55
899 -1/-1RC; -7/-7RC	Trimble Pathfinder Pro GPS Units	per day	\$60.00
899 -1/-1RC; -7/-7RC	Nikon Total Station	Per day	\$125.00
899 -1/-1RC; -7/-7RC	Geo Explorer III GPS Units	per day	\$25.00
899 -1/-1RC; -7/-7RC	Geographic Information Systems (GIS) Work Stations	per hour	\$12.85
899 -1/-1RC; -7/-7RC	Large Format Printer (24" x 36")	per sheet	\$10.00
899 -1/-1RC; -7/-7RC	Large Format Printer (36" x 48")	per sheet	\$15.00
899 -1/-1RC; -7/-7RC	Drift Boat #3	per day	\$60.00
899 -1/-1RC; -7/-7RC	Jet Boat #2	per day	\$200.00
899 -1/-1RC; -7/-7RC	Patio Boat #1	per day	\$175.00
899 -1/-1RC; -7/-7RC	Quad Runner	per day	\$125.00
899 -1/-1RC; -7/-7RC	Snowmobile	per day	\$125.00
899 -1/-1RC; -7/-7RC	Backpack Electrofisher & Support Kit	per day	\$100.00
899 -1/-1RC; -7/-7RC	Boat-Mounted Flow Meter/Sounding Equipment	per day	\$100.00
899 -1/-1RC; -7/-7RC	Fish Marking Equipment	per day	\$100.00
899 -1/-1RC; -7/-7RC	Water Quality Meter	per day	\$15.00
899 -1/-1RC; -7/-7RC	Global Water Stage Gage	per month	\$50.00
899 -1/-1RC; -7/-7RC	Small Flow Meter	per day	\$40.00
899 -1/-1RC; -7/-7RC	Spatial Digital Video Recorder	per day	\$600.00
899 -1/-1RC; -7/-7RC	Thermograph	per month	\$25.00
899 -1/-1RC; -7/-7RC	Turbidimeter	per day	\$25.00
899 -1/-1RC; -7/-7RC	Underwater Video Camera	per day	\$200.00
899 -1/-1RC; -7/-7RC	Water Quality Equipment	per day	\$40.00
899 -1/-1RC; -7/-7RC	Vehicle Mileage	per mile	Per IRS Rate
899 -1/-1RC; -7/-7RC	Black and white copies	per 8.5 x 11	\$0.06
899 -1/-1RC; -7/-7RC	Black and white copies	per 11 x 17	\$0.11
899 -1/-1RC; -7/-7RC	Color copies	per 8.5 x 11	\$0.75
899 -1/-1RC; -7/-7RC	Color copies	per 11 x 17	\$1.50
899 -1/-1RC; -7/-7RC	Other Direct Costs	As specified	In Purchase Order

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REDDING SACRAMENTO CHICO



LABOR CATEGORY AND STAFF LEVEL DESCRIPTIONS

PRINCIPAL (PIC)

Minimum Experience: 15 years

Functional Responsibilities:

Strategic Role

- Directs the firm-wide strategic development of work.
- Directs Program Managers and Project Managers in strategic marketing and tactics.

Technical Role

- Directs and manages numerous large and/or complex projects.
- Acts as the NSR point-of contact for technical contract matters.
- Selects the best-suited team to participate in opportunities.
- Ultimately responsible for project success.

Director Role

- Manages the financial integrity and financial stability of the firm.
- Negotiates and signs contracts/task orders on behalf of the firm.

Minimum Education: BS or BA

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree/12 years of experience

PROGRAM MANAGER (PgM)

The following Functional Responsibilities are common to all levels of the PgM:

- Understands and implements the corporate and program tactics developed with guidance of the PIC.
- With the PIC, develops the program's work; identifies future opportunities; establishes budgets; leads technical proposals.
- With the PIC, builds a team to support that program.
- With the PIC, manages the financial integrity and financial stability of the program.
- Prepares draft contracts/task orders for review and approval of PIC.
- Assigns, manages, and reviews the work and budgets of Project Managers to execute project assignments within the Program.

