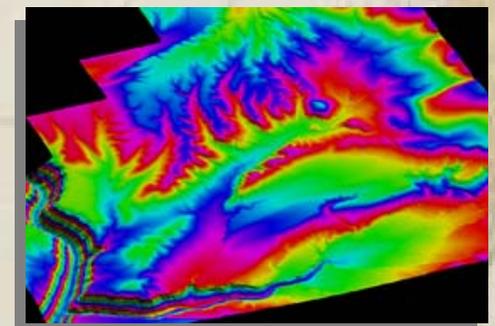
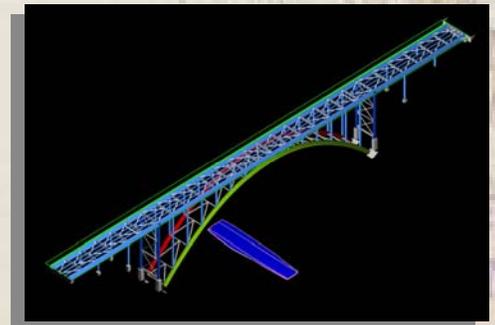
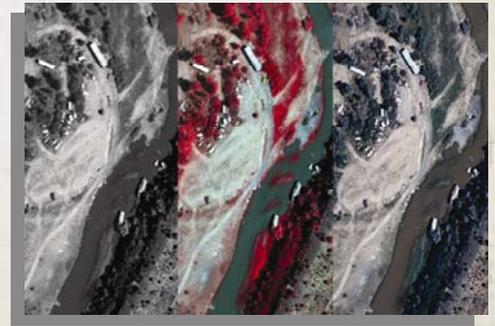


Bohannon ▲ Huston INC.

Environmental Services Schedule
Geographic Information Services



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Environmental Services Schedule
Federal Supply Group: 899
Class: F999
Contract: GS-10F-0038U

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Experience

Environmental Services Schedule
Federal Supply Group: 899
Class: F999
Contract: GS-10F-0038U

SIN # 899-7

Geographic Information Services

SIN # 899-7RC

Recovery Item

EXECUTIVE SUMMARY

Bohannon Huston, Inc. (BHI) is a leading provider of world-class spatial data and mapping, civil engineering, and advanced engineering technology services. For nearly 50 years, we have helped public and private customers visualize projects, optimize resources, and realize exceptional solutions. Our spatial data services use the latest data-gathering tools to provide quality mapping solutions, including geodetic and engineering surveying, photogrammetry, remote sensing, aerial and ground-based LiDAR laser scanning, GIS/LIS data, and spatial database development.

We Have the Resources and Competencies GSA Clients Require

With more than 200 experienced engineers and spatial data and advanced technologies professionals, BHI has resources, personnel, and commitment to execute on-time, high-quality services on behalf of government clients. BHI's GIS staff and resources are committed to performing up to \$7,000,000 in GIS-related services over a one-year period.

We Offer Years of Government Experience

For decades, BHI has fulfilled the needs of government clients who demand the highest-quality standards of accuracy, performance, and reliability in their project surveying and mapping requirements while keeping within scope and budget

limitations. The client/project profiles included in this catalog describe some of the successful products and services we have provided to several of our government clients.

Commitment to Quality

Through our commitment to quality, BHI production teams bring an array of competencies to every project, satisfying the GSA's objective of assembling seasoned and capable production teams across the key disciplines of management, quality control, and technical expertise. From documented Quality Control Procedures (QCP) to our adherence to the National Standard for Spatial Data Accuracy (NSSDA) to our ISO 9000:2000 system of quality management, BHI is dedicated to performing each project with the highest level of quality. In the sections below, you will read about how BHI applies quality principles to its work processes.

Bohannon Huston adheres to the ISO 9000: 2001 system of quality management to ensure quality and meet customer requirements in all work processes, products, and services, and to support continuous quality improvement.

Financial Stability and Continuous Improvement

Our diversity in geospatial services helps us maintain consistent financial performance, which, in turn, keeps BHI on a steady and deliberate course of increasing innovation, automation, geospatial research, and development for product quality improvement. Our goal of continuous improvement is further supported by our computing infrastructure, which is kept current with prevailing technologies so that we can provide our clients with contemporary geospatial products. By staying on the leading-edge of technology, project management, and product innovation, BHI is able to deliver the photogrammetric mapping and GIS services our clients have come to expect.

Emphasis on Skills and Competency

While BHI is a stable industry leader, we are also flexible enough to adapt to industry transformations and changes in client needs and expectations. Our exceptional project management, technical production, and quality systems enable us to provide our clients with a balance of technical experience, proficiency in execution, ongoing innovation, and organizational dexterity. BHI management continually adjusts this

balance as client influences change the course of our profession. One way in which we do this is by continually developing and expanding the professional skills of our staff.

BHI's approach to internal training is to provide comprehensive instruction and require competence in the tools and procedures necessary to perform the services listed above. This cross-training approach allows our staff to be dedicated to specific projects because they have the skills necessary to meet client expectations and schedule requirements.

Our Professionals Maintain Full Credentials

BHI employees maintain full certifications and licensures within the GIS disciplines. These credentials include Professional Engineer (PE) and Professional Licensed Surveyor (PS), and certifications from professional organizations such as ASPRS and quality organizations such as the American Society for Quality. Among our staff are professional land surveyors, registered professional engineers, certified photogrammetrists, certified mapping scientists, certified mapping technicians, and possibly the only geospatial professional in the nation who is a certified manager of quality/organizational excellence.

