



GENERAL SERVICES ADMINISTRATION

ENVIRONMENTAL SERVICES

Federal Supply Schedule Industrial Group 899
Industrial Class 8999

"Prices Shown are Net (discount deducted)" Contract No.: GS-10F-0190J

Contract Period: August 9, 2014 through August 8, 2019

Contractor: **REMSA, Inc.**

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Business Size: Small Disadvantaged Business (SDB),
Woman Owned Business (WOB),
Minority Business Enterprise (MBE)

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CORPORATE OVERVIEW

REMSA, Inc. is a professional services firm providing environmental science and engineering services, training, administrative and technical support, and information management services to government and commercial clients. Since 1986, **REMSA** has established a track record of consistent, on time and within cost performance.

REMSA uses a multi-disciplinary approach of engineering, scientific and information management disciplines to develop innovative solutions and products. The services delivered consistently represent the latest in technology and compliance with client specifications. Our staff consists of high caliber professionals, many with advanced degrees, including a large percentage at the doctoral level. Extensive use of university and industry consultants complements the staff by applying current research to achieve pertinent results. **REMSA's** diverse staff and associates encompass electronic, civil, mechanical, chemical, computer and environmental engineers and scientists, information management developers and specialists. We have the flexibility to reconfigure teams as necessary to meet changing needs and priorities. **REMSA's** management structure keeps projects under control, reduces overhead costs, and provides competitive rates to our customers.

Our projects range from small quick-response support to multi-year technical support contracts. We have proven experience in the following areas: Environmental Planning and Management (specifically Cultural and Natural Resources), Systems Engineering (R, M, & QA and Logistics Planning and Management), and Information Management Development and Services.

Environmental Science, Planning, and Management Services

- Pollution Prevention
- Regulatory Compliance Support
- Geographical Information System Applications
- Environmental Data Management
- Natural and Cultural Resource Management
- Environmental Justice
- Wetlands/Coastal/Ocean Conservation
- Management and Administrative Support

Based upon *REMSA*'s experience and expertise in the above categories of services, our GSA Schedule includes the following Special Item Numbers (SINs). Details of the requirements for each labor category offered are on pages 8 – 16.

SIN 899-1/899-1/RC Environmental Consulting Services

Details of the SINs, including Price Lists begin on page 5 of this catalog. Page 17 lists the terms and conditions of this schedule. Appendix A serves as a guide to those new to the Federal procurement process.

REMSA Inc. GSA SCHEDULE ENVIRONMENTAL SERVICES

**SIN 899-1/899-1RC
Environmental Consulting**

These services include:

- Environmental Program and Project Management
- Environmental Impact Statements and Assessments under the National Environmental Policy Act
- Endangered Species, Wetlands, Watersheds and other Natural Resource Management Plans, Studies and Consultations
- Archeological, Historical and other Cultural Resources Management Plans, Studies, and Consultations
- Economic, Technical, and Risk Analyses in Support of Environmental Needs
- Environmental Compliance Audits
- Compliance Management Planning
- Pollution Prevention Surveys
- Sustainable Performance Measure Development
- Data Collection and Development
- Analyses of Comments
- Regulatory and Economic Analyses
- Risk, Hazard and Exposure Assessments
- Feasibility Analyses
- Waste Characterization Studies & Recommendations for management strategies

A. The attached Commercial Sales Practices (CSP) Format and attached Pricing Proposal List (PPL) identified the Most Favored Commercial Customer (MFCC) as City of Hampton, VA. The MFCC receives a 0% discount off of the Contractor’s market prices. GSA’s prices are at least 5% less than Contractor’s commercial market prices and the prices charged to the MFCC, excluding IFF.

B. For the purposes of clause 552.238-75 (Alternate I), Price Reductions, the Basis of Award (BOA) customer is All Commercial Customers and GSA’s contract prices, excluding the required 0.75% IFF, are at least 5% less than the prices charged to the customer/category identified in the CSP.

C. In accordance with clause 52.212-3, Offeror Representations and Certifications – Commercial Items, and clause 52.219-28, Post Award Small Business Program Representation (APR 2009), the Contractor has re-represented that the firm is a small business under NAICS code 541620 and the representations and certifications as cited at <https://www.sam.gov> are current, accurate, and complete as of the date the Contractor signs in Block 15C of this modification document.

D. Economic Price Adjustments (EPAs) are in accordance with clause I-FSS-969, paragraph (b)(1). The fixed escalation percentage has been reduced from 3% to 2%.

