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 GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services
Contract Number: GS-10F-0273W
Contract Period: August 12, 2020 through Aug 11, 2025

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Price list current as of Modification #PO-0032 effective April 02, 2020

Prices Shown Herein are Net (discount deducted)

Contractor: Wetland Studies and Solutions, Inc.
5300 Wellington Branch Drive Suite 100
Gainesville, VA 20155-4003

Telephone: (703) 679-5609
FAX Number: (703) 679-5601
Web Site: www.wetlandstudies.com
E-mail: vschreckengost@wetlandstudies.com
Contract Administration: Vicki L. Schreckengost
Business Size: Large Business
CUSTOMER INFORMATION:

1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GIS</td>
<td>541370GISRC</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>541620</td>
<td>541620RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>562910REM</td>
<td>562910REMRC</td>
<td>Environmental Remediation Services</td>
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<tr>
<td>OLM</td>
<td>OLMSTLOC</td>
<td>Order-Level Materials (OLM’s)</td>
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<tr>
<td></td>
<td>OLMRC</td>
<td></td>
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</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price: See Page 4

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See Page 6

2. Maximum Order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GIS</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541620</td>
<td>$1,000,000</td>
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<tr>
<td>562910REM</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point of production: 5300 Wellington Branch Drive Suite 100, Gainesville, VA 20155-4003

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

7. Quantity discounts: None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items: Not Applicable

10a. Time of Delivery: Contact Contractor or To Be Determined at the Task Order level
10b. Expedited Delivery: Contact Contractor or To Be Determined at the Task Order level

10c. Overnight and 2-day delivery: Contact Contractor or To Be Determined at the Task Order level

10d. Urgent Requirements: Contact Contractor or To Be Determined at the Task Order level

11. F.O.B Points: Destination

12a. Ordering Address: 5300 Wellington Branch Drive Suite 100, Gainesville, VA 20155-4003

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address: 5300 Wellington Branch Drive Suite 100, Gainesville, VA 20155-4003

14. Warranty provision: Standard Commercial Warranty Terms & Conditions

15. Export Packing Charges: Not Applicable

16. Terms and conditions of rental, maintenance, and repair: Not Applicable

17. Terms and conditions of installation: Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

18b. Terms and conditions for any other services: Not Applicable

19. List of service and distribution points: Not Applicable

20. List of participating dealers: Not Applicable

21. Preventive maintenance: Not Applicable

22a. Special attributes such as environmental attributes: Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable

23. Unique Entity Identifier (UEI) number: XD9RGB7NCJ77

24. Notification regarding registration in System for Award Management (SAM) database: Contractor has an Active Registration in the SAM database.
### AUTHORIZED PRICELIST:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA PRICE (including IFF)</th>
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<tbody>
<tr>
<td>541370GIS, 541620, 562910REM</td>
<td>President/Engineer</td>
<td>$202.94</td>
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<tr>
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<td>Consultant III/Environmental Science</td>
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</tbody>
</table>

Service Contract Labor Standards Matrix:

| SCA/SCLS Matrix |
|------------------|------------------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code – Title | WD NUMBER |
| Administrative Assistant | 01311 – Secretary I | 2015-4281 |

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).
LABOR CATEGORY DESCRIPTIONS:

Title: Vice President of Operations/Engineer  
**Functional Duties/Responsibilities:** Responsible for all work in company. Consults on selected projects where specific, in-depth environmental or engineering expertise and/or regulatory compliance expertise is needed.  
**Minimum Education:** A graduate degree in engineering and science, administration, or business is required.  
**Substitution Methodology:** Advanced degree (beyond minimum experience required) will be considered in calculating years of experience.  
**Minimum Experience Requirements:** Must have 20 years of experience in water resources engineering and wetland and stream mitigation.  
**Required/Supplemental Licenses and Certifications:** Licensed Professional Engineer and Licensed Professional Wetland Delineator, and certified Professional Wetland Scientist

