

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST
ENVIRONMENTAL ADVISORY SERVICES**



Special Item No. 899-1 -- Environmental Planning Services and Documentation
Special Item No. 899-2 -- Environmental Compliance Services
Special Item No. 899-4 -- Waste Management Services

Systems Management Engineering, Inc.
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Contract Number: GS-10F-0140K

DUNS Number: 79-945-3873 **Business Size:** Small Business
Period Covered by Contract: *June 15, 2005 through March 14, 2010*
Pricelist current through March 14, 2010



Products and ordering information in this Authorized FSS Environmental Advisory Services Schedule Pricelist are also available on the GSA Advantage! System.

Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov>.

Welcome to Systems Management Engineering, Inc.

Systems Management Engineering, Inc. (SMEI), founded in 1997, is an accomplished enterprise information technology firm specializing in integrated Internet based, World Wide Web architected solutions. SMEI develops advanced technology solutions for facilities asset management, financial and budget management, and engineering data management.

SMEI's professional staff has a strong background in science and engineering. Most principals have graduate degrees and professional registration or certification in their discipline. The firm has developed and fielded several Internet based asset management systems that currently support over 5000 Department of Defense sites. SMEI holds major contracts with the General Services Administration, the Navy Facilities Engineering Command, the Army Training and Doctrine Command, and other Government and private industry clients. The firm has completed major systems engineering assignments for the U.S. Navy and Marine Corps, the Army Corps of Engineers, and other federal and local agencies.

Using SMEI's strong technical foundation, the firm develops and fields advanced data management, Internet server technology and Geo-based Information Systems. These Decision Support Systems (DSS) currently serve major organizations and Defense Commands. The assignments all represent the application of cutting edge web based technology. They include substantial use of both custom and off-the-shelf software that integrate dissimilar databases into an integrated system.

CONSULTING & DATA ANALYSIS

Many organizations are challenged to respond to constantly changing data reporting and technology initiatives using only internal staff. To acquire strategic skills in a timely and cost-effective manner, organizational managers turn to SMEI for quality project support resources. SMEI affords organizations the ability to quickly respond to technology initiatives and data analysis by strategically acquiring skills and cost-effectively managing available resources.

CUSTOM APPLICATION DEVELOPMENT PRACTICE

There are many benefits to building software to improve existing business processes rather than changing proven procedures in order work within the constraints of off-the-shelf applications. Whether departmental, divisional or enterprise-wide in scope, SMEI provides experience and expertise to deliver high quality, customized applications.

NETWORK ENGINEERING

Your local area network (LAN) is the backbone of your business. SMEI's team offers advanced LAN and Wide Area Network (WAN) design, integration, implementation, optimization and support services to keep your network reliable, safe, and efficient. Our capabilities include WAN connectivity, Microsoft .NET, CISCO and Novell design and implementation, Internet and e-business consulting and router configuration for multi-protocol networks.

SYSTEMS INTEGRATION

SMEI's Systems Integration practice specializes in providing high performance, enterprise integration solutions for UNIX, Linux, .NET and NT-based platforms, offering a full range of IT hardware, software, support and training. Strategic partnerships with Microsoft, Cisco, Dell, Sun Microsystems, Oracle, ESRI and others allow us to provide a wide variety of hardware solutions and services and packaged software tools.

WEBSITE DEVELOPMENT

SMEI's staff has the experience and talent to design, build and maintain websites and introduces new web strategies to your company.

GEOGRAPHIC INFORMATION SYSTEMS

Organizations around the world are reaping significant benefits by capitalizing on spatial technology solutions. Providing an added dimension to traditional information technology, Geographic Information Systems introduce the power of spatial representation to help solve today's business challenges. Whether your business problem is

based upon a facility, a piece of equipment, a product, a piece of earth, a statistic, or all of the above, GIS technology enables the geographical management of your information resources to gain a competitive advantage. SMEI is a recognized provider of GIS technology and services, a partner of ESRI and Oracle, and a provider of certified ESRI GIS training.

