

Reference Text File for Brown and Caldwell Contract GS-10F-0101L
Modification PS-0018 (Option 2)



GENERAL SERVICES ADMINISTRATION

Federal Supply 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 are available through GSA *Advantage!* a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov/>

ENVIRONMENTAL ADVISORY SERVICES

FSC GROUP 899, SIC: 8999

Special Item Numbers

899-1 Environmental Consulting Services

899-8 Remediation and Reclamation Services

Contract Administration:

Misty Suposs, Area Business Operations Manager II
E-mail: msuposs@brwncald.com Business Size: Large Business
DUNS Number: 09-249-0580

Brown and Caldwell

9665 Chesapeake Drive, Suite 201

San Diego, CA 92123

(858) 514-8822 (phone)

(858) 514-8833(fax)

<http://www.browncaldwell.com/>

CONTRACT NUMBER:

GS-10F-0101L

MODIFICATION NUMBER:

PS-0018 (Option 2)

PERIOD COVERED BY CONTRACT:

Base – December 7, 2005 through December 6, 2006

Option 1 – December 7, 2005 through December 6, 2010

Option 2 – December 7, 2010 through December 6, 2015

Pricelist current through Modification #PS-0018, dated 12/07/10

Products and ordering information in this Authorized FSS Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing GSA's Home Page via Internet at <http://www.gsa.gov/>.

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OVERVIEW /CUSTOMER INFORMATION

1. Authorized Special Item Numbers (SIN s):

Special Item No. 899-1 Environmental Consulting Services
Special Item No. 899-8 Remediation and Reclamation Services

2. Maximum order: **\$5,000,000/SIN**

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

4. Geographic coverage (delivery area): **Nationwide**

5. Point(s) of production (city, county, and state or foreign country): **Not applicable**

6. Discount from list prices or statement of net price: **16%**

7. Quantity discounts: **None**

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

9a. Notification that Government purchase cards are accepted below the micropurchase threshold (\$2,500): **Yes**

9b. Notification that Government purchase cards are accepted above the micropurchase threshold (\$2,500): **No**

10. Delivery: **Delivery will be FOB Destination**

11. Ordering address:

Brown and Caldwell
9665 Chesapeake Drive, Suite 201
San Diego, CA 92123
Phone: (858) 514-8822
Fax: (858) 514-8833

12. Payment address:

Brown and Caldwell
P.O. Box 45208
San Francisco, CA 94145-0208

13. Export packing charges, if applicable: **Not applicable**

14. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: **Not applicable**

15. Notification regarding registration in Central Contractor Registration (CCR) database: **Brown and Caldwell is registered in the Central Contractor Registration database.**

ENVIRONMENTAL ADVISORY SERVICES

899-1 ENVIRONMENTAL CONSULTING SERVICES

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

899-8 REMEDIATION SERVICES AND RECLAMATION SERVICES

Remediation services include, but are not limited to: Excavation, removal and disposal of hazardous waste; Site preparation, characterization, field investigation, conservation and closures; Wetland restoration; Emergency response clean up (ERC); Underground storage tank/above-ground storage tank (UST/AST) removal; Air monitoring; Soil vapor extraction; Stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include, but are not limited to: Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and Water and refrigerant reclamation.

Note: Services offered under this SIN shall NOT include any remediation/transportation/disposal of radioactive waste, asbestos removal and/or paint removal, construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

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BROWN AND CALDWELL
GSA Labor Rates Effective 12/07/2010 through 12/06/2015
Hourly pricing for SINs 899-1, 899-1RC, 899-8 and 898-8RC

Brown and Caldwell Labor Category	Current Year 11: 12/7/2010 through 12/6/2011	Year 12: 12/7/2011 through 12/6/2012	Year 13: 12/7/2012 through 12/6/2013	Year 14: 12/7/2013 through 12/6/2014	Year 15: 12/7/2014 through 12/6/2015
A	\$42.41	\$43.47	\$44.56	\$45.67	\$46.81
B	\$52.33	\$53.64	\$54.98	\$56.35	\$57.76
C	\$61.81	\$63.36	\$64.94	\$66.56	\$68.23
D	\$73.23	\$75.06	\$76.94	\$78.86	\$80.83
E	\$87.25	\$89.43	\$91.67	\$93.96	\$96.31
F	\$104.22	\$106.83	\$109.50	\$112.23	\$115.04
G	\$122.41	\$125.47	\$128.61	\$131.82	\$135.12
H	\$140.57	\$144.08	\$147.69	\$151.38	\$155.16
I	\$159.96	\$163.96	\$168.06	\$172.26	\$176.57
J	\$167.24	\$171.42	\$175.71	\$180.10	\$184.60
K	\$187.19	\$191.87	\$196.67	\$201.58	\$206.62
L	\$202.38	\$207.44	\$212.63	\$217.94	\$223.39

Brown and Caldwell Labor Categories

Engineering	Technical/Scientific	Administrative
Level A		
		Office/Support Services I
Level B		
	Field Service Technician I	Office/Support Services II Project Aid Word Processor I
Level C		
Assistant Drafter	Field Service Technician II	Office/Support Services III Senior Project Aid Word Processor II
Level D		
Drafter Inspection Aide	Field Service Technician III	Accountant I Office/Support Services IV Project Coordinator I Senior Accounting Clerk Word Processor III
Level E		
Assistant Designer Engineer I Engineer/Operations Technician II Geologist/Hydrogeologist I GIS Specialist I Inspector I Scientist I Senior Drafter Senior Illustrator	Senior Field Service Tech	Accountant II Executive Support Services I Project Accountant II Project Analyst Project Coordinator II Project/Contract Coordinator Word Processor IV
Level F		
Designer Engineer II Engineer/Operations Technician III Geologist/Hydrogeologist II GIS Specialist II Inspector II Lead Drafter Lead Illustrator Scientist II		Accountant III Area Business Operations Manager I Executive Support Services II Senior Project Analyst Senior Project Coordinator Supervisor, Word Processing Technical Writer

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Engineering	Technical/Scientific	Administrative
Level G		
Engineer III Geologist/Hydrogeologist III Inspector III Scientist III Senior Designer Senior Engineer/Operations Tech Supervising Drafter Supervising Illustrator	IT Analyst/Developer - NE IT Analyst/Developer - Ex	Accountant IV Area Business Operations Manager II
Level H		
Chief Drafter Principal Designer Senior Construction Engineer Senior Engineer Senior Geol/Hydrogeologist Senior Scientist		Area Business Operations Manager III Project Control Manager
Level I		
Principal Construction Engineer Principal Engineer Principal Geo/Hydrogeologist Principal Scientist Supervising Designer	Senior IT Analyst/Developer - NE Senior IT Analyst/Developer - EX	Area Business Operations Manager IV
Level J		
Chief Designer Supervising Construction Engineer Supervising Engineer Supervising Geol/Hydrogeologist Supervising Scientist		
Level K		
Managing Engineer Managing Geol/Hydrogeologist Managing Scientist	Principal IT Analyst/Developer	Area Business Operations Manager V /Regional Group Controller
Level L		
Chief Engineer Chief Geol/Hydrogeologist Chief Scientist Executive Engineer		
Level M		
Vice President		
Level N		
Senior Vice President		

Level M and Level N will be invoiced at Level L Rates for this Contract.

