

## General Services Administration

### Federal Supply Service

#### Authorized Federal Supply Schedule Price List

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

### Professional Engineering Services – Worldwide

**Federal Supply Group: 899 Environmental Services**

**Contract No. GS-10F-0266K**

#### Contract Period:

Base Period: June 1, 2000 - May 31, 2005  
Option Period I: June 1, 2005 – May 31, 2010  
Option Period II: June 1, 2010 – May 31, 2015  
Option Period III: June 1, 2015 – May 31, 2020

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at <http://www.gsa.gov/portal/content/104447>

#### For more information, please contact:

Lori Dishneau (Program Manager): 720-344-3783, [Lori.Dishneau@arcadis-us.com](mailto:Lori.Dishneau@arcadis-us.com)

ARCADIS U.S., Inc.  
630 Plaza Drive, Suite 200  
Highlands Ranch, CO 80129

(720) 344-3500 (telephone)  
(720) 344-3535 (facsimile)  
[www.arcadis-us.com](http://www.arcadis-us.com)

**TABLE OF CONTENTS**

CUSTOMER INFORMATION.....3  
COMPANY INFORMATION.....5  
SERVICES OFFERED.....6  
    SIN 899-1 Environmental Planning Services & Documentation  
    SIN 899-3 Environmental/Occupational Training Services  
    SIN 899-7 Geographic Information Services (GIS)  
    SIN 899-8 Remediation Services  
    SIN 899-99 New Technology  
  
APPENDIX A: PRICE LIST AND LABOR CATEGORY DESCRIPTIONS.....8

## CUSTOMER INFORMATION

- 1a. **Awarded Special Item Numbers (SIN):** 899-1,899-3,899-7,899-8,899-99
- 1b. Please see **Appendix A** for Price List.
- 1c. Please see **Appendix A** for Labor Category Descriptions
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (Delivery Area):** Worldwide
5. **Point(s) of Production:** Highlands Ranch, CO and ARCADIS offices worldwide
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** No quantity discounts are available.
8. **Prompt Payment Terms:** No special discount is offered for prompt payment. Payment terms are net 30 days.
- 9a. **Acceptance of Government Credit Cards:** Government purchase cards are accepted up to the micro-purchase threshold.
- 9b. **Acceptance of Government Credit Cards:** Government purchase cards are not accepted above the micro-purchase threshold.
10. **Foreign items:** Not Applicable
- 11a. **Time of Delivery:** Specified in each task order
- 11b. **Expedited Delivery:** Specified in each task order
- 11c. **Overnight and 2-day delivery:** Specified in each task order
- 11d. **Urgent Requirements:** Not Applicable
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address:**

ARCADIS U.S., Inc.  
630 Plaza Drive, Suite 200  
Highlands Ranch, CO 80129

Telephone: 720-344-3500  
Facsimile: 720-344-3535

13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA schedule homepage:  
<http://www.gsa.gov/portal/content/199145>

14. **Payment address:**

ARCADIS U.S., Inc.  
62638 Collections Center Drive  
Chicago, IL 60693-0626  
Phone: 1-800-376-2703

For wire or ACH payments, ARCADIS will provide the necessary information on the invoice.

15. **Warranty Provision:** Not Applicable

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

17. **Terms and conditions of Government Purchase Card Acceptance:** Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments or ACH payments will be shown on the invoices.

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. **Preventive maintenance:** Not Applicable

24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** ARCADIS has been responsible for the development and implementation of recycling plans and programs; energy management ranging from energy audits to the design of energy-efficient and sustainable buildings and processes; and/or development, implementation, and monitoring of air, water, and wastewater pollution prevention and investigation and environmental contamination, the remediation of sites containing hazardous, toxic, and radioactive waste (HTRW).

24b. **Section 508:** If applicable, Section 508 compliance on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov)

25. **Data Universal Numbering System (DUNS) Number:** 081509838

26. **System for Award Management (SAM) Database:** ARCADIS U.S., Inc. is registered in the System for Award Management (SAM) Database.

