Aspen Environmental Group

FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES

Schedule Title: Multiple Award Schedule

Contract No. GS-10F-0229N
Contract Period: January 31, 2018 – January 30, 2023
Price list current as of Modification # PS-A812 effective February 12, 2020

Aspen Environmental Group
5020 Chesebro Road, Suite 200
Agoura Hills, CA 91301
Tel. (818) 597-3407
Fax (818) 597-8001
Business Size: Small Business
Point of Contact: Vicky Tinkjian
vtinkjian@aspeneg.com
www.aspeneg.com

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.

Online 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: www.GSAAdvantage.gov.
Contents

Customer Information ......................................................................................................................... 1

About Aspen Environmental Group ..................................................................................................... 3

541620 - Environmental Consulting Services .................................................................................. 3
  CEQA ............................................................................................................................................. 5
  NEPA ........................................................................................................................................... 5
  CEQA/NEPA Joint Documents ...................................................................................................... 6
541370 GIS - Geographic Information Systems (GIS) Services .......................................................... 6
  Geospatial Services ....................................................................................................................... 7

Types of Projects ............................................................................................................................... 7

  Transmission and Telecommunication ............................................................................................ 7
  Renewable Energy .......................................................................................................................... 8
  Oil and Gas .................................................................................................................................... 9
  Water Supply .................................................................................................................................. 10
  Restoration ..................................................................................................................................... 11

Price Lists .......................................................................................................................................... 13

541620 Labor Descriptions ................................................................................................................. 14
  Environmental Expert III ............................................................................................................... 14
  Principal/Program Manager .......................................................................................................... 15
  Senior Project Manager II ........................................................................................................... 15
  Senior Project Manager ................................................................................................................ 15
  Senior Associate, Air Quality and Greenhouse Gas/Global Climate Change .................................. 15
  Principal Environmental Consultant I ......................................................................................... 16
  Senior Environmental Scientist VIII ............................................................................................. 16
  Senior Environmental Consultant III ............................................................................................ 16
  Senior Environmental Consultant II ............................................................................................. 16
  Senior Environmental Consultant I ............................................................................................... 17
  Senior Engineer ............................................................................................................................ 17
  Engineer II ..................................................................................................................................... 17
  Earth Science/Hydrology IV .......................................................................................................... 18
  Earth Science/Hydrology III ......................................................................................................... 18
  Registered Professional Archaeologist Principal ........................................................................... 18
  Registered Professional Archaeologist Senior Associate ............................................................... 18
  Earth Science/Hydrology II ........................................................................................................... 19
  Earth Science/Hydrology I ............................................................................................................ 19
  Supervisory Archaeologist ............................................................................................................ 19
  Cultural Resource Specialist II ...................................................................................................... 19
  Cultural Resource Specialist I ....................................................................................................... 20
  Biologist IV .................................................................................................................................... 20
  Biologist III .................................................................................................................................... 20
  Certified Fisheries Biologist, Senior ............................................................................................. 20
  Biologist II ..................................................................................................................................... 21

Contract No. GS-10F-0229N
Order Aspen’s Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biologist I</td>
<td>21</td>
</tr>
<tr>
<td>Environmental Consultant II</td>
<td>21</td>
</tr>
<tr>
<td>Social Scientist/Planner IV</td>
<td>22</td>
</tr>
<tr>
<td>Social Scientist/Planner III</td>
<td>22</td>
</tr>
<tr>
<td>Senior Environmental Planner</td>
<td>22</td>
</tr>
<tr>
<td>Social Scientist/Planner II</td>
<td>22</td>
</tr>
<tr>
<td>Social Scientist/Planner I</td>
<td>23</td>
</tr>
<tr>
<td>Environmental Scientist II</td>
<td>23</td>
</tr>
<tr>
<td>Information Technology</td>
<td>23</td>
</tr>
<tr>
<td>Document Production</td>
<td>23</td>
</tr>
<tr>
<td>Senior GIS Specialist</td>
<td>24</td>
</tr>
<tr>
<td>Senior GIS/Info Tech Specialist</td>
<td>24</td>
</tr>
<tr>
<td>Graphics/Drafting</td>
<td>24</td>
</tr>
<tr>
<td>Staff GIS/Info Tech Specialist</td>
<td>24</td>
</tr>
<tr>
<td>Administrative/Project Accounting II</td>
<td>25</td>
</tr>
<tr>
<td>Project Accounting I</td>
<td>25</td>
</tr>
<tr>
<td>Administrative</td>
<td>25</td>
</tr>
<tr>
<td>541370GIS - Labor Descriptions</td>
<td>26</td>
</tr>
<tr>
<td>Principal/Program Manager</td>
<td>26</td>
</tr>
<tr>
<td>Information Technology Manager</td>
<td>26</td>
</tr>
<tr>
<td>Information Technology Data Analyst</td>
<td>27</td>
</tr>
<tr>
<td>Database Manager</td>
<td>27</td>
</tr>
<tr>
<td>GIS Manager</td>
<td>27</td>
</tr>
<tr>
<td>Senior GIS Specialist</td>
<td>27</td>
</tr>
<tr>
<td>GIS Specialist II</td>
<td>28</td>
</tr>
<tr>
<td>GIS Technician II</td>
<td>28</td>
</tr>
<tr>
<td>GIS Technician I</td>
<td>28</td>
</tr>
<tr>
<td>Graphics/Drafting Analyst</td>
<td>29</td>
</tr>
<tr>
<td>Document Editing QA/QC</td>
<td>29</td>
</tr>
<tr>
<td>Administrative/Project Accounting II</td>
<td>29</td>
</tr>
<tr>
<td>Project Accounting I</td>
<td>29</td>
</tr>
<tr>
<td>Administrative</td>
<td>30</td>
</tr>
<tr>
<td>Order Aspen’s Services</td>
<td>31</td>
</tr>
</tbody>
</table>

Contract No. GS-10F-0229N
Customer Information

Contract Number: GS-10F-0229N

Contract Period: January 31, 2018 – January 30, 2023

Contractor’s Name: Aspen Environmental Group

Contractor’s Address: 5020 Chesebro Road, Suite 200  Agoura Hills, CA 91301 (Headquarters)

Business Size: Small Business

Data Universal Numbering System (DUNS): 793060054

Contractor’s Taxpayer Identification Number: 95-4337914

1a. Special Item Number(s) for this Contract:

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620 - Environmental Planning Services &amp; Documentation</td>
</tr>
<tr>
<td>541370GIS - Geographic Information Systems</td>
</tr>
</tbody>
</table>

1b. Services and Rates can be found on pages 13-14 and 25-26 of this pricelist

1c. Hourly Labor Rates are not applicable for this pricelist

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic Scope of Contract: Domestic and Overseas

5. Point of Production: 5020 Chesebro Road, Suite 200  Agoura Hills, CA 91301

6. Discount from list price or statement of net: Government Net Prices (discounts already deducted)

7. Quantity Discounts: None offered

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

9a. Government Purchase Cards: Yes, Government Purchase Cards are accepted below the micro-purchase threshold.

9b. Government Purchase Cards: Yes, Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: Not applicable

11a. Time of Delivery: As negotiated with ordering agency; specified on the task order

11b. Expedited Delivery: Items available for expedited delivery are noted in this price list. All items over minimum are available for expedited Delivery. Contact contractor for more information.
11c. **Overnight and 2-Day Delivery:** Overnight and 2-day delivery are also available. Contact Contractor for rates for overnight and 2-day delivery.

11d. **Urgent Requirements:** Not Applicable

12. **F.O.B. Point(s):** Destination

13a. **Ordering Address:** Aspen Environmental Group  
5020 Chesebro Road, Suite 200  
Agoura Hills, CA 91301  
Attn: Vicky Tinkjian  
Phone: (818) 597-3407  
www.aspeneg.com

13b. 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:** Aspen Environmental Group  
5020 Chesebro Road, Suite 200  
Agoura Hills, CA 91301  
POC: Vicky Tinkjian

15. **Warranty Provision:** In accordance with Standard Commercial Warranty

16. **Export Packaging Charges:** Not Applicable

17. **Terms and Conditions of Government Purchase Card Acceptance:** Yes, Government Purchase Cards are accepted above 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:** 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. **Perspective Maintenance:** Not Applicable

24a. **Special Attributes Such as Environmental Attributes:** Not Applicable

24b. **Section 508 Compliance:**

If applicable in this contract Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at the following: the EIT standards can be found at [www.section508.gov/](http://www.section508.gov/) and at [www.ciesurplus.com](http://www.ciesurplus.com)

25. **Data Universal Numbering System (DUNS) Number:** 793060054

26. **CIE Surplus is Registered with the System for Award Management (SAM) database.**
About Aspen Environmental Group

Aspen is an expert interdisciplinary environmental services firm focused on the provision of services to clients responsible for building, maintaining, or regulating infrastructure and public works projects. Since the company’s inception in 1991, over 98 percent of Aspen’s work has been related to infrastructure, public works, and industrial projects, particularly energy and water infrastructure. Aspen’s focus on specific types of projects provides us with the knowledge, insight, and understanding needed to efficiently prepare environmental analyses that meet project needs, disclose important information to the public, and fully conform to all applicable federal, state, and local requirements.