SERVICE CONTRACT ACT (SCA) MATRIX WITH NARRATIVE

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories as indicated on the table below. The prices for the indicated SCA applicable labor categories are ceiling rates based on the U.S. Department of Labor Wage Determination 2005-2055, Revision Number 11, dated 6/15/10. Should Brown and Caldwell perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices offered will be discounted accordingly.

SCA Applicable Labor Categories				
Labor Category	FSLA Designation	SCA Equivalent Code - Title	WD Number	Prof. Degree and/or Exp. Req'd
LEVEL A				
Office/Support Services I	Non Exempt	01111 - General Clerk I	05-2055	
LEVEL B				
Field Services Technician I	Non Exempt	30081 - Engineering Technician I	05-2055	
Office/Support Services II	Non Exempt	01112 - General Clerk II	05-2055	X
Project Aide	Non Exempt	01112 - General Clerk II	05-2055	
Word Processor I	Non Exempt	01611 - Word Processor I	05-2055	
LEVEL C				
Assistant Drafter	Non Exempt	30061 - Drafter/CAD Operator I	05-2055	X
Field Services Technician II	Non Exempt	30082 - Engineering Technician II	05-2055	X
Office/Support Services III	Non Exempt	01113 - General Clerk III	05-2055	X
Senior Project Aide	Non Exempt	01113 - General Clerk III	05-2055	X
Word Processor II	Non Exempt	01612 - Word Processor II	05-2055	X
LEVEL D				
Accountant I	Non Exempt	01013 - Accounting Clerk III	05-2055	X
Drafter	Non Exempt	30062 - Drafter/CAD Operator II	05-2055	X
Field Service Technician III	Non Exempt	30083 - Engineering Technician III	05-2055	X
Inspection Aide	Exempt	NA - Exempt Employee Professional Status		X
Office/Support Services IV	Non Exempt	01312 - Secretary III	05-2055	X
Project Coordinator I	Non Exempt	01312 - Secretary III	05-2055	X
Senior Accounting Clerk	Non Exempt	01013 - Accounting Clerk III	05-2055	
Word Processor III	Non Exempt	01613 - Word Processor III	05-2055	X
LEVEL E				
Accountant II	Exempt	NA - Exempt Employee Professional Status		X
Assistant Designer	Non Exempt	30063 - Drafter/CAD Operator III	05-2055	X
Engineer I	Exempt	NA - Exempt Employee Professional Status		X

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SCA Applicable Labor Categories				
Labor Category	FSLA Designation	SCA Equivalent Code - Title	WD Number	Prof. Degree and/or Exp. Req'd
Engineering/Operations Tech II	Non Exempt	30083 - Engineering Technician III	05-2055	
Executive Support Services I	Non Exempt	01313 - Secretary III	05-2055	X
Geologist/Hydrogeologist I	Exempt	NA - Exempt Employee Professional Status		X
GIS Specialist	Exempt	NA - Exempt Employee Professional Status		X
Inspector I	Exempt	NA - Exempt Employee Professional Status		X
Project Accountant II	Exempt	NA - Exempt Employee Professional Status		X
Project Analyst	Non Exempt	01313 - Secretary III	05-2055	X
Project Coordinator II	Non Exempt	01313 - Secretary III	05-2055	X
Project/Contract Coordinator	Non Exempt	01313 - Secretary III	05-2055	X
Scientist I	Exempt	NA - Exempt Employee Professional Status		X
Senior Drafter	Non Exempt	30063 - Drafter/CAD Operator III	05-2055	X
Senior Field Service Tech	Non Exempt	30084 - Engineering Technician IV	05-2055	X
Senior Illustrator	Non Exempt	13041 - Illustrator I	05-2055	X
Word Processor IV	Non Exempt	01613 - Word Processor III	05-2055	X
LEVEL F				
Accountant III	Exempt	NA - Exempt Employee Professional Status		X
Area Business Operations Manager I	Exempt	NA - Exempt Employee Professional Status		X
Designer	Non Exempt	30064 - Drafter/CAD Operator IV	05-2055	X
Engineer II	Exempt	NA - Exempt Employee Professional Status		X
Engineering/Operations Tech III	Non Exempt	30084 - Engineering Technician IV	05-2055	X
Executive Support Services II	Non Exempt	01020 - Administrative Assistant	05-2055	X
Geologist/Hydrogeologist II	Exempt	NA - Exempt Employee Professional Status		X
GIS Specialist II	Exempt	NA - Exempt Employee Professional Status		X
Inspector II	Exempt	NA - Exempt Employee Professional Status		X
Lead Drafter	Non Exempt	30064 - Drafter/CAD Operator IV	05-2055	X
Lead Illustrator	Non Exempt	13042 - Illustrator II	05-2055	X
Scientist II	Exempt	NA - Exempt Employee Professional Status		X
Senior Project Analyst	Non Exempt	01020 - Administrative Assistant	05-2055	X
Senior Project Coordinator	Non Exempt	01020 - Administrative Assistant	05-2055	X
Supervisor Word Processing	Exempt	NA - Exempt Employee Professional Status		X
Technical Writer	Non Exempt	30461 - Technical Writer I	05-2055	X