Level 4 PgM

Minimum Experience: 10 years

Additional Functional Responsibilities:

- Directs and manages numerous large, complex, and/or controversial projects.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree, and 8 years of proven successful leadership in the supervision and management of large complex projects.

Level 3 PgM

Minimum Experience: 7 years

Additional Functional Responsibilities:

- Directs and manages large or complex, controversial projects.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 5 years of proven leadership in the supervision and management of large complex projects.

Level 2 PgM

Minimum Experience: 6 years

Additional Functional Responsibilities:

- Directs and manages large, complex, non-controversial projects.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 4 years leadership in the supervision and management of multiple large, moderately complex projects.

Level 1 PgM

Minimum Experience: 5 years

Additional Functional Responsibilities:

- Directs and manages large, single-focus, non-controversial projects.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years proven leadership in the supervision and management of multiple single-focus projects.

PROJECT MANAGER (PM)

Level 4 PM

Minimum Experience: 10 years

Functional Responsibilities:

- Experienced technical specialist



- Manages complex, potentially controversial task orders/projects.
- Acts as the NSR primary point of contact for technical matters with the client's technical representative
- Directs the project or task order, develops scopes of work, directs staff, prepares products, monitors project progress, maintains client communication.
- Directs NSR technical specialists, technical experts, support staff, and subconsultants.
- Responsible for executing and completing work orders consistent with a Statement of Work.
- Trains Level 1, 2, and 3 PMs as needed.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years leadership in the supervision and management of multiple complex and controversial projects.

Level 3 PM

Minimum Experience: 7 years

Functional Responsibilities:

- Manages small, medium, and large; complex task orders/projects.
- May act as the NSR primary point of contact for technical matters with the client's technical representative.
- Directs the project or task order, develops scopes of work, directs staff, prepares products, monitors project progress, maintains client communication.
- Directs NSR technical specialists, technical experts, support staff, and subconsultants.
- Responsible for executing and completing work orders consistent with a Statement of Work.
- Trains Level 1 and 2 PMs.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 5 years leadership in the supervision and management of moderate size, complex projects.

Level 2 PM

Minimum Experience: 6 years

Functional Responsibilities:

- Manages single-focus tasks on complex task orders/projects OR manages small to medium, single focus task orders/projects with the guidance of a Level 3 or 4 PM.

- Directs the project or task order, develops scope of work, directs staff, prepares products, and monitors project progress.
- Oversees individual tasks in a focused area of his/her experience such as biology, botany, fisheries, aquatic ecology; cultural resources; hydrology and natural resources; planning and permitting; and GIS.
- Responsible for executing and completing work orders consistent with a Statement of Work.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 4 years leadership in the supervision and management of complex multiple single- focus projects.

Level 1 PM

Minimum Experience: 4 years

Functional Responsibilities:

- Manages single-focus, non-controversial tasks on complex task orders/projects OR manages single-focus task orders/projects with the guidance of the Level 3 or 4 PM.
- Oversees individual tasks in a focused area of his/her experience such as biology, botany, fisheries, aquatic ecology; cultural resources; hydrology and natural resources; planning and permitting; and GIS.
- Responsible for executing and completing work orders consistent with a Statement of Work.

Minimum Education: BS or BA

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 2 years leadership in the supervision and management of simple single-focus projects.