We Lead the Industry in GIT Products

An emerging trend in the environmental services industry is the utilization of Geographic Information Technology (GIT) products by many government agencies. All of BHI's geospatial professionals apply GIT processes and technologies to their workflows to produce the highest quality geospatial products. Our staff is well trained in GIT software and each staff member has a focus on a particular GIT specialty. In addition, BHI invests in, and in some cases are developing, emerging GIT platforms, and mapping technologies in production support of geospatial products.

In fact, our staff's skilled implementation of professional mapping standards, both in aerial film and digital sensor processing, has led to the development of our unique surface and orthophoto production systems for geospatial products, which lead the industry in facilitating large- and small-scale mapping products.

BHI Evolves as Technology Evolves

Technology is constantly changing and BHI recognizes how essential it is for our staff to be proficient with the latest yet proven tools and have the knowledge to perform their work for GIS-related products. Therefore we invest significant time and effort in

ensuring that those tools and the know-how to use them are the solid foundation of the products we provide. In addition, we make certain that our clients are able to fully maximize the products we deliver.

Expertise for Projects of All Sizes

On a daily basis, the staff of the Spatial Data Group of BHI performs a variety of small-scale GIS services for geospatial products, from Title Land Transfers Surveys to large-scale complex engineering-grade mapping products for master plan communities and facilities. In the following project descriptions you will find details of the expertise of our staff and our performance as noted in the Open Rating in Performance report.



A Known Name in the Southwest

Our office headquarters in Albuquerque, New Mexico serves as the center for all geospatial production provided by the mapping and surveying sciences divisions of our corporation. BHI also provides supporting mapping and surveying production from our satellite offices in Las Cruces, New Mexico; Denver, Colorado; and Dallas, Texas.

Core Competencies in Geographic Information Products

BHI provides the following GIS products for an array of environmental-related industries, as well as many others.

GIS Field Survey

- ▲ Survey geospatial products
- ▲ Geospatially located products of asset inventory
- ▲ Static GPS geodetic control products
- ▲ Static GPS and/or RTK GPS aerial photo control in support of imagery products
- ▲ Land boundary surveys and parcel delineation for property assets
- ▲ GIS-based title research and ownership analysis for asset inventory products
- ▲ Virtual reference systems (VRS) design and development for production of geospatial-related products

GIS Digital Photogrammetric Data Acquisition

Layer/Coverage Mapping and Cartography Products

- ✦ Photogrammetric geospatial database products for Geographic Information Systems and CAD systems
- ✦ Acquisition of aerial photography using a digital or film camera for the production of orthophotography, Digital Surface Models (Terrain Data), and vector data products
- ✦ GIS based photogrammetric analysis and attributed data extraction products
- ✦ Digital classification of remotely sensed data such as vegetation and soil classification products derived from satellites
- ✦ Stereo and/or monoscopic vector (planimetric) feature data product creation
- ✦ Topographic data products

GIS Engineering Analysis

- ✦ Engineering spatial database creation supporting geospatial engineering products
- ✦ General civil, hydraulic, hydrologic, FEMA Flood Mapping and Analysis, and water resources engineering product development
- ✦ Water systems modeling products
- ✦ Engineering systems GIS inventory of project data products

BHI's Unique Approach to Project Management

A clearly defined scope of work and schedule of milestones are essential to the success of the geospatial products requested by our clients. At the outset of a project, we meet with the client to fully understand what products we must provide to meet or exceed expectations. Items discussed include final scope, coordination efforts, schedule, acquisition, resource planning, budget, product delivery, and quality assurance/quality control. By first evaluating the resources needed to complete the project, we ensure that we can deliver quality products within the required time frame.

Our in-house project management tools allow our project managers to track all jobs, assess project production progress, and ensure that necessary resources are available. These tools also keep clients informed about geospatial products being produced for them. For example, BHI uses web technologies to coordinate task progress. Our IT web services are deployed to clients who have secure access to their project portal environments at acquisition or distributed production sites. Electronic reporting and communications are directly integrated into the project web site, which pulls data from

the project database where the work is being done. This ready access keeps all team members informed about the production status of the GIS products.

BHI’s ISO–based Quality Control Measures

Inspection

Because BHI uses GIS tracking and location–based quality review tools, we can provide clear and precise feedback with attribution when defects in products of any type are detected. Using a geospatial feature we term a “call,” our system records attributes about detected issues such as type of error, action required, and action taken. On contract work, these procedures are implemented in a data analysis process that records the spatial extent of each feature production process, attribution, and QA/QC checks by whom and how they were resolved (if applicable), and whether the fix was complete or partial. We provide this report to the client to verify job completion and to enable a thorough inspection of the data deliverables. In this way, BHI’s verification tools monitor and communicate BHI’s and our clients’ processes through spatial inspection to ensure the adequacy of the supplied information in support of production.

Quality Reporting

BHI is dedicated to providing industry–leading reporting. Not only do we provide all reporting typically required of photogrammetric mapping production, such as Aerial Triangulation (AT) reports and Federal Geographic Data Committee (FGDC)–compliant metadata, but we also provide reporting output from our GIS tracking systems, which are linked to our quality control procedures. BHI regularly reports on the National Standard for Spatial Data Accuracy (NSSDA) accuracy of our geospatial data services, providing our clients with assurance of the quality of our products.