DESCRIPTION OF ENVIRONMENTAL ADVISORY SERVICES PROVIDED

Systems Management Engineering, Inc. (SMEI) provides three types of Environmental Advisory Services (EAS) offered under the following SINs:

- SIN 899-1 Environmental Planning Services and Documentation,
- SIN 899-2 Environmental Compliance Services,
- SIN 899-4 Waste Management Services

Environmental Advisory Services are presented in the same manner as SMEI sells to its commercial and other government customers. Since we are proposing hourly rates, we provide a description of all corresponding commercial job titles for those individuals who will perform the service.

Pricing for such services are in accordance with customary commercial practices; e.g., hourly rates, term rates, and/or fixed prices. The functional responsibilities, experience and education are minimum levels of accomplishment for the specific position. The use of a roman number (I, II, or III) indicates the possibility of more junior or senior positions for that job classification. As an additional concession to Government customers using this GSA EAS Schedule, prices are provided for both “off-site” and “on-site” professional services for each SIN. “On-site” service prices are offered only for those individual professionals who will be working as a full-time equivalent at the Government Agency’s offices for a period not less than one year as described in the scope of work and delivery order. “Off-site” prices are providing for those individuals working at any site other than a Government Agency’s facility.

Each and every task ordered under this EAS Schedule will require some level of project management support. In order to offer competitive prices unencumbered with corporate overhead for project management, we have elected to use our standard commercial practice of pricing the administrative and management costs as separate items. We are able to offer lower rates to the Government with this approach, instead of burying the management and administrative costs in the rate for the professional services. Therefore, every project undertaken requires a certain level of project management and administrative support. We have not built this management cost into our prices for our technical personnel. Therefore, any purchase order issued under the GSA EAS will require a negotiated number of project management and administrative hours. Administrative functions will be performed by the professional services positions of Technical Writer / Editor, Cost Engineer / Estimator, and/or Word Processor positions, as required by the project work plan. All Program or Project Management positions have the required experience and education, and have the delegated authority to carry out their assigned duties. In addition to the specific requirements of the Project Management positions listed in the following CLINs, the following essential functional responsibilities are assigned to Program and Project Managers:

- Use of project management tools for planning and monitoring projects.
- Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies and supervising personnel.
- Organize, direct, and coordinate planning and production of the contractor’s entire contract support activities.
- Perform efficient and effective oral and written communication with all levels of client management, client representatives, and contractor’s project personnel.
- Meet with client management personnel, project personnel including Task Managers or Task Leaders, and client representatives.
- Formulate and review strategic plans and deliverable items, determine contract costs, and ensure conformance with standards.
- Assign, schedule, and review work of subordinates.
- Communicate and explain policies and practices of the contractor’s organization to subordinates.

- Provide support to services delivered under this contract to ensure that products satisfy the requirements and needs of client agencies.
- Provide the management interface between client and the contractor and meet with client agencies as required to ensure performance is acceptable.
- Meet with potential client agencies and participates in client program development activities as directed by client.
- Develop and implement project plans, monitors project progress and status of task execution.

The Project Manager must include demonstrated ability to supervise, direct, review, and otherwise coordinate all work performed by the Contractor's staff and subcontractor's management organization. The Project Manager is authorized to negotiate and commit the contractor in all cost, schedule and technical issues within the scope of the contract and is authorized by corporate management to negotiate and make binding decisions.

The Project Manager is responsible for all aspects of the program, including human resource management (authority to hire and fire), workload forecasting, quality, schedule, customer relations, and fiscal control. The Project Manager is responsible for preparing the cost estimate for the project, including a Work Breakdown Structure governing all phases of the project's life cycle.