E. SINs 899-3 and 899-3RC are hereby removed from the contract.

F. The negotiated hourly prices for SINs 899-1 and 899-1RC are stated below. All prices are inclusive of the 0.75% IFF. The price table below supersedes all previous tables.

	8-9-14 to 8-8-15	8-9-15 to 8-8-16	8-9-16 to 8-8-17	8-9-17 to 8-8-18	8-9-18 to 8-8-19
Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
Program Manager	\$ 98.93	\$ 100.91	\$ 102.93	\$ 104.99	\$ 107.08
Environmental Engineer V	\$ 80.13	\$ 81.73	\$ 83.37	\$ 85.04	\$ 86.74
Environmental Engineer IV	\$ 71.62	\$ 73.06	\$ 74.52	\$ 76.01	\$ 77.53
Environmental Engineer III	\$ 63.96	\$ 65.24	\$ 66.55	\$ 67.88	\$ 69.24
Environmental Engineer II	\$ 47.67	\$ 48.63	\$ 49.60	\$ 50.59	\$ 51.60
Environmental Engineer I	\$ 43.01	\$ 43.87	\$ 44.75	\$ 45.65	\$ 46.56
Environmental Scientist V	\$ 81.58	\$ 83.21	\$ 84.88	\$ 86.57	\$ 88.30
Environmental Scientist IV	\$ 74.31	\$ 75.79	\$ 77.31	\$ 78.86	\$ 80.43
Environmental Scientist III	\$ 67.71	\$ 69.06	\$ 70.44	\$ 71.85	\$ 73.29
Environmental Scientist II	\$ 54.57	\$ 55.66	\$ 56.77	\$ 57.91	\$ 59.07
Environmental Scientist I	\$ 40.36	\$ 41.17	\$ 41.99	\$ 42.83	\$ 43.69
Environmental Specialist V	\$ 58.52	\$ 59.69	\$ 60.88	\$ 62.10	\$ 63.34
Environmental Specialist IV	\$ 49.74	\$ 50.73	\$ 51.74	\$ 52.78	\$ 53.83
Environmental Specialist III	\$ 44.69	\$ 45.58	\$ 46.49	\$ 47.42	\$ 48.37
Environmental Specialist II	\$ 41.66	\$ 42.49	\$ 43.34	\$ 44.21	\$ 45.09
Environmental Specialist I	\$ 40.07	\$ 40.87	\$ 41.68	\$ 42.52	\$ 43.37
Environmental Technician V	\$ 53.65	\$ 54.73	\$ 55.82	\$ 56.94	\$ 58.07
Environmental Technician IV	\$ 47.29	\$ 48.23	\$ 49.20	\$ 50.18	\$ 51.19

