General Services Administration
Federal Supply Service
 Authorized Federal Supply Schedule Price List

Price list current as of Modification # PA-0017 effective 08/21/2020.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

Schedule For: Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Class: F999
Contract Number: GS-10F-014CA
Contract Period: 11/18/2014 through 11/17/2024

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering.

Contractor: Straughan Environmental, Inc.
10245 Old Columbia Road
Columbia, Maryland 21046-2540
Business Size: Women-Owned Small Business
Contract Admin: Tracy Seymour
Phone: (443) 539-2535
Fax: (301) 362-9245
Website: www.straughanenvironmental.com
Email: tseymour@straughanenvironmental.com
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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>541620 RC</td>
<td></td>
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<tr>
<td>541370GIS</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>541370GIS RC</td>
<td></td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
<tr>
<td>OLM RC</td>
<td></td>
</tr>
</tbody>
</table>

1b. Labor rates: See page 8

1c. Labor category descriptions: See page 8

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic only

5. Point(s) of production: Same as contractor: Straughan Environmental, Inc.
   10245 Old Columbia Road
   Columbia, Maryland 21046-2540


7. Quantity discounts: 0.75% for sales over $250,000.00

8. Prompt payment terms: Net 30 days

   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

9b. Notification of whether Government purchase cards are accepted or not accepted about the micro purchase threshold: Will accept
10. Foreign items: None
11a. Time of delivery: Specified on task order
11b. Expedited delivery: Contact contractor
11c. Overnight and 2nd day delivery: Contact contractor
11d. Urgent requirements: Contact contractor
12. F.O.B. point(s): Destination
13a. Ordering address: Same as contractor:
   Straughan Environmental, Inc.
   10245 Old Columbia Road
   Columbia, Maryland 21046-2540
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address: Same as contractor:
   Straughan Environmental, Inc.
   10245 Old Columbia Road
   Columbia, Maryland 21046-2540
15. Warranty provision: Contractor’s standard commercial warranty
16. Export packing charges: Not applicable
17. Terms & conditions of Government purchase card acceptance (thresholds above the micro-purchase level): Contact contractor
18. Terms & conditions of rental/maintenance/repair: Not applicable
19. Terms & conditions of installation: Not applicable
20a. Terms & Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable
20b. Terms & conditions for any other services: Not applicable
21. List of service & distribution points: Not applicable
CONTRACT OVERVIEW

GSA awarded Straughan Environmental, Inc. a GSA Federal Supply Schedule contractor for Environmental Services (ES) Contract No. GS-10F-014CA. The current contract period is November 17, 2014 – November 17, 2024.
STRAUGHAN ADVANTAGE

Straughan Environmental, Inc. (Straughan) provides high quality planning, engineering, and management solutions to government and commercial clients. Straughan is a dedicated team of expert engineers, planners and scientists whose collaborative approaches results in better outcomes for projects, people and the environment.

SERVICES OVERVIEW

Straughan promotes a multi-disciplinary approach to environmental assessment, planning, GIS, and design. With numerous projects throughout the Mid-Atlantic area, Straughan has thorough knowledge of local, state, and federal regulations and procedures. Our combined technical expertise, understanding of policy and process, and management experience makes for successful projects at any and every scale.

ENVIRONMENTAL PROGRAM MANAGEMENT SERVICES:

- Environmental Permitting
- Document Management Systems
- Resource Delineations
- Interagency Regulatory Coordination
- Design Plan Reviews
- Public Outreach
- Stream & Wetland Mitigation Design
- Mitigation Monitoring
- Flood Emergency Response Planning
- Geographic Information System (GIS) Database Development
- Global Positioning System (GPS) Survey and Mapping

ECOSYSTEM RESTORATION SERVICES:

- Mitigation Planning
- Watershed Studies
- Stream Geomorphic Assessments
- Hydrology & Hydraulic Studies
- Wetland Restoration and Creation Design
- Stream Restoration Design
- Stream Stabilization
- Fish Passage Studies & Restoration Design
- Shoreline Restoration
- Invasive Species Management
- Forest Mitigation Bank Development
- Forest and Meadow Restoration Planting Plans
- Wildlife Management Plans
- Compensatory Mitigation Monitoring

Assessing Site Conditions at Lake Arbor EAPs, Prince George's County, MD
WATER RESOURCE ENGINEERING:
- Hydrology & Hydraulic Studies
- Erosion and Sediment Control Design
- Stormwater Pollution Prevention Plans
- Bridge Scour Analysis
- Stream Geomorphic Assessments
- Stream Restoration Design
- Stream Stabilization Design
- Low Impact Design/Sustainable Site Design
- Stormwater Management Studies & Design
- Storm Drain Design
- MS4 Permit Planning and Compliance
- Shoreline Protection Design
- Watershed Assessments
- Wetland Design