Summary Table of Minimum Education and Experience for Levels of Project Managers

Levels of PM	Minimum Education	Minimum Technical Experience
Level 4	Bachelor's Degree	10 years
	Advanced Degree	8 years
Level 3	Bachelor's Degree	7 years
	Advanced Degree	5 years
Level 2	Bachelor's Degree	6 years
	Advanced Degree	4 years
Level 1	Bachelor's Degree	4 years
	Advanced Degree	2 years



SUBJECT MATTER EXPERT

Minimum Experience: 15 years

Functional Responsibilities:

- An individual who through both academic training and career experience has gained a unique knowledge base in a specialized technical, regulatory, or advisory field using accepted scientific methodologies or appropriate procedural protocols.
- An individual who has dedicated much of his/her profession addressing similar topics, is regarded by his/her peers as highly knowledgeable, and is competent to efficiently address complex issues on a particular topic.
- One level of Subject Matter Expert is proposed.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 13 years as a career professional in the subject matter.

BIOLOGIST

Level 4 Biologist

Minimum Experience: 10 years

Functional Responsibilities:

- Acts as a technical expert in the field of botany, wildlife management, ecology, fisheries, or wetlands.
- Independently plans, conducts, and manages field studies for medium to large projects.
- Acts as project manager on medium projects, potentially controversial projects/maintains client communications.
- Provides peer review in area of technical specialty.
- Competent in designing and directing technical scopes of work, analyzing complex data, and preparing technical documentation.
- Also performs duties of the Level 3 Biologist.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years of proven leadership in analyzing technical data, research, and studies.

Level 3 Biologist

Minimum Experience: 7 years

Functional Responsibilities:

- Independently plans, conducts, and manages field studies for small to medium projects.

- Prepares technical sections of environmental assessments, management plans, habitat improvement plans, and other environmental studies.
- May act as project manager on medium, non-controversial projects/maintains client communications.
- Applies accepted scientific methodologies, conducts research studies or investigations, analyzes data, develops mitigation, and recommends or implements appropriate regulatory actions.
- Also performs duties of the Level 2 Biologist.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 5 years of proven leadership in analyzing technical data, research, and studies.

Level 2 Biologist

Minimum Experience: 5 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 Biologist, prepares technical sections of environmental assessments, management plans, habitat improvement plans, and other environmental studies.
- Under the direction of a Level 3 or 4 Biologist, evaluates impacts on resources.
- Under the direction of a Level 3 or 4 Biologist, develops mitigation, and recommends appropriate regulatory actions.
- Also performs duties of the Level 1 Biologist.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years of related experience.

Level 1 Biologist

Minimum Experience: 2 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 Biologist, conducts field studies.
- Under the direction of a Level 3 or 4 Biologist, applies accepted scientific methodologies and conducts research studies or investigations.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 0 years of experience.



Summary Table of Minimum Education and Experience for Levels of Biologists

Levels of Biologist	Minimum Education	Minimum Technical Experience
Level 4	Bachelor's Degree Advanced Degree	10 years 8 years
Level 3	Bachelor's Degree Advanced Degree	7 years 5 years
Level 2	Bachelor's Degree Advanced Degree	5 years 3 years
Level 1	Bachelor's Degree Advanced Degree	2 years 0 years

CULTURAL RESOURCES SPECIALIST (CRS)

Level 4 CRS-Principal Investigator

Minimum Experience: 10 years

Functional Responsibilities:

- Acts as a technical expert in the one of the fields of cultural resources (heritage resources, archaeology, ethnic history, historical architecture, etc.).
- Independently plans, conducts, and manages field studies for medium to large projects.
- Acts as project manager on medium to large, potentially controversial projects/maintains client communications.
- Provides peer review in area of technical specialty.
- Competent in designing and directing technical scopes of work, analyzing complex data, and preparing technical documentation.
- Directs and reviews the work of Level 1-3 CRS.
- Also performs duties of the Level 3 CRS.

Minimum Education: MA or MS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years of proven leadership in analyzing technical data, research, and studies.