	8-9-14 to 8-8-15	8-9-15 to 8-8-16	8-9-16 to 8-8-17	8-9-17 to 8-8-18	8-9-18 to 8-8-19
Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
Environmental Technician III	\$ 37.56	\$ 38.31	\$ 39.07	\$ 39.86	\$ 40.65
Environmental Technician II	\$ 35.30	\$ 36.01	\$ 36.73	\$ 37.46	\$ 38.21
Environmental Technician I	\$ 28.98	\$ 29.56	\$ 30.15	\$ 30.75	\$ 31.37
Project Manager III	\$ 116.90	\$ 119.24	\$ 121.63	\$ 124.06	\$ 126.54
Project Manager I	\$ 84.80	\$ 86.50	\$ 88.23	\$ 89.99	\$ 91.79
Archeologist III	\$ 66.49	\$ 67.82	\$ 69.18	\$ 70.56	\$ 71.98
Archeologist I	\$ 51.14	\$ 52.17	\$ 53.21	\$ 54.27	\$ 55.36
Chemical Engineer III	\$ 98.08	\$ 100.04	\$ 102.05	\$ 104.09	\$ 106.17
Chemical Engineer I	\$ 59.05	\$ 60.23	\$ 61.43	\$ 62.66	\$ 63.92
Civil Engineer III	\$ 82.84	\$ 84.50	\$ 86.19	\$ 87.92	\$ 89.67
Civil Engineer I	\$ 53.10	\$ 54.16	\$ 55.25	\$ 56.35	\$ 57.48
Geotechnical Engineer III	\$ 86.08	\$ 87.80	\$ 89.56	\$ 91.35	\$ 93.17
Geotechnical Engineer I	\$ 59.05	\$ 60.23	\$ 61.43	\$ 62.66	\$ 63.92
Programmer III	\$ 77.16	\$ 78.71	\$ 80.28	\$ 81.89	\$ 83.52
Programmer I	\$ 51.93	\$ 52.97	\$ 54.03	\$ 55.11	\$ 56.21
Data Analyst III	\$ 69.56	\$ 70.96	\$ 72.37	\$ 73.82	\$ 75.30
Data Analyst I	\$ 50.16	\$ 51.17	\$ 52.19	\$ 53.23	\$ 54.30
GIS Analyst	\$ 55.79	\$ 56.91	\$ 58.05	\$ 59.21	\$ 60.39
GIS Technician	\$ 36.17	\$ 36.89	\$ 37.63	\$ 38.38	\$ 39.15
Technical Writer III	\$ 55.95	\$ 57.07	\$ 58.21	\$ 59.37	\$ 60.56
Technical Writer I	\$ 41.21	\$ 42.03	\$ 42.87	\$ 43.73	\$ 44.60
Administrative Assistant III	\$ 42.48	\$ 43.33	\$ 44.20	\$ 45.08	\$ 45.98
Administrative Assistant II	\$ 31.50	\$ 32.13	\$ 32.77	\$ 33.43	\$ 34.09
Administrative Assistant I	\$ 24.53	\$ 25.02	\$ 25.52	\$ 26.03	\$ 26.55
Compliance Project Manager	\$ 91.51	\$ 93.34	\$ 95.21	\$ 97.12	\$ 99.06
Compliance Inspection Manager	\$ 75.78	\$ 77.29	\$ 78.84	\$ 80.41	\$ 82.02
Compliance Inspection Specialist	\$ 50.55	\$ 51.56	\$ 52.59	\$ 53.65	\$ 54.72
Compliance Inspection Technician	\$ 35.60	\$ 36.31	\$ 37.04	\$ 37.78	\$ 38.53

G. The below matrix and the narrative that follows were submitted and will be incorporated into the contract, and must be included in the firm's price catalog on GSA Advantage:

SCA Eligible Contract Labor Category	SCA Equivalent Code SCA Title	WD Number
Administrative Assistant	01020 – Secretary I	05-2543
Programmer I	14071 – Computer Programmer I	05-2543
Environmental Technician I	30461 – Technical Writer I	05-2543

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

H. Labor Categories Training Manager II and Training Specialist II are hereby removed from the contract.

I. The revised labor category descriptions are stated below and must be included in the Contractor's price catalog on GSA Advantage.

PROGRAM MANAGER

Education/Experience Threshold: Master's Degree in Environmental in Business or Engineering and 25 years related experience.

Functional Responsibility: Responsible for program and task order management. Provides nationally recognized expertise in environmental compliance, develops, coordinates and implements environmental policies, procedures and programs. Monitors existing programs for compliance with environmental rules and procedures, identifies potential environmental issues and develops strategies to effectively respond.

ENVIRONMENTAL ENGINEER V

Education/Experience Threshold: Master's Degree in Civil or Environmental engineering and 20 years relevant experience.

Functional Responsibility: Duties include, but are not limited to, all facets of environmental screening/Transaction Analyses, Environmental assessments, and environmental Impact Statements (ES/TA, EA, and EIS), such as preparation, reviews, and federal/state/local compliance aspects: design of environmental field studies, data collection, and analyses. Produces environmental management plans. Provides technical expertise in all areas of environmental engineering, as needed.

ENVIRONMENTAL ENGINEER IV

Education/Experience Threshold: Master's Degree in Civil or Environmental engineering and 10 year's relevant experience.

Functional Responsibility: Duties include, but are not limited to, all facets of environmental screening/Transaction Analyses, Environmental assessments, and environmental Impact Statements (ES/TA, EA, and EIS), such as preparation, reviews, and federal/state/local compliance aspects: design of environmental field studies, data collection, and analyses. Produces environmental management plans. Provides technical expertise in all areas of environmental engineering, as needed.

ENVIRONMENTAL ENGINEER III

Education/Experience Threshold: Master's Degree in Civil or Environmental engineering and four (4) year's relevant experience.

Functional Responsibility: Duties include, but are not limited to, all facets of environmental screening/Transaction Analyses, Environmental assessments, and environmental Impact Statements (ES/TA, EA, and EIS), such as preparation, reviews, and federal/state/local compliance aspects: design of environmental field studies, data collection, and analyses.