ENVIRONMENTAL ASSESSMENTS & PERMITTING:
- Wetland and Stream Delineations
- Wetland Functional Assessments
- Water Quality Monitoring
- Watershed Assessments
- Stream Biological Assessments
- Macroinvertebrates
- Fish and Shellfish
- Stream Geomorphic Assessments
- Rate, Threatened and Endangered Species Surveys
- Endangered Species Act Biological Assessments
- Habitat Assessments
- Forest Stand Delineations
- Forest Conservation Planning

CULTURAL RESOURCES:
- Historic Resources
- Section 106 Coordination
- National Register of Historic Places Evaluations
- Architectural Evaluations
- Archaeology
- Phase I, Phase II, and Phase III Investigations
- Construction Monitoring

PUBLIC INVOLVEMENT:
- Public Meeting Coordination
- Program Development
- Development of Public Outreach Materials

John Heinz Coastal Wetland Modeling, U.S. Fish and Wildlife Service
ACOUSTICAL ENGINEERING:
- Traffic Noise Analyses
- Rail Noise Analysis
- Noise Barrier Design
- Noise Policy Development

ENVIRONMENTAL IMPACT ASSESSMENT:
- NEPA Studies & Documentation
- Scoping and Alternative Analysis
- Public Involvement Coordination
- Socioeconomic Studies
- Community Resources
- Visual and Aesthetic Resources
- Noise Effects
- Indirect and Cumulative Effect Analysis
- Environmental Justice Studies

GIS/DATABASE SERVICES:
- Geodatabase development and design
- Geometric network design
- Custom geoprocessing tools
- Spatial analysis and modeling
- Relational database development
- Data development and quality control
- Asset management and inspections
- GPS and field surveys
- Cartographic production
LANDSCAPE ARCHITECTURE:
- Landscape Design
- Site Planning
- Urban Design
- Design of Public Outdoor Spaces
- Streetscape Design/Context Sensitive Design Solutions
- Landscape Design for Stormwater Management
- Facilities
- Forest Conservation Planting Plans

- Sustainable Design Services for LEED, SITES and other Green Building Programs
- Regulatory Planting Plans
- Landscape Master Plans
- Park Planning/Trail Design
- Construction Administration and Supervision
- Landscape Graphics/Wayfinding
- Illustrative Graphics and 3D Images

SUSTAINABILITY:
- LEED Certification and Consulting Services
- LEED Training
- Green Building Consulting Services
- Low Impact Site Design
- Stormwater Management
- Green Infrastructure Design
- Habitat and Land Management

- Environmental Management Systems (EMS)
- Sustainability Plans
- Carbon Inventories
- Climate Action Plans
- Environmental Compliance
- Greenhouse Gas Inventories
- Energy Efficiency Studies

Micro-Bioretention Environmental Site Design (ESD), Wilde Lake Historic Barn, Columbia Association
WHAT OUR CLIENTS HAVE TO SAY

“Straughan has successfully managed the varied and complex scope of contract activities.”
CONTRACT SPECIALIST, FEDERAL GOVERNMENT CPAR

“The project engineering team completed exceptional work through an always changing environment with very tight deadlines. The end user, [Client], is pleased with the finished product.”
PROJECT MANAGER, COUNTY GOVERNMENT

“Your staff’s expertise, professionalism, and ability to meet aggressive schedule was of great value and support. ... We sincerely appreciated Straughan Environmental support and experience which proved to be a great asset to strengthen the [Project] environmental team.”
DESIGN TEAM ENVIRONMENTAL LEAD, TRANSPORTATION DESIGN-BUILD PROJECT

“The Contractor promotes an open-door policy with other customers and stakeholders. They are engaged in Center activities and act as a positive intermediary on behalf of the Government.”
CONTRACTING OFFICER (CO), FEDERAL GOVERNMENT CPAR

“Environmental Inspector was excellent. Provided high quality service ensuring contractor performed duties during stream restoration.”
PROJECT MANAGER, STATE DEPARTMENT OF TRANSPORTATION DDOT

“We greatly appreciate Straughan’s flexibility with shifting priorities and deliverables as part of this project from the original scope ... [Client] has been extremely pleased with the completed deliverables for this project.”
PROJECT MANAGER, ENERGY SECTOR CLIENT

“Straughan was assigned the very challenging project from an environmental, hydraulics and water resources standpoint...They complied with the contract, produced accurate documents and were able to assign highly technically competent staff throughout the project.”
PROJECT MANAGER, STATE DEPARTMENT OF TRANSPORTATION

“The Contractor has received kudos and recognition from several site personnel in other Directorates for excellent customer service, simple and efficient processes, and responding to special requests.”
CONTRACTING OFFICER (CO), FEDERAL GOVERNMENT CPAR

