
GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

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

Schedule for Professional Services Schedule

Contract Number: GS-10F-0220L

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

Contract Period: 3-27-2011 through 3-26-2021

Contractor: *Terwilliger Consulting, Inc.*
28295 Burton Shore Road
P.O. Box 99
Locustville, VA 23404

Business Size: Small, Woman Owned Business, Hubzone

Telephone: (757) 787-3974
Extension:
FAX Number: (757) 787-3911
Web Site:
E-mail: kttci@verizon.net
Contract Administration: Karen Terwilliger

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 899-1, 899-1RC, 899-3, 899-3RC, 899-7, 899-7RC

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting

price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See attached Personnel Resumes (4 additional personnel to be included and added to the original personnel list)
2. Maximum Order: *1,000,000*
3. Minimum Order: *100*
4. Geographic Coverage (delivery Area): *FOB Worldwide*
5. Point(s) of production (city, county, and state or foreign country): *Same as contractor*
6. Discount from list prices or statement of net price: *Government Net Prices (discounts already deducted). See prices attached*
7. Quantity discounts: *None Offered*
8. Prompt payment terms: *Net 30 days*
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: *Yes*
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Contact Contractor*
10. Foreign items (list items by country of origin): *None*
- 11a. Time of Delivery (Contractor insert number of days): *Specified on the Task Order*
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: *Contact Contractor*
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the

schedule customer may contact the Contractor for rates for overnight and 2-day delivery: *Contact Contractor*

- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: *Contact Contractor*
- 12. F.O.B Points(s):** *Destination*
- 13a. Ordering Address(es):** *Same as contractor*
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** *Same as contractor*
- 15. Warranty provision:** *Contractor’s Standard Commercial Warranty*
- 16. Export Packing Charges (if applicable):** *N/A*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact Contractor*
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
- 19. Terms and conditions of installation (if applicable):** *N/A*
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 20a. Terms and conditions for any other services (if applicable):** *N/A*
- 21. List of service and distribution points (if applicable):** *N/A*
- 22. List of participating dealers (if applicable):** *N/A*
- 23. Preventive maintenance (if applicable):** *N/A*
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** *N/A*
- 24b. If applicable, indicate that 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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 948229430

26. Notification regarding registration in System for Award Management (SAM) database: *Registered*

Prices for the following 899 services:

SIN 899-1 (Includes 899-1RC): ENVIRONMENTAL CONSULTING SERVICES

Contractors shall provide operational services, advice, or guidance in support of agencies’ environmental planning. Examples include, but are not limited to:

◆ <i>Environmental Impact Statements Under NEPA</i>	◆ <i>Economic, Technical, and/or Risk Analyses</i>
◆ <i>Endangered Species and/or Wetlands Analysis</i>	◆ <i>Environmental Program Management</i>
◆ <i>Archeological and/or Cultural Resources Management</i>	◆ <i>Environmental Regulation Development</i>

SIN 899-3(Includes 899-3RC): ENVIRONMENTAL TRAINING SERVICES

Contractors shall provide Environmental/Occupational training services in support of agencies’ environmental programs. Examples of courses include, but are not limited to:

◆ <i>Standard Off-the-Shelf Courses</i>	◆ <i>Computer Based Course Development</i>
◆ <i>Customized Course Development</i>	◆ <i>Conversion of Existing Courses to Electronic Media</i>

SIN 899-7(Includes 899-7RC): GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

Contractors shall provide operational services, advice, or guidance in support of agencies’ Environmental Programs utilizing GIS. Examples include, but are not limited to:

◆ <i>Mapping and Cartography</i>	◆ <i>Migration Pattern Analysis</i>
◆ <i>Natural Resource Planning</i>	◆ <i>Pollution Analysis</i>
◆ <i>Site Selection</i>	◆ <i>Emergency Preparedness Planning</i>

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. All prices for these labor categories meet or exceed the

requirements in the SCA Wage Determination identified below. The matrix and narrative are incorporated into this contract and must also be included in the contractor's electronic price list on GSA Advantage.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administration	01020-Administrative Assistant	05-2095
Graphic Artist	15080-Graphic Artist	05-2095

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determinations Number(s) identified in the 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.