## COMPANY INFORMATION

ARCADIS U.S., Inc. is an international company providing consultancy, engineering, and management services in infrastructure, environment, and buildings, to enhance mobility, sustainability, and quality of life. ARCADIS develops, designs, implements and operates projects for companies and governments. With more than 21,000 employees worldwide (5276 employees and 198 offices in the U.S.) and more than \$1.2B in gross revenue, the company has an extensive international network that is supported by strong local market positions.

ARCADIS U.S., Inc.  
630 Plaza Drive, Suite 200  
Highlands Ranch, CO 80129  
[www.arcadis-us.com](http://www.arcadis-us.com)  
Phone: 720-344-3500  
Fax: 720-344-3535

Federal Contract Manager:	Lori Dishneau
Phone:	720-344-3783
E-mail:	Lori.Dishneau@arcadis-us.com

## SERVICES OFFERED

ARCADIS is capable of providing services for the following Special Identification Numbers (SINs):

### **SIN 899-1 – Environmental Planning Services & Documentation:**

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Note: Services involving only the consulting portion of environmental remediation efforts are included under this SIN. Any actual remediation efforts are performed under SIN 899-8.

### **SIN 899-3 – Environmental/Occupational Training Services:**

This SIN is designed to aid agencies in training personnel in a variety of environmentally related subjects in order to meet Federal mandates and Executive Orders. Environmentally related training can be conducted on- or off-site using standard off-the-shelf, customized, or computer/web-based interactive courses. Examples of environmental training courses include: Air/blood borne pathogens; Asbestos awareness; Environmental management planning and operations and maintenance (O&M) planning; Asbestos Hazard Emergency Response Act (AHERA); Compliance with environmental laws/regulations; Comprehensive Environmental Response Compensation and Liability Act (CERCLA); Confined space training; Electronics management; Emergency response plans; Environmental audits, awareness, compliance, and management; Fire preparedness training; First responder; Hazardous materials and waste (HAZMAT) training to include compliance, operation, packaging, handling, generators, and incident

response; Hazardous waste operations and emergency response (HAZWOPER) training inclusive of transportation, storage and disposal; ISO 14001 Environmental Management Systems (EMS); Lead training to include awareness, inspecting, assessing, rehabilitation, and renovation; Mold (abatement, assessment); National Environmental Policy Act (NEPA); Natural habitat preservation; Occupational Safety and Health Administration (OSHA); Pollution prevention; Public fire safety education; Resource Conservation and Recovery Act (RCRA); Sustainable environmental practices; Water conservation; and Wetlands regulation and permitting.

**SIN 899-7 – Geographic Information Services (GIS):**

Provides GIS services in support of environmental programs. Services include, but are not limited to: Creation/enforcement of environmental legislation; Cultural resource GIS (CRGIS); Environmental cost assessment; Environmental impact analyses; Environmental regulatory compliance; Groundwater monitoring; Growth forecast modeling; Habitat conservation plans; Habitat modeling; Image analysis support for emergency response; Mapping, Cartography and Mashups (e.g., combining data from more than one source into a single integrated tool); Migration pattern analysis; Natural resource planning; Remote sensing for environmental studies; Terrestrial, marine, and/or atmospheric measuring/management; Vegetation mapping; and Watershed characterization for mitigation planning. Note: The services offered under this SIN shall NOT include construction and architect-engineering services as set forth in FAR Part 36, including surveying and mapping services as defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

**SIN 899-8 – Remediation Services and Reclamation Services:**

Remediation services include, but are not limited to: Excavation, removal and disposal of hazardous waste; Site preparation, characterization, field investigation, conservation and closures; Wetland restoration; Emergency response clean up (ERC); Underground storage tank/above-ground storage tank (UST/AST) removal; Air monitoring; Soil vapor extraction; Stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include, but are not limited to: Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and Water and refrigerant reclamation. Note: Services offered under this SIN shall NOT include any remediation/transportation/disposal of radioactive waste, asbestos removal and/or paint removal, construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

**SIN 899-99 – New Technology:**

A new or improved service that has the potential to provide more economical or efficient means for Federal Agencies to accomplish their mission.