“[Straughan] has provided [Client] with excellent service, timely performance, and exceptional customer service throughout our contract terms.”
PROJECT MANAGER, ENERGY SECTOR CLIENT
## CONTRACT PRICING

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>Site</th>
<th>Price Offered to GSA (including IFF)</th>
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<tbody>
<tr>
<td>Program Manager</td>
<td>Bachelors</td>
<td>10</td>
<td>Both</td>
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<td>Both</td>
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<td>Both</td>
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<td>Both</td>
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<td>GIS/CAD Technician</td>
<td>Associates</td>
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<td>Both</td>
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<td>IT/Database Specialist</td>
<td>High School</td>
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<td>Both</td>
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<td>Administrative Specialist</td>
<td>Associates</td>
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<td>Both</td>
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<tr>
<td>Business Management Specialist</td>
<td>Bachelors</td>
<td>6</td>
<td>Both</td>
<td>$76.14</td>
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</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**QUALIFICATIONS**

**POSITION: PROGRAM MANAGER**

**SUMMARY**
A Program Manager provides senior leadership and management oversight of Project Managers and/or technical staff.

**MINIMUM EDUCATION**
Bachelor’s degree in relevant technical field, business, management, or related field

**CERTIFICATION**
None required

**MINIMUM YEARS OF EXPERIENCE**
10 Years

**DUTIES & RESPONSIBILITIES**
Provides senior management oversight for projects, either directly or by delegation and coordination with Project Managers, including:

- Oversight of project planning, execution, and management including assignment of appropriately qualified staff.
- Review and approval of project/task schedules, budgets, and work plans.
- Oversight of QA/QC process to ensure client requirements and quality standards are met.
- Coordination and communication with client regarding technical issues, project status, and cost/schedule performance.
- Resolving project issues and client concerns.

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**SERVICE CONTRACT ACT (SCA) MATRIX**

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
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<tbody>
<tr>
<td>GIS/CAD Technician</td>
<td>30064 Drafter/ CAD Operator IV</td>
<td>15-4265</td>
</tr>
<tr>
<td>Environmental Specialist</td>
<td>30090 Environmental Technician</td>
<td>15-4265</td>
</tr>
</tbody>
</table>
POSITION: PROJECT MANAGER

SUMMARY
A Project Manager provides leadership and coordination to plan and execute projects or tasks.

MINIMUM EDUCATION
Bachelor’s degree in relevant technical field, business, management, or related field

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
10 Years

DUTIES & RESPONSIBILITIES
Provides management and senior technical services in the areas below:

- Planning, execution, and management of projects or tasks including assignment of appropriately qualified staff.
- Preparation of project/task schedules, budgets, and work plans.
- Direction and oversight of project/task deliverables.
- Conducting QA/QC reviews on all deliverables to ensure client requirements and quality standards are met.
- Coordination and communication with client regarding technical issues, project status, and cost/schedule performance.
- Resolving project issues and client concerns.
POSITION: JUNIOR PLANNER

SUMMARY
A Junior Planner provides assistance and support to Senior Planners and other staff in conducting community planning, community outreach, environmental justice studies, cultural resource studies/investigations, and NEPA related work. Consistent with their qualifications and experience, Junior Planners may also perform tasks in support of engineering design and natural resource studies. Junior Planners generally work under the supervision of more senior staff and independently perform tasks for which they are trained and qualified. Junior Planners provide support to multi-person teams by carrying out delegated tasks within their area(s) of expertise.

MINIMUM EDUCATION
Bachelor’s Degree in policy, government, urban studies, planning, or related field

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
0 Years

DUTIES & RESPONSIBILITIES
Provides technical services in the following areas, commensurate with qualifications and experience:

- Conducting research to support NEPA documents or related studies.
- Participating in public involvement efforts, including coordinating meetings, preparing and distributing agendas, researching community issues, attending meetings, and preparing handouts, brochures and displays.
- Assisting with studies and field investigations including noise studies, traffic counts, cultural resource investigations, wetland delineations, forest stand delineations, and others.
- Conducting basic analysis of socioeconomic, natural resource, and other data.
- Preparing draft text, graphics, and data displays for environmental studies, NEPA documents, and other reports.
- Providing support for client meetings including recording notes or minutes of the meeting.
POSITION: SENIOR PLANNER

SUMMARY
A Senior Planner leads and manages planners and other staff to provide oversight and senior technical expertise for community outreach, environmental justice, cultural resource, and NEPA related work.