Offerors shall specify the Labor Category(ies) proposed and the hourly and daily rates for each. Total price for Environmental Planning Services & Documentation will be established at the time the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category(ies) provided will be shown on the resultant Task/Delivery Order. If the agency Contracting Officer chooses to purchase from this SIN on a Labor Hour basis, the resultant Task/Delivery Order shall specify the Not To Exceed price, the Labor Category(ies) proposed (with the hourly and daily rates for each), and any Other Direct Costs (ODCs). The Agency Contracting Officer shall negotiate pricing of ODC's in accordance with all applicable acquisition regulations.

LABOR CATEGORY	GSA Hourly Rate
Senior Project Manager	\$ 129
Environ. Scientist Senior	\$ 119
Environ. Protection Specialist	\$ 120
Conservation Biologist Planner	\$ 120
Conservation Biologist	\$ 75
Natural Resource Mgr	\$ 119
Natural Resource Mgr Associate	\$ 49
Engineer/Civil Engineer	\$ 98
Land Surveyor Consultant	\$ 98
Wildlife Biologist	\$ 97
Cultural Resources Specialist/Archaeologist	\$ 98
GIS Specialist-Associate	\$ 97
GIS Associate	\$ 75
Geologist (Coastal/Hydro)	\$ 98
Environ. Analyst/Planner	\$ 75
Graphic Artist	\$ 48
Editor	\$ 48
Administration	\$ 48
Certified Arborist/Consulting	\$ 98
Field Worker	\$ 48
Law Enforcement Specialist	\$ 97

TERWILLIGER CONSULTING, INC.
Qualified HUBZone Woman Owned Small Business
(757) 787-3974, fax: (757) 787-3911
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www.NatureConsultant.com

Provides diverse environmental and natural resource conservation and communication services and products.

SIN 899-1 & 899-1 RC: ENVIRONMENTAL PLANNING SERVICES & DOCUMENTATION

Operational services, advice, or guidance including but not limited to:

- *Environmental Impact Statements Under NEPA*
- *Endangered Species and/or Wetlands Analysis*
- *Archeological, Cultural Resources Management*
- *Environmental Regulation Development*
- *Environmental Program Management*
- *Economic, Technical, Risk Analyses*

SIN 899-3 & 899-3 RC: ENVIRONMENTAL OCCUPATIONAL TRAINING SERVICES

Environmental/Occupational training services including but not limited to:

- *Standard Off-the-Shelf Courses*
- *Customized Course Development*
- *Conversion of Existing Courses to Electronic Media*
- *Computer Based Course Development*

SIN 899-7 & 899-7RC: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Operational services, advice, or guidance including but not limited to:

- *Mapping and Cartography*
- *Natural Resource Planning*
- *Site Selection and planning*
- *Emergency Preparedness Planning*
- *Pollution Analysis*
- *Migration Pattern Analysis*

Terwilliger Consulting, Inc.

Effective Conservation and Communication Solutions

Who We Are

TCI is a Woman-owned, HUBZone small business located in Accomack Co., VA. TCI is a GSA contractor for Environmental Conservation Management, Training services and products. Although TCI services are primarily secured through prime contracts, GSA, consultation fees, and retainers, TCI also teams with other businesses and collaborates with a variety of partners and associates.

What We Do

TCI designs innovative products and services that provide practical customized and effective solutions for our clients. We provide turn- key environmental natural resource and conservation program management and communication products and services. TCI sets a high standard for conservation and communication by providing quality, timely products within budget. We design effective and efficient processes and communication networks that can be integrated into management structures for enhanced environmental compliance and economic efficiency success. In our solution design, we provide clients with alternatives that allow buy-in from all desired parties.

TCI is dedicated to improving the communication, which so often prevents effective management and decision making. We facilitate meetings and workshops, organize and conduct training in many fields. TCI is noted for its professional publications and documents, from popular to technical format. TCI develops educational and training materials. We firmly believe that integrating conservation into everyday practice is both environmentally and economically effective.

The TCI Difference

***Client satisfaction and retention**

TCI still serves its original clients as well as its expanding client base with 100% retention

***Quality services and products**

TCI has a demonstrated ability to deliver delivers professional, quality services and products on time and within budget.

***Practical, innovative solution design and implementation**

TCl staff has proven abilities and special talents to bring people and groups together to accomplish more in different ways. TCl uses the natural energy of the issue, the group, and their interactions, to forge new and powerful processes and outcomes.

TCl staff has decades of experience with the inner workings of public policy development of the public sector and understand the infrastructures and processes that make things happen. TCl is able to pinpoint the bottleneck or reason for lack of progress or efficiency and facilitate the development of practical, efficient solutions.