ENVIRONMENTAL ENGINEER II

Education/Experience Threshold: Bachelor's Degree in Civil or Environmental engineering and two (2) year's applicable Environmental Engineering experience.

Functional Responsibility: Duties include, but are not limited to, all facets of environmental screening/Transaction Analyses, Environmental assessments, and environmental Impact Statements (ES/TA, EA, and EIS), such as preparation, reviews, and federal/state/local compliance aspects: design of environmental field studies, data collection, and analyses.

ENVIRONMENTAL ENGINEER I

Education/Experience Threshold: Bachelor's Degree in Civil or Environmental engineering and one (1) year minimum work experience.

Functional Responsibility: Environmental assessments, data gathering for Environmental impact statements, Environmental field studies and analyses.

ENVIRONMENTAL SCIENTIST V

Education/Experience Threshold: Master's Degree and 20 years related environmental experience. Must have knowledge of environmental laws, programs, and policies, and procedures. Supervises, advises, and manages environmental scientific staff and projects.

Functional Responsibilities: Duties include, but are not limited to, research, professional work in any of the fields of science with emphasis on the natural environment, and writing technical reports and papers. In addition attends workshops, conferences, and symposiums to remain abreast of scientific and regulatory changes.

ENVIRONMENTAL SCIENTIST IV

Education/Experience Threshold: Master's Degree and 10 years related environmental experience. Must have knowledge of environmental laws, programs, and policies, and procedures. May supervise, advice, and manage environmental scientific staff and projects.

Functional Responsibilities: Duties include, but are not limited to, research, professional work in any of the fields of science with emphasis on the natural environment, and writing technical reports and papers. In addition attends workshops, conferences, and symposiums to remain abreast of scientific and regulatory changes.

ENVIRONMENTAL SCIENTIST III

Education/Experience Threshold: Master's Degree and four (4) years related environmental experience. Must have knowledge of environmental laws, programs, and policies, and procedures.

Functional Responsibilities: Duties include, but are not limited to, research, professional work in any of the fields of science with emphasis on the natural environment, and writing technical reports and papers. In addition attends workshops, conferences, and symposiums to remain abreast of scientific and regulatory changes.

ENVIRONMENTAL SCIENTIST II

Education/Experience Threshold: Bachelor's Degree and four (4) years related environmental experience. Must have knowledge of environmental laws, programs, and policies, and procedures.

Functional Responsibilities: Duties include, but are not limited to, research, professional work in any of the fields of science with emphasis on the natural environment, and writing technical reports and papers. In addition attends workshops, conferences, and symposiums to remain abreast of scientific and regulatory changes.

ENVIRONMENTAL SCIENTIST I

Education/Experience Threshold: Bachelor's Degree and one (1) year related environmental experience. Must have one (1) year minimum work experience.

Functional Responsibility: Environmental data collection, analysis and reporting. Technical report writing, attend workshops and conferences.

ENVIRONMENTAL SPECIALIST V

Education/Experience Threshold: Master's Degree and 10 years work experience with extensive supervisory responsibilities.

Functional Responsibilities: Biologist or geologist skilled position responsible for the proper operation and maintenance of the latest technology in environmental systems. Ensures the most economical operation of equipment, using the Energy Management Panel and determines environmental equipment needs. Supervises maintenance technicians assigned as assistants.

ENVIRONMENTAL SPECIALIST IV

Education/Experience Threshold: Master's Degree and four (4) years' work experience with supervisory responsibilities.

Functional Responsibilities: Biologist or geologist skilled position responsible for the proper operation and maintenance of the latest technology in environmental systems. The incumbent ensures the most economical operation of equipment, using the Energy Management Panel and determines environmental equipment needs. Supervises maintenance technicians assigned as assistants.

ENVIRONMENTAL SPECIALIST III

Education/Experience Threshold: Bachelor's Degree and minimum of four (4) years' work experience in sciences or social sciences.

Functional Responsibilities: Skilled position responsible for the proper operation and maintenance of the latest technology in environmental systems. Ensures the most economical operation of equipment, and performs minor repairs on electrical and mechanical equipment when practical.

ENVIRONMENTAL SPECIALIST II

Education/Experience Threshold: Bachelor's Degree and two (2) years minimum work experience.

Functional Responsibilities: Skilled position responsible for the proper operation and maintenance of the latest technology in environmental systems. Ensures the most economical operation of equipment. Performs field research, writes NEPA documentation and other technical documents.

