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GENERAL SERVICES ADMINISTRATION  
Federal Supply Services  
***Authorized Federal Supply Schedule List***

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

**Environmental Services**  
Federal Supply Schedule 899

Contract Number: **GS-10F-0199X**  
Contract Period: **04/19/11 – 04/18/16**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

For more information, please contact:  
Mark Judson (Program Manager):  
**Environmental Monitoring Sensor Intelligence Corp (EIM Sensor)**  
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Herndon, VA 20170-4395

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Web Address: <http://eimsensor.com>  
Phone: (703) 232-7111  
Fax: (703) 860-0260

**Business Size:** Small



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## CUSTOMER INFORMATION

- 1a. **Awarded Special Item Numbers:**
- SIN 899-1 Environmental Consulting Services
  - SIN 899-1RC Environmental Consulting Services
  - SIN 899-7 Geographic Information Services
  - SIN 899-7RC Geographic Information Services
- 1b. **Labor Rates:** Please See Appendix A for Labor Rates.
- 1c. **Labor Category Descriptions:** Please See Appendix B for Labor Category Descriptions.
2. **Maximum order:** The maximum Order for Environmental Services under all SINs is \$5,000,000.
3. **Minimum order:** The minimum dollar value per order for all Environmental Services for all SINs is \$100.
4. **Geographic coverage (delivery area): UNITED STATES OF AMERICA**
5. **Point(s) of production:** EIM Sensor Offices nationwide.
6. **Discount from list prices:** All prices listed are net price.
7. **Quantity Discounts:** EIM Sensor will offer volume discounts on orders over \$250,000. Volume discounts are calculated by the value funded at the time of task order award. Volume Discounts are as follows:
- | Award Size                  | Volume Discount                 |
|-----------------------------|---------------------------------|
| Up to \$250,000             | Volume discount does not apply. |
| From \$250,000 to \$500,000 | 0.5%                            |
| From \$500,000-\$5,000,000  | 1%                              |
8. **Prompt Payment Terms:** No special discount is offered for prompt payment. Payment terms are net 30 days.
- 9a. **Acceptance of Government Credit Cards:** Government Credit Cards will be accepted for orders at or below the micro-purchase threshold.



- 9b. **Acceptance of Government Credit Cards:** Government Credit Cards will be accepted for orders above the micro-purchase threshold.
- 10. **Foreign items:** Not Applicable
- 11a. **Time of Delivery:** To be negotiated with End User.
- 11b. **Expedited Delivery:** None.
- 11c. **Overnight and 2-day delivery:** None.
- 11d. **Urgent Requirements:** Not Available
- 12. **F.O.B. point(s):** To be negotiated with ordering agency per individual task orders.
- 13a. **Ordering Address:**

**EIM Sensor**  
**11874 Sunrise Valley Drive Suite 101**  
**Reston, VA 20191-3323**  
**TEL: (703) 232-7111**  
**FAX: (703) 860-0260**  
[services@eimsensor.com](mailto:services@eimsensor.com)

- 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:**

**EIM Sensor**  
**11874 Sunrise Valley Drive Suite 101**  
**Reston, VA 20191-3323**  
**TEL: (703) 232-7111**  
**FAX: (703) 860-0260**  
[services@eimsensor.com](mailto:services@eimsensor.com)



15. **Warranty provision:** Not Applicable
  
16. **Export Packing Charges:** Not Applicable.
  
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** The Government Credit Card shall be accepted for orders below the micro-purchase threshold.
  
18. **Terms and conditions of rental, maintenance, and repair:** Not Applicable.
  
19. **Terms and conditions of installation:** Not Applicable.
  
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable.
  
- 20a. **Terms and conditions for any other services:** Not Applicable.
  
21. **List of service and distribution points:** Not applicable.
  
22. **List of participating dealers:** Not applicable.
  
23. **Preventive maintenance:** Not applicable.
  
- 24a. **Special attributes:** Not applicable
  
- 24b. **Section 508:** If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
  
25. **Data Universal Number System (DUNS) number:** 79-096-1235
  
26. **Central Contractor Registration (CCR) Database:** Environmental Monitoring Sensor Intelligence Corp. dba, EIM Sensor is registered in the Central Contractor Registration (CCR) Database.