***Broad based approach and perspective**

Corporate staff comes from the broader perspective of having worked for in the public sector for federal, state and local government, the private sector and the non-profit sector.

Staff has coordinated and collaborated with a wide range of stake holders, from local academia, to special interest groups. TCl's technical and practical expertise provides a balanced perspective and approach to environmental and natural resource conservation issues.

***Philosophy and Commitment to excellence**

Terwilliger Consulting, Inc. is committed to excellence in program design, execution, and management. Our philosophy and commitment is to improve our natural, cultural, and economic environments by designing solutions for daily implementation in the work and home place. We have grown because our clients continue to expand their use of our services.

TCI SERVICES

Sample Service List

- *ESA and NEPA plan and process development*
- *Consultations and expertise for rare and endangered species compliance, planning, management and mitigation.*
- *Natural resource technical expertise from planning to implementation*
- *Meeting/ Workshop/ Training planning, facilitation, coordination, and follow-up*
- *Product and process development*
- *Environmentally friendly site and project design*
- *Environmentally sensitive restoration, planting and landscaping*

TCI Specialties

TCI offers a full range of professional natural resource, environmental, and communication capabilities. Our specialties include

- **wildlife conservation, planning & implementation**
- **endangered species and ESA documentation and process**
- **NEPA documentation**
- **integrated natural resource conservation**
- **forestry & land management**
- **hydro-geology**
- **ecosystems & landscaping ecology**
- **field surveys, research, monitoring work**
- **quality reports & presentations**
- **public policy and regulatory analysis**
- **many other related fields.**

TCI Products

Sample Product List

- **EIS, EA & other NEPA Documents**
ESA Endangered Species Documents i.e. BA's
- **Management and Mitigation Plans,**
- **Safe Harbors, Habitat Conservation Plans**
Integrated Natural and Cultural
- **Resource Management Plans**
Floral and Faunal Surveys and
- **Conservation Plans**
Vegetation Assessments and
- **Management Plans**
Wildlife Population Assessments
- **and Management Plans**
Topic White Papers in Conservation
Workshop/ Meeting / Training materials
Educational and Technical
- **publications/reports/presentations**
- **Habitat GIS and Landscape Assessments**
***Comprehensive Wildlife Conservation Plans, *State**
Wildlife Action Plans

CONTRACT RATES:

LABOR CATEGORY	GSA Hourly Rate	GSA Daily Rate
<i>Senior Project Manager</i>	\$ 129	\$1032
<i>Environ. Scientist Senior</i>	\$ 119	\$ 952
<i>Environ. Protection Specialist</i>	\$ 120	\$ 960
<i>Conservation Biologist Planner</i>	\$ 120	\$ 960
<i>Conservation Biologist</i>	\$ 75	\$ 600
<i>Natural Resource Mgr</i>	\$ 119	\$ 952
<i>Natural Resource Mgr Associate</i>	\$ 49	\$ 392
<i>Engineer/Civil Engineer</i>	\$ 98	\$ 784
<i>Land Surveyor Consultant</i>	\$ 98	\$ 784
<i>Wildlife Biologist</i>	\$ 97	\$ 776
<i>Cultural Resources Specialist/Archaeologist</i>	\$ 98	\$ 784
<i>GIS Specialist-Associate</i>	\$ 97	\$ 776
<i>GIS Associate</i>	\$ 75	\$ 600
<i>Geologist (Coastal/Hydro)</i>	\$ 98	\$ 784
<i>Environ. Analyst/Planner</i>	\$ 75	\$ 600
<i>Graphic Artist</i>	\$ 48	\$ 384
<i>Editor</i>	\$ 48	\$ 384
<i>Administrative Assistant</i>	\$ 48	\$ 384
<i>Certified Arborist/Consulting</i>	\$ 98	\$ 784
<i>Field Worker/Technician</i>	\$ 48	\$ 384
<i>Law Enforcement Specialist</i>	\$ 97	\$ 776

SCHEDULE AVAILABLE TRAINING COURSES

Title of Course **Length of Course (# of days/hrs)**

Natural Resource Conservation / Strategic Planning *2 days*
(Can be customized to client's needs 1-3 days)

Total Price of Course **Minimum # of Participants**

\$14,000

10

Maximum # if Participants

50

Price per additional participant in excess of the minimum - \$ 310

SCHEDULE AVAILABLE TRAINING COURSES

Title of Course **Length of Course (# of days/hrs)**

Customized course to fit your organizations needs in environmental or natural resources conservation planning and management *2 days*
(Can be customized to client's needs)

Total Price of Course **Minimum # of Participants**

\$14,000

10

Maximum # if Participants

50

Price per additional participant in excess of the minimum - \$ 310

Labor Category Descriptions
For Environmental Services Schedule MAS
Contract GS-10F-0220L.
For
Terwilliger Consulting Inc.