SMEI, a small and versatile company, is responsive to client needs. Among the many advantages we will offer our federal clients are:

- Over seven years successful support to federal clients under GSA Schedules
- Seasoned environmental professionals and certified planners and engineers
- Environmental experience in field research and hands-on support
- Vast knowledge of Department of Defense and federal agencies including EPA
- Impressive track record with similar projects
- Extensive knowledge of local, state, and federal environmental regulations
- Development of cutting-edge technologies and/or use of new technologies
- Practical application of Geographic Information Systems (GIS)
- Demonstrated marketing success under GSA Schedules

SUMMARY OF TECHNICAL CAPABILITIES

SMEI includes over 25 professionals with multiple offices. One common theme through all business elements is providing environmental services. We are currently serving DoD clients and are active at three major Command Headquarters and 21 military installations. Since 1996 we have completed dozens of environmental services projects for clients. SMEI's environmental expertise includes:

- Compliance audits
- Litigation support
- Permitting
- NEPA support
- Environmental information management systems
- Air emissions inventory and testing
- Site characterization
- Water and waste treatment
- Hazardous waste management
- Soil and groundwater contamination assessment and remediation
- Remedial engineering

- Polychlorinated biphenyl (PCB) surveys, abatement, and management
- Lead-based paint surveys, abatement, and management

MAJOR ENVIRONMENTAL ACTIVITIES

NEPA: SMEI has prepared more than twenty NEPA documentations, such as Environmental Impact Statements (EIS), Environmental Assessments (EA), Findings of No Significant Impact (FONSI), and Records of Decision (ROD). Our company strongly supports public participation by conducting scoping meetings and public hearings lead by SMEI's professionally trained and experienced facilitators and through close coordinate with federal and state regulatory agencies.

Geographic Information System (GIS) Support: SMEI staff routinely develop GIS data layers; produce digital and hardcopy maps and site plans; research, obtain and convert/translate existing geographic data; develop databases for use in conjunction with GIS; develop project specific GIS solutions, including interface customization; utilize GPS together with GIS. SMEI offers certified training in ESRI GIS.

Environmental Baseline Surveys/Environmental Audits: SMEI staff conduct environmental surveys and audits to identify environmental liabilities of property prior to acquiring, accessing, or otherwise transferring rights.

Multimedia Environmental Compliance Assessments: SMEI conducts multimedia compliance assessments (such as the Army ECAS, Air Force ECAMP, and Navy/Marine Corps ECE) at military installations, and prepare corresponding assessment reports.

Contingency Planning: SMEI conducts necessary surveys and prepare contingency/management plans for media such as hazardous materials, hazardous waste, spills, storm water, wastewater, drinking water, and air pollution.

Compliance/Permitting: SMEI conducts necessary fieldwork and prepare various state and federal permits for media such as air emissions, point and non-point source discharges, and storage and disposal of hazardous materials/wastes.

Pollution Prevention: SMEI staff conducts necessary audits, including Pollution Prevention Opportunity Assessments (PPOA), and develop Pollution Prevention Plans for the installation-wide management of activities to achieve goals set forth in Executive Order 12856.

Hazardous Site Management System Support: SMEI provides support in the development and/or implementation of NORM to better track budget and manage hazardous materials/wastes that contribute to the installation's pollution stream. SMEI developed and maintains NORM, a client/server system to effectively manage Navy's environmental data.

Planning Studies: SMEI staff conduct planning studies, such as preliminary assessments, site investigations, remedial investigations, feasibility studies, risk assessments, remedial design, geophysical surveys, soil and groundwater sampling, treat ability studies, and bench scale and pilot studies.

Energy and Water Conservation (Executive Order) Planning: SMEI staff conduct assessments of current energy usage at both the individual facility and the installation level; develop energy saving techniques/technologies for installation or building total energy reduction.

Staff Assistance: Systems Management Engineering, Inc. currently supplements the existing offices on both short-term and long-term assignments by providing personnel and/or equipment. Provide offsite administrative and/or clerical support for document preparation, review, modification, or for creating environmental databases, budgets and remediation schedules.