Corporate Experience

Example 1:

PROJECT TITLE:

Doña Ana County Aerial Photography and Digital Terrain Model

PROJECT LOCATION: Doña Ana County, New Mexico
PROJECT OWNER: Doña Ana County Flood Commission
POINT OF CONTACT: Mr. Paul Dugie
Director
845 N. Motel Blvd.
Room 100B
Las Cruces, NM 88007
(505) 647-7256 Phone
(505) 525-5567 Fax
pauld@donaanacounty.org

PROJECT DESCRIPTION

In 2004, Bohannon Huston Inc. (BHI) was awarded a four-year open-end contract to provide high-resolution orthophotography and surface data to support the Dona Ana County Flood Commission ("County") GIS. The County required new geospatial data in support of their program for Federal Emergency Management Agency (FEMA) flood-plain mapping.

The initial cartographic mapping support began in the spring of 2004 and a full delivery was made that summer of all products required by the County. The project area was 1,244 square miles of terrain ranging from the Rio Grande river valley to the foothills of the Organ Mountains. The project required the use of a fix-winged aircraft equipped with an on-board flight navigation system, the Airborne Global Positioning System (ABGPS), and an Inertial Measurement Unit (IMU) essential for post-processing the aerial photography and airborne Light and Detection and Ranging system (LiDAR) data. The County also required the delivery of a two-foot Digital Terrain Model (DTM) and 0.5' orthophotography that met FEMA horizontal and vertical accuracy standards.

Sixteen ground control panels were utilized for production. BHI was also responsible for coordination efforts with the White Sands Missile Range for aerial acquisition over

their Military Operations Area. As part of our open-end contract, our technical staff provided training to County, City, and private consultants on LiDAR surface basics, use, and manipulation of projection systems. Due to the number of cooperative partners that participated in the funding of the project, multiple delivery formats were made to accommodate multiple users and their software. BHI is currently updating the 1,244 square miles with new natural color, one-foot orthophotography, in addition to an expansion area of 230 square miles of new four-foot Digital Elevation Model (DEM) and one-foot orthophotography.

Project Dollar Amount: \$828,250.00 (2004) \$237,235.00 (2007)
Project Contract Completion Date: September 15, 2008
Project Completion Date: Ongoing

Example 2:

PROJECT TITLE:

City of Roswell, Chavez County NM Orthophotography

PROJECT LOCATION: Roswell, New Mexico
PROJECT OWNER: City of Roswell
POINT OF CONTACT: Zach Montgomery
City Planner
PO Box 1838
Roswell, NM 88202
(505) 624-6700 x223
(505) 624-6709 (Fax)
zachm@cableone.net

PROJECT DESCRIPTION

In the summer of 2005, Bohannon Huston Inc. (BHI) was contracted to provide high-resolution orthophotography and surface data to the City of Roswell and Chavez County GIS. The City required new geospatial data to support a planning program that was needed because of residential and industrial growth in the area.

Digital aerial photography acquisition began in the summer of 2005 and a full delivery was made that summer of all required products by the County. The project area was 125 square miles of mapping extent. The project required the use of a fix-winged aircraft equipped with on-board flight navigation system, Airborne Global Positioning System (ABGPS), and an Inertial Measurement Unit (IMU) essential for post processing of the aerial photography. The City required the delivery of a 4 foot Digital Terrain Model (DTM) and 0.5' orthophotography supporting planning, E911, floodplain management, and property assessment. In an effort to save the City and County money, BHI provided the control panel location to the City staff to provide their own survey control. Additionally, final delivery product were delivered in multiple formats to accommodate the City and County so each entity could offset project cost by jointly participating in funding the project. BHI was responsible for coordination efforts for aerial acquisition over the monsoon season. During this project timeframe, BHI was also working on two other projects in size and scope and the New Mexico Statewide DOQQ Project (122,500 sq. miles).

Project Dollar Amount: \$38,850.00
Project Contract Completion Date: August 15, 2005
Project Completion Date: August 15, 2005

Example 3:

PROJECT TITLE:

Santa Fe County 2005 Digital Orthophotography Cooperative

PROJECT LOCATION: Santa Fe, New Mexico

PROJECT OWNER: USGS, City of Santa Fe, Santa Fe County, New Mexico
Department of Transportation, and
the Mid-Region Council of Governments

POINT OF CONTACT: Erle Wright
GIS Administrator
Santa Fe County
102 Grant Ave.
PO Box 276
(505) 986-6350
ewright@co.santa-fe.nm.us

PROJECT DESCRIPTION

In the summer of 2005, Bohannon Huston Inc. (BHI) was selected to provide high-resolution orthophotography and surface updates to support the USGS, City of Santa Fe, Santa Fe County, New Mexico Department of Transportation, and the Mid-Region Council of Governments GIS. The City required new orthophotography data to support regional planning needs that had greatly expanded due to tremendous residential and industrial growth in the area.

BHI was responsible for coordinating the aerial acquisition during the summer monsoon season. Digital aerial photography acquisition began in the summer of 2005 and a full delivery was made that summer of all required products. The project area covered 900 square miles and required the use of a fix-winged aircraft equipped with an on-board flight navigation system, Airborne Global Positioning System (ABGPS), and an Inertial Measurement Unit (IMU), which was essential for post processing the aerial photography. The consortium of clients also required an updated 2-foot Digital Terrain Model (DTM) and 0.5' orthophotography that would support planning, E911, floodplain management, the USGS 150 City program, and property assessments.

In an effort to reduce costs, BHI brokered a multi-agency contract that would address each participating entity's needs while sharing costs among the consortium. BHI delivered the resulting products in multiple formats to accommodate the consortium.