Level 3 CRS-Principal Investigator

Minimum Experience: 7 years

Functional Responsibilities:

An experienced professional in the one of the fields of cultural resources (heritage resources, archaeology, ethnic history, historical architecture, etc.). Competent in NHPA/CEQA and Section 106 compliance

- Independently plans, conducts, and leads field studies for small to medium, potentially complex/controversial projects.
- Prepares technical sections of environmental assessments, management plans, and other environmental studies.
- Applies accepted scientific methodologies, conducts research studies or investigations; evaluates and makes recommendations on impacts on resources.
- Analyzes data; develops mitigation; evaluates user impacts on resources; and recommends or implements appropriate regulatory actions.
- Also performs duties of the Level 2 CRS.

Minimum Education: MA or MS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 5 years of proven leadership in analyzing technical data, research, and studies.

Level 2 CRS-Crew Leader

Minimum Experience: 5 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 CRS, prepares technical sections of environmental assessments, management plans, recovery plans, and other related studies.
- Under the direction of a Level 3 or 4 CRS, applies accepted scientific methodologies, conducts research studies or investigations, and evaluates impacts on resources.
- Under the direction of a Level 3 or 4 CRS, develops mitigation, and recommends appropriate regulatory actions.
- Also performs duties of the Level 1 CRS.

Minimum Education: BS or BA

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years of related experience.

Level 1 CRS-Crew Member

Minimum Experience: 2 years

Functional Responsibilities:

- Under the direction of a Level 2, 3, or 4 CRS, conducts field studies.

Minimum Education: BS or BA

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 0 years of experience.



Summary Table of Minimum Education and Experience for Levels of Cultural Resources Specialists

Levels of CRS	Minimum Education	Minimum Technical Experience
Level 4	M.S. or M.A. Ph.D.	10 years 8 years
Level 3	M.S. or M.A. Ph.D.	7 years 5 years
Level 2	B.S. or B.A. Ph.D.	5 years 3 years
Level 1	Bachelor's Degree Advanced Degree	2 years 0 years

ENVIRONMENTAL ANALYST (EA)

Level 4 EA

Minimum Experience: 10 years

Functional Responsibilities:

- Acts as a technical expert in assessing issues related to NEPA, CEQA, and federal/state permit and regulatory compliance.
- Acts as project manager on medium to large, potentially controversial projects/maintains client communications.
- Provides peer review in areas of technical specialty.
- Competent in designing and directing technical scopes of work, analyzing complex data, and preparing technical documentation.
- Directs and reviews the work of Level 1-3 EA.
- Also performs duties of the Level 3 EA.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years of proven leadership in analyzing technical data, research, and studies.

Level 3 EA

Minimum Experience: 7 years

Functional Responsibilities:

- Independently plans, conducts, and manages field and desktop studies.
- Prepares technical sections of environmental assessments, management plans, habitat improvement plans, and other environmental studies.
- Conducts QA/QC on products prepared by Level 1 and 2 EAs.

- May act as project manager on small to medium, non-controversial projects/maintains client communications.
- Applies accepted scientific methodologies conducts research studies or investigations, analyzes data, develops mitigation, and recommends or implements appropriate regulatory actions.
- Also performs duties of the Level 2 EA.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 6 years of proven leadership in analyzing technical data, research, and studies.

Level 2 EA

Minimum Experience: 5 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 EA, prepares technical sections of environmental assessments, management plans, habitat improvement plans, and other environmental studies.
- Under the direction of a Level 3 or 4 EA, evaluates impacts on resources.
- Under the direction of a Level 3 or 4 EA, develops mitigation, and recommends appropriate regulatory actions.
- Also performs duties of the Level 1 EA.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years of related experience.

Level 1 EA

Minimum Experience: 2 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 EA, conducts desktop studies.
- Under the direction of a Level 3 or 4 EA, applies accepted methodologies and conducts research studies or investigations.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 0 years of experience.



