

# GENERAL SERVICES ADMINISTRATION

## ENVIRONMENTAL SERVICES CONTRACT SCHEDULE

FIRM NAME: THE OTTERY GROUP, INC.  
CONTRACT NUMBER: GS-10F-0061X  
CONTRACT PERIOD: DEC. 27, 2010 THROUGH DEC. 26, 2015  
SPECIAL ITEM NUMBER: 899-1 (Environmental Planning Service and Documentation  
SPECIAL ITEM NUMBER: 899-1RC (Recovery Purchase)

### About the Firm

The Ottery Group was formed in 1998 by a team of experienced environmental professionals with technical expertise in environmental consulting and cultural resource management. From the beginning, we have offered comprehensive services in archeology, historic preservation, and the environmental sciences to clients in both the public and private sectors. The Ottery Group staff has particularly strong credentials in the implementation of the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). The firm has considerable experience in preparing Environmental Assessments (EAs) and Environmental Impact Statements (EISs) under NEPA, as well as Section 106 and 110 documentation for compliance with NHPA. In order to provide the full spectrum of technical services to our clients, The Ottery Group employs a highly qualified professional staff with training and experience in environmental due diligence, archeology, historic preservation, and natural resource assessments. We currently employ 12 full-time professional employees, as well as several associates with specific technical expertise that we draw upon on an as-needed basis. In addition, the firm employs several part-time and term employees to provide adequate staffing for specific projects.

Our corporate contact information is:

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### Corporate Philosophy

The Ottery Group is dedicated to meeting client needs with innovative and practical solutions completed in a cost-effective and timely manner. Our team of professionals consistently provides quality services through multi-disciplinary analysis, with an in-depth understanding of the regulatory, scientific, and legal issues affecting our clients. These services focus on the concerns of the client throughout the entire regulatory process. Our vision, dedication to quality, and responsiveness to the needs of the client are distinguishing qualities of the firm that enhance the professional and technical services we provide.

### The OTTERY Difference

The Ottery Group prides itself on the ability to exceed client expectations. As a small business, we are keenly aware of the need to be adaptable to the specific needs of the client, and provide high-quality technical

services in a cost-effective and efficient manner. The firm's staff, from the top down, are intimately involved with each of the projects that we undertake.

The Ottery Group is fully capable of providing the following services under the following SINS: 899-1.

## **SIN 899-1 ENVIRONMENTAL PLANNING SERVICES & DOCUMENTATION**

The Ottery Group has eleven (13) years of corporate experience in Environmental Planning Services and Documentation.

### **Our Services**

The services offered by The Ottery Group provides clients with the expertise to navigate the regulatory and technical issues required for compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act, as well as the technical studies required for compliance with related laws and regulations. The firm's staff and associates have extensive experience in providing clients with a comprehensive array of technical specialties necessary to meet their objectives in an efficient and cost-effective manner. We strive to provide clients with the best, most practical and defensible solutions to regulatory requirements. For over a decade, the firm has fostered a reputation for superior service, high ethical standards, and high-quality work. The firm's services include:

#### Archeological Services

- Archeological Phase I, Phase II, and Phase III Investigations
- Construction Monitoring
- Mitigation Planning and Management for Impacts to Archeological Resources
- Project Management for Compliance-Related Studies
- Public Archeology and Education/Outreach
- Cemetery Delineation and Removal/Forensic Archeology
- Preparation of Research Designs and Management Plans
- Preparation of Integrated Cultural Resource Management Plans
- Archeological and Historic Resource Management on Contaminated Properties

#### Historic Preservation Services

- Section 106 (NHPA) Coordination/NEPA Implementation
- Historic Preservation and Heritage Resource Planning
- Master Planning
- Public Education and Outreach
- Comprehensive Cultural Resource Surveys and Historical Studies
- Cultural Landscape Reports
- Preparation of Resource Management Plans
- Literature, Archival and Records Searches
- National Register Nominations and Determinations of Eligibility (DOE)
- Architectural Evaluations of Historic Structures (including HABS/HAER Documentation)
- Determination of Effects Assessments
- Mitigation Planning for Impacts to Historic Resources
- Adaptive Re-Use Plans
- Technical Assistance for Lead Paint and Asbestos Removal in Historic Buildings

#### Natural Resource and NEPA Services

- Categorical Exclusion Documentation
- Environmental Assessments under NEPA
- Environmental Impact Statements under NEPA
- Environmental Documentation/Impact Assessments
- Natural and Cultural Resource Planning
- Wetlands Assessments and Delineations/Permitting
- Biological and Ecological Assessments

#### Environmental Services

- Regulatory and Compliance Assessments/Audits
- Property Transfer Assessments/Transaction Screens
- Phase I Environmental Site Assessments (ESAs)
- Phase II ESAs/Risk Assessments
- Services in Brownfield Redevelopment and Adaptive Re-Use
- Lead-Based Paint Inspections/Surveys
- Asbestos Inspections

## **SPECIFIC EXPERIENCE – QUALIFIED PERSONNEL**

The Ottery Group has the following key staff that are qualified to implement, manage, and perform all aspects of services required to complete task orders. The personnel described below provide a full range of professional services for the SINs being offered.