Project Dollar Amount:	\$181,750.50
Project Contract Completion Date:	June 30, 2005
Project Completion Date:	June 30, 2005

Labor Categories

LABOR CATEGORY: EXECUTIVE MANAGER

Duties and Responsibilities:

Must be able to research and define project scope, schedule, and budgets. Establishes business objectives, develops organizational policies to coordinate activities between survey, photogrammetry, and CAD/GIS departments. Authorized to establish responsibilities and procedures to attain corporate objectives. Oversees project budget development and management. Reviews activity reports and financial statements to determine progress and status of projects and corporate operations. Plans, directs, manages, and controls the strategic direction of business development, finance, human resource, production, and technical development. Must be able to research and define multiple project scopes, schedules, and budgets. Must possess strong negotiation and problem-solving skills. Must be able to successfully manage multiple competing priorities and contract simultaneously. This position is primarily responsible for directing the management, deliverables, and budgets across multiple projects. Creates and maintains professional client relationship to preserve a clear understanding of client needs and expectations. Identifies, addresses, and resolves any project issues impacting client goals, objectives, and/or satisfaction. Proactively manages costs, resources, personnel, and expenses associated with effective program execution. Analyzes project resource needs and works with program manager to ensure team commitment. Assists project managers in, or performs negotiation of project schedule, fee, scope, and contract terms.

Minimum Training: Relative project management training courses preferred

Certifications: Relative project management certification courses preferred

Education: Bachelor's degree

Experience Requirement: Ten years experience in the Geospatial Sciences and/or twenty years related administrative experience

LABOR CATEGORY: PROGRAM MANAGER

Duties and Responsibilities:

The program manager ensures that all projects are completed on time, within budget, and to the required specifications. The program manager coordinates with operations and technical staff on all phases of project operations, including but not limited to proposal development, financial planning/budgeting, contract review, quality assurance, subcontract coordination, budget and schedule control, and client coordination. Must have 7-10 years experience as a project or production manager within the geospatial industry; 5 years or more of experience in financial planning, budgeting, and reporting; supervisory experience of 10+ staff at any given time. Must demonstrate an enterprising, innovative, proactive management approach. Must be able to research and define multiple project scopes, schedules, and budgets. Must possess strong negotiation and problem-solving skills. Must be able to successfully manage multiple competing priorities and contract simultaneously. Effectively resolves conflict by initiating and facilitating communication. Mentor and coach project managers on how to manage projects. Analyze, assemble, and direct appropriate resources across all projects. Monitor scope, budget, and schedules and ensure project managers effectively plan their projects. Must have a comprehensive background in working with the tools and applications required in the geomatics, photogrammetry, and surveying sciences. Assist project managers in negotiating contracts and be responsible for contract reporting and execution. Provide technical assistance and support to project managers as needed. Perform project QA/QC to ensure project meets standards.

Minimum Training: Relative project management training courses preferred

Certifications: Relative project management certification courses preferred

Education: Bachelor's degree

Experience Requirement: Eight years experience in the geospatial sciences and/or 15 years related administrative experience

LABOR CATEGORY: SENIOR PROJECT MANAGER

Duties and Responsibilities:

Responsible for the detailed management of specific projects. Coordinates with program manager and other project managers as required. Provides guidance and direction to team members to ensure efficient use of resources. Uses web-based management systems and other mechanisms for tracking hours, progress, quality control, and actual performance against estimates. Must have a comprehensive background working with tools and applications required in geomatics, photogrammetry, and surveying sciences.

Minimum Training: Relative project management training courses preferred

Certifications: Relative project management certification courses preferred

Education: Bachelor's Degree

Experience Requirement: Eight years experience in the Geospatial Sciences and/or 15 years related administrative experience and supervisory experience of 5 or more staff

LABOR CATEGORY: PROJECT MANAGER

Duties and Responsibilities:

Responsible for the detailed management of specific projects. Coordinates with program manager and other project managers as required. Provides guidance and direction to team members to ensure efficient use of resources. Uses web-based management systems and other mechanisms for tracking hours, progress, quality control, and actual performance against estimates. Must have a comprehensive background working with tools and applications required in geomatics, photogrammetry, and surveying sciences.

Minimum Training: Relative project management training courses preferred

Certifications: Relative project management certification courses preferred

Education: Bachelor's Degree

Experience Requirement: Eight years experience in the geospatial sciences and/or 15 years related administrative experience and supervisory experience of 5 or more staff

LABOR CATEGORY: SR GIS PROGRAMMER

Duties and Responsibilities:

Must possess above-average verbal and written communication and Microsoft Office skills. Position requires knowledge of CAD/GIS-related software applications supporting production of geospatial products. Must be able to program in C++, C#, Python, Visual Basic, and SQL languages that support the aforementioned applications. Preference for knowledge of Avenue and Arc Macro Language. Knowledge and experience with Safe Software Feature Manipulation Engine is preferred. Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of CAD/GIS clients. Must be able to serve as subject matter expert for providing consultation on CAD/GIS systems, integration, and/or application development for the production of geospatial products requested by clients and/or purchase orders.

