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 fulltime 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.

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 has twenty (20) 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

Our corporate contact information is:
Thomas W. Bodor or Lyle Torp
The Ottery Group, Inc.
3910 Knowles Avenue
Kensington, Maryland 20895
Tel. (301) 946-0219
Fax (301) 942-0902
Tom.bodor@otterygroup.com
Lyle.torp@otterygroup.com
www.otterygroup.com

CUSTOMER INFORMATION

1. Table of awarded special item number(s) (SIN): **899-1** (Environmental Consulting), **899-IRC** (Recovery Purchase)

2. Business Size: **SMALL**

3. Description of all corresponding commercial job titles, experience, functional responsibility and education for all employees or subcontractors who perform services.

**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 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.

4. Maximum order: $1,000,000.00

5. Minimum order: $100.00


7. Point(s) of production (city, county, and State or foreign county): N/A

8. Discount from list prices or statement of net price: GSA prices are NET prices.

9. Quantity discounts: None offered.

10. Prompt payment terms: Net 30 days. No other discounts offered.

11a. Notification whether Government purchase cards are accepted or not accepted at or below the micro-purchase threshold: Accepted.

11b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted.

12. Foreign items (list items by country or origin): N/A

13a. Time of delivery: Delivery time to be specified on individual Delivery/Task Orders.
13b. Expedited delivery: Contact Contractor.

13c. Overnight and 2-day delivery: Contact Contractor.

13d. Urgent Requirements: In accordance with I-FSS-140-B URGENT REQUIREMENTS (Jan 1994), when the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Agencies may also contact the contractor’s representative to effect a faster delivery.

14. F.O.B. point(s): Destination

15a. Ordering address: Thomas W. Bodor or Lyle Torp
The Ottery Group, Inc.
3910 Knowles Avenue
Kensington, MD 20895
Tel. (301) 946-0219
Fax (301) 942-0902
Tom.bodor@otterygroup.com
Lyle.torp@otterygroup.com
www.otterygroup.com

15b. Ordering procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.4.05-3.

16. Payment address: Same as Ordering Address

17. Warranty provision: N/A

18. Export packing charges, if applicable: N/A

19. Terms and conditions of Government purchase care acceptance (any thresholds above the micro-purchase level): Contact contractor.

20. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

21. Terms and conditions of installation (if application): N/A

22a. Terms and conditions of repair parts indicating date of parts price lists and any discounts for list prices (if applicable): N/A
22b. Terms and conditions for any other services (if applicable): N/A

23. List of service and distribution points (if applicable): N/A

24. List of participating dealers (if applicable): N/A

25. Preventive maintenance (if applicable): N/A

26a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency and/or reduced pollutants): N/A

26b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at www.Section508.gov/

27. Data Universal Number System (DUNS) number: 02-0152687

28. SAM Registration is current and active through: October 27, 2018
<table>
<thead>
<tr>
<th>SIN(s) Proposed</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/CERTIFICATION LEVEL</th>
<th>Min. Yrs of Exp</th>
<th>COMMERCIAL PRICE LIST</th>
<th>UNIT OF ISSUE (e.g. Hour, Task, Sq ft)</th>
<th>MOST FAVORABLE CUSTOMER (MFC)</th>
<th>DISCOUNT OFFERED TO MFC (%)</th>
<th>MFC PRICE</th>
<th>DISCOUNT OFFERED TO GSA (%)</th>
<th>PRICE OFFERED TO GSA (excluding IFF)</th>
<th>PRICE OFFERED TO GSA (including IFF)</th>
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<td>MOST FAVORED CUSTOMER (MFC)</td>
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* Denotes SCA Eligible Labor Category

“Urgent Requirements” clause – Please contact the Contractor’s representative to effect a faster delivery.
**Service Contract Act ("SCA") Wage Determination**

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

<table>
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<th>SCA Eligible (non-exempt) Labor Category</th>
<th>SCA Equivalent Code</th>
<th>Wage Determination Number</th>
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<td>Archeological Technician II (Field Technician or Lab Technician)</td>
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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.