## Appendix A

### LABOR RATES

**Environmental Monitoring Sensor Intelligence Corp**  
**Contract No. GS-10F-0199X**  
**SINS: 899-1, 899-7**

Labor Category	Hourly Rate (EIM Sensor Site)	Hourly Rate (Customer Site)
Analyst I	\$48.00	\$40.94
Analyst II	\$54.84	\$48.58
Analyst III	\$66.97	\$55.86
Analyst IV	\$84.61	\$76.38
Analyst V	\$114.66	\$110.00
Consultant I	\$61.10	\$58.06
Consultant II	\$79.77	\$76.29
Consultant III	\$99.71	\$95.87
Consultant IV	\$124.63	\$120.85
Consultant V	\$180.72	\$164.53
Engineer I	\$60.95	\$50.96
Engineer II	\$75.39	\$68.56
Engineer III	\$87.74	\$84.36
Engineer IV	\$115.97	\$105.27
Engineer V	\$137.09	\$115.83
Environmental Specialist I	\$56.86	\$48.59
Environmental Specialist II	\$68.63	\$61.45
Environmental Specialist III	\$84.69	\$70.44
Environmental Specialist IV	\$104.40	\$94.51
Environmental Specialist V	\$133.43	\$121.07
Operations Manager	\$145.39	\$127.84
Program Manager	\$262.24	\$272.74
Project Manager	\$174.49	\$167.77
Quality Manager	\$137.67	\$126.21
Subject Matter	\$219.36	\$210.91



## Appendix B

# ENVIRONMENTAL SERVICES LABOR CATEGORY DESCRIPTIONS

### **Analyst I**

Duties: Gathers, compiles, and correlates data and performs routine analyses or activities while developing professional proficiency. Works on less complicated assignments independently or on complex assignments under the direct supervision of project or assignment manager or more senior Analyst.

Education: High School diploma or equivalent, A.A. or A.S. in Geography, Computer Science or related GIS Environmental Discipline or equivalent.

Experience: 3 years of experience with High School diploma or equivalent, Professional experience not required with A.A., A.S. or equivalent.

### **Analyst II**

Duties: Serves as key contributor. Translates technical guidance and discretion into discrete tasks and manages the accomplishment of tasks. Collects, verifies, and analyzes data. Operates under the direction of project or assignment manager or more senior Analyst.

Education: High School diploma or equivalent, A.A., A.S., B.S. or B.A. in Geography, Computer Science or related GIS Environmental Discipline.

Experience: 5 years of experience with High School diploma or equivalent, 2 years of experience with A.A., A.S. or equivalent, Professional experience not required with B.S. or B.A.

### **Analyst III**

Duties: Analyzes problems, requirements or systems pertaining to environmental services and organizations. Investigates and evaluates discreet components of problems or requirements as well as entire organizations or systems, identifies approaches and formalizes recommendations, and develops implementation strategies.

Education: High School diploma or equivalent, A.A., A.S., B.S., B.A. or M.S. in Geography, Computer Science or related GIS Environmental Discipline.



Experience: 10 years of experience with High School diploma or equivalent, 7 years of experience with A.A., A.S. or equivalent, 5 years of experience with B.S. or B.A., no experience required with a Master's degree.

#### **Analyst IV**

Duties: Senior expert with extensive knowledge and expertise. Analyzes problems, requirements or systems pertaining to environmental services and organizations. Investigates and evaluates discreet components of problems or requirements as well as entire organizations or systems, identifies approaches and formalizes recommendations, and develops implementation strategies. Mentors and lead junior Analysts.

Education: B.S., B.A. or M.S. in Geography, Computer Science or related GIS Environmental Discipline.

Experience: 8 years of experience with B.S. or B.A., 3 years of experience with a Master's degree.

#### **Analyst V**

Duties: Senior expert with extensive knowledge and expertise. Analyzes problems, requirements or systems pertaining to environmental services and organizations. Investigates and evaluates discreet components of problems or requirements as well as entire organizations or systems, identifies approaches and formalizes recommendations, and develops implementation strategies. Supplies advice and counsel to other professionals.

Education: B.S., B.A. or M.S. in Geography, Computer Science or related GIS Environmental Discipline.

Experience: 10 years of experience with B.S. or B.A., 5 years of experience with a Master's degree.

#### **Consultant I**

Duties: Under the direct supervision of a project or assignment manager or more senior consultant, performs routine planning and consulting assignments while developing



professional proficiency. Researches and analyzes technical data for studies and reports. Prepares maps, graphics and final plans for presentations.