Title: Operations Manager/Environmental Scientist  
**Functional Duties/Responsibilities:** Responsible for all work in Environmental Services division of company. Consults on selected projects where specific in-depth environmental or regulatory expertise is needed. Responsible for all aspects of project management including client contact, scheduling, and budgeting.  
**Minimum Education:** A bachelor’s degree in a related discipline is required.  
**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.  
**Minimum Experience Requirements:** Must have 20 years’ experience in wetland and natural resources assessment, delineation, permitting, and mitigation.  
**Required/Supplemental Licenses and Certifications:** Licensed Professional Wetland Delineator and certified Professional Wetland Scientist

Title: Director III/Engineer  
**Functional Duties/Responsibilities:** Responsible for division or team(s) within company. Reports to Vice President of Operations. Responsible for overall management of significant projects, including proposal preparation, budgeting, scheduling, and client point of contact.  
**Minimum Education:** A bachelor’s degree in engineering or a related discipline is required.  
**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.  
**Minimum Experience Requirements:** Must have 10 years of experience which exhibit increasing levels of responsibility.  
**Required/Supplemental Licenses and Certifications:** Licensed Professional Engineer or Landscape Architect

Title: Director III/Environmental  
**Functional Duties/Responsibilities:** Responsible for division or team(s) within company. Reports to Vice President of Operations. Responsible for overall management of significant projects, including proposal preparation, budgeting, scheduling, and client point of contact.  
**Minimum Education:** A bachelor’s degree in a related discipline is required.  
**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.  
**Minimum Experience Requirements:** Must have 10 years of experience which exhibit increasing levels of responsibility.  
**Required/Supplemental Licenses and Certifications:** Professional Wetland Scientist

Title: Director II/Archeology
Functional Duties/Responsibilities: Responsible for overall management of archeology division of company. Reports to Operations Manager. Responsible for all aspects of project management including client contact, scheduling, and budgeting.

Minimum Education: A graduate degree in a related discipline is required.

Substitution Methodology: Advanced degree (beyond minimum experience required) will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 20 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: Registered Professional Archeologist

Title: Director I/Technical Specialist

Functional Duties/Responsibilities: Responsible for division or team(s) within company. Reports to Vice President of Operations or Director III/Engineer. Responsible for overall management of significant projects, including proposal preparation, budgeting, scheduling, and client point of contact.

Minimum Education: A bachelor’s degree in a related discipline is required.

Substitution Methodology: Advanced degree will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 10 years in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: Licensed Surveyor

Title: Principal II/Archeology

Functional Duties/Responsibilities: Technical expert in their field. Reports to Operations Manager. Review work products from department, provide QA/QC of field and office procedures, and assist with training program for employees. Responsible for management of projects including client contact, scheduling, and budgeting.

Minimum Education: A graduate degree in a related discipline is required.

Substitution Methodology: Advanced degree (beyond minimum experience required) will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 15 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: Registered Professional Archeologist

Title: Principal I/Archeology

Functional Duties/Responsibilities: Technical expert in their field. Review work products from department, provide QA/QC of field and office procedures, and assist with training program for employees. Responsible for management of projects including client contact, scheduling, and budgeting.

Minimum Education: A graduate degree in a related discipline is required.

Substitution Methodology: Advanced degree (beyond minimum experience required) will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 15 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: Registered Professional Archeologist

Title: Consultant V/Engineering

Functional Duties/Responsibilities: Applies extensive and diversified knowledge of principles and practices to function within and supervise multidisciplinary teams on multiple projects and major projects. Prepares complete plans and reports, performs research, provides computer-aided design work, prepares proposals, routinely interacts
with clients, officials and contractors, schedules staff, and represents organization at conferences, interviews, and industry groups.

**Minimum Education:** A bachelor’s degree in engineering or a related discipline is required.

**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.

**Minimum Experience Requirements:** Must have 10 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

**Required/Supplemental Licenses and Certifications:** Licensed Professional Engineer

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**Title:** Consultant V/Environmental Science

**Functional Duties/Responsibilities:** Responsible for directing projects with the assistance of environmental science teams. Responsible for field investigations, preparation of reports and permit applications, and assists with proposals and interaction with clients and officials.