SCA Applicable Labor Categories				
Labor Category	FSLA Designation	SCA Equivalent Code - Title	WD Number	Prof. Degree and/or Exp. Req'd
LEVEL G				
Accountant IV	Exempt	NA - Exempt Employee Professional Status		X
Area Business Operations Manager II	Exempt	NA - Exempt Employee Professional Status		X
Engineer III	Exempt	NA - Exempt Employee Professional Status		X
Geologist/Hydrogeologist III	Exempt	NA - Exempt Employee Professional Status		X
Inspector III	Exempt	NA - Exempt Employee Professional Status		X
IT Analyst/Developer - Ex	Exempt	NA - Exempt Employee Professional Status		X
IT Analyst/Developer - NE	Non Exempt	15050 - Computer Based Training Specialist/ Instructor	05-2055	X
Scientist III	Exempt	NA - Exempt Employee Professional Status		X
Senior Designer	Non Exempt	30064 - Drafter/CAD Operator IV	05-2055	X
Senior Engineer/Operations Technician	Non Exempt	30085 - Engineering Technician V	05-2055	X
Supervising Drafter	Non Exempt	30064 - Drafter/CAD Operator IV	05-2055	X
Supervising Illustrator	Non Exempt	13043 - Illustrator III	05-2055	X
LEVEL H				
Area Business Operations Manager III	Exempt	NA - Exempt Employee Professional Status		X
Chief Drafter	Exempt	NA - Exempt Employee Professional Status		X
Principal Designer	Exempt	NA - Exempt Employee Professional Status		X
Project Control Manager	Exempt	NA - Exempt Employee Professional Status		X
Senior Construction Engineer	Exempt	NA - Exempt Employee Professional Status		X
Senior Engineer	Exempt	NA - Exempt Employee Professional Status		X
Senior Geologist/Hydrogeologist	Exempt	NA - Exempt Employee Professional Status		X
Senior Scientist	Exempt	NA - Exempt Employee Professional Status		X
LEVEL I				
Area Business Operations Manager IV	Exempt	NA - Exempt Employee Professional Status		X
Principal Construction Engineer	Exempt	NA - Exempt Employee Professional Status		X
Principal Engineer	Exempt	NA - Exempt Employee Professional Status		X
Principal Geologist/Hydrogeologist	Exempt	NA - Exempt Employee Professional Status		X
Principal Scientist	Exempt	NA - Exempt Employee Professional Status		X
Senior IT Analyst/Developer - Ex	Exempt	NA - Exempt Employee Professional Status		X
Senior IT Analyst/Developer - NE	Non Exempt	14103 - Computer Systems Analyst III	05-2055	X

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SCA Applicable Labor Categories				
Labor Category	FSLA Designation	SCA Equivalent Code - Title	WD Number	Prof. Degree and/or Exp. Req'd
Supervising Designer	Exempt	NA - Exempt Employee Professional Status		X
LEVEL J				
Chief Designer	Exempt	NA - Exempt Employee Professional Status		X
Supervising Construction Engineer	Exempt	NA - Exempt Employee Professional Status		X
Supervising Engineer	Exempt	NA - Exempt Employee Professional Status		X
Supervising Geologist/Hydrogeologist	Exempt	NA - Exempt Employee Professional Status		X
Supervising Scientist	Exempt	NA - Exempt Employee Professional Status		X
LEVEL K				
Area Business Operations Manager V /Regional Group Controller	Exempt	NA - Exempt Employee Professional Status		X
Managing Engineer	Exempt	NA - Exempt Employee Professional Status		X
Managing Geologist/Hydrogeologist	Exempt	NA - Exempt Employee Professional Status		X
Managing Scientist	Exempt	NA - Exempt Employee Professional Status		X
Principal IT Analyst/Developer	Exempt	NA - Exempt Employee Professional Status		X
LEVEL L				
Chief Engineer	Exempt	NA - Exempt Employee Professional Status		X
Chief Geologist/Hydrogeologist	Exempt	NA - Exempt Employee Professional Status		X
Chief Scientist	Exempt	NA - Exempt Employee Professional Status		X
Executive Engineer	Exempt	NA - Exempt Employee Professional Status		X

BROWN AND CALDWELL LABOR CATEGORY DESCRIPTIONS

LEVEL A

- ◆ **Office/Support Services I**
Perform routine, pre-established duties for a functional group or office following standard procedures.
Minimum Education and Experience Requirements: High school diploma or equivalent. No experience necessary.

LEVEL B

- ◆ **Field Service Technician I**
Assist in the preparation of field activities, collection of field samples, and maintenance of various equipments.
Minimum Education and Experience Requirements: High school diploma or equivalent. No experience necessary.
- ◆ **Office/Support Services II**
Perform a variety of duties for a functional group or office following standard procedures.
Minimum Education and Experience Requirements: High school diploma or equivalent and 2 years of related experience.
- ◆ **Project Aide**
Assist managers in project related tasks involving record management, computer data entry, errands, meeting arrangements, plan and report production, and miscellaneous services.
Minimum Education and Experience Requirements: High school diploma
- ◆ **Word Processor I**
Use word processing applications and other transcribing equipment to input, edit, and produce routine, typed documents meeting established quality standards. Perform a variety of duties in a word processing center or satellite station to produce or revise typed documents such as letters, memos, statistical tables, and reports. May also perform general clerical duties. Must have a basic knowledge of grammar, spelling, and punctuation.
Minimum Education and Experience Requirements: High school diploma. No experience necessary.

LEVEL C

- ◆ **Assistant Drafter**
Operate an interactive graphic input station and create drawings adhering to company standards. Perform preventive maintenance on station components. Perform routine drafting, tracing, or scanning tasks from detailed instructions utilizing advanced drafting skills.
Minimum Education and Experience Requirements: High school diploma or equivalent with 6 months of related experience. Working knowledge of procedures, practices, and drafting techniques and principles, including use of the computer-aided drafting (CAD) system.
- ◆ **Field Service Technician II**
Assist in the preparation of field activities, collection of field samples, and maintenance of various equipments.
Minimum Education and Experience Requirements: High school diploma or equivalent and 1 year of field services experience.
- ◆ **Office/Support Services III**
Provide key support for functional groups. Perform a variety of specialized functions. Resolve discrepancies and communicate with a variety of administrative and professional employees within and outside the company.
Minimum Education and Experience Requirements: High school diploma or equivalent and 3 years of related experience.
- ◆ **Senior Project Aide**
Handle project management-related tasks. Prepare invoices and computer-generated spreadsheets. Serve as client contact. Provide shop drawing coordination, document production, and quality control.
Minimum Education and Experience Requirements: High school diploma and 2 years of business experience.
- ◆ **Word Processor II**
Use word processing applications and equipment to input, edit, and produce moderately complex, typed documents within established quality standards and time guidelines. Proofread and edit own work and exercise judgment in determining letter and report formats.
Minimum Education and Experience Requirements: High school diploma or equivalent and 2 years of work experience.

Must be familiar with company terminology and have a good knowledge of grammar, spelling, and punctuation. Must understand proofreader's marks.