ENVIRONMENTAL SPECIALIST I

Education/Experience Threshold: Bachelor's Degree and at least one (1) year professional experience in sciences or social sciences.

Functional Responsibilities: Perform field research; write NEPA documentation, and other technical documents.

ENVIRONMENTAL TECHNICIAN V

Education/Experience Threshold: Bachelor's Degree and/ or 10 years of related environmental experience. Trade school, vocational school, military training or additional college coursework preferred. Related certificates appropriate for specified tasks required.

Functional Responsibilities: Duties include, but are not limited to, environmental field work, testing, and data gathering: laboratory analyses in chemistry, biology, environmental science or related fields: environmental sample collection, preparation, and data analyses.

ENVIRONMENTAL TECHNICIAN IV

Education/Experience Threshold: Associate's Degree and/ or eight (8) years of related environmental experience. Trade school, vocational school, military training or additional college coursework preferred. Related certificates appropriate for specified tasks required.

Functional Responsibilities: Duties include, but are not limited to, environmental field work, testing, and data gathering: laboratory analyses in chemistry, biology, environmental science or related fields: environmental sample collection, preparation, and data analyses.

ENVIRONMENTAL TECHNICIAN III

Education/Experience Threshold: High School Diploma and five (5) year of related experience trade school, vocational school, military training or additional college coursework preferred. Related certificates appropriate for specified tasks required

Functional Responsibilities: Duties include but are not limited to, field work testing, environmental sample collection, preparation, and data analyses.

ENVIRONMENTAL TECHNICIAN II

Education/Experience Threshold: High School Diploma and three (3) year of related experience. Trade school, vocational school, military training or additional college coursework preferred. Related certificates appropriate for specified tasks required.

Functional Responsibilities: Duties include but are not limited to, environmental sample collection, preparation, and data analyses.

ENVIRONMENTAL TECHNICIAN I

Education/Experience Threshold: High School Diploma and one (1) year of related experience. Trade school, vocational school, military training or additional college coursework preferred. Related certificates appropriate for specified tasks required.

Functional Responsibilities: Duties include but are not limited to, environmental sample collection, preparation, and data analyses.

PROJECT MANAGER III

Education/Experience Threshold: Master's Degree and eight (8) years of environmental supervisory or management experience. The equivalency of two years directly related experience may be substituted per each year of degree-level education.

Functional Responsibility: Manages and staffs projects and serves as the primary point of contact with the authorized government Contracting Officer's Technical Representative (COTR), government management personnel and agency representatives. Organizes, coordinates, directs and oversees all aspects of the program. Provides plans and schedules and ensures effective communications, both verbal and written, to all levels of management and environmental staff. Assigns overall tasking, review discrepancies, determine and enforce standards. Communicates clearly the project goals and objectives and the organization's policies to subordinate personnel. Ensures delivery order performance and provides regular and interim project status reporting.

PROJECT MANAGER I

Education/Experience Threshold: Bachelor's Degree and six (6) years of related environmental supervisory or management experience. The equivalency of two years directly related experience may be substituted for each year of degree-level education.

Functional Responsibility: Manages and staffs projects and serves as the primary point of contact with the authorized government COTR, government management personnel and agency representatives. Organizes, coordinates, directs and oversees all aspects of the program. Provides plans and schedules and ensures effective communications, both verbal and written, to all levels of management and environmental staff. Assigns overall tasking, review discrepancies, determine and enforce standards. Communicates clearly the project goals and objectives and the organization's policies to subordinate personnel. Ensures delivery order performance and provides regular and interim project status reporting.

ARCHEOLOGIST III

Education/Experience Threshold: Master's Degree in anthropology, archaeology, history or other closely related field and five (5) years' experience in archaeological projects and/or research. In addition, meets Secretary of the Interior's Professional Qualification Standards for Archaeology (36CFR61).

Functional Responsibility: Manages and administers archaeological projects. Supervises additional archaeological team members. Supervises Phase I to Phase III historic and prehistoric archaeological field investigations. Duties can include but are not limited to, archaeological surveys, excavations, laboratory analyses historic research and report preparation.

ARCHAEOLOGIST I

Education/Experience Threshold: Bachelor's Degree in archaeology, history or other closely related field and two (2) years' experience in archaeological projects and/or research. In addition, meets Secretary of the Interior's Professional Qualification Standards for Archaeology (36CFR61). The equivalency of two years directly related experience may be substituted per each year of degree-level education.

