

# ***Merkel & Associates, Inc.***

**GSA Schedule 00CORP**

**Contract No. GS-10F-0060T**

**899 1/899 1RC Environmental Consulting Services**

**899 7/899 7RC Geographic Information Systems (GIS) Services**

**Merkel & Associates, Inc.**

**5434 Ruffin Road**

**San Diego, CA 92123**

**P: (858) 560-5465**

**F: (858) 560-7779**

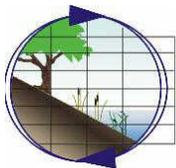
**Contact:**

**Nancy Rogers**

**GSA Contract Administrator**

**[krogers@merkelinc.com](mailto:krogers@merkelinc.com)**

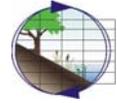
**[merkelgsa@aol.com](mailto:merkelgsa@aol.com)**



***Merkel & Associates, Inc.***

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## Contract Information – Professional Services Schedule

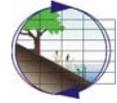


Contractor: Merkel & Associates, Inc.  
Industrial Group: 00CORP  
Class: F999  
Contract Number: GS-10F-0060T  
Contract Period: Nov. 27, 2011 – Nov. 26, 2016  
Special Item Numbers (SINS): 899 1 Environmental Consulting Services



899 7 Geographic Information Systems (GIS) Services  
DUNS: 94-6962578  
Address: 5434 Ruffin Road  
San Diego, CA 92123  
Phone/Fax: (858) 560-5465/(858) 560-7779  
Contact: Nancy Rogers  
[krogers@merkelinc.com](mailto:krogers@merkelinc.com)  
[merkelgsa@aol.com](mailto:merkelgsa@aol.com)  
Website: [www.merkelinc.com](http://www.merkelinc.com)  
Business Size: Small, Woman Owned Business  
System of Award Management (SAM): Registered

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.



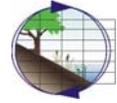
## Merkel & Associates History

Merkel & Associates, Inc. (M&A) is a San Diego-based biological consulting firm incorporated in California during 1994. M&A is a woman-business enterprise (WBE) and a small business enterprise (SBE). The goal of M&A is to offer technical information and insightful solutions to difficult and often complex biological and regulatory issues. Company staff members have extensive experience having completed over 3,000 projects in California and additional work in Oregon, Washington, Hawaii, and Alaska. Our private, public, and non-profit clients have come to count on our proven ability to deliver high-quality services and innovative, tailored solutions to help them achieve their project goals. M&A maintains an outstanding reputation in the environmental consulting industry and an excellent rapport with resource and regulatory agencies.

M&A staff is comprised of recognized experts in their respective fields of biology with appropriate certifications and/or permits to complete a variety of local biological fieldwork. M&A's U.S. Fish & Wildlife Service Endangered Species Act section 10(a)(1)(A) permit includes authorizations to survey for and handle multiple federally-listed species. M&A staff includes certified wetland delineators and *Caulerpa taxifolia* surveyors, and most biologists hold state scientific collectors permits.

In addition to M&A's specialized skills in terrestrial and aquatic ecology, water quality, and oceanographic services, the firm offers habitat restoration and management services. With a diverse group of over 30 staff members, M&A has the capacity to provide a wide range of expertise and a depth of project staffing.





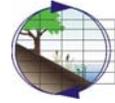
## PROFESSIONAL SERVICES SCHEDULE

### 899 1/899 1RC Environmental Consulting Services

Merkel & Associates offers innovative solutions to environmental planning projects. M&A prides itself on being able to provide a full range of services focusing on environmental, biological, and supporting physical and chemical processes. Services offered include:



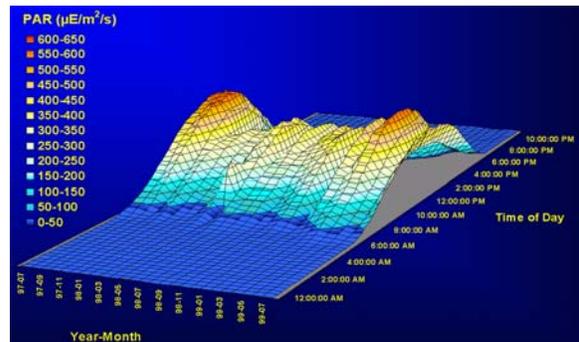
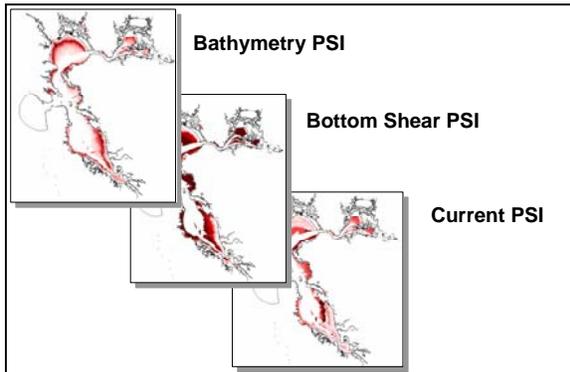
- Aquatic and Terrestrial Habitat Surveys, Investigations, and Reporting
- NEPA/CEQA Documentation
- Individual and Programmatic Environmental Regulatory Permitting
- Mitigation Planning, Implementation, and Monitoring
- Habitat Conservation Plan Preparation
- Natural Resource Management Plan Preparation
- Watershed, Land/Habitat, and Species Specific Management Plans
- Nearshore and Coastal Marine Habitat Surveys and Restoration Programs
- Wetland Inventories and Delineation
- Terrestrial, Aquatic, and Marine Focused Environmental Surveys
- Rare, Threatened, and Endangered Species Surveys
- Construction and Water Quality Monitoring
- Physical Environmental Surveys
- Biological, Physical, and Water Quality Modeling
- Water Quality Treatment and Best Management Programs
- Benthic Inventory and Sorting
- Resource and Regulatory Agency Liaison and Permit Processing
- Staff Support for Large Environmental Projects or Third Party Review

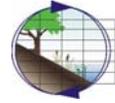


## 899 7/899 7RC Geographic Information Systems (GIS) Services

As a complement to its scientific staff, M&A has a staff of skilled GIS specialists. These specialists provide a broad range of GIS services directly to staff biologists and independently to meet clients' unique cartographic needs. Services include a variety of maps; comprehensive analysis of each project based on detailed project plans; raster and vector modeling services for wildlife corridors and species presence prediction models; bathymetric mosaic images based on side-scan sonar data; and mitigation plans, including conceptual grading plans, planting plans, and irrigation plans, all to engineering scale. M&A utilizes Global Positions Systems (GPS) to aid in accurately mapping habitats. GIS products aid in the following, but are not limited to:

- Natural Resource Planning
- Spatial Analysis
- Site Selection
- Mapping and Cartography
- Data Interpretation
- Site Planning
- Mosaic Scenes
- Remote Sensing





**AUTHORIZED FEDERAL SUPPLY PRICE LIST**

**SINS 899 1, 899 1RC, 899 7 and 899 7RC**

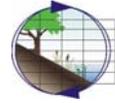
	<b><u>\$/Hour</u></b>
Principal Consultant	\$208.47
Project Manager	\$117.88
Senior Biologist	\$101.50
Permitted/Certified Biologist	\$89.50
Certified Wetland Delineator	\$89.50
Associate Biologist	\$84.04
Project Administrator	\$85.05
GIS Specialist	\$78.58
Marine/Biological Technician	\$67.67
Clerical Support	\$53.49
Revegetation Crew Leader	\$62.21
Revegetation Technician	\$39.69

<b>SCA MATRIX</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Clerical Support	01020 - Administrative Assistant	05-2057
Revegetation Technician	11210 - Laborer Ground Maintenance	05-2057

The Service Contract Act (SCA) is applicable to this contract and it includes applicable labor categories. The prices for the SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix above. The prices are offered 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 according.

Prices are effective November 27, 2011 – November 26, 2016. Government prices shown herein are net (discounts deducted).