Minimum Training: Relative project management training courses preferred

Certifications: Relative project management certification courses preferred

Education: Bachelor's Degree

Experience Requirement: Six years of related programming experience in a CAD/GIS environment

LABOR CATEGORY: GIS PROGRAMMER

Duties and Responsibilities:

Must possess above-average verbal and written communication and Microsoft Office skills. Requires knowledge of CAD/CAD-related software applications supporting the production of geospatial products. Must be able to program in C++, C#, Python,

Visual Basic, and SQL languages that support the aforementioned applications. Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of CAD/GIS clients. Responsible for providing consultation and development of engineering and CAD/GIS systems, integration, and/or application development for the production of geospatial products requested by clients.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred

Education: Bachelor's Degree

Experience Requirement: Four years of related programming experience in a CAD/GIS environment

LABOR CATEGORY: GIS TEAM LEAD/QUALITY ASSURANCE

Duties and Responsibilities:

The CAD/GIS team lead assigns, directs, and leads the production team of technicians in the production of photo interpretation, compilation of feature data, editing, translation, and manipulation of geospatial data. Must perform field verification tasks to produce products for external clients, with the goal of delivering all products on time and within budget, while meeting client requirements and ensuring the profitability of the company. The CAD/GIS team lead is responsible for all phases of team operations, including but not limited to scheduling, team assignments, quality assurance and control, personnel management, team performance monitoring, budget and schedule performance monitoring, and coordination and communication with other departments, teams, and management personnel.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred

Education: BS/AA degree in Surveying, Engineering, or Geography or an equivalent combination of education and experience

Experience Requirement: BS/BA degree in a mapping-related field or an equivalent combination of education and experience. Requires minimum of 5 – 10 years experience in imagery-based cartography and other CAD/GIS concepts. Requires a minimum of three years of management/leadership experience.

LABOR CATEGORY: GIS ANALYST

Duties and Responsibilities:

The CAD/GIS Analyst collects, organizes, edits, photo interprets, and compiles feature data to produce finished products that meet internal and/or external client requirements. Responsibilities also include coordinating project tasks, providing training, and supporting the team lead when needed.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred

Education: BS/AA degree in Surveying, Engineering, or Geography, or an equivalent combination of education and experience

Experience Requirement: Two to four years cartographic experience

LABOR CATEGORY: GIS TECHNICIAN

Duties and Responsibilities:

Must possess good verbal and written communication skills and be able to effectively present information and respond to questions from clients, regulatory agencies, or members of the business community; write speeches and articles for publication; read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; write clear and precise reports, business correspondence, and procedural documentation; and work with mathematical concepts. The position requires knowledge of CAD/GIS-related software applications.

Functional Responsibility: Primarily responsible for performing a variety of digital map production tasks from trace digitization to design file processing.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred

Education: High School Diploma or GED

Experience Requirement: Two years of related experience

LABOR CATEGORY: PROFESSIONAL SURVEYOR

Duties and Responsibilities:

Must possess thorough knowledge of the legal aspects of land surveying in the state where performing work, above-average verbal and written communication and presentation skills, and proficiency in Microsoft Office, Trimble products, AutoCAD, and ArcGIS. Must be able to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries; write speeches and articles; and work with mathematical concepts. Professional Survey License and applicable OSHA **certifications required. Excellent driving record and valid driver's license required.**

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: Minimum requirements include BS of Surveying Engineering or equivalent degree and current standing as a Professional Surveyor or reciprocity within one year

Experience Requirement: Must have experience in at least one of the following: Boundary Surveys, Subdivision Plats, Right-of-Way Surveys, ALTA Surveys, Construction Staking, and/or Topographic Surveying

LABOR CATEGORY: SURVEY CREW CHIEF

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Survey Party Chief are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation –

Participate effectively as a team member in team and group activities and communications; share technical knowledge. As a team member, work directly with the team leader and team/group colleagues to plan, develop, implement, and thoroughly document ongoing activities, policies and/or special assignments. Seek opportunities to address and communicate work-flow improvements to team and entire group. Manage field crew; provide input for instrument person evaluations. Provide input about project scheduling as necessary. Demonstrate effective communication skills with internal and external clients. Participate in field data preparation.

Production –

Understand processes and tools for all Survey products (such as Boundary Surveys, Geomatics Surveys, Geodetic Control, Construction Staking, GIS Inventory, etc.). Demonstrate proficiency in the use of all Survey equipment. Manage, safeguard, and properly maintain all Survey equipment, including assigned corporate vehicles. Perform preliminary data reduction and adjustments for deliverables. Produce clear and accurate field notes in accordance with prescribed recordkeeping procedures. Understand and observe corporate safety program and policy and ensure field crew adherence to policy.

Take personal responsibility for individual, team and group assignments. Follow work instructions in team-based system.

Understand and strive to adhere to project schedules, scope and budget requirements. Report and record project status and production problems or issues. Improve performance. Maintain personal statistics and production goals. Set goals, develops

plans, measures progress, and analyzes results to improve production performance and knowledge for self and team.

Quality –

Follow documented QMS procedures and critically assess them for improvement. Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas, including Survey Annex and vehicles. Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group's continuous improvement goals.

Delivery –

Review, understand, and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout –

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required.

Analyze internal QC results (e.g., reworks required, customer satisfaction) to evaluate where continual improvements can be made. Assist in archiving project data (e.g., field books, field digital data, project folder data, field folders, etc.).

Minimum Training: Requirement for position must be familiar with total stations, data collection, GPS, and other general survey field equipment. Four years of experience preferred.

Certifications: CST-Field Certification considered more qualified

Education: Academic: Minimum High School diploma or GED. Math Competency: Trigonometry, Geometry, Algebra, Valid driver's license; high proficiency in computer skills

Experience Requirement: Minimum of five years field survey experience. Relevant experience in ALTA & Route surveys, construction staking, and GPS principles and practices (Trimble). LSI preferred. DOT experience a plus. Knowledge and experience with MicroStation/Inroads, Trimble GPS, and TGO are preferred. On-the-job training provided in house by leading experts.

