



BURLESON CONSULTING INC.



ENVIRONMENTAL SERVICES SCHEDULE Federal Supply Group 899, Class F999 Contract Number GS-10F-0277R

Contract Period: April 7, 2015 to April 6, 2020

Contractor: Burleson Consulting Inc.
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Folsom, CA 95630

Contract Administrator: Nadia Burleson, PE, Principal Engineer

Business Category: Small Business (SB)
Disadvantaged Business Enterprise (DBE)
Minority Business Enterprise (MBE)

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Minimum Order: \$100
Maximum Order: \$1,000,000

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ENVIRONMENTAL SERVICES SCHEDULE

1. COMPANY OVERVIEW

Burleson Consulting Inc. (Burleson) is a woman-owned small business headquartered in Folsom with offices in Carmel Valley, Marina, Orange and San Diego, California. Burleson provides quality services including NEPA/CEQA studies, environmental compliance, RCRA/CERCLA characterization and remediation, mining remediation and reclamation, habitat restoration, monitoring and training.

We are proud of our diverse expertise, projects, and of the leadership role that we have strived to maintain since 2001. We have successfully completed contracts ranging from several hundred dollars to over five million dollars. Our clients continue to come back to us because they recognize the quality services we provide at competitive rates.

Burleson has the expertise that supports our clients because we provide:

- A team of professionals that are experienced in negotiating with regulators and governmental agencies for permit conditions, enforcement orders, and clean-up goals that protect the environment, yet have our client's best interest in mind.
- Senior staff each with greater than 20 years of environmental or safety and health experience. These individuals provide insight on regulatory compliance and rapport with upper regulatory management that comes only from working with federal and state agencies.
- Participation in round tables or work groups that proactively work to streamline environmental regulations and develop strategies to address pollution prevention and waste minimization.

The multidisciplinary expertise represented by Burleson personnel includes air quality specialists, archaeologists, biologists, design engineers, environmental engineers, risk assessment specialists, water quality and wastewater engineers, geologists, hydrogeologists, environmental planners, construction managers, regulatory analysts, and qualified SWPPP developers and practitioners.



*Pacific Avenue Bridge Seismic Retrofit
City of Stockton*



*Westside Parkway Bridge EA/FONSI
Kern County*



*San Joaquin River Basin Storage Investigation
Bureau of Reclamation*



*Environmental Regulatory Support
Sacramento Municipal Utility District*



*Leviathan Mine Superfund Site Technical Support
US Army Corps of Engineers*

Burleson Success Story

Burleson was awarded an environmental services contract by the Sacramento Municipal Utility District (SMUD) in 2007 for a three-year period. Funds were expended within two years, and Burleson won the follow on three-year contract that was awarded in March 2009. We completed more than one hundred task orders that included:

- Twelve Initial Studies/ Mitigated Negative Declarations for Construction Projects
- Habitat Conservation Plan Development
- Environmental Impact Report for New Corporate Yard
- Wetland Mitigation Bank
- Biological and cultural resource surveys and construction monitoring

Burleson first worked with SMUD to complete a Supplemental EIS/EIR for more than 100 miles of transmission lines through the Sacramento region for the Western Area Power Administration (WAPA). Burleson also conducted an Environmental Assessment for maintaining vegetation along transmission line corridors that included more than 1,200 miles of biological and cultural resource surveys throughout California and southern Oregon. Burleson currently holds a BPA for WAPA and we are completing several task orders for biological surveys and consultation and access road erosion repair support.

PROJECT: SACRAMENTO AREA VOLTAGE SUPPORT ENVIRONMENTAL IMPACT STATEMENT (EIS)

"Burleson helped to manage the Sacramento Area Voltage Support Environmental Impact Statement. They came through and were always available during an 'energy crisis' in California. I will continue to work with them."

Loreen McMahon, Former Project Manager
Department of Energy, Western Area Power Administration

PROJECT: SMUD ENVIRONMENTAL SERVICES CONTRACT

"Burleson has completed all of their tasks on time and at or under budget. Their project management experience has also been helpful in brainstorming CEQA and environmental permitting strategies for several large projects. Even though Burleson has multiple clients, their ability to respond and accommodate SMUD's task requests on a timely basis leaves me feeling like SMUD is their only client."

Ron Scott, Former Environmental Specialist, Contract Manager, SMUD

PROJECT: FORMER FORT ORD HABITAT RESTORATION

"Burleson's ability to listen to our needs and their reasonable approaches has made the difference in the selection of a consultant. I look forward to continued support from Burleson in the years to come."

William Collins, Fort Ord BRAC Environmental Coordinator

PROJECT: LEVIATHAN MINE SUPERFUND SITE TECHNICAL SUPPORT

"We chose Burleson Consulting because of their experience with the specific project matter in technical and regulatory issues and for their record of excellent communication skills in complex, multiparty projects. They were responsive to the matter and were sensitive to all relationships between the parties involved."

Kevin Mayer, PE, Project Manager, EPA for Leviathan

PROJECT: MOJAVE NATIONAL PRESERVE AML MINE CLOSURE AND RESTORATION

"Burleson typically exceeded my expectations in terms of the quality of the work they undertook on behalf of the NPS and genuinely understood how the preserve and protect mandate of the NPS needed to be incorporated into the projects they completed. I would definitely consider working with this firm again..."