MINIMUM EDUCATION
Bachelor’s degree in planning, urban studies, policy and government, economics or related fields

CERTIFICATION
Certification by the American Institute of Certified Planners (AICP)

MINIMUM YEARS OF EXPERIENCE
8 Years

DUTIES & RESPONSIBILITIES
Provides management and senior technical services in the areas below, commensurate with qualifications and experience:

• Planning, oversight, and preparation of NEPA documents and related studies.
• Planning, supervising, and participating in public involvement efforts.
• Planning, directing, and supervising studies and field investigations including noise studies, traffic counts, cultural resource investigations, wetland delineations, forest stand delineations, and others.
• Directing and reviewing data analysis; conducting complex analysis of socioeconomic, natural resource, and other data.
• Preparing final text, graphics, and data displays for environmental studies, NEPA documents, and other reports.
• Conducting QA/QC reviews on deliverables to ensure client requirements are met • Resolving project management issues and client concerns.
POSITION: TECHNICAL SUPPORT

SUMMARY
Technical Support provides specialized support in a technical area such as community planning, community outreach, environmental justice, cultural resources, and/or NEPA related work. Consistent with their qualifications and experience, Technical Support staff may also perform tasks in support of engineering design and natural resource studies. Technical Support staff generally work independently to perform tasks for which they are trained and qualified.

MINIMUM EDUCATION
Bachelor’s degree in policy, government, urban studies, planning, or related field

CERTIFICATION
Certification by the American Institute of Certified Planners (AICP)

MINIMUM YEARS OF EXPERIENCE
4 Years

DUTIES & RESPONSIBILITIES
Provides senior technical services in the areas below, commensurate with qualifications and experience:

- Planning and preparation of NEPA documents and related studies.
- Planning and participating in public involvement efforts.
- Planning and supervising studies and field investigations including noise studies, traffic counts, cultural resource investigations, wetland delineations, forest stand delineations, and others.
- Reviewing data analysis; conducting analysis of socioeconomic, natural resource, and other data.
- Preparing text, graphics, and data displays for environmental studies, NEPA documents, and other reports.
- Conducting technical reviews on deliverables to ensure accuracy.
POSITION: ENVIRONMENTAL SPECIALIST

SUMMARY
An Environmental Specialist supports multi-disciplinary teams in conducting natural resource studies; preparing applications for environmental permits; conducting regulatory compliance reviews, research, and data collection; and preparing environmental restoration plans. Consistent with their qualifications and experience, Environmental Specialists may also perform tasks in support of engineering design, cultural resources, community outreach, and NEPA studies. Environmental Specialists generally work under the supervision of more senior staff and independently perform tasks for which they are trained and qualified.

MINIMUM EDUCATION
Bachelor’s Degree in biology, environmental science, geology, landscape architecture, wildlife management, botany, forestry, policy, government, urban studies, planning, or similar field.

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
2 Years

DUTIES & RESPONSIBILITIES
Provides technical services in the areas below, commensurate with qualifications and experience:

- Conducting natural resource studies
- Preparing applications for environmental permits
- Conducting regulatory compliance reviews, research, and data collection
- Preparing environmental restoration plans
- Assisting with engineering design studies and plans
- Supporting cultural resources studies, community outreach activities, and NEPA studies.

An Environmental Specialist may act as technical lead in one or more of the above areas based on training and experience.
POSITION: SCIENTIST II

SUMMARY
A Scientist II provides assistance and support to senior staff in conducting studies, research, analyses, and investigations; and in preparing plans and reports within his/her area(s) of qualification and expertise. Scientist II’s generally work under the supervision of more senior staff and independently perform tasks for which they are trained and qualified. A Scientist II has an intermediate level of training and experience for the tasks assigned and may supervise more junior staff such as Field Technicians.

MINIMUM EDUCATION
Bachelor’s Degree in biology, environmental science, geology, landscape architecture, wildlife management, botany, forestry, or similar field.

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
2 Years

DUTIES & RESPONSIBILITIES
Provides technical services in the areas below, commensurate with qualifications and experience:

- Watershed assessments
- Endangered species surveys
- Wetland delineation and permitting
- Water quality and aquatic habitat assessment
- Forest assessments and permitting
- Environmental impact assessment
- GIS analysis and map preparation
- Preparation of plans in Micro Station or AutoCAD
- Planting plans and reforestation
- Habitat and invasive species assessments
- Stream assessment and restoration design
- Wetland restoration design
- Construction inspection and management
- Community outreach
POSITION: SCIENTIST III

SUMMARY
A Scientist III independently conducts studies, research, analyses, and investigations; and prepares plans and reports within his/her area(s) of qualification and expertise. Scientist III's generally work independently to perform tasks for which they are trained and qualified, with supervision as needed by more senior staff. A Scientist III has an intermediate to high level of training and experience for the tasks assigned and may supervise more junior staff such as Scientist II's, Field Technicians, and others.

MINIMUM EDUCATION
Bachelor’s degree in biology, environmental science, geology, landscape architecture, wildlife management, botany, forestry, or similar field.