LABOR CATEGORY: INSTRUMENT OPERATOR

Duties and Responsibilities:

Must possess good verbal and written communication skills and be able to effectively present information in one-on-one and small group situations. Applicable OSHA certifications required. Requirement for position must be familiar with total stations, data collection, GPS, and other general survey field equipment. Excellent driving record and valid driver's license required.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred

Education: High School Diploma or GED

Experience Requirement: Two years of experience

LABOR CATEGORY: SURVEY FIELD TECHNICIAN

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Survey Field Technician are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation –

Participate effectively as a team member in team activities and group communications; share technical knowledge. As a team member, work directly with the team leader and team to plan, develop, implement, and thoroughly document ongoing activities, policies and/or special assignments related production protocol. Seek opportunities to address and communicate workflow improvements to team and entire group. Assist with preparation and maintenance of equipment for fieldwork.

Assist with the inventory and stocking of materials for fieldwork. Assist with vehicle maintenance requirements. Assist with field data preparation and field notes.

Production –

Participate in the production of various types of Survey products, i.e., Boundary Survey, Geomatic Surveys (topographic, mapping), Geodetic Control, Construction Staking, GIS inventory, etc. Understand processes and tools for all Survey products. Follow work instructions in team-based system. Understand and strive to adhere to project schedules, scope and budget requirements. Report and record project status and production problems or issues. Perform final data reduction and processing. Take personal responsibility for individual, team and group assignments. Improve performance. Maintain personal statistics and production goals. Set goals, develops plans, measures progress, and analyzes results to improve production performance and knowledge for self and team.

Quality –

Follow documented ISO administrative and production procedures and critically assess them for improvement. Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas, including survey annex and vehicles.

Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group's continuous improvement goals.

Delivery –

Review, understand, and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any

additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout –

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Assist in archiving project data including field books and field folders.

Minimum Training: Relative program training courses preferred

Certifications: CST-Field Certification considered more qualified

Education: *Academic:* High school diploma or GED. *Math Competency:* Elementary Trigonometry, Geometry, Algebra
Medium proficiency in computer skills

Experience Requirement: Minimal to no Survey field experience required; at least one year Survey experience preferred. Must be familiar with total stations, data collection, GPS, and other general survey field equipment The position has a preference for experience with Microsoft Office, Trimble products, AutoCAD, Geomedia and/or ArcGIS. Excellent driving record and valid driver's license required.

LABOR CATEGORY: SURVEY OFFICE TECHNICIAN

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Survey Office Technician are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation –

Participate effectively as a team member in team activities and group communications; share technical knowledge. As a team member, work directly with the team leader and team to plan, develop, implement, and thoroughly document ongoing activities,

policies, and/or special assignments. Seek opportunities to address and communicate workflow improvements to team and entire group. Actively participate in teams and committees at the production group level. Assist with field data preparation.

Production –

Participate in the production of various Survey documents, i.e., ALTA/ACSM, Plats of Survey, Subdivision Plats, Right-of-Way Maps, Inspection Location Reports, Legal Descriptions & Site Maps, Topographic Maps, etc. Understand processes and tools for all Survey products. Follow work instructions in team-based system. Understand and strive to adhere to project schedules, scope and budget requirements. Report and record project status and production problems or issues. Perform final data reduction and processing. Take personal responsibility for individual, team, and group assignments. Improve performance. Maintain personal statistics and production goals. Set goals, develop plans, measure progress, and analyze results to improve production performance and knowledge for self and team.

Quality –

Follow documented ISO administrative and production procedures and critically assess them for improvement.

Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas, including Survey Annex and vehicles. Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group's continuous improvement goals.

Delivery –

Review, understand, and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout –

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify

opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (re-works required, customer satisfaction) to evaluate where continual improvements can be made. Assist in archiving project data.

Minimum Training: Relative program training courses preferred

Certifications: CST-Field Certification considered more qualified

Education: *Academic:* High school diploma or GED

Math Competency: Elementary Trigonometry, Geometry, Algebra
Medium proficiency in computer skills

Experience Requirement: Minimal to no survey field experience required; at least one year survey experience preferred. Must be familiar with total stations, data collection, GPS, and other general survey field equipment The position has a preference for experience with Microsoft Office, Trimble products, AutoCAD, Geomedia, and/or ArcGIS. Excellent driving record and valid driver's license required.

LABOR CATEGORY: PHOTOGRAMMETRIST

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a SDS Team Leader are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation -

Responsible for planning and organizing all aspects of production for requested contractual products in accordance with schedule and resource availability. Provide technical leadership, supervision, and administrative coordination to the production team. Establish team goals and objectives. Initiate and support communication and coordination between teams. Promote a positive team-based, collaborative, continuous learning environment. Conduct regular meetings with the production team. Oversee team's performance reviews, development, and merit assessments. Assist in new staff recruiting to ensure that sufficient resources are in place for contractual projects. Evaluate training needs and assist team members in acquiring

the skills, knowledge, and competencies needed to improve job performance. Apply knowledge of geospatial technology to investigate software/hardware issues. Assist in the evaluation, validation, and implementation of new technologies and work instructions.

Production –

In support of engineering and CAD/GIS mapping efforts for product request, performs photogrammetric mapping tasks delivered under contract. Defines projects, writing specifications, flight mission design, and control design for laying out projects, and approves client deliverables. Mentors junior staff and trains photogrammetric technical staff in the use of production and QA/QC tools and processes.

Quality –

Actively participate in ISO 9000 for quality improvement by setting goals, developing plans, measuring progress, and analyzing results. Promote the use of documented ISO procedures and critically assesses them for improvement. Complete records, reports, and documentation requirements according to product specifications, group policies, and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Serve on appropriate teams and committees to achieve the group's continuous improvement goals and to identify opportunities for improvement.