Aspen has provided environmental analysis, permitting, and compliance services for a wide variety of infrastructure, public works, and industrial projects across the western US, including water, energy, flood control, and telecommunications infrastructure, as well as many types of public facilities. One of Aspen’s primary services is compliance with the requirements of the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). In addition, Aspen provides expertise needed for successful compliance with the Clean Water Act, Clean Air Act, Endangered Species Act, and other federal and state environmental laws.

541620 - Environmental Consulting Services

Aspen regularly serves in the role of prime contractor to local, state, and federal agencies for CEQA and NEPA projects and routinely manages a team of specialists for the purpose of conducting detailed and comprehensive environmental impact analyses. Aspen’s project management and CEQA/NEPA experience is complemented by the expertise and experience of its staff members in collecting data and performing analyses for environmental impact assessment documents and supporting environmental documentation, including specialized services such as geographical information systems (GIS) mapping, public participation (noticing, advertising, scoping meetings, public meetings, hearings, etc.), and permit documentation for compliance with the entire range of state and federal environmental regulations. In addition, Aspen prepares Mitigation Plans and has a team of mitigation monitors to ensure adherence to all mitigation requirements during construction.

Aspen specializes in the preparation of environmental impact report (EIR) and environmental impact statement (EIS) documents and has a highly successful track record in producing technically sound and legally defensible environmental analysis documents. We provide all notices, documentation, and services needed for CEQA and NEPA compliance, as necessary. Aspen also provides comprehensive services related to regulatory permit acquisition, including expertise in the efforts necessary for project-specific approvals, including providing compliance monitoring required during pre-construction, construction, and post-construction phases.
We have extensive experience in the management and preparation of the entire range of CEQA and NEPA compliance documents and activities, including Initial Studies (ISs), Negative Declarations (NDs), Mitigated NDs (MNDs), EIRs, and public notices and meetings for CEQA, and Environmental Assessments (EAs), Findings of No Significant Impact (FONSI), EISs, Records of Decision (RODs), scoping meetings, public hearings, and Federal Register notices for NEPA. We have successfully prepared all of these types of documents and conducted these activities for many different agencies. The bulk of our experience has come under task-order contracts, so we have developed efficient procedures for managing these contracts.

An understanding of environmental legislation is critical to effectively manage most environmental assessment projects, because most agency projects trigger necessary responses or actions to a wide range of other legislation. Aspen has substantial knowledge regarding the requirements of the following state and federal regulations related to natural resources as a result of our past work with various public agencies:

- Coastal Zone Management Act, Federal Coastal Consistency Determination, California Coastal Act
- Section 10 of the River and Harbor Act (USACE)
- California Fish and Game Code (Sections 1600-1607) Lake and Streambed Alteration Agreements
- Federal Clean Water Act (CWA), Section 404 Permits (Nationwide, Regional General, Standard Individual), including preparation of Formal Wetland Delineation Reports, which involve Minimum Standard Guidelines
- Section 401 Water Quality Certification from the applicable Regional Water Quality Control Board (RWQCB)
- Section 402 National Pollutant Discharge Elimination System (NDPES) permits from the State Water Resources Control Board, through the local RWQCB
- Federal Endangered Species Act (ESA), Section 7 Consultation and Section 10 Habitat Conservation Plans (HCPs) and Incidental Take Permits, including the preparation of Biological Assessments and HCPs
- Farmland Protection Policy Act
- Executive Order 11988: Floodplain Management
- California Public Resources Code
- Clean Air Act (CAA), General Conformity Analysis
- California ESA, Section 2081 Permit and other sections (2050 to 2089) of the Fish and Game Code that protect rare and endangered plants and animals, including preparation of Biological Evaluations and Mitigation Monitoring Plans
- Magnuson-Stevens Fishery Conservation and Management Act
- Senate Bill 610, requiring Water Supply Assessments for industrial and other large projects
- Section 106 of the National Historic Preservation Act
- Numerous mitigation monitoring projects entailing compliance with all permitting and mitigation requirements.
CEQA

Aspen’s expertise and extensive experience has been gained over many years and is detailed below with respect to CEQA compliance functions, types of projects, our range of clients, and key issue areas:

- Categorical Exemption documentation; ISs, NDs, MNDs, and Draft and Final EIRs;
- Preparation and distribution of required notices, including Notices of Preparation, Notices of Completion, and Notices of Determination;
- Project descriptions and formulation of feasible alternatives;
- Field studies and research;
- Engineering evaluation of projects to determine specific impact parameters;
- Feasibility studies of alternatives and mitigation measures;
- Mitigation measure development, evaluation, implementation, and mitigation monitoring; and
- Public participation, including website creation and maintenance, notices for mail and media, public workshops and hearings, stakeholder meetings, fact sheets and brochures, graphic displays, and non-English language materials.

Our projects have included all areas of California, from urban areas with concerns related to air quality, traffic, noise, and environmental justice, to rural and wilderness areas where biological resources, recreation use, and scenic vistas were the primary concerns. In each of our completed projects, we demonstrated our ability to perform the following critical functions:

- Evaluation and analysis of project alternatives, cumulative impacts, and growth-inducing effects;
- Comprehensive analyses of all relevant environmental issues;
- Production of high-quality environmental documents synthesizing and editing information developed by technical specialists;
- Support to the Lead Agency in CEQA compliance and public participation; and
- Management of technical specialists from within Aspen and from subcontractor teams.

NEPA

NEPA requires EIS preparation only for “proposals for legislation and other major federal actions significantly affecting the quality of the human environment.” A federal agency must, therefore, evaluate and screen each proposed action to determine whether NEPA applies, and if it does, whether an EIS must be prepared. First, an agency must determine if the proposed action is categorically excluded or otherwise exempt from NEPA. Second, if the action is not excluded, the agency must determine whether the proposed action may “significantly affect the quality of the human environment.” This step involves preparing an EA to determine whether the proposed action would result in any significant environmental effects. Finally, the agency will either (1) file a FONSI if there are no impacts or they have been suitably mitigated, or (2) prepare an EIS.

Aspen staff are experts in all the technical and procedural requirements of NEPA and supporting federal legislation. Aspen has 25 years of experience managing, preparing, and processing a wide variety of environmental impact assessment documents for many local, state, and federal government entities. The factors that differentiate us from other environmental consulting firms include our extensive recent and
relevant NEPA process work and our project management process that is designed and adjusted to very efficiently conduct projects. Aspen’s repertoire of experience, expertise, and resources make us more than capable of handling all technical and procedural requirements necessary for successful compliance with NEPA and supporting federal legislation.

**CEQA/NEPA Joint Documents**

Since Aspen’s formation 25 years ago, we have gained a reputation for successful management of large and challenging joint document projects, as illustrated by our completion of CEQA and NEPA compliance documents for projects such as the Tehachapi Renewable Transmission Project EIR/EIS, Sunrise Powerlink Project EIR/EIS, Devers-Palo Verde No. 2 Transmission Project EIR/EIS, the Pacific Pipeline EIR/EIS and the Alturas Transmission Line EIR/EIS. We prepared our first two joint CEQA/NEPA documents for the CPUC about 15 years ago, for the Pacific Pipeline and Alturas Transmission Line projects. Since then, we have prepared several others, including the: Antelope-Pardee EIR/EIS, Devers-Palo Verde EIR/EIS, Tehachapi Renewable Transmission Project EIR/EIS, and Sunrise Powerlink Project EIR/EIS. We are recently preparing the EIR/EISs for the proposed West of Devers Upgrade Project and the Coolwater-Lugo Transmission Project. Our CEQA/NEPA projects have covered all areas of California. We have staff experienced with urban areas who are especially versed in addressing the concerns of high-minority and low-income populations, and we have conducted numerous projects in low-density, rural areas where biological resources, recreation use, and scenic vistas have been the primary concerns.

**Joint Environmental Reviews.** Use of NEPA and CEQA Simultaneously. A project that is subject to CEQA will also be subject to NEPA when it: (1) is jointly carried out by a federal agency; (2) requires a federal discretionary permit, entitlement, authorization, or federal funding; or (3) occurs on federal land. Federal agencies are encouraged under NEPA to cooperate with State and local agencies when a project is subject to both NEPA and CEQA and to perform an independent review of any prepared CEQA documents when it is preparing its own NEPA document. A joint EIS/EIR or a joint FONSI/Negative Declaration can be produced to satisfy the requirements of both Acts, if the involved lead agencies sign a Memorandum of Understanding to apply whichever requirements are more stringent.

**Supporting Environmental Regulations.** Aspen has expertise in handling supporting environmental legislation (both federal and state) for NEPA and CEQA. Understanding supporting federal regulations is critical to working with agencies because each proposed project triggers a different set of related environmental requirements, depending on the type and location of the activity being proposed. Each federal agency has an obligation to inquire as to which other environmental requirements may be applicable to an action, and to list, in the EIS, all federal permits, licenses, and other entitlements that are needed.