LEVEL D

- ◆ **Accountant I**
Apply basic principles and maintain operation of a general accounting system. Prepare and file tax returns and other regular and special reports. Assist in setting up and analyzing accounts, including revenues and reimbursement expenditures. Entry-level position.
Minimum Education and Experience Requirements: Bachelor degree or equivalent experience.
- ◆ **Drafter**
Prepare drawings using the CAD system. Perform preventive maintenance on station components, and conduct on-screen visual check of drawing corrections.
Minimum Education and Experience Requirements: High school diploma or equivalent and 6 months of CAD system experience. Working knowledge of procedures, practices, and use of the CAD system.
- ◆ **Field Service Technician III**
Complete a large number of field activities. Work on special projects or field investigations. Train and supervise subordinate technicians.
Minimum Education and Experience Requirements: High school diploma and 3 years of field services experience; or Associate degree and 1 year of field services experience.
- ◆ **Inspection Aide**
Assist in field measurements and observations under direct supervision.
Minimum Education and Experience Requirements: High school diploma or related experience.
- ◆ **Office/Support Services IV**
Perform assignments of confidential nature for functional groups and managers. Use technical and business vocabulary. Knowledge of organizational operations and procedures essential. Plan, organize, and schedule work within guidelines.
Minimum Education and Experience Requirements: High school diploma or equivalent and 4 years of related experience. Coordination and organization skills essential.
- ◆ **Project Coordinator I**
Assist project managers in contract agreements and control of project schedules and costs.
Minimum Education and Experience Requirements: Bachelor degree or 3 years of experience in accounting and contract management.
- ◆ **Senior Accounting Clerk**
Perform a variety of routine accounting functions. Assign transaction codes to documents, assure documents being processed are included in the appropriate accounting period. Post, balance, and close subsidiary ledgers. Analyze and verify for internal consistency, completeness, and arithmetic accuracy of account documents and make necessary adjustments.
Minimum Education and Experience Requirements: High school diploma or equivalent and an understanding of bookkeeping accounting principles. Some college education preferred.
- ◆ **Word Processor III**
Transcribe and type complex correspondences, memos, and reports on a word processing system from a variety of input sources. Produce a wide range of documents and format variations through a complete knowledge of all aspects of the word processing capabilities. Work independently, proofread own work, and be familiar with business terminology and company practices. Responsible for coordinating and assigning all work to specific personnel in a word processing center. Provide help and guidance to other operators on technical and procedural problems. Instruct and direct assigned workers in all phases of document production and equipment operation. Review work of assigned personnel. Responsible for the accuracy and completeness of documents produced.
Minimum Education and Experience Requirements: High school diploma or equivalent and 4 years of experience.

LEVEL E

- ◆ **Accountant II**
Assist in the day-to-day maintenance of a complete and accurate general ledger and in preparing basic financial reports.
Minimum Education and Experience Requirements: Bachelor degree in accounting and up to 2 years experience.

- ◆ **Assistant Designer**
Perform and conduct specialized engineering design and computations used to develop schematic diagrams, detailed layouts, plans, sections, and details. Perform material takeoffs and estimates.
Minimum Education and Experience Requirements: High school diploma or equivalent and 1 year of experience as a senior drafter.
- ◆ **Engineer I**
Perform engineering work in various engineering fields. Work on engineering designs, prepare reports, construct plans, and develop specifications and cost estimates for various projects. Assist with environmental studies, permitting, and alternative analysis. Check performance for conformity with plans and specifications through field inspection and testing.
Minimum Education and Experience Requirements: Bachelor degree or related experience.
- ◆ **Engineer/Operations Tech II**
Extract engineering data from various prescribed sources. Process data using well-defined and calculated methods. Present data in a prescribed and uniformed format.
Minimum Education and Experience Requirements: Certification as an associate engineering technician or as a wastewater treatment plant operator (Level 1 or 2).
- ◆ **Executive Support Services I**
Responsible for advanced administrative support for senior management/executives, division head, or chief engineers. Continual use of technical and business vocabulary and a detailed knowledge of company operations, organizational procedures, and personnel. Relieve supervisor(s) of some administrative detail. Plan, organize, and schedule work within established guidelines.
Minimum Education and Experience Requirements: High school diploma or equivalent and 5 years of experience.
- ◆ **Geologist/Hydrogeologist I**
Perform geological or hydrogeological work in various physical science fields. Make independent decisions, conduct and participate in environmental studies, take action, and prepare environmental reports.
Minimum Education and Experience Requirements: Bachelor degree or related experience.
- ◆ **GIS Specialist I**
Develop, implement, and support projects requiring GIS techniques, including customized user interfaces and automation processes using web-based applications. Maintain, acquire, distribute, and ensure high quality GIS and other spatially-oriented data. Plan project tasks and budgets related to GIS issues. Assist with development of demonstrations and materials for clients and corporate/professional meetings as needed.
Minimum Education and Experience Requirements: Bachelor degree in geography, environmental science, or related GIS studies and 1 year of ESRI ArcView 3.x and ArcGIS 8.x or 9.x software experience required.
- ◆ **Inspector I**
Perform field measurements. Make independent decisions.
Minimum Education and Experience Requirements: High school diploma or equivalent and 1 year of experience as an inspector or in related construction work.
- ◆ **Project Accountant II**
Establish accounting system with the billing terms of assigned contracts. Ensure all budgets, cash flows, and subcontract agreements for new contracts are appropriately documented and signed off in accordance with company policies and procedures. Provide financial assistance/training to project managers and operations personnel.
Minimum Education and Experience Requirements: Bachelor degree in accounting and up to 2 years experience. Finance or accounting background required with experience in contract review and interpretation, revenue recognition, budgeting, invoicing, cost coding, maintenance of bank accounts, general ledger maintenance, and financial statement preparation and review.
- ◆ **Project Analyst**
Oversee tasks to accomplish specific project requirements established by the Project Manager (PM) for routine processes such as filing and archiving, managing project documents, internal communications, and reporting. Responsibilities include monitoring financial progress from project initiation through closeout by tracking outstanding WIP and AR balances, preparing financial reports (i.e., Project Detail Charges) as requested, assisting with lens development and using BST project control system, compilation and dissemination of project documentation to appropriate personnel, tracking PPS reports from PM and ABOM, coordinating/monitoring AP balances to ensure timely payment to subs with standard and special term payment contracts, monitoring AR balances and assisting with collections when necessary, assisting with project closeout implementation, and identifying project irregularities (i.e.,

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variances, ELM, budget, and revenue accrual discrepancies).

Minimum Education and Experience Requirements: Bachelor degree in accounting or related field and 3 years of experience in accounts receivable, accounts payable, project accounting, client billing, and contract administration. Proficiency in Excel and prior working knowledge of BST, Dell-tech, CMIC, Oracle, Harper -Schuman, Timberline and MS Project preferred. Additional experience in Project Forecasting, Project Focus, and a background in the engineering, service, or construction industries is helpful.

◆ **Project/Contract Coordinator**

Serve as contract/project resource with primary responsibility for the initial set up of client contracts and subcontracts using electronic templates. Prepare master subcontracts and/or client agreements. Respond to subcontractor requests for changes to subcontracts and research appropriate response through coordination with the legal department. Interface with the legal department to obtain review and comments on non-standard BC contracts. Edit contract documents as required and obtain proper VP approval and signature. Initiate subcontractor pre-qualification process as directed by the legal department on high risk subcontracted services. Provide QA/QC oversight for all proposals and contract amendments and/or task orders. Maintain complete copies of contract files for functional group or office(s) and provide appropriate copies to the legal and finance departments.

Minimum Education and Experience Requirements: Bachelor degree and 3 years of work experience.