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
4 Years

DUTIES & RESPONSIBILITIES
Provides senior technical services in the areas below, commensurate with qualifications and experience:

- Watershed assessments
- Endangered species surveys
- Wetland delineation and permitting
- Water quality and aquatic habitat assessment
- Forest assessments and permitting
- Environmental impact assessment
- GIS analysis and map preparation
- Preparation of plans in Micro Station or AutoCAD
- Planting plans and reforestation
- Habitat and invasive species assessments
- Stream assessment and restoration design
- Wetland restoration design
- Construction inspection and management
- Community outreach
- Interagency coordination

Skipjack Windfarm Project; Rare, Threatened, and Endangered (RTE) Species Survey
POSITION: SCIENTIST IV

SUMMARY
A Scientist IV leads and manages scientists and other staff to provide oversight and senior technical expertise for studies, research, analyses, and investigations within his/her area(s) of qualification and expertise. A Scientist IV has a high to very high level of training and experience for the tasks assigned and regularly supervises other staff.

MINIMUM EDUCATION
Bachelor’s degree in biology, environmental science, geology, landscape architecture, wildlife management, botany, forestry, or similar degree.

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
10 Years

DUTIES & RESPONSIBILITIES
Provides management and senior technical services in the areas below, commensurate with qualifications and experience:

- Watershed assessments
- Endangered species surveys
- Wetland delineation and permitting
- Water quality and aquatic habitat assessment
- Forest assessments and permitting
- Environmental impact assessment
- GIS analysis and map preparation
- Preparation of plans in Micro Station or AutoCAD
- Planting plans and reforestation
- Habitat and invasive species assessments
- Stream assessment and restoration design
- Wetland restoration design
- Construction inspection and management
- Community outreach
- Interagency coordination
POSITION: SCIENTIST V

SUMMARY
A Scientist V is a senior management position and is expected to lead major projects, manage multiple staff, maintain significant professional qualifications, and lead business development initiatives. This position entails significant client contact and coordination with other consultants, individuals must have demonstrated ability to work towards consensus on difficult issues. Strong organizational skills, including the ability to track and manage multiple tasks and priorities, as well as the ability to communicate effectively in both speech and writing are a must. Assignments may include the management of larger and more technical projects, the management of more staff, and responsibilities to develop business.

MINIMUM EDUCATION
Bachelor’s or Master’s degree in an appropriate scientific or technical discipline

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
12+ years experience; or Master’s Degree + 10 years experience

DUTIES & RESPONSIBILITIES
- Utilizes scientific and technical knowledge to prevent or control environmental hazards and ensure compliance with applicable laws, regulations, and permits.
- Provides consultation and advise on matters within area of expertise.
- Develops solutions to complex technical problems.
- Assists managers in planning, scheduling, and executing tasks; supervises activities and reviews work performed by junior staff.
- Collects data and compiles reports with strict attention to data integrity.
- Reviews reports for accuracy and compliance.
- Develops and implements goals, objectives, policies, and priorities for area of responsibility.
POSITION: STORMWATER ENGINEER

SUMMARY
A Stormwater Engineer performs professional engineering analysis and design in the areas of water resource engineering, acoustics and/or sustainability. Stormwater Engineers generally work independently to perform tasks for which they are trained and qualified, with supervision as needed by more senior staff. A Stormwater Engineer has an intermediate to high level of training and experience for the tasks assigned and may supervise other staff.

MINIMUM EDUCATION
Bachelor’s degree in Civil Engineering or related engineering field

CERTIFICATION
Professional Engineer (PE) or Leadership in Energy and Environmental Design Accredited Professional (LEED AP+)

MINIMUM YEARS OF EXPERIENCE
4 Years

DUTIES & RESPONSIBILITIES
Provide engineering technical services in the areas below, commensurate with qualifications and experience:

- Water resource engineering
- Hydraulic and hydrologic studies
- Stormwater management analysis and design
- Drainage design
- Erosion and sediment control design
- Geomorphic assessments
- Stream design
- Flood plain studies
- Traffic noise analysis
- Rail noise analysis
- Construction noise analysis
- Noise barrier design
- Sound monitoring
- Sustainability services such as Integrated Project Delivery and LEED/Green Globes rating systems

These services may also include report and construction plan production and construction cost estimation.
POSITION: SENIOR STORMWATER ENGINEER

SUMMARY
Perform professional environmental analyst work to protect and improve the natural environment. Analysis and design will be performed in the areas of water resources, acoustics and sustainability professional services.