**541370GIS - Geographic Information Systems (GIS) Services**

Aspen Environmental Group is a unique and innovative company providing high-end Geospatial products to its local, state, and federal agency clients and has extensive field work expertise throughout the Western US. Aspen’s Geospatial Sciences Group has advanced technical knowledge, work experience, and qualified staff to accomplish any and all required tasks related to applied spatial intelligence gathering and analysis. Aspen also has substantial experience with Geospatial data related to land use planning, transmission, renewable energy, and watershed projects. Aspen has a wealth of experience working for federal, State, and local government agencies, as well as the private sector, performing successfully on large, on-call contracts.

Many of Aspen’s clients, including local government and regulatory agencies and developers of industrial projects, make use of GIS capabilities to enhance the efficiency with which they assess environmental issues and acquire project permits.
GIS increases project understanding, speeds up data collection and analysis, enables comparison and selection of alternatives, and improves presentation effectiveness. Project managers can reduce budget expenditures by using GIS. The industry trend is toward digital spatial knowledge replacing paper documents and lower-technological solutions. Pinpointing exact locations in project analysis, project managers can increase productivity and can better respond to stakeholders’ inquiries; regulatory agencies can identify and map sensitive resources; and specialists can utilize geographic data for specific analysis.

**Geospatial Services**

- Mapping Cartographic Production
- Spatial and Imagery Data Analysis
- Geospatial Data and Project Management
- Data Quality Assurance/Quality Control
- Surveys and Data Collection
- GPS/GNSS Data Collection
- Spatial Data Modeling
- Visual and 3D Simulations
- Asset Management
- Operation and Maintenance Support
- GIS-based Sensitive Resource Modeling
- Biological and Cultural Surveys, Conservation Measures, & Permitting
- Database Design and Management
- Client Training

Aspen can design, develop, and implement geospatial database and management systems. Aspen Team members are experienced in the use of the various regional, state, and federal database systems commonly utilized in the environmental assessment process, including biological, archaeological, air quality, and hazardous materials databases. Over the last 15 years, Aspen has established several Project Collaboration Sites to organize and share program- and project-related information among our clients and Aspen Team members. These Collaboration Sites have increased coordination, efficiency, and transparency in providing high-quality products within agreed-upon schedules and budgets.

Aspen’s technical GIS and GPS expertise can support long-term infrastructure operation and maintenance. Aspen assisted Western’s Sierra Nevada Region Natural Resources Department in implementing the Transmission Asset Management System (TAMS) model, to combine regulatory requirements with operation and maintenance needs on a transmission right-of-way. Western’s Natural Resources Department now assists the field crews with daily work routines and keeps Western in compliance with land management requirements.

Aspen has extensive spatial database experience with other projects. Aspen was the sole contractor to the CEC to collect all high-kilovolt transmission lines above 115 kV for the entire State of California. Aspen GIS collected some 120,000 individual tower structures and 20,000 miles of transmission corridors utilizing aerial imagery, GPS, and field reconnaissance, training CEC GIS cartographic staff to update and maintain the CEC’s Comprehensive GIS Database, and completing the project on time and under budget. In addition, Aspen GIS performed an erosion and sedimentation spatially distributed GIS analysis from 2008-2010 for Angeles National Forest in support of the Tehachapi Renewable Transmission Project on all access roads, pull sites, and staging areas to determine accelerated sedimentation impacts of the project. Aspen conducted this same analysis after the Station Fire in the Angeles National Forest to determine changes in sedimentation rates after the fire.
**Types of Projects**

In the last 25 years, Aspen has focused almost exclusively on the infrastructure and public works sector, and a significant part of that work has involved energy facilities and related infrastructure. We have completed projects in a range of diverse environmental settings, including marine, terrestrial, riparian, and urban environments. Examples of our project experience are listed below.

Aspen is a leader in the provision of environmental services for energy projects. Aspen has analyzed thousands of miles of electrical transmission lines, as well as a variety of other energy facilities, including telecommunication lines. In addition, Aspen has also conducted environmental analysis for numerous oil and gas projects.

Aspen is one of the most accomplished companies in the provision of professional environmental consulting services for water resource projects. Water agencies have relied on Aspen to provide expert environmental services for large capital improvement projects as well as for operations and maintenance activities. Aspen has worked on water projects of all types and scales for some of California’s largest water agencies, including the Department of Water Resources, Metropolitan Water District of Southern California, and Los Angeles Department of Water and Power. Aspen’s water supply experience includes water pipelines, dams, storage reservoirs, treatment facilities, aqueducts, and pumping plants.

Aspen is also accomplished in the provision of environmental consulting services for habitat restoration projects in California and Arizona. Our restoration experience and services extend from initial planning and design to habitat evaluations, biological surveys, hydrologic and hydraulic modeling, cost and incremental benefit analysis, and alternatives analysis.

**Transmission and Telecommunication**

Below are some examples of Aspen’s experience related to electrical transmission and telecommunication systems.

- **West of Devers Upgrade Project.** EIR/EIS for the removal and replacement of approximately 48 miles of existing 220-kV transmission lines with new double-circuit, 220-kV transmission lines, between the existing Devers Substation (near Palm Springs), Vista Substation (in Grand Terrace), and San Bernardino Substation.

- **Coolwater-Lugo Transmission Project.** Draft EIR/EIS for a 64-mile, 500-kV and 220-kV transmission line and substation in the upper Mojave Desert.

- **San Luis Transmission Project.** EIS/EIR and conducting biological and cultural surveys for this 62-mile transmission line in Central CA.

- **Sunrise Powerlink.** EIR/EIS for a new high-voltage transmission line to provide capacity to interconnect renewable energy projects in Imperial and San Diego Counties.
- **Tehachapi Renewable Transmission Project.** EIR/EIS for this major project to provide transmission capacity for wind energy projects in CA’s upper Mojave Desert.
- **Devers-Palo Verde No. 2 Transmission Project.** EIR/EIS for a 230-mile, high-voltage transmission line traversing the Mojave Desert from AZ to CA’s Coachella Valley.
- **Antelope Transmission Project.** EIR for a series of high-voltage transmission lines to provide capacity interconnect wind energy projects in CA’s Antelope Valley.
- **Antelope-Pardee Transmission Project.** EIR/EIS for a high-voltage transmission line to provide capacity to interconnect wind energy projects in CA’s Antelope Valley.
- **North Area Right-of-Way Maintenance Project.** Prepared O&M plans and procedures and an EA for Western, Sierra Nevada Region.
- **Sacramento Area Voltage Support.** EIS/EIR for a new double-circuit 230-kV circuit and reconstruction of a double-circuit 230kV/115-kV transmission line into a double-circuit 230-kV line.
- **Jefferson-Martin 230-kV Transmission Project.** EIR for a 27-mile 230-kV transmission line from San Mateo County to the City of Brisbane, CA.

## Renewable Energy

Aspen has experience providing environmental services for the complete range of renewable energy facilities, including solar photovoltaic, solar thermal, wind, biomass, and geothermal energy projects. Below are some examples of Aspen’s experience related to wind energy.

- **Ocotillo Wind Energy Facility.** EIS/EIR for the BLM and County of Imperial for a 465-megawatt (MW) wind facility on a 12,500-acre site near Ocotillo, CA.
- **Alta East Wind Project.** EIS/EIR for a 318-MW wind facility on a 2,592-acre site in Kern County, CA.
- **Mesa Wind Re-power Project.** EA and technical reports for a 30-MW repower project on BLM land in the San Gorgonio Pass Wind Resource Area.
- **Alta-Oak Creek Mojave Wind Project.** EIR for a 710-MW wind facility on a 9,120-acre site in Kern County, CA.
- **Alta Infill II Wind Energy Project.** EIR for a 530-MW wind facility on a 5,185-acre site in Kern County, CA.
- **Morgan Hills Wind Energy Project.** EIR for a 230-MW wind energy facility on a 3,808-acre site in Kern County, CA.
- **Pacific Wind Energy Project.** EIR for a 151-MW wind energy facility on an 8,300-acre site in Kern County, CA.
- **North Sky River Wind Energy Project & Jawbone Wind Energy Project.** Prepared an EIR for two adjacent wind energy projects capable of generating 339 MW of energy on a combined 13,535-acre site in Kern County, CA.
- **Lompoc Wind Energy Project.** Final EIR for a 97.5-MW wind energy facility and associated 9-mile 115-kV power line in Santa Barbara County, CA.
- **Pine Tree Wind Development Project.** Air quality analysis to determine the impacts associated with changes to this LADWP wind energy project in Kern County, CA.
- **Tehachapi Wind Resource Area.** Programmatic analysis for the development of wind energy in the Tehachapi Wind Resource Area in Kern County, CA, based on the potential development of 4,500 MW of wind generation.

Below are some examples of Aspen’s experience related to solar energy.