Labor Category

Senior Project Manager

Position description and responsibilities:

Responsible for the management of technical projects/ programs/ teams from initiation through completion, includes: planning, analysis, design, development and implementation. Provide overall direction for establishing project requirements, priorities and deadlines and integrate project plans into program and organizational plans. Establish roles and responsibilities, design and select project personnel and program team. Allocate and coordinate resources across one or more projects. Responsively and responsibly manage budget, personnel and resources for assigned projects, develop and monitor project/program plans, evaluate and adjust resources and priorities accordingly.

Minimum education and experience:

Requires Masters level education with a minimum of 15 years project management experience.

Environmental Scientist Senior

Position description and responsibilities:

Initiate, design and execute environmental conservation, research and technical projects which support and enhance corporate and client strategies and technical standards. Research and apply current state of the art scientific principles, designs, methodology, information and concepts to projects and problems. Plan and execute research, conservation and plan development. Serve as corporate technical consultant, advisor and spokesperson on specialized projects or programs.

Minimum education and experience:

Requires M.S. degree education in a scientific discipline with a minimum of 5 year experience in an environmental field.

Environmental Protection Specialist

Position description and responsibilities:

Responsible for environmental compliance and protection, research and technical projects which support and enhance client compliance and technical standards. Research and apply current legislation regulation policy and incentive-based programs, designs, methodology, information and concepts to projects and problems. Plan and execute environmental protection compliance projects and programs.

Minimum education and experience:

Requires M.S. degree education in a scientific discipline with a minimum of 5 years experience in an environmental field.

Conservation Biologist Planner

Position description and responsibilities:

Develop effective comprehensive conservation planning processes, planning and implementation products. Develop scientific reports, management plans and other documents to meet the needs of each project. Develop, review, analyze and update a wide variety of existing plans and NEPA and ESA documents, including Environmental Assessments and Impact Statements, HCPs, SHAs, Species Management Plans. Participate in project development and management, including drafting technical proposals, and coordinating with project staff. Serve as coordination role with client and key stakeholders.

Minimum education and experience:

Requires Masters level education in related environmental field; TWS or other professional certification. A minimum of 10 years experience in a related ecological field and strong verbal and written communication skills required.

Conservation Biologist

Position description and responsibilities:

Conduct field work, laboratory work, chemistry and microbiology work and research as needed for project support and technical standards. Research and apply current state of the art scientific principles, designs, methodology, information and concepts to projects and problems. Assist in planning and executing research, conservation and plan development. Serve as corporate technical consultant, advisor and spokesperson on specialized projects or programs as directed. Assist in the development of biological assessments and other NEPA & ESA documents.

Minimum education and experience:

Requires M.S. level education in Biology with a minimum of 5 years experience in an environmental field.

Natural Resource Manager

Position description and responsibilities:

Manages and coordinates programs, projects for a diversity of clients. Responsible for planning, developing and implementing natural resource research, surveys, management, and conservation projects. Requires knowledge of current data and issues, ability to quickly and effectively synthesize existing information and develop new information critical for improving understanding and recommending natural resource conservation, including forestry, land management, wetlands, restoration, and reclamation management. Develop effective comprehensive natural resource conservation planning processes, planning and implementation products, such as integrated natural resource management plans. Develop scientific reports, management plans and other documents to meet the needs of each project. Develop, review, analyze and update a wide variety of existing plans and NEPA and INRMP documents, including Environmental Assessments and Impact Statements. Participate in project development and management, including drafting technical proposals, and coordinating with project staff. Coordinate client and regulatory agencies and other key stakeholders.

Minimum education and experience:

Requires Masters level education in related environmental field; TWS or other professional certification. A minimum of 10 years experience in a related ecological field and strong verbal and written communication skills required.