◆ **Project Coordinator II**

Assist project managers in contract agreements and control of project schedules and costs.

Minimum Education and Experience Requirements: Bachelor degree and 3 years of experience as a project coordinator.

◆ **Scientist I**

Perform assignments designed to develop professional capabilities and provide experience in the methods, practices, and programs of BC.

Minimum Education and Experience Requirements: Bachelor degree or 2 years of related experience. Professional training required, but little or no experience in area of specialty.

◆ **Senior Drafter**

Prepare layouts and perform final CAD drafting tasks from simple instructions. Perform the same duties as a drafter, but with a broader knowledge of the CAD system.

Minimum Education and Experience Requirements: High school diploma or equivalent and 1 year of CAD system experience.

◆ **Senior Field Service Tech**

Supervise field services technical staff. Work on special projects or field investigations. Train, order, maintain, and control inventory of equipment and supplies.

Minimum Education and Experience Requirements: High school diploma and 5 years of field services experience; or Associates degree and 3 years of field services experience.

◆ **Senior Illustrator**

Provide drafting and illustration instruction. Prepare layouts and final art. Advise staff. Supervise and lead a small illustration group.

Minimum Education and Experience Requirements: High school diploma or equivalent and 1 year of experience as a senior illustrator.

◆ **Word Processor IV**

Transcribe and type complex correspondences, memos, and reports on a word processing system from a variety of input sources. Produce a wide range of documents and format variations through a complete knowledge of all aspects of the word processing capabilities. Work independently, proofread own work, and be familiar with business terminology and company practices. Responsible for coordinating and assigning all work to specific personnel in a word processing center. Assist in the training of lower-level word processors. Review work of others and assign tasks as required.

Minimum Education and Experience Requirements: High school diploma or equivalent and 6 years of work experience.

LEVEL F

◆ **Accountant III**

Handle moderately complex accounting activities requiring full professional competency as an accountant. Responsible for maintaining accounting records for a cost center. Establish accounting and budgetary controls; prepare, review, and analyze all types of accounts and records of financial transactions; prepare exhibits; and draft reports.

Minimum Education and Experience Requirements: Bachelor degree in accounting and 2 years of significant experience.

◆ **Area Business Operations Manager I**

Oversee moderately complex accounting activities requiring full professional competency. Provide financial and financial systems assistance to project managers and operating personnel. Maintain accounting and budgetary controls, project cost control, revenue recognition, operation's financial reports, indirect expense analysis, contract support, and administration. Provide financial analysis and support on issues such as office space utilization, furniture, supplies, and equipment. Support one office and handle difficult contracts.

Minimum Education and Experience Requirements: Bachelor's degree in accounting and 4 years of related experience.

◆ **Designer**

Prepare engineering drawings and perform specialized engineering computations in the development of layouts and details. Select materials and equipment for all projects. Perform material takeoffs and conduct estimates.

Minimum Education and Experience Requirements: High school diploma or equivalent and 2 years of experience as a lead drafter.

◆ **Engineer II**

Perform work involving conventional types of engineering principles and other related activities. Evaluate, select, and apply standard engineering techniques, procedures, and criteria to make adaptations and modifications to projects. Meet clear and specified objectives for assignments. Investigate limited number of variables.

Minimum Education and Experience Requirements: Masters degree; or Engineering in Training (EIT); or Bachelor degree and 2 years of professional engineering experience.

◆ **Engineer/Operations Tech III**

Extract and compile a variety of engineering data and processes. Compute data using specified formulas and procedures. Perform routine analysis to check applicability, accuracy, and reasonableness of data.

Minimum Education and Experience Requirements: Certification as an engineering technician or wastewater treatment plant operator (Level 3).

◆ **Executive Support Services II**

Responsible for advanced administrative support for senior management/executives, division head, chief engineer, or a functional group or office. Requires continual use of technical and business vocabulary and a detailed knowledge of company operations, organizational procedures, and personnel. Relieve supervisor(s) of some administrative detail. Make independent decisions regarding planning, organizing, and scheduling work within established guidelines.

Minimum Education and Experience Requirements: High school diploma or equivalent and 7 years of experience.

◆ **Geologist/Hydrogeologist II**

Evaluate, select, and apply standard geological techniques, procedures, and criteria to make adaptations and modifications. Work on assignments with clear and specified objectives. Investigate limited number of variables. Direct field crews drilling bore holes and collect samples of rocks and soil for chemical analysis.

Minimum Education and Experience Requirements: Masters degree; or Bachelor degree and 2 years of professional geological or hydrogeological experience.

◆ **GIS Specialist II**

Develop, implement, and support projects requiring GIS techniques, including customized user interfaces and automation processes using web-based applications. Maintain, acquire, distribute, and ensure high quality GIS and other spatially oriented data. Plan project tasks and budgets related to GIS issues. Present/develop demonstrations and materials for clients and corporate/professional meetings as needed.

Minimum Education and Experience Requirements: Degree in geography, environmental science, or related GIS studies and 10 years of ESRI ArcView 3.x and ArcGIS 8.x or 9.x software experience required.

◆ **Inspector II**

Perform routine resident engineering functions. Review work in detail. Perform tasks as an assistant to a resident engineer.

Minimum Education and Experience Requirements: Eligible for certification as associate engineering technician, or equivalent qualifications, and 3 years of construction-related experience.

◆ **Lead Drafter**

Provide instruction and advice in drafting and design. Demonstrate and execute exceptional drafting skills with thorough knowledge of procedures, practices, and use of the CAD system, including all software options. Supervise and train production staff. Prepare quality drawings and perform preventive maintenance on station components.

Minimum Education and Experience Requirements: High school diploma or equivalent and 2 years of experience as a senior drafter.

◆ **Lead Illustrator**

Prepare layouts and final art from detailed instructions. Perform drafting and illustration work.

Minimum Education and Experience Requirements: High school diploma or equivalent and 2 years of experience as an illustrator.

◆ **Scientist II**

Perform routine work in areas of specialty. Select and apply general methods and specialized techniques. Research and manage specified phases of a project. Prepare reports.

Minimum Education and Experience Requirements: Masters degree; or Bachelor degree and 3 years of professional scientific experience.

◆ **Senior Project Analyst**

Oversee tasks to accomplish specific project requirements established by the PM for routine processes such as filing and archiving, managing project documents, internal communications, and reporting. Responsibilities include monitoring financial progress from project initiation through closeout by tracking outstanding WIP and AR balances, preparing financial reports (i.e., Project Detail Charges) as requested, assisting with lens development and using BST project control system, compilation and dissemination of project documentation to appropriate personnel, tracking/assisting with PPS report review, coordinating/monitoring AP balances to ensure timely payment to subs with standard and special term payment contracts, monitoring AR balances and assisting with collections when necessary, assisting with project closeout implementation, and identifying project irregularities (i.e., variances, ELM, budget, and revenue accrual discrepancies). Responsibilities also include close collaboration with the ABOM and Biller for special contractual obligations, including but not limited to, WMDVBE reporting, budget/project status reports that accompany monthly client invoices, preliminary review of monthly client prebills to ensure accuracy, eliminating invoicing discrepancies, assisting PMs with monitoring the financial progress and physical completion throughout the life of the project by utilizing the lens for weekly budget tracking, monthly earned value calculations, and/or updating PM specific spreadsheets and providing status reports. Train new project analysts and PMs on PDS, Prism, and other systems.