**Lyle C. Torp (Managing Director)** consults on issues related to compliance with Section 106 of the National Historic Preservation Act (NHPA), conducts environmental assessments under the National Environmental Policy Act (NEPA), and performs a variety of services related to archeological and historical assessments and historic preservation planning. He has over 20 years of experience performing Phase I, Phase II and Phase III cultural resource investigations, and has served as Principal Investigator on numerous compliance-related projects throughout the United States. Mr. Torp is thoroughly familiar with all aspects of cultural resources/historic preservation legislation and regulation and he regularly consults on cultural resource issues under NEPA and NHPA. He routinely provides third party evaluations of technical studies conducted under these laws, and has developed procedures for compliance with NEPA and Section 106 of the NHPA for a variety of clients. Mr. Torp has an M.A. (Anthropology/Public Archeology) and has completed coursework for a Doctorate (Anthropology). He is fully-qualified under the Secretary of the Interior's Standards for Archeology and Historic Preservation at 36 CFR 61, and is certified in archeology by ROPA. Since 1998, Mr. Torp has directed the operations of the firm. In this capacity he has augmented his prior work experience in conducting Phase I and Phase II ESAs, natural resource planning, and other environmental services with a diverse professional staff serving clients throughout the eastern United States.

**Thomas W. Bodor (Vice President Cultural Resource Services)** has 21 years of experience in cultural resource management (historic preservation and archeology) and in 18 states in the Mid-Atlantic, Midwest, Southwest, and Southeast regions of the United States, and in Puerto Rico. Mr. Bodor holds an M.A.A. in Anthropology. He is qualified under the Secretary of the Interior's Professional Qualifications in Archeology (36 CFR 61) and is certified by the Register of Professional Archaeologists (RPA). Mr. Bodor has broad experience in cultural resource management projects for private, state, and federal compliance projects, as well as training and teaching experience in federal preservation laws including the National Historic Preservation Act, Archaeological Resources Protection Act, National Environmental Policy Act, and the Native American Grave Protection and Repatriation Act. In addition to his full-time work with The Ottery Group, Mr. Bodor serves as archeologist for the City of Annapolis (Maryland) Historic Preservation Commission and is the past President of the Council for Maryland Archeology (2006-2010).

**Andrea Lowery (Director of Historic Preservation Services)** has 16 years of experience in architectural history, historic preservation, and historic architecture in the Mid-Atlantic, Midwest, and Northeast regions of the United States. Ms. Lowery has extensive experience in cultural resource management projects for private, state, and federal preservation projects, with experience in federal preservation laws including the National Historic Preservation Act. For The Ottery Group, Andrea serves as Director of Preservation Services, in which she is responsible for project scoping, technical and cost proposal development, allocation of personnel to meet project demands, and project management for architectural history and historic preservation projects. She is qualified under the Secretary of the Interior's Professional Qualifications for architectural history, historic architecture, and architecture (36 CFR 61). She is a Registered Architect (Maryland) and is a LEED Accredited Professional (USGBC).

**David C. Berg (Senior Environmental and Historic Preservation Planner)** has more than 20 years of professional experience managing historic preservation projects and preparing documentation for compliance with the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA). Mr. Berg holds a B.A. in History and an M.A. in Historic Preservation. He has prepared National Register of Historic Places Nomination Forms, cultural resource reports identifying historic sites and documenting National Register of Historic Places eligibility, and reports evaluating potential effects to historic architectural properties in and adjacent to proposed project areas. He has also written or contributed to numerous

Environmental Assessment and Environmental Impact Statements, Categorical Exclusion Checklists, Section 4(f) reports, and other regulatory documents. He has prepared plans for the protection and maintenance of historic properties and has conducted mitigation efforts for buildings and structures. He has extensive experience in documenting historic landscapes and assessing the effects of undertakings that intrude on character-defining elements of the landscape. He has extensive experience under NEPA and NHPA for various undertakings, including natural and cultural resources compliance, and consistency of planned actions with zoning, environmental, hazardous materials, and historic preservation regulations.