Education: B.S., B.A. or M.S. in Science, Engineering or related Environmental Discipline. J.D. with B.S., B.A. or M.S. in Science, Engineering or related Environmental Discipline.

Experience: 2 years of experience with B.S. or B.A., no experience required with a Master's degree or J.D.

### **Consultant II**

Duties: Under the direction of a project or assignment manager or more senior consultant, conduct environmental consulting services in areas related to land utilization, urban development, transportation and other environmental projects. May be involved in analysis of specific technical areas. Conducts land development, traffic, or environmental impact studies and writes technical portions of reports. May perform limited portions of a broader assignment of an experienced planner, using prescribed methods.

Education: B.S., B.A. or M.S. in Science, Engineering or related Environmental Discipline. J.D. with B.S., B.A. or M.S. in Science, Engineering or related Environmental Discipline.

Experience: 5 years of experience with B.S. or B.A., 3 years of experience with a Master's degree or J.D.

### **Consultant III**

Duties: Conduct environmental consulting services to assist industrial clients in the areas of environmental permitting and regulatory compliance using fundamental technical skills, analytical abilities, and up-to-date regulatory knowledge. Coordinates technical work requirements of consulting projects. Writes project proposal components. Designs and formulates plans in graphic or written format. Assists in the management of projects and acts as lead consultant on specific project tasks.

Education: B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. J.D. with B.S., B.A. or M.S. in Science, Engineering or related Environmental Discipline.

Experience: 8 years of experience with B.S. or B.A., 5 years of experience with a Master's degree or J.D., no experience required with a PhD.



### **Consultant IV**

**Duties:** Senior expert with extensive knowledge and expertise. Provides guidance to more junior consultants in the design and preparation of plans and technical reports, and in the preparation of graphics, proposals, contracts, scopes of work and feasibility studies. Conducts analyses to determine impact of proposed project. Defines scope of project, with full responsibility for interpreting, organizing, executing and coordinating planning projects. Prepares technical reports for client submission.

**Education:** B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. M.B.A. and/or J.D. with B.S., or B.A. in Science, Engineering or related Environmental Discipline.

**Experience:** 10 years of experience with B.S. or B.A., 7 years of experience with a Master's degree or J.D., 3 years of experience with a PhD.

### **Consultant V**

**Duties:** Senior expert with extensive knowledge and expertise. Provides the expertise of a seasoned consultant, applying advanced concepts and techniques to unconventional problems. Manages consulting projects for budget compliance, deadlines and quality control. Prepares planning and site design concepts for special clients, governmental agency or commission hearings. Routinely manages projects. Participates in negotiations with clients. Supplies advice and counsel to other professionals and management.

**Education:** B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. M.B.A. and/or J.D. with B.S., or B.A. in Science, Engineering or related Environmental Discipline.

**Experience:** 15 years of experience with B.S. or B.A., 12 years of experience with a Master's degree or J.D., 7 years of experience with a PhD.

### **Engineer I**

**Duties:** Performs routine engineering work while developing professional proficiency under the supervision of a project or assignment manager or more senior engineer. On design assignments, works to learn how to clearly convey the design intent through engineering drawings and specifications. On assignments involving investigations and planning, works to learn the fundamentals of engineering processes and to apply them



successfully to operating systems. Upholds engineering ethics and standards of conduct. Applies standard engineering practices and techniques in specific situations which may include the following: Assists in the planning, design, and production of engineering drawings. Participates in conducting engineering investigations and planning work by completing well-defined tasks. Prepares assigned sections of reports working under the close review of a more experienced professional. Performs data acquisition and analysis, researching the feasibility of alternative design approaches, site conditions, and/or regulatory agency specifications or regulations. Prepares material for reports and permit applications, gathering information, writing rough outline, and/or preparing work progression documents and graphic presentations. Performs engineering calculations. Performs field observations where appropriate.

Education: B.S. in Engineering.

Experience: Professional experience not required.

## **Engineer II**

Duties: Applies technical professional proficiency to the investigation of engineering problems, the coordination of project activities, and the preparation of preliminary plans and documents, working under the direction of a project or assignment manager or more senior engineer. On design assignments, progresses toward learning how to clearly convey the design intent through engineering drawings and specifications. On engineering and planning assignments, continues to develop a knowledge of the fundamentals of engineering processes and to apply them successfully to operating systems. Organizes and conducts engineering investigations and planning work which have a well-defined scope. Outlines and prepares relatively straightforward reports of sections of more complex reports, working under the periodic review of a more experienced professional. Researches feasibility of alternative design approaches, site conditions, and regulatory agency specifications. Contributes to the development of specifications and permit applications, and writes miscellaneous reports. Participates in quality control checks, maintaining quality standards in all work produced, checking computations, and/or reviewing designs and drawings performed by others. Coordinates with other disciplines as required. Performs field observations where appropriate.