Summary Table of Minimum Education and Experience for Levels of Environmental Analysts

Levels of EA	Minimum Education	Minimum Technical Experience
Level 4	Bachelor's Degree	10 years
	Advanced Degree	8 years
Level 3	Bachelor's Degree	7 years
	Advanced Degree	5 years
Level 2	Bachelor's Degree	5 years
	Advanced Degree	3 years
Level 1	Bachelor's Degree	2 years
	Advanced Degree	0 years

ENVIRONMENTAL SCIENTIST (ES)

Level 4 ES

Minimum Experience: 10 years

Functional Responsibilities:

- Acts as a technical expert in a natural or physical science (e.g., geography, hydrology, soil science, range science, geology, or water resources).
- Designs studies; reviews and writes technical reports.
- Assesses issues related to NEPA, CEQA, and federal/state permit and regulatory compliance.
- Acts as project manager on medium to large, potentially controversial, or complex projects/maintains client communications.
- Provides peer review in areas of technical specialty.
- Competent in designing and directing technical scopes of work, analyzing complex data, and preparing technical documentation.
- Directs and reviews the work of Level 1-3 ES.
- Also performs duties of the Level 3 ES.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years of proven leadership in analyzing technical data, research, and studies.

Level 3 ES

Minimum Experience: 7 years

Functional Responsibilities:

- Independently plans, conducts, and manages field and desktop studies.

- Prepares technical sections of environmental assessments, management plans, and other environmental studies.
- Conducts QA/QC on products prepared by Level 1 and 2 ESs.
- Acts as project manager on small to medium, non- controversial projects/maintains client communications.
- Applies accepted scientific methodologies, conducts research studies or investigations, analyzes data, develops mitigation, and recommends or implements appropriate regulatory actions.
- Also performs duties of the Level 2 ES.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 6 years of proven leadership in analyzing technical data, research, and studies.

Level 2 ES

Minimum Experience: 5 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 ES, prepares technical sections of environmental assessments, management plans, and other environmental studies.
- Under the direction of a Level 3 or 4 ES, evaluates impacts on resources.
- Under the direction of a Level 3 or 4 ES, develops mitigation measures, and recommends appropriate regulatory actions.
- Also performs duties of the Level 1 ES.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years of related experience.

Level 1 ES

Minimum Experience: 2 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 ES, performs quantitative and qualitative field investigations, inventories, monitoring projects, and environmental assessments in geography, hydrology, soil science, range science, geology, or water resources.
- Under the direction of a Level 3 or 4 ES, applies accepted methodologies and conducts research studies or investigations.

Minimum Education: BS



Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 0 years of experience.

Summary Table of Minimum Education and Experience for Levels of Environmental Scientists

Levels of ES	Minimum Education	Minimum Technical Experience
Level 4	Bachelor's Degree	10 years
	Advanced Degree	8 years
Level 3	Bachelor's Degree	7 years
	Advanced Degree	5 years
Level 2	Bachelor's Degree	5 years
	Advanced Degree	3 years
Level 1	Bachelor's Degree	2 years
	Advanced Degree	0 years

Geographic Information System/Mapping Analyst (GIS)

Level 4 GIS

Minimum Experience: 10 years

Functional Responsibilities:

- Acts as a technical expert in data design, data capture, geo-processing and analysis, remote sensing data interpretation, and appropriate GIS data file structure and organization.
- Provides technical support to all other discipline managers.
- Provides peer review in areas of technical specialty.
- Competent in analyzing complex data and preparing technical documentation.
- Also performs duties of the Level 3 GIS.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years of proven leadership in analyzing technical data, research, and studies.

Level 3 GIS

Minimum Experience: 7 years

Functional Responsibilities:

- Acts as a technical lead in data capture, geo-processing and analysis, remote sensing data interpretation, and appropriate GIS data file structure and organization.
- Conducts QA/QC on products prepared by Level 1 and 2 GIS.

- Also performs duties of the Level 2 ES.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 6 years of proven leadership in analyzing technical data, research, and studies.

Level 2 GIS

Minimum Experience: 5 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 GIS prepares products and documents for discipline managers.
- Under the direction of a Level 3 or 4 GIS, conducts GIS analyses and products.
- Conduct photo interpretation
- Develop AUTOCAD products
- Also performs duties of the Level 1 EA.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years of related experience.