**Minimum Education:** A bachelor’s degree in a related discipline is required.

**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.

**Minimum Experience Requirements:** Must have 10 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

**Required/Supplemental Licenses and Certifications:** Professional Wetland Delineator and Professional Wetland Scientist certification required

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**Title:** Consultant V/GIS

**Functional Duties/Responsibilities:** Assists in overall management of all projects including client contact, scheduling, and budgeting. Oversees preparation of deliverables. Reports to the Operations Manager. Also provides mapping data in support of natural and cultural resources studies, as well as wetland mitigation projects.

**Minimum Education:** A bachelor’s degree in GIS, Geography, or a related discipline is required.

**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.

**Minimum Experience Requirements:** Must have 10 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

**Required/Supplemental Licenses and Certifications:** None

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**Title:** Consultant IV/Engineering

**Functional Duties/Responsibilities:** Applies broad knowledge of principles and practices and functions in multidisciplinary teams to work on multiple projects or portions of major projects. Prepares complete plans and reports, performs research, provides computer-aided design work, and assists with proposals and interaction with clients, officials and contractors.

**Minimum Education:** A bachelor’s degree in engineering or a related discipline is required.

**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.

**Minimum Experience Requirements:** Must have 5 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

**Required/Supplemental Licenses and Certifications:** Licensed Professional Engineer

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**Title:** Consultant IV/Environmental Science

**Functional Duties/Responsibilities:** Responsible for projects within environmental science teams. Responsible for field investigations, preparation of reports and permit applications, and assists with proposals and interaction with clients and officials.

**Minimum Education:** A bachelor’s degree in a related discipline is required.

**Substitution Methodology:** Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Must have 8 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: None

Title: Consultant IV/GIS

Functional Duties/Responsibilities: Responsible for project management, budgeting, map analysis, client interaction, and overseeing final map production. Also provides mapping data in support of natural and cultural resources studies as well as wetland mitigation projects.

Minimum Education: A bachelor’s degree in GIS, Geography, or a related discipline is required.

Substitution Methodology: Advanced degree will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 8 years of experience which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: None

Title: Consultant IV/Technical Specialist

Functional Duties/Responsibilities: Responsible for supervision of all surveying tasks, proposal estimates, and scheduling. Quality control and certification of surveys requiring seal and signature.

Minimum Education: A bachelor’s degree in a related discipline is required.

Substitution Methodology: Advanced degree will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 8 years of experience which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: Licensed Surveyor

Title: Consultant III/Engineering

Functional Duties/Responsibilities: Applies broad knowledge of principles and practices and functions in multidisciplinary teams to work on multiple projects or portions of major projects. Prepares complete plans and reports, performs research, provides computer-aided design work, and assists with proposals.

Minimum Education: A bachelor’s degree in engineering or a related discipline is required.

Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum Experience Requirements: Must have 5 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: Licensed Professional Engineer

Title: Consultant III/Environmental Science

Functional Duties/Responsibilities: Responsible for projects within environmental science teams. Responsible for field investigations, preparation of reports and permit applications, and assists with proposals and interaction with clients and officials.

Minimum Education: A bachelor’s degree in a related discipline is required.

Substitution Methodology: Advanced degree will be considered in calculating years of experience.

Minimum Experience Requirements: Must have 5 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Required/Supplemental Licenses and Certifications: None
Title: Consultant III/GIS
Functional Duties/Responsibilities: Responsible for design, analysis, and technical development of large mapping projects. Also provides mapping data in support of natural and cultural resources studies as well as wetland mitigation projects.
Minimum Education: A bachelor’s degree in GIS, Geography, or a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Must have 5 years of experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Consultant III/Technical Specialist
Functional Duties/Responsibilities: Responsibilities include survey computations, mapping in support of environmental and cultural resource studies, and coordination of field crews.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum Experience Requirements: Must have 8 years’ experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: Licensed Land Surveyor or Surveyor in Training eligible for land surveyor examination

Title: Consultant II/Engineering
Functional Duties/Responsibilities: Develops broad knowledge and skills while working on small projects or portions of larger projects. Prepares plans and reports, performs research, and provides computer-aided design work.
Minimum Education: A bachelor’s degree in engineering or a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Must have 3 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Title: Consultant II/Environmental Science
Functional Duties/Responsibilities: Performs field investigations and prepares reports, exhibits and permit applications.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Must have 3 years’ experience in their field of expertise which exhibit increasing levels of responsibility.

