

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

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!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for Environmental Services

Federal Supply Group: 899 **Class:** F999

Contract Number: **GS-10F-0082Y**

For more information on ordering from Federal Supply Schedules

click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: 11/29/2011 to 11/28/2016 Contract period is 5 years from the effective date

Contractor: SKA CONSULTING LLP
1515 Witte Road, Suite 150
Houston, TX 77080 7633

Business Size: Small, Veteran Owned Business

Telephone: 713-266-6056

Extension:

FAX Number: 713-266-0996

Web Site: www.skaconsulting.com

E-mail: leafesk@skaconsulting.com

Contract Administration: Scott K Leafe

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 899-1/1RC, 899-8/8RC
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**

(CUSTOMER INFORMATION: Continued)

2. **Maximum Order:** \$1,000,000.00

3. **Minimum Order:** \$100.00

4. **Geographic Coverage (delivery Area):** Domestic only

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

7. **Quantity discounts:**
 - .05% for Task Orders of \$100K to \$199K
 - 1% for Task Orders of \$200K to- \$299K
 - 1.5% for Task Orders of \$300K or more.

8. **Prompt payment terms:** Net 30 days

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000

10. **Foreign items (list items by country of origin):** None

- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. **F.O.B Points(s):** Destination

- 13a. **Ordering Address(es):** Same as Contractor

- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. **Payment address(es):** Same as company address

15. **Warranty provision.:** Contractor’s standard commercial warranty.

16. **Export Packing Charges (if applicable):** NOT APPLICABLE

(CUSTOMER INFORMATION: Continued)

- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** NOT APPLICABLE
- 19. **Terms and conditions of installation (if applicable):** NOT APPLICABLE
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** NOT APPLICABLE
- 20a. **Terms and conditions for any other services (if applicable):** NOT APPLICABLE
- 21. **List of service and distribution points (if applicable):** NOT APPLICABLE
- 22. **List of participating dealers (if applicable):** NOT APPLICABLE
- 23. **Preventive maintenance (if applicable):** NOT APPLICABLE
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** NOT APPLICABLE
- 24b. **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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.**
- 25. **Data Universal Numbering System (DUNS) number:** 10-5566876
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. **Price List**

Awarded Labor Categories	Min ED	Min EX	Unit	Award Rate incl IFF (L_/.9925)
Managing Principal/Partner	BS	15	Hour	\$167.51
Principal Engineer	BS	10	Hour	\$153.15
Senior Geologist II	BS	8	Hour	\$143.58
Senior Geologist I	BS	6	Hour	\$129.22
Lead Geologist II	BS	4	Hour	\$114.86
Lead Scientist II	BS	5	Hour	\$114.86
Lead Scientist I	BS	4	Hour	\$100.50
Project Geologist II	BS	5	Hour	\$90.93
Project Geologist I	BS	4	Hour	\$81.36
Staff Scientist II	BS	4	Hour	\$76.57
Staff Engineer I	BS	3	Hour	\$71.79
Staff Geologist I	BS	3	Hour	\$71.79
Staff Scientist I	BS	3	Hour	\$71.79
CAD/GIS II	BS	4	Hour	\$62.22
CAD/GIS I	BS	3	Hour	\$57.43
Project Administrator III	BS	5	Hour	\$71.25
Project Administrator II	AA	3	Hour	\$62.22

(CUSTOMER INFORMATION: Continued)

28. Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Title	WD Number
CAD/GIS I	30061	Drafter/CAD Operator I	2005-2516
CAD/GIS I	30062	Drafter/CAD Operator I	2005-2516
Project Administrator	01020	Administrative Assistant	2005-2516

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

29. Labor Descriptions

Title: Managing Principle/Partner

Minimum/General Experience and Years of Experience: 15 years experience in management / marketing of environmental sciences with at least 10 years of financial accountability for a company with a minimum of \$3,000,000.00 in sales.

Educational Requirements: Bachelors Degree in Engineering, Business Administration, Marketing, and/or Finance, as well as additional training in environmental services, computer software, and marketing.