Functional Responsibility: Performs archaeological projects include Phase I to Phase III historic and prehistoric archaeological field investigations. Duties can include, but not be limited to, archaeological surveys, excavations, laboratory analyses, historic research and report preparation.

CHEMICAL ENGINEER III

Education/Experience Threshold: Master's Degree and eight (8) years' experience in chemistry, chemical engineering or related field.

Functional Responsibility: Manages engineering projects by organizing and controlling project elements. Conducts research, analysis, synthesis and experimentation. Determines project specifications; determines process standards by developing formulas and methods; identifies chemical and physical properties of substances; prepares technical reports by collecting, analyzing and summarizing information and trends; complies with government regulations; ensures operations of equipment and techniques.

CHEMICAL ENGINEER I

Education/Experience Threshold: Bachelor's Degree and four (4) years related experience in chemistry, chemical engineering, or related experience.

Functional Responsibility: Conducts research, analysis, synthesis and experimentation. Determines project specifications. Determines process standards by developing formulas and methods; identifies chemical and physical properties of substances; prepares technical reports by collecting, analyzing and summarizing information and trends. Complies with government regulations; ensures operations of equipment and techniques.

CIVIL ENGINEER III

Education/Experience Threshold: Master's Degree and eight (8) years' experience in civil engineering projects. The equivalency of two years directly related experience may be substituted per each year of degree-level education.

Functional Responsibility: Reviews engineering design and documents confirming specifications. Determines project costs. Prepares feasibility analyzing engineering design; conducts environmental impact studies; assembling data. Prepares engineering documents by developing construction specifications, plans and schedules.

CIVIL ENGINEER I

Education/Experience Threshold: Bachelor's Degree and four (4) years' experience in civil engineering projects.

Functional Responsibility: Reviews engineering design and documents confirming specifications. Determines project costs. Prepares feasibility analyzing engineering design; conducts environmental impact studies; assembling data. Prepares engineering documents by developing construction specifications, plans and schedules.

GEOTECHNICAL ENGINEER III

Education/Experience Threshold: Master's Degree and eight (8) years' experience, preferably in geotechnical project management or consulting.

Functional Responsibility: Duties include environmental investigations involving geology, hydrology and hydrogeology. Manages environmental, geological and groundwater investigations and projects.

GEOTECHNICAL ENGINEER I

Education/Experience Threshold: Bachelor's Degree and two (2) years' experience in geotechnical projects.

Functional Responsibility: Duties include environmental investigations involving geology, hydrology and hydrogeology. Manages environmental, geological and groundwater investigations and projects.

PROGRAMMER III

Education/Experience Threshold: Bachelor's degree and eight (8) years of computer programming experience. The equivalency of two years related information technology experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides advanced design, coding and development of complex software IAW approved system specifications. Performs analysis of defined system requirements and prepares logic flowcharts, diagrams and other illustrations as relevant to portray the proposed software approach. Implements COTS software packages as needed and may include ORACLE, INFORMIX and SYBASE for database design and implementation. Designs and analyses software compatibility and operability issues to ensure that customer requirements are met. May serve as lead senior technical authority on software design and implementation issues and directs junior level programmers.

PROGRAMMER I

Education/Experience Threshold: Bachelor's degree and four (4) years programming experience. The equivalency of two years programming experience may be substituted per each year of degree-level education.

Functional Responsibility: May provide assistance to senior programmers in coding software. Generates and prepares associated software documentation such as design documents, process flowcharts, input/output data element tables and database design as appropriate. Debugs applications level software elements and components. Supports senior programming staff members as directed in software development and life cycle maintenance activities.

DATA ANALYST III

Education/Experience Threshold: Bachelor's Degree and two (2) years of related experience. The equivalency of two years' experience may be substituted per each year of degree-level education.

Functional Responsibility: Knowledgeable about all facets of database functions. Duties include, but are not limited to, analysis design, data access and entry, and data analyses. Provides advanced technical expertise in the design, implementation and maintenance of data management systems and solutions. Works with other technical staff members to ensure that system data requirements are met for data access, access methodologies, data access timing, data validation and data security. Generates documentation as required.

DATA ANALYST I

Education/Experience Threshold: Bachelor's Degree and two (2) years of related experience. The equivalency of two years' experience may be substituted per each year of degree-level education.

Functional Responsibility: Knowledgeable about all facets of database functions. Duties include, but are not limited to, analysis design, data access and entry, and data analyses. Provides advanced technical expertise in the design, implementation and maintenance of data management systems and solutions. Works with other technical staff members to ensure that system data requirements are met for data access, access methodologies, data access timing, data validation and data security. Generates documentation as required.