**Kathryn St. Clair Barrett (Senior Architectural Historian)** has eight years of experience in historic preservation and architectural history and two years of experience as an environmental specialist. Ms. Barrett has experience in preservation planning, historical research and documentation, and cultural resource management for private, state, and federal compliance projects, as well as experience in federal preservation laws including the National Historic Preservation Act and the National Environmental Policy Act. Ms. Barrett's responsibilities include planning and conducting architectural surveys and field investigations, completion of evaluations and Determination of Eligibility forms for historic properties, perform archival research, preparation of historic structure reports and master plans, and the preparation of National Register nominations. Ms. Barrett holds a B.S. in Bio-Environmental Science, an M.S. in Architectural Studies, and a Certificate in Historic Preservation. She is fully-qualified under the Secretary of the Interior's Professional Qualifications in Architectural History (36 CFR 61).

**Victoria Robertson (Archeologist/Laboratory Director)** has over 20 years of experience in prehistoric and historic archeology, and has served as Laboratory Director at the firm for five years. Victoria is a recognized expert in material culture, and has extensive experience in the analysis of prehistoric and historic artifacts, artifact treatment, and conservation. She is proficient in the use of computerized database management for cataloging of artifacts. Ms. Robertson has an M.A. in Anthropology and is qualified under the Secretary of the Interior's Professional Qualifications in Archeology (36 CFR 61).

**PRICING TABLE FOR SERVICES**

<b>SIN(s) Proposed</b>	<b>SERVICE PROPOSED (e.g. Job Title/Task)</b>	<b>MINIMUM EDUCATION/ CERTIFICATION LEVEL</b>	<b>Min. Yrs of Exp</b>	<b>COMMERCIAL PRICE LIST</b>	<b>UNIT OF ISSUE (e.g. Hour, Task, Sq ft)</b>	<b>MOST FAVORED CUSTOMER (MFC)</b>	<b>DISCOUNT OFFERED TO MFC (%)</b>	<b>MFC PRICE</b>	<b>DISCOUNT OFFERED TO GSA (%)</b>	<b>PRICE OFFERED TO GSA (excluding IFF)</b>	<b>PRICE OFFERED TO GSA (including IFF)</b>
899-1	Principal Investigator	MA/MS	15	\$85.00	Hourly	All Commercial Customers	0%	\$85.00	1%	\$84.15	\$84.79
899-1	Senior Archeologist (Field or Lab Director)	MA/MS	5	\$70.00	Hourly	All Commercial Customers	0%	\$70.00	1%	\$69.30	\$69.82
899-1	Archeologist (Field or Lab Supervisor)	BA/BS	5	\$59.00	Hourly	All Commercial Customers	0%	\$59.00	1%	\$58.41	\$58.85
899-1	Archeological Technician II (Field Technician or Lab Analyst) *	BA/BS	2	\$44.00	Hourly	All Commercial Customers	0%	\$44.00	1%	\$43.56	\$43.89
899-1	Archeological Technician I (Field or Lab Technician) *	BA/BS	1	\$28.00	Hourly	All Commercial Customers	0%	\$28.00	1%	\$27.72	\$27.93
899-1	Senior Architectural Historian / Historian	MA/MS	5	\$75.00	Hourly	All Commercial Customers	0%	\$75.00	1%	\$74.25	\$74.81
899-1	Architectural Historian / Historian	MA/MS	1	\$65.00	Hourly	All Commercial Customers	0%	\$65.00	1%	\$64.35	\$64.84
899-1	Senior Environmental Specialist / Planner	MA/MS	5	\$75.00	Hourly	All Commercial Customers	0%	\$75.00	1%	\$74.25	\$74.81
899-1	Environmental Specialist	MA/MS	1	\$68.00	Hourly	All Commercial Customers	0%	\$68.00	1%	\$67.32	\$67.83
899-1	Senior Environmental Scientist	BA/BS	10	\$75.00	Hourly	All Commercial Customers	0%	\$75.00	1%	\$74.25	\$74.81
899-1	Environmental Scientist II	BA/BS	5	\$67.00	Hourly	All Commercial Customers	0%	\$67.00	1%	\$66.33	\$66.83
899-1	Environmental Scientist I	BA/BS	1	\$60.00	Hourly	All Commercial Customers	0%	\$60.00	1%	\$59.40	\$59.85

\* Denotes SCA Eligible Labor Category

## Service Contract Act (“SCA”) Wage Determination

The Service Contract Act (SCA) is applicable to this Contract.

SCA Matrix		
SCA Eligible (non-exempt) Labor Category	SCA Equivalent Code	Wage Determination Number
Archeological Technician II (Field Technician or Lab Technician)	30022	2005-2103
Archeological Technician I (Field Technician or Lab Technician)	30021	2005-2103

Note: The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination 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.

### Labor Category Descriptions

**Relevant SIN(s):** SIN 899-1

**Principal Investigator:** Senior management professional responsible for strategic direction and substantive oversight of projects. Duties include QA/QC of deliverables and client relations. Prepares research designs, proposals and budgets, and provides senior management control to ensure efficient and cost-effective execution of contracts.