Education: B.S. or M.S. in Engineering.

Experience: 2 years of experience with B.S., no experience required with a Master's degree.



### **Engineer III**

Duties: Applies full competency in conventional engineering work and broad knowledge of precedents in specialty area. On design assignments, understands how to clearly convey the design intent to engineering drawings and specifications. On assignments involving engineering investigations and planning work, has a firm grasp of the fundamentals of engineering processes and their application to operating systems. Upholds engineering ethics and standards of conduct. Plans, schedules, conducts or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Prepares or oversees the preparation of final plans and reports and submits them for approval. Coordinates work with other engineers and professionals within and outside own discipline, and with support services staff. Plans, schedules and conducts or coordinates construction services on projects of moderate scope. May occasionally assist in the management of projects.

Education: B.S., M.S. or PhD. in Engineering.

Experience: 7 years of experience with B.S. or B.A., 5 years of experience with a Master's degree, no experience required with a PhD.

### **Engineer IV**

Duties: Provides technical expertise within area of specialization for diverse engineering activities throughout region, district or company-wide. May function as lead designer or technical consultant. Upholds engineering ethics and standards of conduct. Defines scope of project, with full responsibility for interpreting, organizing and executing project assignments. Selects problems for investigation, developing novel approaches and solutions to technical problems. Conducts quality control checks, reviewing calculations, designs, evaluations and specifications developed by design staff for accuracy and completeness, performing on-site inspections and reviews, and conducting or overseeing remedial design work. Keeps abreast of state-of-the-art methods and developments in area of specialization. Recommends changes or improvements to plans and programs. May function as the project manager for routine to semi-complex projects. Analyzes project dimension and scope, and prepares or oversees the preparation of cost and manpower estimates, schedules and job budgets. Coordinates work with project manager, and guides junior professionals and technical personnel on the design and drafting of preliminary and final plans.

Education: B.S., M.S. or PhD. in Engineering. M.B.A. with B.S. and/or M.S. in Engineering.



Experience: 10 years of experience with B.S. or B.A., 8 years of experience with a Master's degree, 3 years of experience with a PhD.

### **Engineer V**

Duties: Serves as a recognized technical specialist throughout the company, providing advice on the resolution of major technical problems of marked importance to the organization. Provides technical expertise on programs and projects with substantial fees, developing standards for diverse activities. Upholds engineering ethics and standards of conduct. Serves as technical consultant, solving major technical problems, developing engineering standards and guides, and determining program objectives and requirements. Analyzes projects and makes cost-effective design recommendations, monitors design approaches and makes final design decisions. Provides consultation and advice throughout the company on matters within area of expertise. Monitors budget conformance. Actively serves in quality control capacity. Markets company services. Conducts technical training workshops and serves as mentor to less experienced engineers and other technical professionals. May function as the project manager for routine to semi-complex projects. Responsibilities may include marketing, negotiating contracts, budgeting, financial management, schedule coordination and resources allocation.

Education: B.S., M.S. or PhD. in Engineering. M.B.A. with B.S. and/or M.S. in Engineering.

Experience: 15 years of experience with B.S. or B.A., 12 years of experience with a Master's degree, 7 years of experience with a PhD.

### **Environmental Specialist I**

Duties: Under the supervision of a project or assignment manager or more senior environmental specialist, performs standard scientific work while developing professional proficiency. Applies standard practices and techniques in specific situations which generally include the following: Carries out data collection, gathering samples and collecting field data. Tests samples and analyzes results obtained. Writes technical reports of findings. Participates in site assessments, monitoring studies or field surveys. Writes permit applications and reports for review by senior Environmental Specialist. Performs such other duties as the Supervisor may from time to time deem necessary.

Education: B.S. or B.A. in Geography, Science or related Environmental Discipline.



Experience: Professional experience not required.