Delivery –

Review, understand, and effectively communicate product specifications of the customer to the team. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Communicate each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout –

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (e.g., call reports, required rework) to evaluate where continual improvements can be made. Oversee project archiving.

Minimum Training: Relative program training courses preferred

Certifications: Position requires a current certification as an ASPRS-Certified Photogrammetrist. Must be able to obtain and maintain a security clearance.

Education: Associate's Degree

Experience Requirement: Five years of related experience. Must be able to read, analyze, and interpret general business documents, professional journals, technical procedures, or governmental regulations; present information in one-on-one and small group situations; respond to inquiries and complaints; write speeches and articles for publication; apply mathematical concepts to project situations; and present photogrammetric theory, process, and application concepts at professional conferences. Position requires knowledge of photogrammetry-related software applications and processes. The position has a preference for experience with Microsoft Office, Intergraph, AutoCAD, MicroStation, DAT/EM, Geomedia, and/or ArcGIS software programs.

LABOR CATEGORY: PHOTOGRAMMETRIC TECHNICIAN

Duties and Responsibilities:

Must possess good verbal and written communication skills, be able to effectively present information in one-on-one and small group situations, and perform basic mathematical calculations. There is preference for experience in Microsoft Office, Intergraph, AutoCAD, MicroStation, DAT/EM, Geomedia, and/or ArcGIS. Functional Responsibility: In support of CAD/GIS mapping efforts, assists in the performance of photogrammetric mapping tasks.

Minimum Training: Relative program training courses preferred

Certifications: Must be able to obtain and maintain a security clearance. Relative program certification preferred.

Education: High School Diploma or GED

Experience Requirement: Two years of related experience. Position requires knowledge of photogrammetry-related software applications and processes.

LABOR CATEGORY: CARTOGRAPHER

Duties and Responsibilities:

Must possess good verbal and written communication skills and be able to effectively present information in one-on-one and small group situations. Must be able to perform basic mathematical calculations; understand and communicate CAD/GIS concepts; and read and interpret documents, such as operating and maintenance instructions and procedural manuals. Position requires knowledge of geospatial-related software applications and processes. Supports engineering and CAD/GIS mapping production and editing, executes cartographic mapping tasks and QA/QC on mapping projects. Identifies, addresses, and resolves issues impacting task goals, objectives, and/or client satisfaction.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: High School Diploma or GED

Experience Requirement: Two years of practical cartography experience. There is preference for experience in Microsoft Office, Intergraph, AutoCAD, MicroStation, Geomedia, and/or ArcGIS.

LABOR CATEGORY: GEOSPATIAL/IMAGERY ANALYSIS TEAM LEAD

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a SDS Team Leader are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation -

Responsible for planning and organizing all aspects of team production in accordance with schedule and resource availability. Provide technical leadership, supervision, and administrative coordination to the production team. Establish team goals and objectives. Initiate and support communication and coordination between teams. Promote a positive team-based, collaborative, continuous learning environment. Conduct regular meetings with the production team. Participate in team performance reviews, development, and merit assessments. Assist in new staff recruiting. Evaluate training needs and assist team members in acquiring the skills, knowledge, and competencies needed to improve job performance. Apply knowledge of geospatial technology to investigate software/hardware issues. Assist in the evaluation, validation, and implementation of new technologies and work instructions.

Production -

Perform geospatial database development of image, vector, and surface map features in accordance with work instructions, product specifications, policies, and standards. Continually communicate production status and other operational issues to the Project Manager. Perform technical production tasks including but not limited to job setup, vector, image or surface map feature extraction, processing and/or editing, quality review, correction, and final product / service delivery. When designated, interface and serve as liaison with clients in addressing operational issues or servicing special requests. Answer complex questions, functioning as an expert resource. Maintain team assignment completion schedules. Resolve workflow / data processing issues.

Quality -

Actively participate in ISO 9000 for quality improvement by setting goals, developing plans, measuring progress, and analyzing results. Promote the use of documented ISO procedures and critically assesses them for improvement. Complete records, reports and documentation requirements according to product specification, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Serve on appropriate teams and committees to achieve the group's continuous improvement goals and to identify opportunities for improvement.

Delivery -

Review, understand, and effectively communicate product specifications of the customer to the team. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known.

Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Communicate each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout -

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (e.g., call reports, required rework) to evaluate where continual improvements can be made. Oversee project archiving.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: High school diploma or GED; Four-year college / university degree preferred; AND/OR Practical Experience: At least three years of relevant, progressively responsible, professional experience in a geospatial data production (photogrammetry) environment.

Experience Requirement: Work experience with preferred 5 to 7 years of experience producing and editing digital orthophotos and supervisory experience of 5 or more staff at any given time. Working knowledge of mapping and/or digital softcopy photogrammetric principles and equipment, processes, and standards. Analytical team player with good interpersonal communication skills and problem-solving ability. Ability to work with high degree of accuracy and maintain a systematic perspective. Ability to manage a broad variety of technical tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction and work independently where appropriate and with teams as standard practice. Demonstrates an energetic and enthusiastic commitment to continuous improvement and customer service. Great computer skills and familiarity with AutoCAD, MicroStation, Intergraph, ESRI GIS/mapping software platforms is desirable.

LABOR CATEGORY: GEOSPATIAL/IMAGERY ANALYST

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a SDS Team Member are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation –

Participate in inter- and intra-team activities and group communications for contractual projects. As a team member, work directly with the team leader and team/group colleagues to plan, develop, implement, and thoroughly document ongoing activities, policies and/or special assignments to completing task efficiently within budget. Work and communicate effectively as a team member. Share technical knowledge. Seek opportunities to address and communicate work flow improvements to team and entire group for improving production of mapping and survey products. Actively participate in teams and committees at the production group level.