Functional Responsibility: Provides the necessary leadership to plan, organize, direct, and control the entire business' operation to meet the company's increasing growth and profit objectives. Sets policies on the structure and maintenance of the overall organization, while also overseeing each of the company's senior manager's performance. Provides on-going support and expertise for all managers and holds regular meetings with management to solve problems that arise during the day-to-day operations. Serves as technical and project director for multiple projects and project teams. Ensures that all employees meet or exceed established guidelines for standards of technical performance: including teamwork and cooperation between all individuals and project teams. Supervises the formulation, development, and implementation of all the Company's major activities affecting assets, liabilities, revenue, profit, budget, tax planning, acquisition, operations, marketing strategies, etc. Maintains good Company relations with employees, customers, suppliers, and the community at large.

Title: Principal Engineer

Minimum/General Experience and Years of Experience: 10 years of consulting or industry experience with demonstrated experience in permitting, compliance, assessment, remediation, or waste treatment.

Educational Requirements: Bachelors Degree in Civil, Environmental or related field of Engineering.

Licensure Requirements: Hold a current Professional Engineer's (PE) license in the state of practice.

Functional Responsibility: Responsible for the assessment and remediation of contaminated sites. Designs and oversees implementation of groundwater and soil remediation systems. Assesses data from remediation efforts and evaluates remediation effectiveness. Evaluates permitting needs and compliance for client facilities and makes recommendations to clients to bring the facilities into compliance. Responsible for the management and training of Engineers-in-Training, junior-level PEs, and other technical staff. Prepares technical memoranda/reports documenting data evaluation findings, remediation design recommendations, etc. Interacts with clients, regulators, and other stakeholders.

Title: Senior Geologist II

Minimum/General Experience and Years of Experience: 8 years of broad-based environmental consulting experience (including 3+ years of demonstrated project management and client development experience) is required.

Educational Requirements: BS required in Geology.

Functional Responsibility: Responsibilities include effectively managing multiple projects and leading multiple project teams, including senior and staff-level geologists, engineers and scientists. Directs and/or authors detailed investigative reports and remediation reports utilizing a firm understanding of site characterization methods, field methodologies, and required remedial options, along with comprehensive regulatory experience. Responsibilities also include overall financial management of projects including scope of work preparation, cost estimating, budget tracking, and client and regulatory agency interaction.

(CUSTOMER INFORMATION: Continued)

Title: Senior Geologist I

Minimum/General Experience and Years of Experience: 6 years of broad-based environmental consulting experience (including 1+ years of demonstrated project management experience) is required.

Educational Requirements: BS required in Geology.

Functional Responsibility: Responsibilities include managing multiple projects and project teams, including project and staff-level geologists, engineers and scientists. Directs and authors detailed investigative reports and remediation reports utilizing a firm understanding of site characterization methods, field methodologies, and required remedial options, along with well-rounded regulatory experience. Responsibilities also include financial management of projects, including scope of work preparation, cost estimating, budget tracking, and client and regulatory agency interaction.

Title: Lead Geologist II

Minimum/General Experience and Years of Experience: 4 years of environmental consulting experience and working knowledge of various state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires effectively working within a team and multi-tasking between several projects from conception to closure. Field tasks may include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Lead Scientist II

Minimum/General Experience and Years of Experience: 5 years of environmental consulting experience and working knowledge of various state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires effectively working within a team and multi-tasking between several projects from conception to closure. Field tasks may include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Lead Scientist I

Minimum/General Experience and Years of Experience: 4 years of environmental consulting experience and working knowledge of various state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments, which requires effectively working within a team and multi-tasking between several projects from conception to closure. Field tasks may include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Project Geologist II

Minimum/General Experience and Years of Experience: 5 years of environmental consulting experience and working knowledge of various state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires effectively working within a team and multi-tasking between several projects from conception to closure. Field tasks may include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Project Geologist I

Minimum/General Experience and Years of Experience: 4 years of environmental consulting experience and working knowledge of various state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments, which requires effectively working within a team and multi-tasking between several projects from conception to closure. Field tasks may include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Assists in the preparation of detailed investigative reports and data tabulation.