Title: Consultant II/GIS
Functional Duties/Responsibilities: Responsible for technical development of mapping projects and map exhibit production. Also provides mapping data in support of natural and cultural resources studies as well as wetland mitigation projects.
Minimum Education: A bachelor’s degree in GIS, Geography, or a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Must have 3 years’ experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Consultant II/Technical Specialist  
Functional Duties/Responsibilities: Responsibilities include directing the activities of a field survey crew and performing office tasks such as computations, AutoCAD drafting, and research. 
Minimum Education: A bachelor’s degree in a related discipline is required. 
Substitution Methodology: Advanced degree will be considered in calculating years of experience. 
Minimum Experience Requirements: 5 years’ experience in their field of expertise which exhibit increasing levels of responsibility. 
Required/Supplemental Licenses and Certifications: Land Surveyor in Training or eligible for Land Surveyor in Training examination

Title: Consultant I/Archeology  
Functional Duties/Responsibilities: Applies broad knowledge of principles and practices and functions in multidisciplinary teams to work on multiple projects or portions of major projects. Prepares complete plans and reports, performs research, provides computer-aided design work, and assists with proposals and interaction with clients, officials and contractors. 
Minimum Education: A bachelor’s degree in Anthropology/Archeology or a related field is required. 
Substitution Methodology: Advanced degree will be considered in calculating years of experience. 
Minimum Experience Requirements: 5 years’ experience in their field of expertise which exhibit increasing levels of responsibility. 
Required/Supplemental Licenses and Certifications: None

Title: Consultant I/Engineering  
Functional Duties/Responsibilities: Develops broad knowledge and skills while working on small projects or portions of larger projects. Prepares plans and reports, performs research, and provides computer-aided design work. 
Minimum Education: A bachelor’s degree in engineering or a related discipline is required. 
Substitution Methodology: Advanced degree will be considered in calculating years of experience. 
Minimum Experience Requirements: Must have 2 years’ experience in their field of expertise which exhibit increasing levels of responsibility. 
Required/Supplemental Licenses and Certifications: Engineer-In-Training

Title: Consultant I/Environmental Science  
Functional Duties/Responsibilities: Performs field investigations and prepares reports, exhibits and permit applications. 
Minimum Education: A bachelor’s degree in a related discipline is required. 
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum Experience Requirements: Must have 2 years’ experience in their field of expertise which exhibit increasing levels of responsibility. 

Title: Consultant I/GIS  
Functional Duties/Responsibilities: Responsible for map exhibit preparation under supervision. Also provides mapping data in support of natural and cultural resources studies as well as wetland mitigation projects.
Minimum Education: A bachelor’s degree in GIS, Geography, or a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Must have 2 years’ experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Consultant I/Technical Specialist
Functional Duties/Responsibilities: Responsibilities include directing the activities of a 2 or 3-person field survey crew and preparation of Wetland Delineation Location Maps.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum
Experience Requirements: Party Chief with 4 years’ experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: Completion of the Virginia Apprenticeship Program and has requested eligibility for the Surveyor in Training examination.