Natural Resource Manager Associate

Position description and responsibilities:

Responsible for performing field and office activities in support of ongoing projects and programs as directed and designed by project leader to meet specific needs of clients. Projects may require the exercise of technical discretion in the design, execution or interpretation of data or situations. Ability to make detailed observations, analyze data and interpret results. Communicate results clearly and professionally, and work in collaboration and coordination with others. Prepare reports (technical and popular), summaries, protocols and quantitative analyses. Have an understanding and/or application of fundamental principles, theories and concepts in the area of responsibility. Projects require the ability to read and understand relevant scientific literature. Technician contacts are primarily with direct supervisors for guidance and direction of work projects.

Minimum education and experience:

Requires A.S. /B.S. degree or equivalent in a scientific discipline and a minimum of 5 years related experience is preferred.

Engineer/ Civil Engineer

Position description and responsibilities:

Responsible for site plan development for residential subdivisions and lots, and commercial sites, including design of new roads and water supply lines, and facilities to manage stormwater and wastewater per applicable rules. May also be involved in a range of environmental engineering services for Low-Impact Development (LID) with an emphasis on merging quality design with sound science and engineering.

Minimum education and experience:

Requires B.S. degree in education in Civil/Environmental Engineering and be a State Certified Professional Engineer, Board of Architects and Landscape Architect and a minimum of 5 years experience in a related engineering field.

Land Surveyor Consultant

Position description and responsibilities:

Performs boundary surveys, physical surveys, land partitions, subdivisions, and topographic surveys, including accurate on-site instrument surveys and the production of certified maps and plats in accord with the rules and regulations of the Virginia Department of Commerce. Qualifications demonstrated by professional certification through the Board of Architects, Professional Engineers, Land Surveyors, and Certified Landscape Architects, which typically entails successful completion of a BS degree in a relevant course of study, several years experience with Professional endorsements and references, and passing a comprehensive written examination

Minimum education and experience:

Requires Masters Degree in education in Civil/Environmental Engineering and a minimum of 5 years experience in a related engineering field.

Wildlife Biologist

Position description and responsibilities:

Responsible for planning, developing and implementing ecological and wildlife biology research, survey, management, and monitoring projects. Requires knowledge of current data and issues, ability to quickly and effectively synthesize existing information and develop new information critical for improving understanding and recommending wildlife and biodiversity conservation. Identify and prioritize ecologically significant resources (species, habitats, areas, etc.) in need of conservation, develop scientific justification, proposed approach and methodology for conservation, and identify and address threats to ecosystem integrity.

Minimum education and experience:

Requires Masters level education in related environmental field; TWS or other professional Certification. A minimum of 10 years experience in a related ecological field and strong verbal and written communication skills required.

Cultural Resources Specialist/Archaeologist

Position description and responsibilities:

Conducts environmental overviews through Phase III mitigation excavations. Conducts pre-acquisition examination, including an analysis to determine whether archaeological sites or standing structures are present and if so, what problems will be and what possible solutions there are; environmental impact studies which include a full range of services from environmental assessments to full environmental impact statements concerning cultural resources. Conduct archaeological and architectural surveys; research historic documents, State Agency records, maps predictive modeling, and deed/titles searches. The depth and breadth of the effort vary according to the client's needs. Conduct identification, reconnaissance and intensive surveys; significance assessment surveys; and mitigation planning and excavation. Provide historic American building surveys and or historic American engineering records; national register of historic places nominations; historic land use planning; expert witness testimony; project advocacy; historic record investigation; map analysis; and geophysical survey.

Minimum education and experience:

Requires M.S. Degree education in related environmental field. Must be a registered professional archaeologist. A minimum of 5 years experience in cultural resources or related field and strong verbal and written communication skills required.

GIS Specialist-Associate

Position description and responsibilities:

Provide technical assistance for GIS data development, database maintenance, cartographic production, metadata development, and overall program GIS technical support. Requires close coordination and communication with project staff during project planning, design and execution. Responsible for timely, professional maps, analyses and products customized to meet staff and project requirements using compatible hardware and software.

Minimum education and experience:

Requires B.S. degree in related field and 5 years experience working with compatible GIS software (ESRI ArcGIS software 9.x Suite) and a wide array of geospatial data formats, both vector and raster or have GIS Certification.

GIS Associate

Position description and responsibilities:

Provide technical assistance for GIS data development, database maintenance, cartographic production, metadata development, and overall program GIS technical support. Requires close coordination and communication with project staff during project planning, design and execution. Responsible for timely, professional maps, analyses and products customized to meet staff and project requirements using compatible hardware and software.

Minimum education and experience:

Requires B.S or related degree and a minimum of 5 years experience in related field.