- **Desert Harvest Solar Project.** EIS (prepared to a standard that complies with all requirements of the CEQA), as well as supporting technical analyses.
- **Panoche Valley Solar Farm Project.** EIR and supporting technical analyses for San Benito County.
- **Topaz Solar Farm.** EIR for a 550-MW photovoltaic solar power plant in Carrizo Plain, an unincorporated portion of eastern San Luis Obispo County.
- **California Valley Solar Ranch.** EIR for a 250-MW solar photovoltaic power plant on approximately 4,000 acres of rangeland in the Carrizo Plain.
- **City of Palmdale Hybrid Power Plant.** Assisted the CEC with the Staff Assessment.
- **Abengoa Mojave Solar Project.** Assisted the CEC with the Staff Assessment.
- **Beacon Solar Energy Project.** Assisted the CEC with the Staff Assessment.
- **Ivanpah Solar Electric Generation System Project.** Assisted the CEC with the Staff Assessment.
- **Blythe Solar Power Project.** Assisted the CEC with the Staff Assessment for the Blythe Energy Project Transmission Line Modifications. Conducted an alternative assessment, looking at different locations and technologies of the transmission line modifications.
- **Palen Solar Power Project.** Assisted the CEC with the Staff Assessment.
- **Genesis Solar Energy Project.** Assisted the CEC with the Staff Assessment.
- **Desert Sunlight Project.** Desert Sunlight is a photovoltaic solar farm in the Chuckwalla Valley in eastern Riverside County located on land managed by the BLM. Aspen provided peer review of the EIS prepared by BLM’s consultant.
- **Ridgecrest Solar Power Project.** Assisted the CEC with the Staff Assessment.
- **Carrizo Energy Solar Farm (CESF).** Supported the CEC during preparation of its Staff Assessment, for the proposed CESF in San Luis Obispo County. The CESF project was canceled and the project site was acquired by First Solar for the Topaz Solar Farm Project.
- **Imperial Valley Solar Project.** Assisted the CEC with the Staff Assessment.
- **Rice Solar Energy Project.** Assisted the CEC with the Staff Assessment.
- **San Joaquin Solar 1 & 2 Power Plant.** Supported the CEC during preparation of its Staff Assessment.

## Oil and Gas

Below are some examples of Aspen’s experience related to oil and gas, including exploration, transportation, refining, and storage.

- **Senate Bill 4 Regulations - Oil and Gas Well Stimulation Treatments in California EIR.** EIR that is required by State Public Resources Code 3161(b)(3) and (4) (e.g., one of SB 4’s directives). The EIR includes six Study Regions that are addressed on a programmatic level. Aspen has been responsible for all logistics, execution and facilitation of five public scoping meetings throughout the State that were collectively attended by over 450 people, and logged over 1,300 individual comments.
- **Hollister Oil and Gas EIS and RMP Amendment.** Preparation of a resource management plan (RMP) Amendment and associated EIS to guide management of oil and gas resources on a BLM-administered mineral estate within the Hollister Field Office. The EIS/RMP Amendment analyzes the effects of alternative oil and gas management approaches to update the reasonably foreseeable development
scenario and the existing 2007 Hollister RMP in order to incorporate new information about well stimulation technologies, natural resource conditions, and socioeconomic trends.

- **PXP Tranquillon Ridge Oil and Gas Development Project EIR.** EIR for the Santa Barbara County Energy Division. This project involved the development of oil and gas wells from Platform Irene into the Tranquillon Ridge Field using extended reach drilling technology.

- **California Department of Conservation, Division of Oil, Gas and Geothermal Resources (DOGGR) CEQA Compliance Assessment, Data Gap Analysis, and Initial Study.** Comprehensive assessment of DOGGR's compliance with CEQA when issuing well drilling permits.

- **Kirby Hills Natural Gas Storage Facility.** IS/MND for the proposed Kirby Hills natural gas storage facility that involved the conversion of a depleted gas reservoir into a storage facility for resale of natural gas.

- **City of Hermosa Beach Urban Drill Site.** Served as a Permit Process Consultant for the City of Hermosa Beach for an urban drill site that would produce oil and gas from both onshore and offshore fields.

- **Environmental Information Document and Coastal Consistency Determinations for Federal Oil and Gas Leases.** Multidisciplinary environmental document and 10 coastal consistency determinations evaluating the potential effects of development of federal oil and gas leases offshore of Santa Barbara, Ventura, and San Luis Obispo Counties.

- **Gaviota Marine Terminal/Chevron Tankering Project.** EIR/EIS for a Joint Review Panel consisting of the CSLC, Santa Barbara County, USACE, and CALEPA.

- **Kinder Morgan Concord-to-Sacramento Pipeline Project.** EIR and pipeline risk assessment for a proposed 70-mile petroleum products pipeline from Concord (Contra Costa County) to West Sacramento (Yolo County).

- **Kinder Morgan Carson-to-Norwalk Pipeline Project.** EIR for the Sante Fe Pacific 13-mile petroleum products pipeline project through urban Los Angeles (Carson, Long Beach, Bellflower, Norwalk, Artesia, and Cerritos).

- **Pacific Pipeline Project.** Prepared two environmental documents for the Pacific Pipeline Project:

  - **Gaviota to Ventura County EIR.** Original EIR evaluated an oil pipeline from coastal Santa Barbara County to the Los Angeles Basin, via coastal Ventura County and the Santa Clara River Valley.

  - **Kern County to Los Angeles Refineries EIS/SEIR.** Revised project, evaluated in an EIS and Subsequent EIR, originating in the southern San Joaquin Valley and following Interstate 5 over Tejon Pass joining the original route at Castaic Junction in Los Angeles County.

- **San Joaquin Refining Company Health Risk Assessment.** Dispersion modeling using ISCST model. Analyzed emissions and reported the toxicology for each substance. Risk analysis included pathway-specific data files for plant products, animal products, mothers' milk, and water ingestion.

- **Yellowstone Pipeline.** EIS to evaluate the impacts of Yellowstone Pipe Line Company’s proposed 67-mile petroleum products pipeline in western Montana.

## Water Supply

Below are some examples of Aspen’s experience related to water supply facilities.

- **Tehachapi East Afterbay Project.** EIR for the DWR for a project to construct and operate a storage afterbay on the East Branch of the CA Aqueduct in the western Mojave Desert.

- **Taylor Yard Water Recycling Project.** IS/MND for this recycled water project for the LADWP.

- **River Supply Conduit Project - Upper and Lower Reaches.** Two EIRs and several associated studies and reports for the LADWP to address the construction of a new major pipeline for water transmission.
Littlerock Reservoir Sediment Removal Project. Conducting the CEQA/NEPA environmental review process, providing hydraulic engineering and design services, and preparing a suite of natural resource studies to support the removal of sediment to provide greater water storage capacity for the Palmdale Water District.

Santa Ana Valley Pipeline Repairs. CEQA environmental review, permitting, and construction monitoring. Prepared and filed a CEQA Notice of Exemption with the State Clearinghouse for the repairs.

Horsethief Creek Bridge and Mojave Siphon Maintenance. Strategy development for completing the bridge construction while avoiding the peak season for arroyo toads and other sensitive wildlife present at the bridge site. Protocol and focused surveys were conducted in addition to wetland delineation, regulatory permit acquisition, pre-construction clearance surveys, worker training, and construction monitoring. Also prepared an IS/MND.

Mulholland Pumping Station and Lower Hollywood Reservoir Outlet Chlorination Station Project. IS was prepared in support of a City of Los Angeles General Exemption for the LADWP.

Redmont Pump Station Replacement Project. IS/MND that addressed replacement of a water supply pump station located in the community of Sunland in the City of Los Angeles, for the LADWP.

Lincoln Avenue Water Permit Support and Pipeline Repair. EA/supporting documentation for the Lincoln Avenue Water Company for the renewal of Special Use Permits for existing facilities on National Forest System lands.

Piru Creek Erosion Repairs and Pyramid Dam Bridge Retrofit. CEQA documentation, prepared and processed federal and State environmental permitting, conducted biological surveys for maintenance and repair of facilities on the West Branch of the CA Aqueduct.

Simulation of Natural Flows in Middle Piru Creek. EIR for proposed changes to the seasonal flow release schedule of Pyramid Dam, located at the West Branch of the CA Aqueduct.

**Restoration**

Below are some examples of Aspen’s restoration experience.

Santa Ana River Main Stem Project. Multiple baseline data reports and environmental documents to support flood control and habitat restoration along the Santa Ana River on behalf of the USACE. Currently directing restoration efforts for riparian and upland habitats at Prado Dam and Reach 9 of the Santa Ana River.

Santa Maria River Levee Improvement Project. EA and Ecosystem Restoration Plan to support repairs and expansion of the Santa Maria River levee on behalf of the USACE.

Sulphur Creek Ecosystem Restoration Project. Detailed Project Report for riparian restoration planning in the City of Laguna Niguel, CA on behalf of the USACE.