### **Environmental Specialist II**

**Duties:** Under the direction of a project or assignment manager or more senior environmental specialist, applies technical professional proficiency to the investigation of scientific problems and the coordination of related project activities; may lead a section of a laboratory or analytical group. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Duties generally include the following: Conducts site assessments, monitoring studies or field surveys. Prepares permit applications, technical reports and sketches. Analyzes and interprets test results and other data. Monitors quality control within area of responsibility.

**Education:** B.S., B.A. or M.S. in Geography, Science or related Environmental Discipline.

**Experience:** 3 years of experience with B.S. or B.A., no experience required with a Master's degree.

### **Environmental Specialist III**

**Duties:** Applies full competency in conventional scientific solutions related to functional area of assignment and broad knowledge of precedents in specialty area. Plans and coordinates scientific work related to detailed phases of a major project. Duties which may require mastery of specialized techniques, ingenuity, and ability to apply analytical approach to the solution of a wide variety of problems, generally includes the following: Conducts studies and advanced analytical procedures. Produces analytical results and prepares technical reports and documents. Recommends solutions to problems. May function as individual researcher or technical specialist. Carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Develops and evaluates plans and criteria in terms of quality assurance or environmental impact. Analyzes technical problems. Devises new approaches and alternative solutions.

**Education:** B.S., B.A., M.S. or PhD. in Geography, Science or related Environmental Discipline.

**Experience:** 7 years of experience with B.S. or B.A., 5 years of experience with a Master's degree, no experience required with a PhD.



### **Environmental Specialist IV**

**Duties:** Provides technical expertise within area of specialization for diverse activities related to his/her field of science, throughout the region, district or company-wide. Functions as project manager, lead specialist or technical consultant. Has full responsibility for interpreting, organizing and executing assignments. Responsible for identifying clients, marketing programs, initiating, preparing and submitting proposals, and managing projects. Typical duties may include the following: Defines scope of project. Selects problems for investigation, developing novel scientific approaches and solutions to technical problems. Conducts quality control checks, reviewing calculations, tests and reports for accuracy and completeness, and performing on-site observations of projects. Plans and organizes the work of junior specialist, technicians and other technical and support staff. Keeps abreast of state-of-the-art scientific methods and developments. Recommends changes or improvements to scientific methods, plans and programs. Regularly manages projects. Conducts technical training and may serve as mentor to less experienced personnel. Markets company services.

**Education:** B.S., B.A., M.S. or PhD. in Geography, Science or related Environmental Discipline. M.B.A. with B.S., or B.A. in Geography, Science or related Environmental Discipline.

**Experience:** 10 years of experience with B.S. or B.A., 8 years of experience with a Master's degree, 3 years of experience with a PhD.

### **Environmental Specialist V**

**Duties:** Serves as a recognized specialist within his/her field of science throughout the company, providing advice on the resolution of major technical problems or marked importance to the organization. Manages and provides scientific expertise on programs and projects with substantial fees. Markets and manages clients. Has responsibilities for interpreting, organizing, managing and executing assignments. Responsible for identifying clients, marketing programs, initiating, preparing and submitting proposals and managing projects. Typical duties may include the following: Analyzes projects, solves major technical problems and makes cost-effective recommendations. Develops standards and guides pertaining to his/her field of science. Determines program objectives and requirements. Markets company services. Has heavy responsibility for success of program or project, conformance to budget and quality control. Conducts technical training workshops and serves as mentor to less experienced scientists and other technical professionals. Regularly manages projects.



Education: B.S., B.A., M.S. or PhD. in Geography, Science or related Environmental Discipline. M.B.A. with B.S., or B.A. in Geography, Science or related Environmental Discipline.

Experience: 15 years of experience with B.S. or B.A., 12 years of experience with a Master's degree, 7 years of experience with a PhD.

### **Operations Manager**

Duties: Under the direction of a program manager, applies technical expertise and project management experience to manage project teams on conventional and unconventional projects. Also performs the basic project functions of production coordination, planning, organizing, directing, controlling, financial management and marketing assistance. Coordinates and participates in contract negotiations with clients and subcontractors, and drafts complex professional service agreements and addenda for review by senior management. Directs project team and client compliance with contract terms and monitors subcontractors' compliance with contractual commitments. Prepares project work plan, scope, schedule and budget, and communicates these to project team members; monitors/manages project production for compliance with schedule, budget and quality objectives. Monitors reports and schedules to ensure appropriate charging of man hours, costs and expenses to projects, and to communicate project progress/status to senior management. Monitors client billings, assists in obtaining payment from clients, and resolves client disputes, adjusting project billing records as required. Monitors sub consultants' progress and performance, reviews and approves sub consultant and vendor invoices, and resolves payment and project disputes. Reports financial status of projects to program managers, division managers and project director.