## Appendix A: Price List and Labor Category Descriptions

SINs 899-1, 899-3, 899-7, 899-8, 899-99 Labor Categories	Hourly Rates	Daily Rates
	All SINs	All SINs
Program Manager	\$142.00	\$1,136.00
Senior Expert	\$157.00	\$1,256.00
Senior Project Manager	\$123.00	\$984.00
Project Manager	\$94.00	\$752.00
Task Manager	\$83.34	\$666.75
Project Advisor	\$123.00	\$984.00
Principal Sci/Eng/Des/Arch	\$105.00	\$840.00
Senior Sci/Eng/Des/Arch	\$98.00	\$784.00
Project Sci/Eng/Des/Arch	\$83.00	\$664.00
Staff Sci/Eng/Des/Arch	\$74.69	\$597.52
Sci/Eng/Arch/Designer II	\$71.00	\$568.00
Sci/Eng/Arch/Designer I	\$61.00	\$488.00
Project Coordinator**	\$65.44	\$523.55
Project Assistant**	\$58.70	\$469.62
Field Manager**	\$98.99	\$791.96
Field Observer**	\$64.00	\$512.00
Technician III**	\$65.35	\$522.83
Technician II**	\$58.38	\$467.08
Technician I **	\$52.03	\$416.23
CADD/Drafter II **	\$70.35	\$562.78
CADD/Drafter I **	\$56.43	\$451.56
Clerical / Secretarial **	\$52.94	\$423.49

ARCADIS U.S. Inc. acknowledges the requirements of the Service Contract Act (SCA) and confirms contract prices for the non-exempt labor categories meet the SCA minimums in the contract. The SCA matrix identifies the labor categories (\*\* above) that fall under the requirements of the SCA, and the matrix and narrative below are included in this price list.

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Project Coordinator	01013 – Accounting Clerk III	05-2059
Project Assistant	01013 – Accounting Clerk III	05-2081
Field Manager	30085 – Engineering Technician V	05-2103
Field Observer	30090 --Environmental Technician	05-2103
Technician III	30083 --Engineering Technician III	05-2103
Technician II	30082 – Engineering Technician II	05-2103
Technician I	30081 – Engineering Technician I	05-2103
CADD/Drafter II	30063 – Drafter III	05-2059
CADD/Drafter I	30063 – Drafter III	05-2059
Clerical/Secretarial	06013 – Word Processor III	05-2059

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



*Infrastructure · Water · Environment · Buildings*

based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## ARCADIS Labor Category Descriptions and Qualifications

Labor Titles	Education and Experience	License and Certifications	Roles and Responsibilities
Program Manager	<p>Bachelor's Degree and recommended minimum 20 years experience or equivalent plus appropriate continuing education. Minimum 8 years project management experience.</p> <p>Years of experience</p> <ul style="list-style-type: none"> <li>•Average = 25.4</li> <li>•Minimum = 19.8</li> </ul>	<p>PE, PG or other similar professional registration desirable.</p> <p>Certified Project Manager 3 only: CPM Certificate.</p>	<p><b>Professional/Technical:</b> Recognized expert in technical or professional field. Excellent professional skills. Develops projects and solutions. Strategic problem solving skills. Responsible for \$2M in net revenue. Defines project and task scope Prepares project work plan Schedules and coordinate project resources Responsible for conducting Project &amp; Financial Reviews. Primary client contact</p>
Senior Project Manager	<p>Bachelor's Degree and recommended minimum 18 years experience or equivalent plus appropriate continuing education.</p> <p>Minimum 6 years project management experience.</p> <p>Years of Experience</p> <ul style="list-style-type: none"> <li>•Average = 21.9</li> <li>•Minimum = 15.6</li> </ul>	<p>PE, PG or other similar professional registration desirable.</p> <p>Certified Project Manager 2 only: CPM Certificate.</p>	<p><b>Professional/Technical:</b> Excellent professional skills. Recognized expert in technical or professional field. Develops projects and solutions. Strategic problem solving skills. Responsible for \$1.5M in net revenue. Defines project and task scope Prepares project work plan Schedules and coordinate project resources Responsible for conducting project &amp; financial reviews. Primary client contact Excellent written and verbal communication skills. Represents the company to internal and external clients Recruits and motivates team members to achieve goals and objectives Manages a significant team or business unit for the company. Establishes goals and objectives for the team or business unit consistent with the company's strategic direction</p>
Project Manager	<p>Bachelor's Degree and recommended minimum 12 years' experience or equivalent plus appropriate continuing education.</p> <p>Associate PM: Bachelor's Degree and 6 years' minimum experience, plus appropriate continuing education. Additionally, APM requires minimum 4 years' project management experience.</p> <p>Years of experience</p> <ul style="list-style-type: none"> <li>• Average = 17 Minimum = 10.6</li> </ul>	<p>PE, PG or other similar professional registration desirable.</p> <p>Certified Project Manager 1 only: CPM Certificate</p>	<p><b>Professional/Technical</b> Excellent professional skills Provides expert technical skills to the organization Exercises independent judgment and demonstrates innovation Innovative problem solving skills Client contact with PM direction for task packages</p>