Level 1 GIS

Minimum Experience: 2 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 EA, performs remote sensing data analysis and digitizing of data.

Minimum Education: BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 0 years of experience.

Summary Table of Minimum Education and Experience for Levels of Geographic Information System Analysts (GIS)

Levels of GIS	Minimum Education	Minimum Technical Experience
Level 4	Bachelor's Degree	10 years
	Advanced Degree	8 years
Level 3	Bachelor's Degree	7 years
	Advanced Degree	5 years
Level 2	Bachelor's Degree	5 years
	Advanced Degree	3 years
Level 1	Bachelor's Degree	2 years
	Advanced Degree	0 years



TECHNICAL WRITER/EDITOR

Level 4 Writer/Editor

Minimum Experience: 10 years

Functional Responsibilities:

- Acts as a technical expert in editing and technical writing.
- Also performs duties of the Level 3 Writer/Editor.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 8 years in technical/scientific writing.

Level 3 Writer/Editor

Minimum Experience: 7 years

Functional Responsibilities:

- Independently reviews and edits technical sections of environmental assessments, environmental impact reports, and environmental impact statements, and other internal and public documents.
- Conducts QA/QC on products prepared by NSR professionals as well as Level 1 and 2 Writer/Editors.
- Acts as project manager on small to medium, non- controversial projects.
- Also performs duties of the Level 2 Writer/Editor.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 6 years of related experience.

Level 2 Writer/Editor

Minimum Experience: 5 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 Writer/Editor edits technical sections of environmental assessments, environmental impact reports, and environmental impact statements, and other internal and public documents.
- Also performs duties of the Level 1 EA.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 3 years of related experience.

Level 1 Writer/Editor

Minimum Experience: 2 years

Functional Responsibilities:

- Under the direction of a Level 3 or 4 EA, conducts formatting and simple copy editing for internal and public documents.

Minimum Education: BA or BS

Acceptable Substitution for Minimum Education/Minimum Experience

Requirement: Advanced degree and 0 years of experience.

Summary Table of Minimum Education and Experience for Levels of Environmental Analysts

Levels of EA	Minimum Education	Minimum Technical Experience
Level 4	Bachelor's Degree	10 years
	Advanced Degree	8 years
Level 3	Bachelor's Degree	7 years
	Advanced Degree	5 years
Level 2	Bachelor's Degree	5 years
	Advanced Degree	3 years
Level 1	Bachelor's Degree	2 years
	Advanced Degree	0 years

TECHNICIAN SUPPORT

NSR technicians are field support staff who work under the supervision of NSR professionals. Technicians include archaeological technicians, biological technicians, physical science technicians, forestry technicians; and construction monitors.

The minimum requirements of the Technician Support position are: possession of a valid driver's license; ability to read/write/speak English at a level required to successfully follow oral/written instructions; maintain field records and perform moderate mathematical calculations; interact successfully with co-workers; learn to identify a variety of animal and plant species. Preferred requirements are: an Associate degree and one year of previous experience conducting natural resources-related field investigations/surveys; orienteering with topographic maps and aerial photos; backcountry driving and safety; and robust health and fitness for working in a wide range of physically demanding and environmentally challenging conditions. Academic training in natural resource science is also preferred.

The technician support group is graduated from Level 1 to Level 4.



Summary Table of Minimum Education and Experience for Levels of Technicians

Levels of Technician	Minimum Education	Minimum Experience
Level 4	Associate Degree	6 years
Level 3	Associate Degree	4 years
Level 2	Associate Degree	2 years
Level 1	Associate Degree	0 years

ADMINISTRATIVE SUPPORT

The NSR administrative services group is essential to the organization, operation, and execution of the business of the firm. There are two general types of administrative support: **Administrative Managers** (Business - Operations Manager and Accounting Manager) and **Administrative Assistants**. The administrative services group works together and shares general office duties including shipping, errands, copying, and office organization. Payroll and bookkeeping functions are performed under the direction of an authorized Principal. The two types of administrative positions transition from Level 1 to Level 4.