Systems Management Engineering, Inc. is one of the strongest Mid-Atlantic environmental small businesses. We provide professional environmental planning, engineering, environmental science, and systems engineering services to the federal, state, and local governments and private industry. We are fully knowledgeable of environmental regulations and federal requirements. We have completed tasks for federal agencies including the Army, Navy, Corps of Engineers, Department of Defense, and General Services Administration. We employ current computer based analytical tools that save labor, provide more and faster analysis, and help to better manage environmental and planning issues.

SIN #899-1 EAS ONSITE AND OFFSITE HOURLY RATES

| SIN | GSA EAS Special Item Number 899-1 Environmental Planning Services and Documentation Labor Category Titles | GSA Off-Site Hourly Rate With .75% IFF | GSA On-Site Hourly Rate With .75% IFF |
|------------|--|---|--|
| 899-01-001 | Architect | \$47.07 | \$41.89 |
| 899-01-002 | CAD/CADD Operator I | \$27.04 | \$24.06 |
| 899-01-003 | CAD/CADD Operator II | \$41.06 | \$36.54 |
| 899-01-004 | Consultant I | \$60.09 | \$53.48 |
| 899-01-005 | Consultant II | \$75.11 | \$66.84 |
| 899-01-006 | Consultant III | \$144.21 | \$128.34 |
| 899-01-007 | Cost Engineer / Estimator | \$61.09 | \$54.37 |
| 899-01-008 | Cost Estimator | \$47.07 | \$41.89 |
| 899-01-009 | Draftsperson I | \$27.04 | \$24.06 |
| 899-01-010 | Draftsperson II | \$36.05 | \$32.09 |
| 899-01-011 | Engineer I | \$47.07 | \$41.89 |
| 899-01-012 | Engineer II | \$52.07 | \$46.35 |
| 899-01-013 | Engineer III | \$69.10 | \$61.50 |
| 899-01-014 | Engineer IV | \$98.15 | \$87.34 |
| 899-01-015 | Environmental Field Technician | \$32.05 | \$28.52 |
| 899-01-016 | Historian II | \$63.09 | \$56.15 |
| 899-01-017 | Landscape Architect | \$51.07 | \$45.46 |
| 899-01-018 | Principal Consultant | \$94.14 | \$83.78 |
| 899-01-019 | Principal I | \$121.18 | \$107.84 |
| 899-01-020 | Principal II | \$177.26 | \$157.76 |
| 899-01-021 | Program Manager I | \$74.11 | \$65.96 |
| 899-01-022 | Program Manager II | \$80.12 | \$71.30 |
| 899-01-023 | Program Manager III | \$98.15 | \$87.34 |
| 899-01-024 | Program Manager IV | \$113.17 | \$100.72 |
| 899-01-025 | Project Engineer | \$69.10 | \$61.50 |
| 899-01-026 | Scientist / Analyst I | \$47.07 | \$41.89 |
| 899-01-027 | Scientist / Analyst II | \$63.09 | \$56.15 |
| 899-01-028 | Scientist / Analyst III | \$80.12 | \$71.30 |
| 899-01-029 | Scientist / Analyst IV | \$98.15 | \$87.34 |
| 899-01-030 | Technical Writer / Editor I | \$42.07 | \$37.44 |
| 899-01-031 | Technical Writer / Editor II | \$57.08 | \$50.80 |
| 899-01-032 | Technician I | \$36.05 | \$32.09 |

| SIN | GSA EAS Special Item Number 899-1 Environmental Planning Services and Documentation Labor Category Titles | GSA Off-Site Hourly Rate With .75% IFF | GSA On-Site Hourly Rate With .75% IFF |
|-------------------|--|---|--|
| 899-01-033 | Technician II | \$42.07 | \$32.09 |