Ormond Beach Wetlands Restoration Feasibility Plan. Managed and prepared the Feasibility Plan for the California State Coastal Conservancy in Ventura County, CA.
- **Yolo County Cache Creek Supplemental EIR.** Supplemental EIR for the Cache Creek Resources Management Plan and Cache Creek Improvement Project in Yolo County, CA.
- **Bull Creek Ecosystem Restoration Project.** EA and Ecosystem Restoration Report to evaluate the USACE’s proposal to restore the lower portion of Bull Creek, located in the Sepulveda Basin, Los Angeles County, CA.
- **Agua Fria Ecosystem Restoration Project.** Integrated Detailed Project Report and EA for three restoration sites along the lower Agua Fria River at its confluence with the Gila River for the USACE.
- **Muranaka Farm Flood Plain Restoration Project.** Assisting the landowner with restoration activities including site preparation, planting, and regulatory compliance for the flood plain restoration project (Moorpark, CA).
- **Rillito River Riparian and Wetland Development Project.** Biological baseline conditions report, assisted the prime contractor in the development of restoration alternatives and completed the habitat evaluation analysis for the restoration of approximately one mile of the Rillito River in Tucson, AZ.
- **Matilija Dam Ecosystem Restoration Project.** EIS/EIR and a variety of supplemental documents to support the USACE Feasibility Study for the removal of Matilija Dam on Matilija Creek in Ventura County, CA.
- **Laguna Canyon Creek Initial Study and Conceptual Restoration Plan.** IS and Conceptual Restoration Plan for approximately 4,000 lineal feet of Laguna Canyon Creek in the City of Laguna Beach, CA.
- **Old San Jose Creek Ecosystem Restoration Project.** EA and Coastal Consistency Determination, as well as a Habitat Evaluation Procedure Plan for the Old San Jose Creek in San Jose, CA.
- **Habitat Restoration Economic Impacts Analysis.** Economic and fiscal impact analysis from proposed wetlands conversion and restoration of productive agricultural lands in the Cache Slough area from agricultural and wetlands use in Solano County, CA.
# Price Lists

## 541620 - Environmental Planning Services and Documentation

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 17: 1/31/19-1/30/20</th>
<th>Year 18: 1/31/20-1/30/21</th>
<th>Year 19: 1/31/21-1/30/22</th>
<th>Year 20: 1/13/22-1/30/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Expert III</td>
<td>$299.24</td>
<td>$308.97</td>
<td>$319.01</td>
<td>$329.37</td>
</tr>
<tr>
<td>Principal/Program Manager</td>
<td>$245.53</td>
<td>$253.51</td>
<td>$261.75</td>
<td>$270.25</td>
</tr>
<tr>
<td>Sr. Project Manager II</td>
<td>$231.89</td>
<td>$239.43</td>
<td>$247.21</td>
<td>$255.24</td>
</tr>
<tr>
<td>Sr. Project Manager</td>
<td>$213.59</td>
<td>$220.54</td>
<td>$227.70</td>
<td>$235.10</td>
</tr>
<tr>
<td>Sr. Associate, Air Quality and Greenhouse Gas/Global Climate Change</td>
<td>$211.59</td>
<td>$218.47</td>
<td>$225.57</td>
<td>$232.90</td>
</tr>
<tr>
<td>Principal Environmental Consultant I</td>
<td>$206.05</td>
<td>$212.75</td>
<td>$219.66</td>
<td>$226.80</td>
</tr>
<tr>
<td>Sr. Environmental Scientist VIII</td>
<td>$201.01</td>
<td>$207.54</td>
<td>$214.29</td>
<td>$221.25</td>
</tr>
<tr>
<td>Sr. Environmental Consultant III</td>
<td>$186.40</td>
<td>$192.46</td>
<td>$198.71</td>
<td>$205.17</td>
</tr>
<tr>
<td>Sr. Environmental Consultant II</td>
<td>$156.65</td>
<td>$161.74</td>
<td>$167.00</td>
<td>$172.43</td>
</tr>
<tr>
<td>Sr. Environmental Consultant I</td>
<td>$136.02</td>
<td>$140.44</td>
<td>$145.00</td>
<td>$149.72</td>
</tr>
<tr>
<td>Sr. Engineer</td>
<td>$180.01</td>
<td>$185.86</td>
<td>$191.90</td>
<td>$198.13</td>
</tr>
<tr>
<td>Engineer II</td>
<td>$140.19</td>
<td>$144.75</td>
<td>$149.45</td>
<td>$154.31</td>
</tr>
<tr>
<td>Earth Science/Hydrology IV</td>
<td>$250.06</td>
<td>$258.19</td>
<td>$266.58</td>
<td>$275.24</td>
</tr>
<tr>
<td>Earth Science/Hydrology III</td>
<td>$209.40</td>
<td>$216.21</td>
<td>$223.23</td>
<td>$230.49</td>
</tr>
<tr>
<td>Registered Professional Archaeologist Principal</td>
<td>$176.32</td>
<td>$185.05</td>
<td>$187.97</td>
<td>$194.08</td>
</tr>
<tr>
<td>Registered Professional Archaeologist Sr. Associate</td>
<td>$146.10</td>
<td>$150.85</td>
<td>$155.75</td>
<td>$160.81</td>
</tr>
<tr>
<td>Earth Science/Hydrology II</td>
<td>$130.33</td>
<td>$134.57</td>
<td>$138.94</td>
<td>$143.46</td>
</tr>
<tr>
<td>Earth Science/Hydrology I</td>
<td>$111.74</td>
<td>$115.37</td>
<td>$119.12</td>
<td>$122.99</td>
</tr>
<tr>
<td>Supervisory Archaeologist</td>
<td>$125.94</td>
<td>$130.03</td>
<td>$134.26</td>
<td>$138.62</td>
</tr>
<tr>
<td>Cultural Resource Specialist II</td>
<td>$100.25</td>
<td>$103.51</td>
<td>$106.87</td>
<td>$110.35</td>
</tr>
<tr>
<td>Cultural Resource Specialist I</td>
<td>$78.59</td>
<td>$81.14</td>
<td>$83.78</td>
<td>$86.50</td>
</tr>
<tr>
<td>Biologist IV</td>
<td>$184.81</td>
<td>$190.81</td>
<td>$197.01</td>
<td>$203.42</td>
</tr>
<tr>
<td>Biologist III</td>
<td>$185.01</td>
<td>$191.03</td>
<td>$197.23</td>
<td>$203.65</td>
</tr>
<tr>
<td>Certified Fisheries Biologist, Senior</td>
<td>$146.10</td>
<td>$150.85</td>
<td>$155.75</td>
<td>$160.81</td>
</tr>
<tr>
<td>Biologist II</td>
<td>$129.58</td>
<td>$133.79</td>
<td>$138.14</td>
<td>$142.63</td>
</tr>
<tr>
<td>Biologist I</td>
<td>$110.46</td>
<td>$114.05</td>
<td>$117.75</td>
<td>$121.58</td>
</tr>
<tr>
<td>Environmental Consultant II</td>
<td>$100.25</td>
<td>$103.51</td>
<td>$106.87</td>
<td>$110.35</td>
</tr>
<tr>
<td>Social Scientist/Planner IV</td>
<td>$189.45</td>
<td>$195.61</td>
<td>$201.97</td>
<td>$208.53</td>
</tr>
<tr>
<td>Social Scientist/Planner III</td>
<td>$183.16</td>
<td>$189.11</td>
<td>$195.25</td>
<td>$201.60</td>
</tr>
<tr>
<td>Senior Environmental Planner</td>
<td>$146.60</td>
<td>$151.36</td>
<td>$156.28</td>
<td>$161.36</td>
</tr>
<tr>
<td>Social Scientist/Planner II</td>
<td>$113.66</td>
<td>$117.35</td>
<td>$121.17</td>
<td>$125.10</td>
</tr>
<tr>
<td>Social Scientist/Planner I</td>
<td>$100.27</td>
<td>$103.52</td>
<td>$106.89</td>
<td>$110.36</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (** in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**541620 Labor Descriptions**

**Environmental Expert III**

This is a specific subject matter specialist. This position requires general environmental science/analytical experience including fifteen (15) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order’s tasks. Incumbent must have served as a project manager in directly related experience areas. Applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects. Also, responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.

Degrees may emphasize Environmental Science, Biological Science, Physical Science, Computer Science, Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Materials Science Engineering, Agricultural Engineering, Computer/Software Engineering, Environmental Engineering, Systems Engineering and other engineering or scientific disciplines and/or Business Administration.

**Minimum Experience:** 20 years

**Minimum Education:** Master’s in environmental science
Principal/Program Manager
A professional with overall corporate management responsibility for the company or for a large program (a group of projects). The ultimate arbiter of client or subcontractor grievances.

Minimum Experience: 15 years

Minimum Education: Master’s in environmental science

Senior Project Manager II
Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general guidance from Principals.