GIS ANALYST

Education/Experience Threshold: Bachelor's Degree and four (4) years related GIS experience. Two years of related GIS systems support related experience in cartography, geography, hydrology or computer science may be substituted per each year of degree-level education.

Functional Responsibility: Provides cartographic skills and expertise in the use or creation of maps and mapping information that may be interpolated with existing or new databases or systems. Uses GIS relational databases to perform information identification and retrieval, topographical modeling, layering, overlaying and interleaving of

GIS Intermodal information to provide complex analytical capability. Designs, develops and maintains specified GIS programs and databases or systems to enhance, correlate, analyze and model information for use in map making, site selection, environmental planning, emergency response planning and simulation of specified environmental impacts. Provides operation and use of peripheral equipment including plotters, scanners, digitizers and other GIS equipment. Complies with corporate quality assurance provisions and procedures.

GIS TECHNICIAN

Education/Experience Threshold: Bachelor's Degree in cartography, hydrology, or computer science. Two (2) years of related GIS systems support related experience may be substituted per each year of degree-level education.

Functional Responsibility: Assist in the use or creation of maps and mapping information that may be interpolated with existing or new databases or systems. Uses GIS relational databases to perform information identification and retrieval, topographical modeling, layering, overlaying and interleaving of GIS intermodal information to provide complex analytical capability. Maintains specified GIS programs and databases or systems to enhance, correlate, analyze and model information for use in map making, site selection, environmental planning, emergency response planning and simulation of specified environmental impacts. Provides operation and use of peripheral equipment including plotters, scanners, digitizers and other GIS equipment. Complies with corporate quality assurance provisions and procedures.

TECHNICAL WRITER III

Education/Experience Threshold. Bachelor's Degree, including minimum two semesters of English writing coursework and four (4) years related experience. Two years of technical writing experience may be substituted per each year of degree-level education.

Functional Responsibility. Writes, edits, and researches information for technical publications, briefings, reports, presentations, proposal, training materials and/or procedures manuals. Works closely with technical staff members in obtaining relevant technical information and guidance. Independently secures needed data from a variety of sources including in-house, Internet, and other referenced materials. Edits for grammatical integrity, structure and ease of readability. Revises text where appropriate to ensure writing style and format is consistent and uniform throughout the complete documentation set. Ensures compliance with corporate quality assurance procedures and policies and adherence to approved documentation standards. Provides direction to Junior Technical Writers.

TECHNICAL WRITER I

Education/Experience Threshold: Bachelor's Degree, including minimum of two semester's English writing coursework. Two (2) years of technical writing experience may be substituted per each year of degree-level education.

Functional Responsibility: Writes, edits and researches information for technical publications, briefings, reports, presentations, proposals, training materials and/or procedure manuals. Works closely with technical staff members in obtaining relevant technical information and guidance. Independently secures needed data from a variety of sources including in-house, Internet, and other referenced materials. Edits for grammatical integrity, structure and ease of readability. Revises text where appropriate to ensure writing style and format is consistent and uniform throughout the complete documentation set. Ensures compliance with corporate quality assurance procedures and policies and adherence to approved documentation standards.

ADMINISTRATIVE ASSISTANT III

Education/Experience Threshold: Minimum Associate's Degree, Bachelor's Degree preferred, and five (5) years' experience with word processing/spreadsheet packages.

Functional Responsibility: Duties include, but are not limited to, management of office operations and procedures, and supervision of administrative support staff. Performs advanced administrative support functions of a general nature. Works closely with both management and the technical staff to ensure the achievement of tasking objectives.

May include documentation management activities, periodic and interim technical project assistance, and assignment to unanticipated short term and emergency tasking. Works to ensure that immediate tasking shortfalls are addressed. Complies with corporate quality assurance procedures and policies.

ADMINISTRATIVE ASSISTANT II

Education/Experience Threshold: High School Diploma or GED, Associate's Degree preferred and two (2) years' experience with word processing/spreadsheet packages.

Functional Responsibility: Duties include, but are not limited to, performing basic administrative tasks and/or supervision of clerical pool; oversight of correspondence, facilitation of meetings; ability to produce charts and tables as directed by technical staff.

ADMINISTRATIVE ASSISTANT I

Education/Experience Threshold: High School Diploma or GED and six (6) months experience with word processing software.