SIN #899-2 EAS ONSITE AND OFFSITE HOURLY RATES

| SIN | GSA EAS Special Item Number 899-2 Environmental Compliance Services Labor Category Titles | GSA Off-Site Hourly Rate With .75% IFF | GSA On-Site Hourly Rate With .75% IFF |
|-------------------|--|---|--|
| 899-02-001 | CAD/CADD Operator I | \$27.04 | \$24.06 |
| 899-02-002 | CAD/CADD Operator II | \$41.06 | \$36.54 |
| 899-02-003 | Clerical/Word Processor I | \$21.03 | \$18.71 |
| 899-02-004 | Consultant I | \$60.09 | \$53.48 |
| 899-02-005 | Consultant II | \$75.11 | \$66.84 |
| 899-02-006 | Consultant III | \$144.21 | \$128.34 |
| 899-02-007 | Cost Engineer / Estimator | \$61.09 | \$54.37 |
| 899-02-008 | Cost Estimator | \$47.07 | \$41.89 |
| 899-02-009 | Draftsperson I | \$27.04 | \$24.06 |
| 899-02-010 | Draftsperson II | \$36.05 | \$32.09 |
| 899-02-011 | Engineer I | \$47.07 | \$41.89 |
| 899-02-012 | Engineer II | \$52.07 | \$46.35 |
| 899-02-013 | Engineer III | \$69.10 | \$61.50 |
| 899-02-014 | Engineer IV | \$98.15 | \$87.34 |
| 899-02-015 | Historian II | \$63.09 | \$56.15 |
| 899-02-016 | Principal Consultant | \$94.14 | \$83.78 |
| 899-02-017 | Principal I | \$121.18 | \$107.84 |
| 899-02-018 | Principal II | \$177.26 | \$157.76 |
| 899-02-019 | Program Manager I | \$74.11 | \$65.96 |
| 899-02-020 | Program Manager II | \$80.12 | \$71.30 |
| 899-02-021 | Program Manager III | \$98.15 | \$87.34 |
| 899-02-022 | Program Manager IV | \$113.17 | \$100.72 |
| 899-02-023 | Project Engineer | \$69.10 | \$61.50 |
| 899-02-024 | Scientist / Analyst I | \$41.06 | \$36.54 |
| 899-02-025 | Scientist / Analyst II | \$63.09 | \$56.15 |
| 899-02-026 | Scientist / Analyst III | \$80.12 | \$71.30 |

| SIN | GSA EAS Special Item Number 899-2 Environmental Compliance Services Labor Category Titles | GSA Off-Site Hourly Rate With .75% IFF | GSA On-Site Hourly Rate With .75% IFF |
|------------|--|---|--|
| 899-02-027 | Scientist / Analyst IV | \$98.15 | \$87.34 |
| 899-02-028 | Technical Writer / Editor I | \$42.07 | \$37.44 |
| 899-02-030 | Technical Writer / Editor II | \$57.08 | \$50.80 |
| 899-02-031 | Technician I | \$36.05 | \$32.09 |
| 899-02-032 | Technician II | \$42.07 | \$37.44 |