Ordering Procedures: Supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).



## LABOR CATEGORIES

### Principal Consultant

Recognized as an expert in ecological and regulatory arenas and has an extensive knowledge of current environmental policies/regulations. The Principal Consultant leads M&A's technical staff in providing excellent customer service and professionalism to meet client needs. The Principal Consultant is ultimately responsible for project oversight, review, and quality control.

#### Education and Experience:

- Bachelor's degree (graduate degree preferred) or equivalent and at least 15 years of experience.

#### Responsibilities include:

- Providing expertise in environmental services and project management
- Managing complex projects
- Regulatory agency coordination
- Environmental policy development efforts
- Mitigation banking programs
- Third party reviews
- Providing internal guidance for regulatory program compliance
- Keeping technical staff up-to-date with current environmental policy/regulation changes

### Project Manager

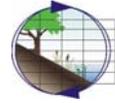
Uses experience and knowledge to lead a team of staff and/or sub-consultants in completing complex projects and complying with environmental policy/regulations. The Project Manager assumes responsibility of the project.

#### Education and Experience:

- Meets the educational requirements of the Marine/Biological Technician, Associate Biologist, or Senior Biologist and has at least one year of experience coordinating staff and sub-consultants.

#### Responsibilities include:

- Primary point of contact for client
- Ensuring client communication through out the life of the project (proposal status to delivery of final product)
- Overseeing proposal preparation and final review of scope of work and budget
- Developing the project team and scheduling work
- Performing and/or supervising field work
- Preparing and/or supervising report preparation



### **Senior Biologist**

Designs and manages data collection and analysis on more complex or larger projects and has expertise and experience with current environmental policy/regulations.

#### Education and Experience:

- Bachelor's degree with extensive field and project management experience and at least five years of experience with commensurate technical, communications, and managerial skills.

#### Responsibilities include:

- Biological inventories and assessments
- Preparing and reviewing reports
- Public Outreach
- Representing M&A in interviews
- Regulatory agency coordination
- Permitting

### **Permitted/Certified Biologist**

An Associate Biologist or Biological Technician who has, through training, received certification to be listed as an independent surveyor for certain species or to perform specialized tasks or investigation.

#### Education and Experience:

- Has necessary education and experience to complete the training certification process determined by the overseeing regulatory agency.

#### Responsibilities include:

- Conducting protocol and/or specialized surveys for listed species
- Preparing and reviewing reports
- Staff and resource coordination
- Client communication

### **Certified Wetland Delineator**

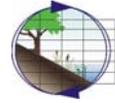
An Associate Biologist or Biological Technician who has, through training, received certification to perform wetland delineations.

#### Education and Experience:

- Has the necessary education and expertise to complete the training certification process determined by the overseeing regulatory agency.

#### Responsibilities include:

- Conducting wetland delineations



- Preparing and reviewing reports
- Staff and resource coordination
- Client communication

### **Associate Biologist**

Has a developing knowledge base with respect to current environmental policy/regulation.

Education and Experience:

- Bachelor's degree or equivalent and at least three years of experience.

Responsibilities include:

- Biological inventories and assessments
- Preparing and reviewing reports
- Meeting attendance
- Regulatory agency coordination
- Permitting
- Assisting in interviews

### **Project Administrator**

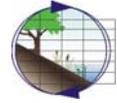
The Project Administrator works in conjunction with the Project Manager and may perform duties normally assigned to the Project Manager.

Education and Experience:

- Bachelor's degree or equivalent and at least 5 years of experience with office and project management and coordination.

Responsibilities include:

- Project assignment
- Proposal preparation
- Contract preparation, management and compliance
- Subconsultant coordination
- Client follow up and coordination
- Project scheduling survey and report timeline establishment
- Document finalization and QA/QC
- Meeting attendance
- Resource and regulatory agency communication
- Project performance analysis
- Budget analysis
- Invoice preparation and assistance



### **GIS Specialist**

Uses knowledge and experience to provide a broad range of Geographic Information Systems (GIS) support to biological staff.