Labor Titles	Education and Experience	License and Certifications	Roles and Responsibilities
Task Manager	<p>Bachelor's Degree and recommended minimum 9 years' experience or equivalent plus appropriate continuing education.</p> <p>Task Manager 2: Minimum 2 years of project management experience</p> <p>Years of experience</p> <ul style="list-style-type: none"> <li>· Average = 13.4</li> <li>· Minimum = 8.1</li> </ul>	PE, PG, or other similar professional registration desirable.	<p><b>Professional/Technical</b></p> <p>Good professional skills</p> <p>Provides competent technical skills to the organization</p> <p>Exercises independent judgment and evaluation</p> <p>Takes the lead in developing technical solutions</p> <p>Assists in task scope definition</p> <p>Assists in planning of assigned task packages</p> <p>Schedules and coordinates task resources</p> <p>Daily financial monitoring and reporting to CPM</p> <p>Communicates well with company staff on tasks and projects</p> <p>Strong written and verbal communication skills for complex reports and presentations</p> <p>Gives clear direction and delegates effectively</p> <p>Develops complex written reports</p> <p>Manages teams of 4 or more people</p> <p>Helps establish and meet goals for the team</p> <p>Helps recruit team members</p> <p>Requires minimal oversight</p> <p>May supervise others</p>
Senior Project Advisor/Expert	<p>Bachelor's Degree and recommended minimum 20 years' experience or equivalent plus appropriate continuing education.</p> <p>Years of experience</p> <ul style="list-style-type: none"> <li>· Average = 25.4</li> <li>· Minimum = 19.8</li> </ul>	PE, PG, or other similar professional registration desirable.	<p><b>Professional/Technical</b></p> <p>Excellent professional skills</p> <p>Internal expert for significant area of knowledge</p> <p>Develops projects and solutions</p> <p>Able to assist team in application of specific technology</p> <p>Excellent written and verbal communication skills</p> <p>Develops complex presentations</p> <p>Represents the company to internal and external clients</p> <p>Leads knowledge transfer and development of staff within an area of expertise</p> <p>Able to mentor and teach the next generation of experts</p> <p>Recruits and motivates staff to achieve goals and objectives</p> <p>Manages a significant team for the company</p> <p>Establishes goals and objectives for the team or business unit consistent with the company's strategic direction</p> <p><b>Expert only:</b> Externally recognized in marketplace as expert in field</p>
Project Advisor	<p>Bachelor's Degree and recommended minimum 15 years' experience or equivalent plus appropriate continuing education.</p> <p>Years of experience</p> <ul style="list-style-type: none"> <li>· Average = 21.9</li> <li>· Minimum = 15.6</li> </ul>	PE, PG, or other similar professional registration desirable.	<p><b>Professional/Technical</b></p> <p>Excellent professional skills</p> <p>Internal expert for significant area/discipline</p> <p>Develops projects and solutions</p> <p>Strategic problem solving skills</p> <p>Leads team for implementation of solutions</p> <p>Excellent written and verbal communication skills</p> <p>Makes complex presentations</p> <p>Represents the company to internal and external clients</p> <p>Recruits and motivates staff to achieve goals and objectives</p>