SIN #899-4 EAS ONSITE AND OFFSITE HOURLY RATES

| SIN | GSA EAS Special Item Number 899-4 Waste Management Services Labor Category Titles | GSA Off-Site Hourly Rate With .75% IFF | GSA On-Site Hourly Rate With .75% IFF |
|------------|--|---|--|
| 899-04-001 | Architect | \$47.07 | \$41.89 |
| 899-04-002 | Certified Industrial Hygienist II | \$74.11 | \$65.96 |
| 899-04-003 | Consultant I | \$60.09 | \$53.48 |
| 899-04-004 | Consultant II | \$75.11 | \$66.84 |
| 899-04-005 | Consultant III | \$144.21 | \$128.34 |
| 899-04-006 | Cost Engineer / Estimator | \$61.09 | \$54.37 |
| 899-04-007 | Cost Estimator | \$47.07 | \$41.89 |
| 899-04-008 | Draftsperson I | \$27.04 | \$24.06 |
| 899-04-009 | Draftsperson II | \$36.05 | \$32.09 |
| 899-04-010 | Engineer I | 47.07 | 41.89 |
| 899-04-011 | Engineer II | 52.07 | 46.35 |
| 899-04-012 | Engineer III | 69.1 | 61.5 |
| 899-04-013 | Engineer IV | 98.15 | 87.34 |
| 899-04-014 | Engineer Principal | 85.12 | 75.76 |
| 899-04-015 | Engineering Task Manager | 49.07 | 43.67 |
| 899-04-016 | Historian II | 63.09 | 56.15 |
| 899-04-017 | Landscape Architect | 51.07 | 45.46 |
| 899-04-018 | Principal Consultant | 94.14 | 83.78 |
| 899-04-019 | Principal I | 121.18 | 107.84 |
| 899-04-020 | Principal II | 177.26 | 157.76 |
| 899-04-021 | Program / Data Analyst I | 61.09 | 54.37 |
| 899-04-022 | Program / Data Analyst II | 71.1 | 63.28 |

| SIN | GSA EAS Special Item Number 899-4 Waste Management Services Labor Category Titles | GSA Off-Site Hourly Rate With .75% IFF | GSA On-Site Hourly Rate With .75% IFF |
|------------|--|---|--|
| 899-04-023 | Program Manager I | 74.11 | 65.96 |
| 899-04-024 | Program Manager II | 80.12 | 71.3 |
| 899-04-025 | Program Manager III | 98.15 | 87.34 |
| 899-04-026 | Program Manager IV | 113.17 | 100.72 |
| 899-04-027 | Project Engineer | 69.1 | 61.5 |
| 899-04-028 | Scientist / Analyst I | 41.06 | 36.54 |
| 899-04-029 | Scientist / Analyst II | 63.09 | 56.15 |
| 899-04-030 | Scientist / Analyst III | 80.12 | 71.3 |
| 899-04-031 | Scientist / Analyst IV | 98.15 | 87.34 |
| 899-04-032 | Technical Writer / Editor I | 42.07 | 37.44 |
| 899-04-033 | Technical Writer / Editor II | 57.08 | 50.8 |
| 899-04-034 | Technician I / GIS Technician I | 36.05 | 32.09 |
| 899-04-035 | Technician II / GIS Technician II | 42.07 | 37.44 |

OTHER TERMS AND CONDITIONS

The organizations listed below may place orders under this contract. Questions regarding organizations authorized to use this schedule should be directed to the Contracting Officer, Mr. Kenneth J. Spevacek, Contracting Officer, Management Services Center, U.S. General Services Administration, Northwest/Arctic Region, 400 15th Street, SW, Auburn, WA 98001-6599.

1. Executive Agencies.
2. Other Federal Agencies.
3. Mixed-ownership Government corporations.
4. The District of Columbia.
5. Government Contractors authorized in writing by a Federal Agency pursuant to 48 CFR 51.1.
6. Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

HOW TO CONTACT US:

All orders shall be addressed to Systems Management Engineering, Inc, GSA EAS Project Office at the following address:

Systems Management Engineering, Inc.

GSA EAS Project Office

12100 Sunset Hills Road, Suite 330

Reston, VA 20190

Telephone: (703) 525-7500

Fax: (703) 525-2840

Email: bschipper@sysmanagement.com

Inquiries may be faxed, emailed or telephoned to the addresses and numbers noted above. The term "Client" shall refer to an Ordering Agency or other entity authorized to use the Schedule. As noted above agencies or Clients may use written orders, EDI orders, credit card orders, blanket purchase agreements, individual orders, delivery orders, or task orders for ordering services under this contract.

Systems Management Engineering, Inc. accepts government commercial credit cards.