Production –

Perform geospatial database development of image, vector, and surface map features in accordance with work instructions, product specifications, policies, and standards. Perform job setup, geospatial database processing, quality review, and delivery tasks. Interpret source data (imagery) to extract and attribute vector geospatial database features in accordance with work instructions, product specifications, policies, and standards. Process and edit imagery and/or other source data (such as LiDAR) to produce Digital Surface Models (elevation) geospatial database features in accordance with work instructions, product specifications, policies and standards. Process and edit source aerial photography data (film or digital) to assemble image-based (such as orthophotography) geospatial database products and services in accordance with work instructions, product specifications, policies, and standards. Take personal responsibility for individual, team, and group assignments. Follow work instructions in team-based system. Contribute to creating accurate and timely reports and documentation of projects. Understand project schedule, scope, and budget requirements. Report and record project status and production problems or issues. Improve performance. Maintain personal statistics and production goals. Set goals,

develops plans, measures progress, and analyzes results to improve production performance and knowledge for self and team.

Quality -

Actively participate in ISO 9000 for quality improvement by setting goals, developing plans, measuring progress, and analyzing results. Follow documented ISO procedures and critically assesses them for improvement. Assure geospatial data integrity and consistency within individual work area assignments and across shared work area boundaries. Correct feature database errors reported by either automated or manual quality checks. Complete records, reports and documentation requirements according to product specification, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Serve on appropriate teams and committees to achieve the group's continuous improvement goals. Collaborate with Team Leader and team colleagues to identify opportunities for improvement.

Delivery -

Review, understand, and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout -

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (e.g., call reports, required rework) to evaluate where continual improvements can be made. Assist in archiving project data.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: High school diploma or GED; Four-year college / university degree preferred

Experience Requirement: One year of experience producing and editing digital orthophotography. Working knowledge of mapping and/or digital softcopy photogrammetric principles and equipment, processes, and standards. Analytical team player with good interpersonal communication skills and problem-solving ability. Ability to work with a high degree of accuracy and maintain a systematic perspective. Ability to manage a broad variety of technical tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction and work independently where appropriate and with teams as standard practice. Demonstrates an energetic and enthusiastic commitment to continuous improvement and customer service. Great computer skills and familiarity with AutoCAD, MicroStation, Intergraph, ESRI GIS/mapping software platforms is desirable.

LABOR CATEGORY: GEOSPATIAL/IMAGERY TECHNICIAN

Duties and Responsibilities:

In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Mapping Trainee are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation -

Continually communicate training status and other operational issues to the Trainer and/or Team Leader. Participate in evaluations to assess effectiveness of training. Actively participate, communicate, and collaborate in a production team setting. Promote a positive team-based, collaborative, continuous learning environment. Attend regular meetings with the production team.

Production -

Perform geospatial database development of image, vector, and surface map features in accordance with work instructions, product specifications, policies, and standards. Interpret stereo imagery to collect and attribute GIS database features. Complete assignments on-time and maintains constant awareness of individual, team, and group production schedule and goals related to production terms.

Quality -

Follow documented QMS procedures and critically assess them for improvement. Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group's continuous improvement goals to improve production.

Delivery -

Review, understand, and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout -

Participate in measurement, analysis, and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Assist in archiving project data upon project completion.

Minimum Training: Relative program training courses preferred

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: Academic: High school diploma or GED; Four-year college / university degree preferred; AND/OR

Practical Experience: One year CAD and/or GIS experience preferred

Experience Requirement: Working knowledge of mapping and/or digital softcopy photogrammetric principles and equipment, processes, and standards. Analytical team player with good interpersonal communication skills and problem-solving ability. Ability to work with high degree of accuracy and maintain a systematic perspective. Ability to manage a broad variety of technical tasks in response to varying time

pressures with shifting priorities and changing constraints. Ability to take direction and work independently where appropriate and with teams as standard practice. Demonstrates an energetic and enthusiastic commitment to continuous improvement and customer service. Great computer skills and familiarity with AutoCAD, MicroStation, Intergraph, and ESRI GIS/mapping software platforms is desirable.

Fee Schedule

GSA LABOR CATEGORIES	BHI CLASSIFICATIONS	GSA RATES
Executive Manager	Systems Manager 7	\$263.90
Program Manager	Program Manager	\$163.72
Sr. Project Manager	Systems Manager 5	\$145.00
Project Manager	Project Manager	\$108.43
SR GIS / Programmer	Programmer / Analyst 5	\$150.00
GIS / Programmer	Systems Manager 2	\$105.00
GIS Team Lead / Quality Assurance	Quality Assurance Manager	\$79.46
GIS Analyst	Senior Geospatial Analyst	\$69.06
GIS Technician	Journeyman Geospatial Analyst	\$64.33
Professional Surveyor	Surveyor 6	\$165.00
Survey Crew Chief	Technical Specialist 6	\$95.00
Instrument Operator	Technical Specialist 2	\$60.00
Survey Field Technician	Technical Specialist 1	\$55.00
Survey Office Technician	Technical Specialist 5	\$85.00
Photogrammetrist	Photogrammetrist 2	\$90.00
Photogrammetric Technician	Technical Specialist 5	\$85.00
Cartographer	Technical Specialist 6	\$95.00
Geospatial / Imagery Analysis Team Lead	Technical Specialist 4	\$75.00
Geospatial / Imagery Analyst	Technical Specialist 2	\$60.00
Geospatial / Imagery Technician	Technical Specialist 1	\$55.00