#### Education and Experience:

- No formal education requirements; however, a Bachelor's degree is preferred and at least two years of GIS experience.

#### Responsibilities include:

- Using ArcInfo and ArcView to create and manage spatially explicit databases, create habitat covers, and map biological resources for natural resource planning and management
- Using ERADS Imagine satellite imagery to characterize and map vegetation
- Translating and georeferencing CAD files
- Using and integrating GPS information into databases
- Digitizing information from basemaps
- Conducting statistical analysis using SAS, version 6.1
- Maintaining webpages (ArcIMS, Adobe Pagemill and Claris Homepage)
- Conducting modeling and simulation iterations (ArcView Model Builder and Turbo Pascal)
- Producing graphical and technical presentations
- Assisting M&A in interviews

### **Marine/Biological Technician**

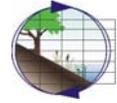
Provides assistance to Associate and Senior Biologists. May have limited experience with current environmental policy/regulations.

#### Education and Experience:

- No formal education requirements; however, a Bachelor's degree or equivalent specialized training and/or certification and at least one year of experience comparable to tasks assigned is desired.

#### Responsibilities include:

- Assisting in biological assessments and inventories
- Preparing reports and graphics
- Permitting
- Assisting with proposal preparation
- Field assistance and monitoring
- Staff and resource coordination
- Assisting with data analysis
- Data entry



### **Clerical Support (Administrative Assistant)**

Uses knowledge and experience in providing administrative support to technical and administrative staff.

Education and Experience:

- High School Diploma or equivalent and at least one year of experience with computers.

Responsibilities include:

- Project file set up and maintenance
- Contract document preparation and compliance
- Insurance and licensing coordination
- Maintaining policy and procedure manuals
- Coordinating, updating and tracking staff education, training and certification
- Scheduling meetings and conference calls
- Tracking maintenance of equipment
- Routing client correspondence
- Making travel arrangements
- Preparing and updating staff resumes
- Assisting with SOQ and proposal preparation
- Inventory control
- Report finalization, production, and creating electronic copies of reports
- Providing assistance to technical staff as needed for projects

### **Revegetation Crew Leader**

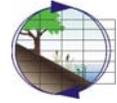
Uses knowledge and experience of field restoration techniques and native plant species to assist Associate and Senior Biologists.

Education and Experience:

- High School Diploma or equivalent and at least five years of experience in habitat restoration.

Responsibilities include:

- Supervising work on site in the absence of senior staff
- Extensive knowledge of exotic and native plant species
- Staff and resource coordination
- Assisting in data collection
- Specialized equipment operation
- Preparing planting units
- Maintaining restoration project sites
- Communicating site conditions to the appropriate Project Manager
- Working with minimal supervision



### **Revegetation Technician**

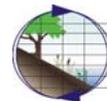
Has a developing understanding of exotic and native plants and assists Associate and Senior Biologists in the field.

#### Education and Experience:

- High School Diploma or equivalent and at least one year of experience with field restoration techniques.

#### Responsibilities include:

- A working knowledge of exotic and native plant species
- Staff and resource coordination
- Assisting in data collection
- Specialized equipment operation
- Preparing planting units
- Maintaining restoration project sites
- Communicating site conditions to the appropriate Project Manager
- Working with minimal supervision



## TERMS AND CONDITIONS

Maximum Order:	
SIN 899 1	\$1,000,000.00
SIN 899 7	\$1,000,000.00
Minimum Order:	\$100.00
Geographic Coverage:	Domestic Only
Point of Production:	San Diego, CA
Quantity Discount:	None Offered
Prompt Payment Terms:	Net 30 Days
U.S. Government Credit Card Accepted:	Contact Contractor for Terms & Conditions
Foreign Items:	None
Time of Delivery:	Specified on the Task Order
Expedited Delivery:	Contact Contractor
Overnight and 2-Day Delivery:	Contact Contractor
Urgent Requirements:	Contact Contractor
F.O.B. Points:	Destination
Ordering and Payment Address:	5434 Ruffin Road, San Diego, CA 92123
Warranty Provision:	Contractor's standard commercial warranty