			Manages a significant team for the company Establishes goals and objectives for the team or business unit consistent with the company's strategic direction
--	--	--	--

Labor Titles	Education and Experience	License and Certifications	Roles and Responsibilities
Principal Sci/Eng/Arch/Designer	Bachelor's Degree and recommended minimum 15 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>Average = 21.9</li> <li>Minimum = 15.6</li> </ul>	PE, PG or other related certification	<b>Professional/Technical</b> Internal expert for significant area/discipline Develops projects and solutions Possesses strategic problem solving skills Able to assist design team of application of specific technology Excellent written and verbal communication skills Develops complex presentations Represents the company to internal and external clients Recruits and motivates staff to achieve goals and objectives Manages a significant team for the company Establishes goals and objectives for the team or business unit consistent with the company's strategic direction
Senior Sci/Eng/Arch/Designer	Bachelor's Degree and recommended minimum 11 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>Average = 17.0</li> <li>Minimum = 10.6</li> </ul>	PE, PG or other related certification	<b>Professional/Technical</b> Excellent professional skills Exercises independent judgment and demonstrates innovation internal leader for technical skills on a project Demonstrates innovative problem solving skills Strong written and verbal communication skills for complex reports and presentations Motivates staff to meet team goals and objectives Communicates effectively with outside clients, vendors, staff, and market representatives Establishes goals and objectives for the team or business unit consistent with the company's strategic direction Recruits and motivates team members Motivates staff to meet team goals and objectives
Project Sci/Eng/Arch/Designer	Bachelor's Degree and recommended minimum 8 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>Average = 11.0</li> <li>Minimum = 6.6</li> </ul>	PE, PG or other related certification	<b>Professional/Technical</b> Exercises independent judgment and evaluation Strong professional skills Provides competent technical skills to the organization Takes the lead in developing technical solutions Develops complex written reports Communicates with company staff on tasks and projects Strong written and verbal communication skills for complex reports and presentations Gives clear direction and delegates effectively Helps recruit team members Helps establish and meet goals for the team Requires minimum oversight Developing ability to sell additional services on client/project teams

Labor Titles	Education and Experience	License and Certifications	Roles and Responsibilities
Staff Sci/Eng/Arch/Designer	Bachelor's Degree and recommended minimum 4 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 11.0</li> <li>· Minimum = 6.6</li> </ul>	PE, PG or EIT or other related certification	<b>Professional/Technical</b> Good professional skills Implements assigned tasks independently Exercises independent judgment and evaluation Demonstrates developed problem solving skills Communicates with company staff on tasks and projects Developing written and verbal communication skills for complex reports and presentations Communicates goals and objectives to team members Develops complex written reports Requires little day-to-day direction Potentially oversees or supervises small teams Responsible for mentoring and professional development of junior staff
Sci/Eng/Arch/Designer 2	Bachelor's Degree and recommended minimum 2 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 7.2</li> <li>· Minimum = 3.5</li> </ul>	EIT or other related certification	<b>Professional/Technical</b> Implements routine tasks through application of standard techniques and methods Improving professional skills Demonstrates progressively improved problem solving skills Communicates effectively with other team members Prepares complex written reports Improving written and verbal communication skills
Sci/Eng/Arch/Designer 1	Bachelor's Degree or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 4.2</li> <li>· Minimum = 1.1</li> </ul>	EIT or other related certification	<b>Professional/Technical</b> Developing professional skills Implements routine tasks through application of standard techniques/methods Communicates effectively with other team members Improving written and verbal communication skills
Project Coordinator	Bachelor's Degree and recommended 5 to 8 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 19.0</li> <li>· Minimum = 9.6</li> </ul>		<b>Professional/Technical</b> Strong written communication, proof reading and basic research skills required Ability to track and monitor project schedules and budgets, and administer project and financial management accounting activities Ability to meet multiple and simultaneous deadlines Strong understanding of project planning tools and software Implements tasks through application of standard techniques/methods Prepares progressively complex written reports Communicates effectively with other team members Developing written and verbal communication skills