Functional Responsibility: Duties include basic administrative tasks such as typing, word processing, photocopying, and proofreading; ability to follow directions and procedures.

COMPLIANCE PROJECT MANAGER

Education/Experience Threshold: Bachelor's Degree and six (6) years of related environmental supervisory or management experience. The equivalency of two years directly related experience may be substituted for each year of degree-level education.

Functional Responsibility: Responsible for managing and participating in projects, proposal and marketing. Works individually or leads a team responsible for providing expertise, including permitting, program development, reporting, agency interface, compliance assurance, and development of adequate information technology tools to facilitate compliance.

COMPLIANCE INSPECTION MANAGER

Education/Experience Threshold: Bachelor's Degree and four (4) years of related environmental experience. Must have knowledge of environmental laws, regulations, programs, policies and procedures. The equivalency of two years directly related experience may be substituted per each year of degree-level education.

Functional Responsibility: Supervises, develops, plans, coordinates and manages inspection program, including the management and implementation of the physical environment for employees and ensures compliance with applicable polices, and local, state and federal regulations.

COMPLIANCE INSPECTION SPECIALIST

Education/Experience Threshold: Bachelor's Degree and one (1) year of related environmental experience. Must have knowledge of environmental laws, regulations, programs, policies and procedures. The equivalency of two years directly related experience may be substituted per each year of degree-level education.

Functional Responsibility: Duties include but are not limited to; physical site inspection and compliance permitting and monitoring efforts; report writing; data reduction of analyses; field investigations, sampling, task management and subcontractor coordination.

COMPLIANCE INSPECTION TECHNICIAN

Education/Experience Threshold: Associate's Degree and eight (8) years of related environmental experience. Trade school, vocational school, military training or additional college coursework preferred. Related certifications appropriate for specified tasks required.

Functional Responsibility: Inspect and investigate sources of pollution to protect the public and environment and ensure conformance with Federal, State, and local agencies.

TERMS and CONDITIONS

- 1b. N/A
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic delivery only
5. Production Point: Hampton, VA
6. Discount From List Price: Prices shown herein are net prices.
7. Quantity Discounts: Contractor will offer volume discounts on large dollar orders. Exact discounts and terms will be negotiated on individual issued task orders.
8. Prompt Payment Terms: None - Net 30 days
- 9a. Government Credit Card is accepted for orders below the micropurchase threshold. N/A
- 9b. Contact Contractor's Representative for credit card acceptance of orders above the micropurchase threshold: N/A
10. Foreign Items: N/A
- 11a-d. Time of Delivery: To be negotiated with ordering agency on each task order.
12. F.O.B. Point(s): To be negotiated with ordering agency on each task order.
13. Ordering Address(es): Same as contractor's address
14. Payment Address (es): Same as contractor's address
15. Warranty Provisions: N/A
16. Export Packing Charges: N/A
17. Terms and Conditions of Government Credit Card Acceptance: See #9 above.
18. Terms and Conditions of Rental, Maintenance, and Repair: N/A
19. Terms and Conditions of Installations: N/A
- 20a. Terms and Conditions of Any Other Services: N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
24. Environmental Attributes: N/A
25. Data Universal Numbering Systems (DUNS) number: 150767572
26. Contractor is registered in Central Contractor Registration (CCR) database.

BENEFITS FOR ORDERING AGENCIES

ADVANTAGES of USING FEDERAL SUPPLY SCHEDULES

- Easy Access to Commercially Available Services
- Volume Discount Pricing
- Streamlined Selection of Vendors
- Multiple Award for varying requirements
- Establish Blanket Purchase Agreements (BPAs) and negotiate even better pricing
- Direct Contractor/Customer relationship
- All applicable laws and regulations have been complied with (including small business set-aside determination see FAR 19.502-1)
- CBD synopsis is NOT required
- For Non-DoD Agencies, competition requirements are met [see FAR 6.102 (d) (3)] when at least three schedule contractors have been sent an RFQ. For DoD Agencies, schedules can assist in ensuring “Fair Opportunity” requirements are met IAW DoD Section 803.
- Competition requirements have been met (see FAR 6.102 (d)(3))
- Prices have been determined fair and reasonable
- In some instances, the Government credit card can be utilized when placing orders
- New services are continually made available
- Maximum order limitations have been removed
- Ease of Ordering
- Schedule orders count toward agency’s socioeconomic goals (including 8a) – see FAR 8.404

APPENDIX A: PROCESS FLOW CHART