Accountable for all aspects of a project including negotiating contracts, client relations, defining the scope of work, and working with the client to establish budgets and schedules. Ultimate manager of quality control/quality assurance. Engages subcontractors, monitors their performance, and ensures they produce quality work. Ensures compliance with schedules and budgets. Develops, reviews, and signs deliverables. Directs projects and coordinates the work of all technical specialists on the organization chart for that project.

Minimum Experience: 10 years

Minimum Education: Bachelor’s in environmental science

Senior Project Manager
Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Accountable for all aspects of a project including negotiating contracts, client relations, defining the scope of work, and working with the client to establish budgets and schedules. Ultimate manager of quality control/quality assurance. Engages subcontractors, monitors their performance, and ensures they produce quality work. Ensures compliance with schedules and budgets. Develops, reviews and signs deliverables. Directs projects and coordinates the work of all technical specialists on the organization chart for that project. Most Aspen Project Managers have an advanced degree or at least ten years of experience.

Minimum Experience: 6 years

Minimum Education: Bachelor’s in environmental science

Senior Associate, Air Quality and Greenhouse Gas/Global Climate Change
Possesses the ability to work independently on and manage a wide range of projects and is experienced with the management and preparation of complex air quality analyses. Possesses in-depth knowledge of air quality modeling techniques and software, air emissions estimation methods, and air permitting processes as they relate to the Federal Clean Air Act and other environmental regulatory programs.

Demonstrates subject matter expertise in air quality principles, air quality impact analysis methodologies, greenhouse gas management strategies, climate change impact analysis methodologies, and related policies and regulatory programs.
Stays current in subject matter through professional development, training, involvement in professional organizations, and attending conferences or workshops.

Assumes responsibility for project team, budget, schedule, and quality of project execution and delivery. Reports directly to directors of the firm or clients. Represents the firm or clients in public settings, negotiations, and in business and professional organizations.

**Minimum Experience:** 10 years  
**Minimum Education:** Masters degree in engineering, environmental sciences, environmental resource management

### Principal Environmental Consultant I

Project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and/or GIS).

**Minimum Experience:** 15 years.  
**Minimum Education:** Master’s degree environmental science

### Senior Environmental Scientist VIII

Develop regulatory compliance requirements and provide approaches to accomplish regulatory compliance during the concept or design stages.

Project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and/or GIS).

**Minimum Experience:** 8 years  
**Minimum Education:** Master’s degree environmental science

### Senior Environmental Consultant III

Develop regulatory compliance requirements and provide approaches to accomplish regulatory compliance during the concept or design stages.

Project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and/or GIS).

**Minimum Experience:** Minimum of 12 years’ experience in the engineering or scientific discipline applicable to the position  
**Minimum Education:** Bachelors Degree in relevant field. May hold a PE. Provide senior-level technical oversight, assistance, and guidance regarding broad ranges of complex technical issues.

### Senior Environmental Consultant II

Scientists and engineers in this grade provide senior level expertise to complex problems and projects and, as necessary, provide direct support and assistance to project managers regarding the technical
aspects of projects. Employees work with minimum guidance and supervision, may provide direct assistance to clients, and may oversee and/or check the technical performance of employees at lower grades.

**Minimum Experience:** Minimum of 15 years’ experience in the related engineering or scientific field  
**Minimum Education:** Bachelor’s Degree

### Senior Environmental Consultant I

Group leaders provide technical supervision within departments, assigning and supervising work within the technical group. Senior scientific and engineering employees provide high-level expertise to complex engineering, technical and scientific issues with a minimum of supervision. These employees may mentor junior employees and may review the work of junior employees. Employees provide direct assistance to clients within the context of project assignments.

**Minimum Experience:** 7 years  
**Minimum Education:** Bachelor’s Degree

### Senior Engineer

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Holds a B.A. or higher (usually a graduate degree) in an engineering field and at least 5 to 10 years of experience. Capabilities and experience in the practical application of materials, energy, and technology to processes, systems, machines, structures, and products. Capabilities and experience encompassing evaluation, conceptual and detailed design, construction, and operation. Includes (but is not limited to) such disciplines as civil, geotechnical, environmental, mechanical, chemical, process, structural, soils, sanitation, transportation, and nuclear engineering.

Performs marketing, developing relationships with clients. Oversees the proposal process, gathers and oversees staff for awarded projects, manages the project and oversees its budget and quality control.

**Minimum Experience:** 10 years of experience  
**Minimum Education:** Bachelor’s degree in an engineering field

### Engineer II

Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel based on moderate to extensive technical and client service experience. May take substantial responsibility for small projects or large project tasks, including product delivery and client relations.

Capabilities and experience in the practical application of materials, energy, and technology to processes, systems, machines, structures, and products. Capabilities and experience encompassing evaluation, conceptual and detailed design, construction, and operation. Includes (but is not limited to) such disciplines as civil, geotechnical, environmental, mechanical, chemical, process, structural, soils, sanitation, transportation, and nuclear engineering.

**Minimum Experience:** 5 years of experience  
**Minimum Education:** Bachelor’s degree in an engineering field
Earth Science/Hydrology IV

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

Minimum Experience: 15 years of experience
Minimum Education: Bachelor’s Degree in Earth Science

Earth Science/Hydrology III

Based on moderate to extensive technical and client service experience, executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for small projects or large project tasks, including product delivery and client relations.

Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

Minimum Experience: 10 years of experience
Minimum Education: Bachelor’s Degree in Earth Science

Registered Professional Archaeologist Principal

The Principal Investigator (PI) is responsible for developing project research designs, planning and overseeing fieldwork and analysis, and preparing at least the synthetic portions of a variety of reports. The PI monitors day-to-day progress on his or her projects and works with the Project Manager to ensure that each participant in the project is meeting his or her assigned tasks. Among the reports that a PI may work on are cultural resource overviews; CRM plans; survey, testing, and data recovery reports; research proposals; treatment plans; public interpretative material; and management documents such as Programmatic Agreements and Memorandums of Agreement. The PI also prepares cost estimates and budgets, edits the reports and budgets of others, and takes ultimate responsibility for fieldwork, analysis, write-up, and production. The PI also participates in consultations with review agencies, tribal representatives, and other interested parties.

Minimum Experience: At least 10 years of fieldwork and analytical experience
Minimum Education: A PI holds a Master’s in anthropology or a related field

Registered Professional Archaeologist Senior Associate

Responsible for developing project research designs, planning and overseeing fieldwork and analysis, and preparing at least the synthetic portions of a variety of reports. The Sr. Associate monitors day-to-day progress on his or her projects and works with the Project Manager to ensure that each participant in the project is meeting his or her assigned tasks. Among the reports that a Sr. Associate may work on are cultural resource overviews; CRM plans; survey, testing, and data recovery reports; research proposals; treatment plans; public interpretative material; and management documents such as Programmatic Agreements and
Memorandums of Agreement. The Sr. Associate also prepares cost estimates and budgets, edits the reports and budgets of others, and takes ultimate responsibility for fieldwork, analysis, write-up, and production. The Sr. Associate also participates in consultations with review agencies, tribal representatives, and other interested parties.

**Minimum Experience:** At least 10 years of fieldwork and analytical experience

**Minimum Education:** A Senior Associate holds a Masters anthropology or a related field

**Earth Science/Hydrology II**

Based on moderate technical and client service experience, executes work under a moderate and regular level of review and guidance by supervisory personnel. May take on minor responsibility for small projects or large project tasks, including product delivery and client relations.

Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

**Minimum Experience:** 5 years of experience in Archaeology, Anthropology or related field

**Minimum Education:** Bachelor’s Degree in Earth Science

**Earth Science/Hydrology I**

Based on limited technical and client service experience, executes work with a substantial level of review and guidance by supervisory personnel.

Capabilities and experience in the study of physical earth processes and their implications in the development of land, structures, and facilities and mitigation of associated hazards. Includes (but is not limited to) such disciplines as geology, geomorphology, physical geography, earth science, hydrology, hydrogeology, soils science, and geophysics.

**Minimum Experience:** 3 years of experience in Archaeology, Anthropology or related field

**Minimum Education:** Bachelor’s Degree in Earth Science

**Supervisory Archaeologist**

Individual may possess knowledge and experience with planning, conducting and supervising project tasks with regards to archaeological investigations and historical issues. Possesses experience in evaluating cultural resources management reports. Duties may include gathering and correlating basic data, preparing routine analysis and evaluations, writing cultural resources management reports, drafting, photographing, performing laboratory analysis, and technical editing.

**Minimum Experience:** 5 years of experience in Archaeology, Anthropology or related field

**Minimum Education:** Master’s Degree in Archaeology, Anthropology or related field

**Cultural Resource Specialist II**

Individual may possess knowledge and experience with planning, conducting and supervising project tasks with regards to archaeological investigations and historical issues. Possesses experience in evaluating cultural resources management reports. Duties may include gathering and correlating basic data,
preparing routine analysis and evaluations, writing cultural resources management reports, drafting, photographing, performing laboratory analysis, and technical editing.