MINIMUM EDUCATION
Bachelor’s degree in Civil Engineering or related engineering field

CERTIFICATION
Professional Engineer (PE) or Leadership in Energy and Environmental Design Accredited Professional (LEED AP+)

MINIMUM YEARS OF EXPERIENCE
10 Years

DUTIES & RESPONSIBILITIES
Provide senior engineering technical and management services in the areas below, commensurate with qualifications and experience:

- Water resource engineering
- Hydraulic and hydrologic studies
- Stormwater management analysis and design
- Drainage design
- Erosion and sediment control design
- Geomorphic assessments
- Stream design
- Flood plain studies

- Traffic noise analysis
- Rail noise analysis
- Construction noise analysis
- Noise barrier design
- Sound monitoring
- Sustainability services such as Integrated Project Delivery and LEED/Green Globes rating systems

In addition, the Senior Stormwater Engineer provides management services on engineering tasks and projects including:

- Conducting QA/QC reviews on deliverables to ensure client requirements are met
- Resolving project management issues and client concerns.
POSITION: ENVIRONMENTAL ENGINEER I

SUMMARY
An Environmental Engineer I supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
BS in an engineering discipline

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
0+ years

DUTIES & RESPONSIBILITIES
• Assists in identifying, assessing, and resolving problems concerning the environment.
• Assists in design, data collection, engineering studies, and analysis to ensure compliance with environmental laws/regulations, reduce or remove environmental contaminants, and improve the performance of structures, systems, or equipment.
• Collects and compiles data, performs field studies and assessments, assists in analysis and design, prepares data summaries and reports, prepares engineering plans, and researches applicable regulations.
• Work is closely supervised and reviewed by more senior staff.
POSITION: ENVIRONMENTAL ENGINEER II

SUMMARY
An Environmental Engineer II supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
Bachelors or Master’s degree in an engineering discipline.

CERTIFICATION
Engineer In Training (EIT) certification. Additional 2 years experience can substitute for EIT.

MINIMUM YEARS OF EXPERIENCE
2+ years; or Master’s Degree + 0 years.

DUTIES & RESPONSIBILITIES
- Supports project teams in identifying, assessing, and resolving problems concerning the environment.
- Conducts design, data collection, engineering studies, and analysis to ensure compliance with environmental laws/regulations, reduce or remove environmental contaminants, and improve the performance of structures, systems, or equipment.
- Collects and compiles data, performs field studies and assessments, conducts analysis and design, prepares data summaries and reports, prepares engineering plans, and conducts regulatory analyses.
- Assists in developing work plans, methodologies, and design approaches.
- Receives general direction from more senior staff.
POSITION: ENVIRONMENTAL ENGINEER III

SUMMARY
An Environmental Engineer III supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
Bachelors or Master’s degree in an engineering discipline

CERTIFICATION
Professional Engineer (PE) certification
Additional 2 years experience can substitute for PE

MINIMUM YEARS OF EXPERIENCE
4+ years; or Master’s degree + 2 years

DUTIES & RESPONSIBILITIES
• Supports or leads project teams in identifying, assessing, and resolving problems concerning the environment.
• Conducts and supervises design, data collection, engineering studies, and analysis to ensure compliance with environmental laws/regulations, reduce or remove environmental contaminants, and improve the performance of structures, systems, or equipment.
• Plans, oversees, and participates in data collection, field studies and assessments, analysis and design, data summaries and reports, engineering plans, and regulatory analyses.
• Develops work plans, methodologies, and design approaches.
• Assists in managing cost, schedule, and quality on assigned tasks/projects.
• Work is generally independent and collaborative in nature; may supervise and review the work of junior staff.
POSITION: ENVIRONMENTAL ENGINEER IV

SUMMARY
An Environmental Engineer IV supports multi-disciplinary teams by performing tasks that are associated with the company's engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
Bachelors or Master’s degree in an engineering discipline

CERTIFICATION
Professional Engineer (PE) certification
Additional 2 years experience can substitute for PE

MINIMUM YEARS OF EXPERIENCE
10+ years; or Master’s degree + 8 years

DUTIES & RESPONSIBILITIES
• Leads project teams in identifying, assessing, and resolving problems concerning the environment.
• Plans, leads, and reviews design, data collection, engineering studies, and analysis to ensure compliance with environmental laws/regulations, reduce or remove environmental contaminants, and improve the performance of structures, systems, or equipment.
• Plans, leads, and reviews data collection, field studies and assessments, analysis and design, data summaries and reports, engineering plans, and regulatory analyses.
• Leads development of work plans, methodologies, and design approaches.
• Provides senior-level engineering expertise on complex issues.
• Manages cost, schedule, and quality on assigned tasks/projects.
• Work is highly independent; supervises junior staff and functions in a leadership role for teams and tasks.
POSITION: ENVIRONMENTAL ENGINEER V

SUMMARY
An Environmental Engineer V supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
Bachelors or Master’s degree in an engineering discipline

CERTIFICATION
Professional Engineer (PE) certification
Additional 2 years experience can substitute for PE