Geologist (Coastal/Hydro)

Position description and responsibilities:

Provide technical expertise; conduct habitat characterizations and research and write documentation relating to proposed water resource development projects; review and comment on National Environmental Policy Act (NEPA) documentation for federal water resource projects; clean water Act permits and state mining permits; conduct informal Endangered Species Act (ESA) consultations; provide Coastal Barrier Resource Act (CBRA) determinations. Participate in filed surveys and habitat characterizations of proposed projects sites and hurricane disaster areas. Participate in task force studies of coastal management issues. Provide scientific reference, consultation and research relevant to coastal issues, proposed state legislation and current coastal litigation. Assess hurricane impacts; measure the geomorphological changes and beachfront structural damage. Continental Shelf Geology: interpret seismic records and correlate them to assess the sediment structure and composition of the sea floor. Perform data analysis of national beach replenishment dataset and modeled barrier island migration rates. Geologic framework for with project planning, design and execution. Responsible for professional service to meet staff and project requirements.

Minimum education and experience:

Requires M.S. Degree education in Science field and a minimum of 5 years experience in cultural resources or related field and strong verbal and written communication skills required.

Environmental Analyst/Planner

Position description and responsibilities:

Develop effective planning processes and products. Conduct analysis as needed for Provide environmental assessments and analysis, strategic and operational planning projects and programs. Research and review compliance with Laws to protect endangered species and natural resource management. Provide technical input related to wetlands, and fish and wildlife management. Responsible for professional service to meet staff and project requirements.

Minimum education and experience:

Requires M.S. degree in Environmental Sciences and a minimum of 5 years experience in a related field.

Graphic Artist

Position description and responsibilities:

Provide graphic design services for technical and popular reports and documents in a timely and professional manner. Customize document appearance and content style and format to respond to and meet individual project needs. Provide recommendations and suggestions in project planning and design phases for document and communication efficiency, compatibility and effectiveness.

Minimum education and experience:

Requires B.S. /B.A. degree with 5 years minimum graphic design experience preferably in the environmental field. Familiarity with current and state of the art technical and popular graphic art and journal styles, formats, software and hardware.

Editor

Position description and responsibilities:

Review and edit technical and popular reports and documents in a timely and professional manner. Customize document style and format to respond to and meet individual project needs. Provide recommendations and suggestions in project planning and design phases for document and communication efficiency, compatibility and effectiveness.

Minimum education and experience:

Requires B.S. /B.A. degree with 5 years minimum editing experience preferably in the environmental field. Familiarity with current and state of the art technical and popular journal styles, formats, software and hardware.

Administration

Position description and responsibilities:

Perform a variety of administrative duties in the support of ongoing projects and programs. Responsible for providing timely and high quality administrative support to staff and associates. Duties include but are not limited to: Answering phones, scheduling, making travel arrangements, preparing budget and financial reports, faxing, copying, assisting with organizational management, maintaining files, writing report drafts or compiling and preparing data for reporting or presentation. Manage document production process: create/edit/revise and proofread documents, proposals, presentations, letters, e-mail notes, correspondence, and spreadsheets, etc. Must be able to work independently, accurately, and in a professional, timely manner.

Minimum education and experience:

Requires B.S./B.A. degree or 10 years experience in office management with knowledge of office equipment, computers and standard software (such as Microsoft). Good communication and organizational skills required.

Certified Arborist/Consulting

Position description and responsibilities:

Consults with clients on different subjects including: urban tree inventories; hazard tree inventories and analysis; tree loss value from automobile accidents, storms, trespass; tree diseases and treatments; tree pruning specifications; tree removal specifications. Responsible for providing high quality knowledge of trees to the staff and associates. Must be able to meet with clients in a professional manner.

Minimum education and experience:

Requires Certification as an arborist and a minimum 5 years experience.

Field Worker

Position description and responsibilities:

Performs work set forth by Senior Manager to include: vegetation maintenance, management, and clearing; basic data collection, management and monitoring. All field work directed by project managers.

Minimum education and experience:

Requirements include: must be able to follow directions and safety guidelines and be in good physical condition and have 2 years experience.

Law Enforcement Specialist

Position description and responsibilities:

Responsible for technical information on all relevant laws, regulations, policies and programs in the environmental conservation field. Responsible for current, accurate knowledge and research of updates and new relevant cases in the literature. Good communication and people skills required.

Minimum education and experience:

Requires degree/certificate in Law Enforcement and 5 years experience in environmental law enforcement.