**Minimum Experience:** 1 year of experience in Archaeology, Anthropology or related field

**Minimum Education:** Master’s Degree in Archaeology, Anthropology or related field

### Cultural Resource Specialist I

Individual may possess knowledge and experience with planning, conducting and supervising project tasks with regards to archaeological investigations and historical issues. Possesses experience in evaluating cultural resources management reports. Duties may include gathering and correlating basic data, preparing routine analysis and evaluations, writing cultural resources management reports, drafting, photographing, performing laboratory analysis, and technical editing.

**Minimum Experience:** 0 years of experience in Archaeology, Anthropology or related field

**Minimum Education:** Bachelor’s Degree in Archaeology, Anthropology or related field

### Biologist IV

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Holds a B.A. or higher degree in life science or environmental science and has at least 5 to 10 years of experience. Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Includes (but is not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), toxicology, public health, and medicine.

**Minimum Experience:** 15 years of experience in biological science

**Minimum Education:** Bachelor’s degree in biological science

### Biologist III

Executes work under limited and sporadic level of review and guidance by supervisory personnel usually coincident with project start-up and major milestones. May take on substantial responsibility for projects or large project tasks, including product delivery and client relations.

Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Includes (but is not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), toxicology, public health, and medicine.

**Minimum Experience:** 10 years of experience in biological science

**Minimum Education:** Bachelor’s degree in biological science

### Certified Fisheries Biologist, Senior

Certified Fisheries - Develops and/or conducts a variety of aquatic sampling studies and applies fisheries field techniques.

Scientists in this grade provide senior level expertise to complex problems and projects and, as necessary, provide direct support and assistance to project managers regarding the technical aspects of projects.
Employees work with minimum guidance and supervision, may provide direct assistance to clients, and may oversee and/or check the technical performance of employees at lower grades.

**Minimum Experience:** 15 years of experience and certification in the Fisheries Biology field

**Minimum Education:** Bachelors Degree, Fisheries Certification

**Biologist II**

This is a mid-level biologist capable of performing tasks with a range of complexity. Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on limited responsibility for small projects or large project tasks, including product delivery and client relations.

Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Performs field surveys, prepares reports on field survey results, and conducts assessments of project effects on native flora and fauna. Includes (but not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), and toxicology. Responsible for analyzing the relationship between project actions and their impacts on biological resources.

**Minimum Experience:** 5 years in Biology field

**Minimum Education:** Bachelor’s degree in biological science

**Biologist I**

This is a junior-level biologist capable of performing tasks of limited complexity. Executes work under substantial and regular review and guidance by supervisory personnel.

Capabilities and experience in the study of living organisms and their environmental requirements and/or the analysis and mitigation of adverse impacts on the living environment. Performs field surveys, prepares reports on field survey results, and conducts assessments of project effects on native flora and fauna. Includes (but not limited to) such disciplines as biology, ecology, zoology, botany, range science, environmental science, environmental studies (science, not social or policy emphasis), and toxicology. Responsible for analyzing the relationship between project actions and their impacts on biological resources.

**Minimum Experience:** 3 years in Biology field

**Minimum Education:** Bachelor’s degree in biological science

**Environmental Consultant II**

Specialized experience includes demonstrated experience in areas specifically relevant to the order’s tasks. Applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of engineering/scientific/analytical projects. May perform as, or work in support of the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Further, may contribute to written scholarly or technical products.

**Minimum Experience:** 4 years

**Minimum Education:** Bachelor’s degree
Social Scientist/Planner IV

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals.

Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but not limited to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

Minimum Experience: Minimum of 15 years
Minimum Education: Bachelor’s degree in social sciences

Social Scientist/Planner III

This is a mid-level position capable of performing tasks with a range of complexity. Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on limited responsibility for small projects or large project tasks, including product delivery and client relations.

Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but is not limited to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

Minimum Experience: 10 years
Minimum Education: Bachelor’s degree in social sciences

Senior Environmental Planner

Possesses ability to work on and manage a wide range of projects or environmental tasks. Acts as responsible participant, including as a project team leader. Prepares technical reports and analyses with little guidance from Associates or Principals and reviews reports/analyses prepared by others. Is adept at implementing knowledge of environmental planning and resource management theory, methodology, and field application, and is experienced and confident in the practice and application of CEQA, NEPA, and/or other environmental regulatory statutes. Possesses excellent communication and writing skills.

Minimum Experience: Minimum of 6 years of progressive professional experience in planning and/or environmental planning
Minimum Education: Bachelor’s degree in planning and/or environmental planning, with the same field, or the functional equivalent

Social Scientist/Planner II

This is a mid-level position capable of performing tasks with a range of complexity. Executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on limited responsibility for small projects or large project tasks, including product delivery and client relations.

Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but is not limited to)
disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

**Minimum Experience:** Five Years

**Minimum Education:** Bachelor’s degree in social sciences

**Social Scientist/Planner I**

This is a junior-level position capable of performing tasks of limited complexity. Executes work under substantial and regular review and guidance by supervisory personnel.

Capabilities and experience in study and application of principles and techniques related to human society, its development, and the interactions among individuals and groups. Includes (but is not limited to) disciplines such as urban and regional planning, land use planning, transportation planning, public policy, public administration, sociology, political science, social geography, law, government, landscape architecture, and environmental studies (social or policy emphasis).

**Minimum Experience:** Three Years

**Minimum Education:** Bachelor’s degree in social sciences

**Environmental Scientist II**

Associate engineers and junior scientists perform routine computations, analyses, and tasks under supervision and review of more experienced employees. Mid-level technical employees generally support projects within their expertise and prepare work products for review by the Project Manager or more senior employees.

**Minimum Experience:** Three Years

**Minimum Education:** Master’s Degree

**Information Technology**

Provides computer, network, internet, and communications hardware, software, and training and consulting support to project managers and clients for the purposes of project communication and reporting, information and report sharing and transfer, and project website development, operation, and maintenance.

**Minimum Experience:** Five Years

**Minimum Education:** Bachelor’s degree in information technology

**Document Production**

Involved in the production of technical reports and proposals, including organization, formatting, indexing, reproduction, and delivery of documents. Compiles all components of reports and proposals into complete, well organized, and professionally produced documents, including organization of files, graphics, and supporting materials.

**Minimum Experience:** Five years

**Minimum Education:** High School Diploma
Senior GIS Specialist

Based on extensive technical and client service experience, executes work under minimal and sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for large project tasks, including product delivery and client relations.

Capabilities and experience with geographic information systems (GIS) software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Designs, develops, and maintains complex GIS databases; analyzes and interprets digital data sets, maps, aerial photography, and other source documents; performs GIS data conversion, transformation, and spatial analysis; and prepares maps and map series using professional cartographic techniques. Possess an understanding of GIS principles, concepts, and techniques including coordinate systems, transformations, and projections; digital data input methods including digitizing, scanning, coordinate geometry, and georeferencing; topological data models and relational databases; and use of GIS software and the ability to produce quality cartographic products and other presentation materials.

Minimum Experience: 5 years of experience in a geography, engineering, or physical sciences field
Minimum Education: Master's degree in a geography, engineering, or physical sciences

Senior GIS/Info Tech Specialist

Develops and implements standard operating procedures and templates for producing graphs, charts, and tables. Performs calculations, supervises lower level staff on assignments with varying degrees of difficulty, and reports data and operational procedures.

Minimum Experience: 10+ years’ experience; performs non-routine assignments
Minimum Education: Bachelor’s Degree

Graphics/Drafting

At the direction of the project manager, prepares (using a wide variety of software) drawings, photos, maps, and other necessary graphics.

Capabilities and experience in the composition and production of technical drawings, maps, and graphics, including drawings, maps, and graphics for specialized technical readership and for general public readership. Includes (but not limited to) such disciplines as CADD, geographic information systems (GIS), cartography, geography (with cartography or GIS emphasis), graphic arts, computer graphics.

Minimum Experience: 5 years’ experience; performs non-routine assignments
Minimum Education: Bachelor’s Degree

Staff GIS/Info Tech Specialist

Develops and implements standard operating procedures and templates for producing graphs, charts, and tables. Performs calculations, works on assignments with varying degrees of difficulty, and reports data and operational procedures to supervising GIS/Info Tech Specialists and task managers.

Minimum Experience: 2 years’ experience; performs non-routine assignments
Minimum Education: Bachelor’s Degree
Administrative/Project Accounting II

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals and project managers.

Strong English skills required for those preparing written documents to be read by clients. Work in this classification includes contract and subcontract administration, as well as project accounting. Project accounting includes provision of management information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; management, projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

Minimum Experience: 8 years of experience in project accounting/control field
Minimum Education: Holds a B.S. in accounting or finance

Project Accounting I

Plans, schedules, and executes work under regular supervision, with frequent review and guidance from Principals and project managers.

Project accounting includes provision of management information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; management, projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

Minimum Experience: 3 years of experience in project accounting
Minimum Education: Associate’s Degree in accounting

Administrative

This classification covers basic secretarial skills, such as documentation and file maintenance. It also includes word processing, data entry, editing, and document production. Works at the direction of project managers and others carrying out an assortment of duties as assigned.