MINIMUM YEARS OF EXPERIENCE
15+ years; or Master’s degree + 13 years

DUTIES & RESPONSIBILITIES
• Manages and coordinates project teams in identifying, assessing, and resolving problems concerning the environment.
• Manages, coordinates, and reviews design, data collection, engineering studies, and analysis to ensure compliance with environmental laws/ regulations, reduce or remove environmental contaminants, and improve the performance of structures, systems, or equipment.
• Manages, coordinates, and reviews data collection, field studies and assessments, analysis and design, data summaries and reports, engineering plans, and regulatory analyses.
• Oversees development of work plans, methodologies, and design approaches.
• Provides senior-level engineering expertise on complex issues, including conceptual thinking, designing and developing plans, processes, procedures and tools.
• Manages cost, schedule, and quality on multiple tasks/projects.
• Work is highly independent and includes a significant managerial/leadership element; generally supervises a department, project team, or major contract.
• Serves as mentor/lead in the area of specialization.
POSITION: FIELD TECHNICIAN

SUMMARY
A Field Technician provides assistance and support to senior staff in conducting fieldwork (including GPS surveys, field assessments and delineations, and construction inspections), carrying out research, preparing reports, preparing GIS mapping, conducting preliminary data analysis, and initial drafting of design plans. Field Technicians generally work under the direct supervision of more senior staff and may also independently perform specific tasks for which they are trained and qualified. Field Technicians have basic training and competency for the tasks assigned and are utilized in multi-person teams to assist more senior staff, or to perform specific tasks that do not need to be personally carried out by more senior staff.

MINIMUM EDUCATION
Bachelor’s Degree in biology, environmental science, geology, landscape architecture, wildlife management, botany, forestry, or similar field.

CERTIFICATION
None required.

MINIMUM YEARS OF EXPERIENCE
0 Years

DUTIES & RESPONSIBILITIES
Provides technical services in the areas below, commensurate with qualifications and experience, under the supervision of senior staff:

- Watershed assessments
- Endangered species surveys
- Wetland delineation and permitting
- Water quality and aquatic habitat assessment
- Forest assessments and permitting
- Environmental impact assessment
- GIS analysis and map preparation
- Preparation of plans in MicroStation or AutoCAD
- Planting plans and reforestation
- Habitat and invasive species assessments
- Stream assessment and restoration design
- Wetland restoration design
- Construction inspection and management
- Community outreach
POSITION: ENVIRONMENTAL TECHNICIAN I

SUMMARY
An Environmental Technician I supports multi-disciplinary teams by performing tasks that are associated with the company's engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
High school diploma or equivalent

CERTIFICATION
None required; specific work assignments may require specialized training or certification such as HAZWOPER

MINIMUM YEARS OF EXPERIENCE
0+ years

DUTIES & RESPONSIBILITIES
• Utilizes technical knowledge and experience to assist in ensuring compliance with applicable environmental laws, regulations, and permits.
• Under direction of senior staff, may collect samples (gases, soil, water, and other materials) for testing and take corrective actions as assigned.
• May assist in shipping and handling of hazardous wastes, spill cleanups, facility/equipment inspections, and environmental field studies and investigations as appropriate based on training and experience.
• Compiles data for environmental programs including data to demonstrate permit compliance, and enters data into database for reviews by others.
• May assist in developing reports and data summaries. Works with close oversight by managers or senior technical staff.
POSITION: ENVIRONMENTAL TECHNICIAN II

SUMMARY
An Environmental Technician II supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
High school diploma or equivalent

CERTIFICATION
None required; specific work assignments may require specialized training or certification such as HAZWOPER

MINIMUM YEARS OF EXPERIENCE
2 years

DUTIES & RESPONSIBILITIES
- Utilizes technical knowledge and experience to assist in ensuring compliance with applicable environmental laws, regulations, and permits.
- May collect samples (gases, soil, water, and other materials) for testing and take corrective actions as assigned.
- May assist in shipping and handling of hazardous wastes, spill cleanups, facility/equipment inspections, and environmental field studies and investigations as appropriate based on training and experience.
- Compiles data for environmental programs including data to demonstrate permit compliance, and enters data into database for reviews by others.
- Assists in developing reports and data summaries.
- Works with oversight by managers or senior technical staff.
POSITION: ENVIRONMENTAL TECHNICIAN III

SUMMARY
An Environmental Technician III supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
High school diploma or equivalent

CERTIFICATION
None required; specific work assignments may require specialized training or certification such as HAZWOPER