Minimum Education and Experience Requirements: Bachelor degree in accounting (or related field) is helpful; or 4 years experience with accounts receivable, accounts payable, project accounting, client billing, and contract administration. Proficiency in Excel and prior working knowledge of BST, Dell-tech, CMIC, Oracle, Harper -Schuman, Timberline and MS Project is preferred. Additional experience in Project Forecasting, Project Focus, and a background in the engineering, service, or construction industries is helpful.

◆ **Senior Project Coordinator**

Assist project managers in contract agreements and control of project schedules and costs. Act as liaison between PM and accounting office. Prepare activity flowchart, periodic progress reports, and work load analyses. Compute potential cost overruns, generate reports, and present to supervisor.

Minimum Education and Experience Requirements: Bachelor degree or 5 years of experience in accounting and contract management.

◆ **Supervisor, Word Processing**

Plan, organize, and supervise the general day-to-day operation of the word processing center. Analyze workload, determine priorities and staff capabilities, and distribute work among word processors. Communicate frequently with work originators and vendor representatives. Thorough knowledge of the operation of all hardware and software applications required. Make decisions on personnel actions (hiring, termination, promotion, etc.).

Minimum Education and Experience Requirements: Bachelor degree or equivalent business experience.

◆ **Technical Writer**

Write technical copy for various reports and technical publications. Prepare written text and coordinate layout and organization of manuals and other documents according to prepared outlines and specifications. Research available technical data including background information, drawings, design reports, equipment, and test specifications. Work with engineers and other technical personnel to clarify document contents.

Minimum Education and Experience Requirements: Bachelor degree and 2 years of related experience.

LEVEL G

◆ **Accountant IV**

Handle complex activities associated with maintaining ledger accounts. Develop financial statements and reports. Provide functional advice or training to less experienced accountant jobs.

Minimum Education and Experience Requirements: Bachelor degree in accounting and 5 years of significant experience.

◆ **Area Business Operations Manager II**

Oversee complex accounting activities requiring full professional competency. Provide financial and financial systems assistance to project managers and operating personnel. Make decisions and solve problems; maintain accounting and budgetary controls; project cost control; revenue recognition; operations' financial reports; indirect expense analysis; contract support and administration for one main office with one or more branch offices. Provide financial analysis and support on issues such as office space utilization, furniture, supplies, and equipment.

Minimum Education and Experience Requirements: Bachelor degree in accounting and 6 years of related experience. Must have supervisory experience.

◆ **Engineer III**

Direct a group of subordinate engineers and nonprofessional employees. Decide on appropriate procedures and perform the more difficult phases of major engineering projects. Administer and delegate to subordinate engineers the development of reports, plans, specifications, and detail drawings of the various components of a project. Make recommendations to senior staff based on interpretation of data.

Minimum Education and Experience Requirements: Masters degree and EIT; or registration; or Bachelor degree and 6 years of professional experience.

◆ **Geologist/Hydrogeologist III**

Perform work requiring full professional competency with considerable latitude to make independent decisions. Direct a group of subordinate geologists/hydrogeologists, subcontractors, and other employees; prepare geological reports and maps; interpret research data; and provide recommendations for further study or action. Apply geologic knowledge to conditions that affect planning, design, construction, operation, and safety of engineering projects.

Minimum Education and Experience Requirements: Masters degree and 4 years of professional geological or hydrogeological experience; or Bachelor degree and 6 years of professional geological or hydrogeological experience.

◆ **Inspector III**

Perform resident engineering functions for relatively simple projects. Prepare progress estimates and reports.

Minimum Education and Experience Requirements: Certified as associate engineering technician or equivalent qualifications and 5 years of construction-related experience.

◆ **IT Analyst/Developer – Non Exempt**

Oversee data development, implementation, and application development support for IT projects. Write presentations and perform demonstrations for clients, corporate, and professional meetings. Develop creative and user-friendly solutions so that novice users can access and interface project data using IT applications. Train users in using applications. Plan project tasks and budgets.

Minimum Education and Experience Requirements: Bachelor degree in Computer Sciences or equivalent preferred with 2 years of related experience.

◆ **IT Analyst/Developer - Exempt**

Oversee data development, implementation, and application development support for IT projects. Write presentations and perform demonstrations for clients, corporate, and professional meetings. Develop creative and user-friendly solutions so that novice users can access and interface project data using IT applications. Train users in using applications. Plan project tasks and budgets.

Minimum Education and Experience Requirements: Bachelor degree in computer sciences or equivalent preferred with 2 years of related experience.

◆ **Scientist III**

Perform a broad range of assignments and tests or procedures in area of specialty. Evaluate, select, and adapt standard methods and techniques. Develop alternate methods for the solution of specific problem areas. Report routine data. Provide recommendations to senior staff based on interpretation of results.

Minimum Education and Experience Requirements: Masters degree and 4 years professional scientific experience; or Bachelor degree and 6 years professional scientific experience.

◆ **Senior Designer**

Provide drafting and design instructions, perform specialized engineering design and computations, and utilize judgment and independent decision-making in constructing project designs. Check on drawings and specifications.

Minimum Education and Experience Requirements: Bachelor degree in engineering, AS in engineering design/CAD or

equivalent experience, plus 3 years related drafting and design experience or 3 years experience as a designer or lead drafter. Supervise and direct the work of a small technical staff.

◆ **Senior Engineer/Operations Tech**

Compile and compute a variety of engineering data. Analyze test and design data. Prepare and develop schematics, designs, and/or specifications and make recommendations regarding these items based upon analysis. Review designs and specifications for completeness and thoroughness.

Minimum Education and Experience Requirements: Certification as senior engineering technician or wastewater treatment plant operator (Level 4).

◆ **Supervising Drafter**

Supervise lead drafters or the entire drafting department of a small regional office. Maintain extensive client contact and/or project team contact. Provide instruction and advice in drafting and design. Assist engineers and the chief drafter in the checking of drawings and specifications. Prepare layouts and final drawings from oral instructions.

Minimum Education and Experience Requirements: Bachelor degree in engineering and 3 years of related drafting/design experience; or high school diploma or equivalent experience and 3 years of experience as a lead drafter or designer with thorough working knowledge or procedures, practices, and use of the CAD system, including software options.