- Minimum Education: Master’s degree in an appropriate discipline.
- Minimum Experience Requirements: 15 years of professional experience.

**Senior Archeologist (Field Director/Lab Director):** Senior scientist with demonstrated expertise in prehistoric and/or historic sites archeology. Field Director responsibilities include general supervision and oversight of field operations and report preparation. Lab Director responsibilities include archeological collections management, supervision of laboratory operations, specialized analyses of cultural material, maintenance of collections database, and compliance with state and Federal curation standards.

- Minimum Education: Master’s degree in archeology, history, or an equivalent discipline.
- Minimum Experience Requirements: 5 years of professional experience.

**Archeologist (Field Supervisor/Lab Supervisor):** Professional responsible for day-to-day conduct and/or supervision of archeological field crews or lab staff, data management, logistics, and minor report preparation, under the supervision of Senior Archeologist or Principal Investigator.

- Minimum Education: Bachelor’s degree in archeology, history, or an equivalent discipline.
- Minimum Experience Requirements: 5 years of professional experience.

**Archeological Technician II (Field Technician or Lab Analyst):** Staff responsible for the day-to-day conduct of archeological fieldwork and the collection and documentation of field data, generally under the

direct supervision of an Archeologist I. During labwork, is responsible for prehistoric or historic artifact analyses, artifact cataloging, and data entry.

- Minimum Education: Bachelor's degree in archeology, history, or an equivalent discipline.
- Minimum Experience Requirements: 2 years of professional experience.

**Archeological Technician I (Field Technician or Lab Technician):** Staff responsible for the day-to-day conduct of archeological fieldwork and the collection and documentation of field data, generally under the direct supervision of an Archeologist I. During labwork, is the staff responsible for cleaning and labeling artifacts and other routine laboratory tasks, under supervision of the Laboratory Supervisor or Laboratory Analyst.

- Minimum Education: Bachelor's degree in archeology, history, or an equivalent discipline.
- Minimum Experience Requirements: 1 Year of experience.

**Senior Architectural Historian:** Professional with demonstrated expertise in the history of architecture, landscape design, urban planning, and building technology. Duties include preparation of research designs, personnel management, and primary and secondary source research, architectural survey and documentation, data analysis, and report preparation.

- Minimum Education: Master's degree in architecture, landscape design, urban planning, or an equivalent discipline.
- Minimum Experience Requirements: 5 years of professional experience.

**Architectural Historian:** Professional with demonstrated expertise in the history of architecture, landscape design, urban planning, and building technology. Duties include archival research, architectural survey and documentation, data analysis, and report preparation.

- Minimum Education: Master's degree in architecture, landscape design, urban planning, or an equivalent discipline.
- Minimum Experience Requirements: 1 Year of experience.

**Senior Environmental Specialist/Planner:** Senior professional with expertise in engineering, geology, biology, botany, environmental sciences, or related field, with a minimum of 5 years of professional experience and demonstrated skills in their field of expertise. Duties include preparation of project scope, personnel management, data analysis, and report preparation.

- Minimum Education: Master's degree in ecology, botany, environmental science, natural resource management, engineering, or an equivalent discipline.
- Minimum Experience Requirements: 5 years of professional experience.

**Environmental Specialist:** Professional responsible for the day-to-day conduct of fieldwork, the collection and documentation of field data, and report preparation.

- Minimum Education: Master's degree in ecology, botany, environmental science, natural resource management, engineering, or an equivalent discipline.
- Minimum Experience Requirements: 1 Year of professional experience.

**Senior Environmental Scientist:** Senior professional with expertise in engineering, geology, biology, botany, environmental sciences, or related field, with 10 years of professional experience and demonstrated skills in their field of expertise. Duties include preparation of project scope, personnel management, data analysis, and report preparation.

- Minimum Education: Bachelor's degree in ecology, botany, environmental science, natural resource management, engineering, or an equivalent discipline.
- Minimum Experience Requirements: 10 years of professional experience.

**Environmental Scientist II:** Professional responsible for the day-to-day conduct of fieldwork, the collection and documentation of field data, and report preparation.

- Minimum Education: Bachelor's degree in ecology, botany, environmental science, natural resource management, engineering, or an equivalent discipline.
- Minimum Experience Requirements: 5 years of professional experience.

**Environmental Scientist I:** Professional responsible for the day-to-day conduct of fieldwork, the collection and documentation of field data, and report preparation.

- Minimum Education: Bachelor's degree in ecology, botany, environmental science, natural resource management, engineering, or an equivalent discipline.
- Minimum Experience Requirements: 1 Year of experience.