(CUSTOMER INFORMATION: Continued)

Title: Staff Scientist II

Minimum/General Experience and Years of Experience: 4 years of environmental consulting experience and general awareness of state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires the staff member to work effectively within a team, and to multi-task between several projects from conception to closure. Field tasks include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Additional field tasks may include: pump and pilot testing and data evaluation, remediation system upgrade and troubleshooting, documenting daily field activities, construction oversight of remediation subcontractors, and remediation system effluent sampling. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Staff Engineer I

Minimum/General Experience and Years of Experience: 3 years of environmental consulting experience and general awareness of state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires the staff member to work effectively within a team, and to multi-task between several projects from conception to closure. Field tasks include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Additional field tasks may include: pump and pilot testing and data evaluation, remediation system upgrade and troubleshooting, documenting daily field activities, construction oversight of remediation subcontractors, and remediation system effluent sampling. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Staff Geologist I

Minimum/General Experience and Years of Experience: 3 years of environmental consulting experience and general awareness of state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires the staff member to work effectively within a team, and to multi-task between several projects from conception to closure. Field tasks include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Additional field tasks may include: pump and pilot testing and data evaluation, remediation system upgrade and troubleshooting, documenting daily field activities, construction oversight of remediation subcontractors, and remediation system effluent sampling. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: Staff Scientist I

Minimum/General Experience and Years of Experience: 3 years of environmental consulting experience and general awareness of state and federal environmental regulations.

Educational Requirements: BS required in Geology, Engineering, Environmental Science, or other Earth Science.

Functional Responsibility: Responsibilities include a variety of field and office assignments which requires the staff member to work effectively within a team, and to multi-task between several projects from conception to closure. Field tasks include sampling soil and groundwater by various methods, logging soil borings, field mapping, documenting daily field activities, and oversight of drilling and remediation subcontractors. Additional field tasks may include: pump and pilot testing and data evaluation, remediation system upgrade and troubleshooting, documenting daily field activities, construction oversight of remediation subcontractors, and remediation system effluent sampling. Assists in the preparation of detailed investigative and remediation reports to ensure they are complete, accurate, and have been prepared in accordance with good engineering practice.

Title: CAD/GIS II

Minimum/General Experience and Years of Experience: 4 years of computer aided design/drafting experience with AUTOCAD and/or ArcView/ArcGIS in the environmental engineering industry.

Educational Requirements: Associates degree

Functional Responsibility: Responsibilities include preparing site plans, civil construction drawings, and piping and instrumentation and as-built diagrams. Also may be required to prepare GIS drawings for large-scale environmental surveys and right-of-way assessments including topographic maps, plans, cross sections and profiles for grading and details for remedial construction projects.

(CUSTOMER INFORMATION: Continued)

Title: CAD/GIS I

Minimum/General Experience and Years of Experience: 3 years of computer aided design/drafting experience with AUTOCAD and/or ArcView/ArcGIS in the environmental engineering industry.

Educational Requirements: Associates degree

Functional Responsibility: Responsibilities include preparing site plans, civil construction drawings, and piping and instrumentation and as-built diagrams. Also may be required to prepare GIS drawings for large-scale environmental surveys and right-of-way assessments including topographic maps, plans, cross sections and profiles for grading and details for remedial construction projects.

Labor Category Title: Project Administrator III

Minimum/General Experience and Years of Experience: 5 years of office administrative or accounting experience and proficiency with bookkeeping and accounting principles and procedures. Proficiency with Microsoft Word and Excel and Deltek FMS are required.

Educational Requirements: Bachelors degree in accounting or finance preferred.

Functional Responsibility: Project Deliverables. Prepare letters and reports for projects including writing letters from scratch, editing reports and tables, and copying, binding, and delivering the report. Coordinate with drafting for the production of report maps and figures. Maintain a schedule of project deliverables for the project team. File completed project deliverables in the central file as necessary. **Project Finances.** Prepare and report project financial data to the project managers and project director. This data includes weekly personnel utilization and billing reports as well as marketing opportunity and labor backlog forecasts. Prepares, edits and finalizes client invoices and performs filing of project financial info as needed. Assists in proposal development and in general marketing initiatives.

Labor Category Title: Project Administrator II

Minimum/General Experience and Years of Experience: 3 years of office administrative experience and proficiency with bookkeeping and general accounting principles and procedures. Proficiency with Microsoft Word and Excel are required. Experience with Deltek FMS desired.

Educational Requirements: Associates degree

Functional Responsibility: Project Deliverables. Prepare letters and reports for projects including writing letters from scratch, editing reports and tables, and copying, binding, and delivering the report. Coordinate with drafting for the production of report maps and figures. Maintain a schedule of project deliverables for the project team. File completed project deliverables in the central file as necessary. **Project Finances.** Prepare and report project financial data to the project managers and project director. This data includes weekly personnel utilization and billing reports as well as marketing opportunity and labor backlog forecasts. Prepares, edits and finalizes client invoices and performs filing of project financial info as needed. Assists in proposal development and in general marketing initiatives.