◆ **Supervising Illustrator**

Assist in the development and maintenance of BC's graphics manual. Provide drafting, illustration, and supervisory instruction and advice. Coordinate efforts between illustration, drafting, and engineering staffs.

Minimum Education and Experience Requirements: Bachelor degree in industrial or graphic arts and 3 years of related experience.

LEVEL H

◆ **Area Business Operations Manager III**

Oversee all accounting and financial matters. Assist and support Business Unit Manager and Office Managers. Project cost control, revenue recognition, operation's financial reports, and indirect expense analysis. Oversee several levels of staff and duties. Assist with analysis and preparation of workload forecasting reports, office space utilization, furniture, supplies, and equipment analysis and acquisition. Supervisory position with oversight and general involvement in all aspects of financial accounting, management and contracts.

Minimum Education and Experience Requirements: Bachelor degree in accounting and 6 years of related experience. Must have supervisory experience.

◆ **Chief Drafter**

Supervise all drafting activities in large regional office. Assist with the development and maintenance of standard detail drawings, drafting, and graphic standards. Provide drafting, design, and supervisory instruction and advice. Assist engineers in checking drawings and specifications; and coordinate all efforts between drafting and engineering staffs.

Minimum Education and Experience Requirements: Bachelor degree in engineering and 5 years of related design/drafting experience; or high school diploma or equivalent experience and 4 years of experience as a supervising drafter or senior designer.

◆ **Principal Designer**

Supervise and direct technical staff. Provide instructions and give technical advice in design and drafting. Perform specialized engineering design and computations. Use independent judgment on overall project designs. Ensure the safety, economy, ease of maintenance, appearance, and construction of these designs. Check drawings and specifications.

Minimum Education and Experience Requirements: Bachelor degree in engineering, AS in engineering design/CAD or equivalent experience, plus 5 years experience as a senior designer or supervising drafter.

◆ **Project Control Manager**

Coordinate and manage the cost accounting function. Develop, install, and monitor the cost control systems. Interpret and disseminate cost accounting information to management. Participate in complex cost accounting projects and supervise the cost accounting staff.

Minimum Education and Experience Requirements: Bachelor degree in business or accounting and 8 years of related experience.

◆ **Senior Construction Engineer**

Perform resident engineering functions for major projects and construction programs. Prepare progress estimates and reports.

Minimum Education and Experience Requirements: Engineering registration, contractor's license, certification as engineering technician, or equivalent experience. Working knowledge of civil, mechanical, and electrical construction practices, and 10 years of construction-related experience, with at least 3 years as a resident engineer.

◆ **Senior Engineer**

Delegate projects to subordinate engineers and supervise their work. Provide consultation in specialized areas. Make decisions and solve problems. Lead project team in planning and/or designing a major engineering project and coordinate special planning, economic, and engineering studies.

Minimum Education and Experience Requirements: Professional registration or 8 years of professional engineering experience.

◆ **Senior Geol/Hydrogeologist**

Assign projects to subordinate geologist/hydro-geologists and coordinate their work. Consult in specialized areas. Assume charge of project teams in planning and designing major projects and conduct special planning, economic, and physical sciences studies.

Minimum Education and Experience Requirements: Bachelor degree and 10 years of professional geological experience; or a Masters and 8 years of professional geological experience. Professional registration required.

◆ **Senior Scientist**

Direct, assign, and coordinate projects for subordinate scientists. Perform assignments, tests, and procedures in areas of specialty. Develop, construct, and plan programs on the basis of specialized knowledge.

Minimum Education and Experience Requirements: Bachelor degree and 8 years of professional scientific experience; or Masters degree and 6 years of professional scientific experience.

LEVEL I

◆ **Area Business Operations Manager IV**

Oversee all accounting and financial matters. Responsible for project cost control, revenue recognition, operations' financial reports, indirect expense analysis, budgeting, contract support, and administration. Develop and direct administrative procedures and systems. Assist with analysis and preparation of workload forecasting reports; office space utilization; furniture, supplies, and equipment analysis; and acquisition. Supervise accounting and administrative staff.

Minimum Education and Experience Requirements: Bachelor degree in accounting or finance and 10 years of related experience. Supervisory experience and experience in coordinating accounting and administrative procedures for multiple offices required. CPA qualification preferred. Position may require relocation.

◆ **Principal Construction Engineer**

Direct and supervise several small resident engineering staffs or one large staff. Oversee and advise design engineers regarding construction projects.

Minimum Education and Experience Requirements: Engineering registration, contractor's license, certification as senior engineering technician, or equivalent qualification, and 15 years construction-related experience, with at least 3 years in a position equivalent to senior construction engineer. Thorough knowledge of construction practices involved with major projects is required.

◆ **Principal Engineer**

Plan, develop, coordinate, and direct a number of large projects or a project of major scope, with full technical responsibility. Maintain liaison with individuals outside the organization. Full authority to act independently on technical matters pertaining to specialized areas. Direct and supervise the work of staff engineers.

Minimum Education and Experience Requirements: Professional Registration and 10 years of professional experience.

◆ **Principal Geol/Hydrogeologist**

Plan, develop, coordinate, and direct a number of large projects or a project of major scope, with full technical responsibility. Maintain liaison with individuals outside the organization, with full authority to exercise judgment and act independently on technical matters pertaining to specialized areas. Supervise and direct the work of staff geologists/hydrogeologists.

Minimum Education and Experience Requirements: Bachelor degree and 12 years of professional geological experience; or Masters degree and 10 years of professional geological experience. Professional registration required.

◆ **Principal Scientist**

Plan programs on the basis of specialized knowledge. Define scope and critical elements of projects and select approaches to be taken using independent judgment. Implement projects requiring development of new or highly modified scientific techniques and procedures. May supervise a small staff of subordinate scientists.

Minimum Education and Experience Requirements: Bachelor degree and 10 years of professional scientific experience; or Masters degree and 8 years of professional scientific experience.

◆ **Senior IT Analyst/Developer – Non Exempt**

Develop integrated solutions with other data management, modeling, and IT applications. Develop GIS and WEB based solutions for mapping and spatial data dissemination. Work directly with clients and coordinate the uses of IT with overall project team. Develop and document project procedures, data structures, applications, and user guides. Responsible for project definition planning and managing tasks and budgets. Participate in business development. Develop and perform demonstrations and presentations for clients, corporate, and professional meetings. Train other users in IT applications.

Minimum Education and Experience Requirements: Bachelor degree in computer sciences or equivalent preferred with 5 years of related experience.

◆ **Senior IT Analyst/Developer - Exempt**

Develop integrated solutions with other data management, modeling, and IT applications. Develop GIS and WEB based solutions for mapping and spatial data dissemination. Work directly with clients and coordinate the uses of IT with overall project team. Develop and document project procedures, data structures, applications, and user guides. Responsible for project definition planning and managing tasks and budgets. Participate in business development. Develop and perform demonstrations and presentations for clients, corporate, and professional meetings. Train other users in IT applications.