The **Administrative Managers** are Level 3 and 4 administrative staff who perform services under the direction of an NSR Principal and provide services firm-wide. The Administrative Managers include the Business Manager and the Accounting Manager who provide senior level support to NSR PICs, PgMs, and PMs. The Administrative Manager position requires public contact and independent origination of correspondence involving the knowledge and application of regulations, and NSR policies and procedures. The Administrative Managers, based on his/her area of expertise and experience, is responsible for specific functions within which there may only be general supervision by others. Requirements of the Level 3 and 4 Administrative Managers are: a high school diploma with a minimum of 6 years of experience in business management or accounting or a baccalaureate degree in a business-related field and minimum of 4 years of experience in accounting, business administration, or financial management.

Administrative Managers (Administrative Managers Levels 3 and 4) direct, supervise, and

review the work and work products of Administrative Assistant Level 1 and 2 staff, and are required to maintain effective employee and client contact. Administrative Managers execute complex assignments and prepare reports and recommendations to NSR principals, PgMs and PMs on issues related to the manager's area of responsibility.

The **Business Manager** is responsible for the day-to-day management of the contracting/administrative records functions of the firm which is directed by the Principals. Responsibilities of the Business Manager primarily include: day-to-day direction of firm-wide accounting and administrative staff; firm-wide contract review and set-up; payroll review; project manager support; insurance compliance; firm-wide IT leadership, management, and training; employee orientation; employee safety; and support to project managers regarding project cost analyses, staff recruitment, and safety training. The Business Manager provides key financial analyses as requested by a Principal.

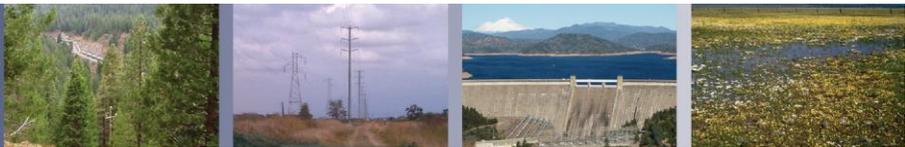
The Business Manager oversees the day-to-day activities of the firm-wide administrative support team. The team is integrated and members support each other as needed or directed by the Business Manager or an NSR Principal. NSR's administrative team includes experienced staff members who are responsible for specific elements of firm-wide support services.

The **Accounting Manager** is responsible for the consistent and timely execution of all accounts receivable and accounts payable services for the firm.

The **Payroll & Accounting Administrator** is responsible for the consistent review and timely processing of all payroll-related matters, bookkeeping applying generally accepted accounting principles, and preparation of corporate financial reports.

Other members of the administrative group are responsible for a variety of functions including:

- Accounts payable functions
- Fleet management
- Plant and equipment functions
- Support of accounts receivables processing
- Word processing of major/minor publications
- Graphic design and presentations
- Database management
- Miscellaneous clerical services
- Internal communications



SERVICE CONTRACT ACT (SCA) MATRIX

SCA Eligible Contract Labor Category- Level (NSR)	SCA Equivalent Code - Title	WD Number
Administrative Assistant 2	01113 General Clerk III	05-2055
Administrative Assistant 2	01613 Word Processor III	05-2055
Administrative Assistant 2	01012 Accounting Clerk II	05-2055
Administrative Assistant 2	01020 Administrative Assistant	05-2055
Administrative Assistant 2	01030 Collection Specialist	05-2055
Administrative Assistant 1	01011 Accounting Clerk	05-2055
Administrative Assistant 1	01020 Administrative Assistant	05-2055
Technician 2	08190 Forestry Technician	05-2055
Technician 2	30021 Archaeological Technician	05-2055
Technician 2	30090 Environmental Technician	05-2055

Service Contract Act (SCA) Statement

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD 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.