MINIMUM YEARS OF EXPERIENCE
4 years

DUTIES & RESPONSIBILITIES
• Utilizes technical knowledge and experience to assist in ensuring compliance with applicable environmental laws, regulations, and permits.
• May perform or supervise collection of samples (gases, soil, water, and other materials) for testing and take corrective actions as assigned.
• May supervise and perform shipping and handling of hazardous wastes, spill cleanups, facility/equipment inspections, and environmental field studies and investigations as appropriate based on training and experience.
• Compiles data for environmental programs including data to demonstrate permit compliance, and enters data into databases.
• Develops reports and data summaries, reviews records and data sets for accuracy and compliance.
• Works with some oversight by managers or senior technical staff.
POSITION: ENVIRONMENTAL TECHNICIAN IV

SUMMARY
An Environmental Technician IV supports multi-disciplinary teams by performing tasks that are associated with the company’s engineering design, environmental compliance, environmental science, natural resources, cultural resources, and NEPA related work.

MINIMUM EDUCATION
High school diploma or equivalent

CERTIFICATION
None required; specific work assignments may require specialized training or certification such as HAZWOPER

MINIMUM YEARS OF EXPERIENCE
10+ years

DUTIES & RESPONSIBILITIES
• Utilizes technical knowledge and experience to assist in ensuring compliance with applicable environmental laws, regulations, and permits.
• May perform or supervise collection of samples (gases, soil, water, and other materials) for testing and take corrective actions as assigned.
• May plan, supervise and perform shipping and handling of hazardous wastes, spill cleanups, facility/equipment inspections, and environmental
  field studies and investigations as appropriate based on training and experience.
• Compiles data for environmental programs including data to demonstrate permit compliance, and enters data into databases.
• Develops reports and data summaries, reviews records and data sets for accuracy and compliance.
• Works with minimal oversight.
POSITION: GIS/CAD TECHNICIAN

SUMMARY
Perform professional computer-aided design (CAD) including use of Microstation or other design software to prepare engineering designs. Develops geographic information system (GIS) databases including maps and displays to support studies, designs, reports, or analyses.

MINIMUM EDUCATION
Associates Degree in CAD, GIS, or related technical areas

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
2 Years

DUTIES & RESPONSIBILITIES
Provide technical services in the areas of:

- Preparation of engineering designs, impact plates, and other deliverables in CAD, Microstation, or other design software packages as specified by client.
- Develop GIS databases including maps and displays.
- Utilize GIS tools to support mapping and analysis for studies.
POSITION: IT/DATABASE SPECIALIST

SUMMARY
An IT/Database Specialist supports multi-disciplinary teams by performing tasks related to geographic information systems (GIS), database development and management, application development and programming, and other information technology-related tasks and functions.

MINIMUM EDUCATION
High school diploma or equivalent

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
2 years

DUTIES & RESPONSIBILITIES
- Utilizes experience with software tools and applications as appropriate to the assignment.
- May perform database development and administration, web page design, information security management, interface programming between handheld loggers and databases, development of data summaries including maps/charts from GIS applications, and/or other IT programming/development functions as needed based on training and experience.
- Works under general direction of a manager or senior staff.
POSITION: ADMINISTRATIVE SPECIALIST

SUMMARY
Provides general administrative services in support of an organization or contract effort. Acts as interface point for administrative matters between visitors / staff and the business unit leadership.

MINIMUM EDUCATION
Associate’s Degree in business, management, accounting, or related field
Additional 2 years experience can substitute for degree

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
2+ years

DUTIES & RESPONSIBILITIES
- Provides administrative support in a variety of functions to an individual, team, department or another group in an organization.
- Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials.
- Responds to or routes routine inquiries from external or internal sources with own correspondence or other messaging.
- Schedules and coordinates meetings, travel, and other group activities.
- May be responsible for creating reports and distributing on a regular schedule.
- Has advanced word processing, spreadsheet, and graphics software skills.
- Typically requires a high school diploma or its equivalent.
- Typically reports to a supervisor or manager.
- Gaining or has attained full proficiency in a specific area of discipline.
- Works under moderate supervision.
- Typically requires 2 years of related experience.
POSITION: BUSINESS MANAGEMENT SPECIALIST

SUMMARY
A Business Management Specialist performs/oversees business functions in support of the business unit leadership.

MINIMUM EDUCATION
Bachelor’s Degree in business, management, accounting, or related field. Additional 4 years experience can substitute for degree

CERTIFICATION
None required

MINIMUM YEARS OF EXPERIENCE
6+ years

DUTIES & RESPONSIBILITIES
• Prepares contract proposals and administers subcontracts and delivery orders.
• Also may negotiate contract/task orders with potential subcontractors and vendors.
• Tracks costs and develops cost reports; prepares invoices; and oversees ordering and expenses.
• Develops, oversees and implements office management and administrative processes and procedures.
• Has knowledge of standard concepts, practices, and procedures within the Business field.
• Works under general supervision; typically reports to a manager and may supervise other administrative staff.