Title: Technician III/Archeology
Functional Duties/Responsibilities: Conducts field and laboratory work under supervision. Responsible for daily recordation of field data.
Minimum Education: A bachelor’s degree in Anthropology/Archeology or a related field is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum
Experience Requirements: 1 year of experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Technician III/Engineering
Functional Duties/Responsibilities: Assist engineer or landscape architect in the preparation of plans and reports, including computer-aided design work.
Minimum Education: A bachelor’s degree in engineering or a related field is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum
Experience Requirements: 1 year of experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Technician III/Environmental Science
Functional Duties/Responsibilities: Assist environmental scientist in field evaluation and the preparation of other reports, studies and exhibits.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum
Experience Requirements: 1 year of experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Technician III/GIS
Functional Duties/Responsibilities: Assist GIS staff in evaluations and the preparation of exhibits, maps, reports, and studies.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: 1 year of experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None

Title: Technician III/Technical Specialist
Functional Duties/Responsibilities: Direct the activities of 2 or 3-person survey field crew.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Party chief with 3 years’ experience.
Required/Supplemental Licenses and Certifications: Enrolled in the Virginia Apprenticeship program

Title: Technician II/Archeology
Functional Duties/Responsibilities: Conducts field and laboratory work under supervision. Responsible for daily recordation of field data.
Minimum Education: A bachelor’s degree in Anthropology/Archeology or a related field is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Entry level position with no experience required. Required/Supplemental Licenses and Certifications: None

Title: Technician II/Engineering
Functional Duties/Responsibilities: Assist engineer or landscape architect in the preparation of plans and reports, including computer-aided design work.
Minimum Education: A bachelor’s degree in engineering or a related field is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Entry level position with no experience required. Required/Supplemental Licenses and Certifications: None

Title: Technician II/Environmental Science
Functional Duties/Responsibilities: Assist environmental scientist in field evaluations Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience.
Minimum Experience Requirements: Entry level position with no experience required. Required/Supplemental Licenses and Certifications: None

Title: Technician II/GIS
Functional Duties/Responsibilities: Assist GIS staff in evaluations and the preparation of exhibits, maps, reports, and studies.
Minimum Education: A bachelor’s degree in a related discipline is required.
Substitution Methodology: Advanced degree will be considered in calculating years of experience. Minimum Experience Requirements: 1 year of experience in their field of expertise which exhibit increasing levels of responsibility.
Required/Supplemental Licenses and Certifications: None
Title: Technician I/Archeology  
**Functional Duties/Responsibilities:** Conducts field and laboratory work under supervision. Responsible for daily recordation of field data.  
**Minimum Education:** A bachelor's degree in Anthropology/Archeology or a related field is required.  
**Substitution Methodology:** None  
**Minimum Experience Requirements:** Entry level position with no experience required.  
**Required/Supplemental Licenses and Certifications:** N/A

Title: Technician I/Environmental Science  
**Functional Duties/Responsibilities:** Assist environmental scientists in field evaluations.  
**Minimum Education:** A bachelor’s degree in a related discipline is required.  
**Substitution Methodology:** None  
**Minimum Experience Requirements:** Entry level position with no experience required.  
**Required/Supplemental Licenses and Certifications:** None

Title: Technician I/GIS  
**Functional Duties/Responsibilities:** Assist GIS staff in evaluations and the preparation of exhibits, maps, reports, and studies.  
**Minimum Education:** A bachelor’s degree in a related discipline is required.  
**Substitution Methodology:** None  
**Minimum Experience Requirements:** Entry level position with no experience required.  
**Required/Supplemental Licenses and Certifications:** None

Title: Technician I/Technical Specialist  
**Functional Duties/Responsibilities:** Assist surveyors in field evaluations and the preparation of maps for reports and studies.  
**Minimum Education:** A bachelor’s degree in a related discipline is required.  
**Substitution Methodology:** None  
**Minimum Experience Requirements:** Entry level position with no experience required.  
**Required/Supplemental Licenses and Certifications:** None

Title: Administrative Assistant  
**Functional Duties/Responsibilities:** Assist with typing, document preparation, marketing assistance, answering telephones, updating contact database, photocopying, filing and other general administrative duties.  
**Minimum Education:** High School diploma is required.  
**Substitution Methodology:** None  
**Minimum Experience Requirements:** 1-year experience.  
**Required/Supplemental Licenses and Certifications:** None