Labor Titles	Education and Experience	License and Certifications	Roles and Responsibilities
Project Assistant	Associate's Degree and recommended minimum 4 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 11.2</li> <li>· Minimum = 4.8</li> </ul>		<b>Professional/Technical</b> Strong written communication, proof reading and basic research skills required May track and monitor project schedules and budgets, and administer project and financial management accounting activities Ability to meet multiple and simultaneous deadlines. Implements some complex tasks under Direction Communications effectively with other team members Prepares more complex written reports
Field Manager	Bachelor's Degree and recommended minimum 15 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = Insufficient data</li> <li>· Minimum = 13.2</li> </ul>		<b>Professional/Technical</b> Excellent professional skills Implements assigned tasks independently and provides direction to others Exercises independent judgment Demonstrates developed problem solving skills Develops complex written reports Communicates with company staff on tasks and projects Developed written and verbal communication skills for complex reports and presentations Communicates goals and objectives to team members Oversee or supervise several teams or crews Responsible for mentoring, developing, and recruitment of junior staff
Field Observer	Bachelor's Degree and recommended minimum 8 to 12 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 23.5</li> <li>· Minimum = 18.9</li> </ul>		<b>Professional/Technical</b> Good professional skills Implements assigned tasks independently Exercises independent judgment Demonstrates developed problem solving skills Meets quality and quantity goals
Technician III	Associate's Degree and recommended minimum 8 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 21.5</li> <li>· Minimum = 14.2</li> </ul>		<b>Professional/Technical</b> Meets quality and quantity goals Implements assigned tasks independently Exercises independent judgment Demonstrates progressively improved problem solving skills Good professional skills Develops complex written reports Communicates with team members Improving written and verbal communication skills Requires little day-to-day direction Responsible for mentoring and development of junior staff

Technician II	H.S. Diploma and recommended minimum 4 years' experience or equivalent  Years of experience <ul style="list-style-type: none"> <li>· Average = 10.8</li> <li>· Minimum = 4.5</li> </ul>		<b>Professional/Technical</b> Meets quality and quantity goals Implements progressively complex tasks under direction Takes direction well Communicates well on routine inquiries Prepares progressively complex written reports
---------------	--	--	---

Labor Titles	Education and Experience	License and Certifications	Roles and Responsibilities
Technician I	H.S. Diploma and 0 to 2 years' experience  Years of experience <ul style="list-style-type: none"> <li>· Average = 5.0</li> <li>· Minimum = 2.6</li> </ul>		<b>Professional/Technical</b> Meets quality and quantity goals Implements progressively complex tasks under direction Takes direction well Prepares routine written reports Communicates well on routine inquiries
CADD/Drafter II	Bachelor's Degree and recommended minimum 10 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 12.8</li> <li>· Minimum = 9.5</li> </ul>		<b>Professional/Technical</b> Good professional skills Implements assigned tasks independently Exercises independent judgment Demonstrates developed problem solving skills Meets quality and quantity goals Develops complex written reports Communicates with company staff on projects Developing written and verbal communication skills for complex reports and presentations Communicates goals and objectives to team members Responsible for mentoring and development of junior staff Oversee or supervise teams or crews
CADD/Drafter I	H.S. Diploma and recommended minimum 6 years' experience or equivalent plus appropriate continuing education  Years of experience <ul style="list-style-type: none"> <li>· Average = 8.0</li> <li>· Minimum = 5.0</li> </ul>		<b>Professional/Technical</b> Meets quality and quantity goals Implements progressively complex tasks under direction Takes direction well Communicates well on routine inquiries Prepares progressively complex written reports
Clerical/Secretarial	Associate's Degree and recommended minimum 2 years' experience or equivalent plus appropriate continuing education.  Years of experience <ul style="list-style-type: none"> <li>· Average = 10.1</li> <li>· Minimum = 4.2</li> </ul>		<b>Professional/Technical</b> Implements some complex tasks under direction Takes direction well Prepares more complex written reports Communicates well on routine inquiries