Minimum Education and Experience Requirements: Bachelor degree in computer sciences or equivalent preferred with 5 years of related experience.

◆ **Supervising Designer**

Supervise technical staff and provide drafting and design instruction and advice. Perform specialized engineering computations consistent with overall project design. Prepare specifications, check drawings and specifications, and oversee other designer's work.

Minimum Education and Experience Requirements: Bachelor degree in engineering, AS in engineering design/CAD or equivalent experience, plus 5 years experience as a senior designer or supervising drafter.

LEVEL J

◆ **Chief Designer**

Supervise and lead the technical staff. Plan, develop, coordinate, and direct the design development of various phases of large projects and direct other small projects as assigned in their entirety. Provide instruction and advice to the technical staff as well as junior members of the engineering staff. Check drawings, specifications, and direct the work of other designers.

Minimum Education and Experience Requirements: Bachelor degree in engineering, AS in engineering design/CAD or equivalent experience, plus 7 years experience as a senior designer or supervising drafter.

◆ **Supervising Construction Engineer**

Provide general supervision of construction staffs at all BC offices. Develop and maintain standard procedures for construction engineers and assist in preparation and revision of design standards and standard specifications.

Minimum Education and Experience Requirements: Engineering registration, contractor's license, certification as senior engineering technician, or equivalent qualification. Requires 15 years construction-related experience, with at least 3 years in a position equivalent to senior construction engineer. Thorough knowledge of construction practices involved with major projects is required.

◆ **Supervising Engineer**

Plan, organize, and direct the work of a major engineering activity of BC. Supervise other engineers who plan the work and make assignments to individual engineers and non-professional employees. Review work to determine conformity with previously outlined objectives, interpret policies and rules of the organization to subordinates, and enforce adherence to such policies and rules.

Minimum Education and Experience Requirements: Professional registration is required.

◆ **Supervising Geol/Hydrogeologist**

Plan, organize, and direct the work of a major activity of BC. Preview work to determine conformity with previously outlined objectives. Interpret policies and rules of the organization to subordinates, and enforce adherence to such policies and rules.

Minimum Education and Experience Requirements: Professional registration is required.

◆ **Supervising Scientist**

Perform work requiring a high degree of technical originality and ingenuity. Adapt and extend principles and techniques in areas of specialty to projects of major scope and importance. Plan, organize, and evaluate the projects of a staff of scientists and technicians.

Minimum Education and Experience Requirements: Masters degree and 10 years of professional scientific experience; or Bachelor degree and 12 years of professional scientific experience.

LEVEL K

◆ **Area Business Operations Manager V/Regional Group Controller**

Oversee all accounting and financial matters relating to business results. Assist with strategic planning; project cost control; revenue recognition; operations' financial reports; indirect expense analysis; budgeting, contract support and administration; and office and administrative support. Develop and direct administrative procedures and systems; assist with analysis and preparation of workload forecasting reports; office space utilization; furniture, supplies, and equipment analysis and acquisition. Oversee the invoicing, accounts payable, accounts receivable, and petty cash functions. Supervise the accounting and administrative staff.

Minimum Education and Experience Requirements: Bachelor degree in accounting or finance and a minimum of twelve years related experience. Supervisory experience and experience in coordinating accounting and administrative procedures for multiple offices required. CPA qualification preferred. Must be familiar with Generally Accepted Accounting Principles (GAAP), and the Federal Acquisition Regulations as they apply to work performed for federal government and state and local authorities. Position may require relocation.

◆ **Managing Engineer**

Initiate engineering and related programs to accomplish the objectives of the company. Select the engineering approaches, plan and organize facilities, interpret and analyze the results. Perform advisory and consulting work for the company as a recognized authority. Manage and lead several subordinate engineering supervisors.

Minimum Education and Experience Requirements: Professional registration is required.

◆ **Managing Geol/Hydrogeologist**

Recommend physical sciences and related programs to accomplish the objectives of the company. Plan, choose the approaches, and organize facilities, and interpret results. Perform advisory and consulting work for the company as a recognized authority. Supervise several subordinate geologist/hydrogeologist supervisors.

Minimum Education and Experience Requirements: Professional registration is required.

◆ **Managing Scientist**

Explore and evaluate proposed and current projects of unusual complexity in area of specialty. Propose authoritative technical recommendations in field of expertise to company management and other organizations. Manage one or more projects and supervise project leaders.

Minimum Education and Experience Requirements: Masters degree and 12 years of professional scientific experience; or Bachelor degree and 14 years of professional scientific experience.

◆ **Principal IT Analyst/Developer**

Research, analyze, define and develop functional requirements and data models for use in designing and building integrated information management systems. Analyze and formulate resolution for complex problems requiring information integration, system integration, and software development. Supervise the design, development and implementation of strategic integrated IT solutions to support client information management needs company wide. Analyze client business process requirements and work with a company/client team to define and scope projects, evaluate options, and recommend solutions. Must have strong analysis, design and programming background and strong knowledge of system architectures and system design concepts. Skilled in designing systems using Structured Systems Development Methodology concepts and techniques, incremental development, joint application development, and rapid prototyping as required.

Minimum Education and Experience Requirements: Bachelor degree in Computer Sciences or equivalent preferred with minimum 7 years of related experience.

LEVEL L

◆ **Chief Engineer**

Make decisions and recommendations that have far-reaching impact on extensive engineering and related activities of the company. Negotiate critical and controversial issues with top-level engineers and officers of other organizations and companies. Plan, organize, and guide extensive engineering programs and activities.

Minimum Education and Experience Requirements: Professional Registration required.

Modification #: PS-0018 (Option 2)

Contractor: Brown and Caldwell

Contract #: GS-10F-0101L

◆ **Chief Geol/Hydrogeologist**

Create and recommend programs utilizing areas of physical sciences research to accomplish the objectives of the company. Select the approaches, plan and organize facilities and interpret results. Supervise overall project management of such programs. Take responsibility for a large segment of the company in area of specialization.

Minimum Education and Experience Requirements: Holds Professional Registration.

◆ **Chief Scientist**

Responsible for a large segment of the company in area of specialization. Recommend and initiate programs, choose the scientific approaches, plan and organize facilities and programs to accomplish company's objectives. Supervise overall project management of such programs.

Minimum Education and Experience Requirements: MS degree and 12 or more years professional scientific experience or BS degree and 14 years professional scientific experience.

◆ **Executive Engineer**

Responsible for the professional, technical, and administrative activities of the company. Develop long-range plans; provide effective leadership; and develop and recommend corporate objectives, goals, and budgets.

Minimum Education and Experience Requirements: Professional registration is required

LEVEL M and N

Level M and Level N will be invoiced at the Level L Rates for this contact.