Education: B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. M.B.A. and/or J.D. with B.S., or B.A. in Science, Engineering or related Environmental Discipline.

Experience: 10 years of experience with B.S. or B.A., 7 years of experience with a Master's degree or J.D., 3 years of experience with a PhD. Must have 5 years of management experience.



### **Program Manager**

Duties: Performs program, operational, or technical management of large or complex, multi-discipline programs, projects or assignments. Advanced knowledge and the ability to originate and apply new and unique methods and procedures. Responsible for resources, technical direction, cost and schedule performance, and quality. Frequently manages major programs or projects and supplies technical advice and counsel to other professionals. Selects and assigns staff, and estimates and schedules work to meet completion dates. Makes changes in methods, design, staff or equipment when necessary. May function as a technical expert on assignments.

Education: B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. M.B.A. and/or J.D. with B.S., or B.A. in Science, Engineering or related Environmental Discipline.

Experience: 20 years of experience with B.S. or B.A., 15 years of experience with a Master's degree or J.D., 10 years of experience with a PhD. Must have 15 years of management experience.

### **Project Manager**

Duties: Under the direction of a program manager, provides professional and project management expertise in the direction of highly unconventional projects requiring multiple technical units and/or subcontractors, heavy regulatory agency involvement or extremely complex technical requirements. Coordinates and participates in contract negotiations with clients and subcontractors, and drafts very complex professional service agreements, arranging for their review and execution by senior management. Directs project team compliance with contract terms, monitors subcontractors' progress, performance and compliance with contractual commitments; participates in contract dispute resolution and litigation concerning project performance, administration and other liability issues; reviews and approves sub consultant and vendor invoices, and resolves payment disputes. Monitors schedules, billings and reports; ensures appropriate charging of man hours, costs and expenses to projects; assists in obtaining payment from clients; resolves client disputes and adjusts billing records as required; communicates project progress/status to senior management and alerts them of project production, quality control or financial performance problems. Identifies new business opportunities for the firm, coordinates and participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients. Participates in project opportunity evaluation, consultant selection, and in the preparation of firm's qualification/experience statements. Coordinates



communications between internal and external associates and client, and between firm and regulatory agencies. Maintains frequent contact with clients and regulatory agency

personnel to determine their respective needs and requirements, and serves as expert witness at project hearings and judicial proceedings if necessary. Supervises technical professionals and other design staff including managing weekly project workload and manpower forecasting. Conducts project management training workshops. Monitors and reports financial status of projects to program manager and senior management.

Education: B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. M.B.A. and/or J.D. with B.S., or B.A. in Science, Engineering or related Environmental Discipline.

Experience: 15 years of experience with B.S. or B.A., 12 years of experience with a Master's degree or J.D., 7 years of experience with a PhD. Must have 10 years of management experience.

### **Quality Manager**

Duties: Develops, communicates and manages project quality assurance programs, administrative procedures, communication guidelines, project deliverable formats and specifications, and progress reporting requirements. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle. Conducts formal and informal reviews at pre-determined points throughout the project life cycle. Provides daily supervision and direction to support staff. Adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates and end user representatives.

Education: B.S., B.A., M.S. or PhD. in Science, Engineering or related Environmental Discipline. M.B.A. and/or J.D. with B.S., or B.A. in Science, Engineering or related Environmental Discipline.

Experience: 10 years of experience with B.S. or B.A., 7 years of experience with a Master's degree or J.D., 3 years of experience with a PhD. Must have 3 years of management and quality assurance experience.



## **Subject Matter**

**Duties:** Provides expertise in a technical discipline. Provides technical and managerial direction for problem definition, approach methodology, analysis of findings, recommendations, and implementation for complex or extremely complex projects and assignments. Operates with some latitude in action or decision. Provides expert support, analysis and research into exceptionally complex problems, and processes relating to the subject matter. Serves as technical expert on executive-level project teams providing technical direction, interpretation and alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts. Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious. Works under consultative direction toward predetermined long-range goals and objectives. Assignments are often self-initiated. Determines and pursues courses of action necessary to obtain desired results.

**Education:** PhD. in Science, Engineering or related Environmental Discipline.

**Experience:** 20 years of experience with a PhD.