Strong English skills required in certain positions. Executes work under regular and detailed supervision by personnel at higher professional levels. Client interaction is generally limited to specific and narrowly defined work assignments.

Minimum Experience: 0 years of experience in administrative duties
Minimum Education: High School Diploma

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 17: 1/31/19-1/30/20</th>
<th>Year 18: 1/31/20-1/30/21</th>
<th>Year 19: 1/31/21-1/30/22</th>
<th>Year 20: 1/13/22-1/30/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal/Program Manager</td>
<td>$245.53</td>
<td>$253.51</td>
<td>$261.75</td>
<td>$270.26</td>
</tr>
<tr>
<td>Information Technology Manager</td>
<td>$181.38</td>
<td>$187.28</td>
<td>$193.37</td>
<td>$199.65</td>
</tr>
<tr>
<td>Information Technology Data Analyst</td>
<td>$81.31</td>
<td>$83.95</td>
<td>$86.68</td>
<td>$89.50</td>
</tr>
<tr>
<td>Database Manager</td>
<td>$93.82</td>
<td>$96.87</td>
<td>$100.02</td>
<td>$103.27</td>
</tr>
</tbody>
</table>

Contract No. GS-10F-0229N
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**541370GIS - Labor Descriptions**

**Principal/Program Manager**

A professional with overall corporate management responsibility for the company or for a large program (a group of projects). The ultimate arbiter of client or subcontractor grievances.

Minimum Experience: 15 years

Minimum Education: Master's Degree

**Information Technology Manager**

Plans, schedules, and executes work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from more senior managers and Principals.

Supervises and directs computer, network, internet, and communications hardware, software, and training and consulting support to project managers and clients for the purposes of project communication and reporting, information and report sharing and transfer, and project website development, operation, and maintenance. Directs projects and coordinates the work of information technology personnel.

Minimum Experience: 10 years
Minimum Education: Bachelor’s Degree in Computer Sciences

**Information Technology Data Analyst**

Assists in the design, development, and maintenance of databases, including designing menu systems, developing reports, and designing and generating tracking and monitoring tools. Participates in the development of outcomes and process measures, including technical specifications, to enable population measurement, guideline implementation, and evaluation. Maintains statistical routines using macros, vendor software, or internally developed software programs.

**Minimum Experience:** Three years

**Minimum Education:** Bachelor’s Degree in Computer Sciences

**Database Manager**

Plans, schedules, and executes work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from more senior managers and Principals.

Responsible for working with database management systems software in order to determine the best methods to organize and store data. Analyzes informational requirements, develops database specifications, and enforces database standards. Monitors system performance and designs and implements system security and other security measures.

**Minimum Experience:** Three years

**Minimum Education:** Bachelor’s Degree in Computer Sciences

**GIS Manager**

Plans, schedules, and executes work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from more senior managers and Principals.

Manager of quality control/quality assurance for GIS services and products. Ensures compliance with schedules and budgets. Develops, reviews, and delivers proposals and work products. Engages subcontractors, monitors their performance, and ensures they produce quality work.

**Minimum Experience:** Ten years.

**Minimum Education:** Bachelor’s Degree in geography, engineering, or physical sciences

**Senior GIS Specialist**

Based on extensive technical and client service experience, executes work under minimal and sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for large project tasks, including product delivery and client relations.

Capabilities and experience with geographic information systems (GIS) software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Designs, develops, and maintains complex GIS databases; analyzes and interprets digital data sets, maps, aerial photography, and other source documents; performs GIS data conversion, transformation, and spatial analysis; and prepares maps and map series using professional cartographic techniques. Possess an understanding of GIS principles, concepts, and techniques including coordinate systems, transformations, and projections; digital data input methods including digitizing, scanning, coordinate geometry, and georeferencing; topological...
data models and relational databases; and use of GIS software and the ability to produce quality cartographic products and other presentation materials.

Minimum Experience: Five years

Minimum Education: Master’s Degree in geography, engineering, or physical sciences

**GIS Specialist II**

Based on moderate to extensive technical and client service experience, executes work under moderate and somewhat sporadic level of review and guidance by supervisory personnel. May take on substantial responsibility for small and moderate projects or large project tasks, including product delivery and client relations.

Capabilities and experience with geographic information systems (GIS) software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Designs, develops, and maintains complex GIS databases; analyzes and interprets digital data sets, maps, aerial photography, and other source documents; performs GIS data conversion, transformation, and spatial analysis; and prepares maps and map series using professional cartographic techniques. Possess an understanding of GIS principles, concepts, and techniques including coordinate systems, transformations, and projections; digital data input methods including digitizing, scanning, coordinate geometry, and georeferencing; topological data models and relational databases; and use of GIS software and the ability to produce quality cartographic products and other presentation materials.

Minimum Experience: Three years

Minimum Education: Bachelor’s Degree in geography, engineering, or physical sciences

**GIS Technician II**

Executes work under a high level of review and guidance by supervisory personnel. May take on substantial responsibility for small and moderate tasks.

Analyzes data and develops maps and map layers through the use of geographic information systems (GIS) software and programs by interpreting source data, electronically drafting or digitizing the information into the computer database, adhering to pre-established GIS mapping conventions and following pre-established procedures and sequences. Provides quality assurance of maps and layers for accuracy. Identifies and corrects GIS errors, establishes and maintains GIS and computer data files, determines scale, line size, and color to print hard copies of computerized maps. Gathers data in the field using GPS systems.

Minimum Experience: Three years

Minimum Education: Bachelor’s Degree in geography, engineering, or physical sciences

**GIS Technician I**

Executes work under a high level of review and guidance by supervisory personnel. May take on substantial responsibility for small tasks.

Analyzes data and develops maps and map layers through the use of geographic information systems (GIS) software and programs by interpreting source data, electronically drafting or digitizing the information into the computer database, adhering to pre-established GIS mapping conventions and following pre-established procedures and sequences. Provides quality assurance of maps and layers for accuracy. Identifies and corrects GIS errors, establishes and maintains GIS and computer data files, determines scale, line size, and color to print hard copies of computerized maps. Gathers data in the field using GPS systems.
Minimum Experience: Zero
Minimum Education: Bachelor’s Degree in geography, engineering, or physical sciences

**Graphics/Drafting Analyst**

At the direction of the project manager, prepares (using a wide variety of software) drawings, photos, maps, and other necessary graphics.

Capabilities and experience in the composition and production of technical drawings, maps, and graphics, including drawings, maps, and graphics for specialized technical readership and for general public readership. Includes (but not limited to) such disciplines as CADD, geographic information systems (GIS), cartography, geography (with cartography or GIS emphasis), graphic arts, computer graphics.

Minimum Experience: Three Years
Minimum Education: Bachelor’s Degree in geography, engineering, or physical sciences

**Document Editing QA/QC**

Involved in the editing of technical reports and proposals, including content organization, grammar, spelling, and referenced materials. Ensures conformance with established standards and styles as well as internal consistency of reports and proposals.

Strong English skills required. Executes work under regular and detailed supervision by personnel at higher professional levels. Client interaction is generally limited to specific and narrowly-defined work assignments.

Minimum Experience: Eight Years
Minimum Education: Bachelor’s Degree in English

**Administrative/Project Accounting II**

Plans, schedules, and executes a majority of work in a largely unsupervised manner, taking personal responsibility for project quality and client acceptance, with only general and infrequent review and guidance from Principals and project managers.

Strong English skills required for those preparing written documents to be read by clients. Work in this classification includes contract and subcontract administration, as well as project accounting. Project accounting includes provision of management information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; management, projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

Minimum Experience: 15 Years
Minimum Education: Bachelor’s Degree in Accounting and Finance

**Project Accounting I**

Plans, schedules, and executes work under regular supervision, with frequent review and guidance from Principals and project managers.

Project accounting includes provision of management information, reporting, and invoicing, encompassing planning and scheduling support; resource loading; management, projection, and reporting of project performance and cost information; and preparation of project invoices and progress reporting information.

Minimum Experience: Three Years
Minimum Education: Bachelors Degree in Accounting and Finance

**Administrative**

This classification covers basic secretarial skills, such as documentation and file maintenance. It also includes word processing, data entry, editing, and document production. Works at the direction of project managers and others carrying out an assortment of duties as assigned.

Executes work under regular and detailed supervision by personnel at higher professional levels. Client interaction is generally limited to specific and narrowly-defined work assignments.

Minimum Experience: Zero.

Minimum Education: High School degree
Order Aspen's Services

Orders from government agencies are placed directly with Aspen (via tools such as GSA’s E-Buy) in the manner of a task order. Our deliveries are made directly to the client.

To ensure a Best Value:

- Agencies prepare a Statement of Work
- Agencies send a Request for Quotes
- Aspen prepares a response, including a fee proposal
- Agencies review quote (consider price, administrative costs)
- Agencies select the contractor who provides the Best Value
- Agencies place order directly with Aspen by writing an order