Robert Bryson, PhD, AML Program Manager, Mojave National Preserve

2. SINS OFFERED UNDER THIS SCHEDULE

- 899-1: Environmental Planning Services and Documentation
- 899-3: Environmental Occupational Training Services
- 899-7: Geographic Information System (GIS)
- 899-8: Remediation Services
- 899-1RC, 899-3RC, 899-7RC, and 899-8RC: Disaster and Recovery

3. DESCRIPTION OF SERVICES FOR EACH SIN

SIN 899-1: Environmental Planning Services and Documentation

- Environmental Impact Statements/Reports
- Environmental Assessments
- Biological Surveys
- Categorical Exclusions
- Wetlands Delineation
- Section 7 Consultations
- Watershed and Other Natural Resource Management Plans
- Habitat Restoration Plans
- Archeological and/or Cultural Resource Management Plans
- Environmental Program Management and Environmental Regulation Development
- Economic, Technical, and/or Risk Analysis

SIN 899-3: Environmental Occupation Training Services

- OSHA Compliance Health and Safety Training
- Global Positioning System (GPS) Usage
- Endangered Species Training
- Project Management Training
- Computer Based Course Development
- Conversion of Existing Courses to Electronic Media
- Injury and Illness Prevention Program

SIN 899-7: Geographic Information System (GIS)

- Natural Resource Planning
- Site Selection
- Migration Pattern Analysis
- Pollution Analysis
- Emergency Preparedness Planning
- Geologic Logs, Topographic Data, 3D/4D Interactive Visualization Packages
- Data Interpretation
- Habitat Restoration Mapping
- Photogrammetry, Orthophotography, and LIDAR

SIN 899-8: Remediation Services

- Abandoned Mine Remediation
- Preparation, Characterization, Field Investigation, Site Conservation and Closure
- Monitoring Well Installation and Sampling
- Remediation Technology Design
- Construction Oversight
- System Optimization Studies and Implementation
- Long Term Monitoring/Long Term Operation (LTM/LTO)
- Containment, Monitoring and/or Reduction of Hazardous Waste Sites
- Wetland Restoration
- Air Monitoring

4. RELEVANT CORPORATE EXPERIENCE

Federal Government

- USDA Forest Service
- U.S. Bureau of Reclamation
- U.S. Bureau of Land Management
- U.S. Army Corps of Engineers
- U.S. National Park Service
- U.S. Department of Energy-Western Area Power Administration
- U.S. Department of Housing and Urban Development
- Edwards Air Force Base, California
- Beale Air Force Base, California
- Fort Irwin National Training Center, California
- California Army National Guard

Municipalities/Private Sector Clients

- Sacramento Municipal Utility District
- City of Stockton
- Pacific Gas & Electric Company
- Campbell Soup Supply Company
- Foster Farms
- AECOM
- CH2MHILL
- Brown And Caldwell
- ICF Jones & Stokes
- Amec Environmental & Infrastructure Inc.
- MWH Americas
- Aspen Environmental

5. LABOR CATEGORIES AND HOURLY RATE SCHEDULE

Burleson's labor categories and standard GSA contract rates for 2015 are listed below.

LABOR CATEGORIES AND HOURLY RATE SCHEDULE		
Labor Category	Description	Hourly Rate
Principal (BUR-0001)	Completes environmental/engineering project development from inception to deployment.	\$136.19
Program Manager (BUR-0002)	Manages multi-task contracts and provides guidance and direction.	\$125.24
Senior Project Manager (BUR-0003)	Maintains budget, schedule, and provides technical direction.	\$111.87
Project Manager (BUR-0004)	Maintains budget, schedule, and provides technical direction for the project.	\$89.63
Scientist/Engineer III (BUR-0005)	Provides expert, independent services and leadership in specialized environmental areas.	\$111.87
Scientist/Engineer II (BUR-0006)	Completes project duties and formulates and defines project scope and objective.	\$89.63
Scientist/Engineer I (BUR-0007)	Complete project duties associated with a task.	\$72.95
Analyst/Technician II (BUR-0008)	Conducts field sampling activities and O&M for remediation systems.	\$64.45
Analyst/Technician I (BUR-0009)	Conducts field sampling activities and O&M for remediation systems.	\$51.01
Information Specialist III (BUR-0010)	Conducts data modeling and oversees GIS system.	\$111.87
Information Specialist II (BUR 0011)	Conducts process and data modeling and computer programming.	\$94.45
Information Specialist I (BUR 0012)	Implements automated data processing systems.	\$72.58
Industrial Hygienist II (BUR-0013)	Develops site-specific health and safety programs.	\$111.87
Industrial Hygienist I (BUR—0014)	Conducts health and safety surveys including noise and air surveys.	\$70.83
Word Processor/Editor (BUR-0015)	Responsible for editorial review, proper format, and preparing finished documents.	\$51.07
Data Entry Clerk (BUR-0016)	Performs data entry and verifies proper format.	\$41.34
Accounting Manager (BUR-0017)	Inputs project information including work hours and subcontractor costs into accounting program.	\$51.07
CAD/GIS (BUR-0018)	Prepares design drawings and figures that correlate specific information.	\$63.04

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Analyst/Technician II	30083-Engineering Technician III	05-2059
Analyst/Technician I	30082-Engineering Technician II	05-2059
Word Processor II	01612-Word Processor II	05-2059
General Clerk I	01111-General Clerk I	05-2059
CAD/GIS	30062-Drafter/CAD Operator II	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 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.

6. BURLESON CONSULTING LABOR CATEGORY DESCRIPTION

The minimum experience and responsibilities for each Burleson labor category are presented in this section.

LABOR	
Categories	Minimum General Experience/Functional Responsibility
BUR-0001: Program Principal	<ul style="list-style-type: none"> • Must have at least twelve years of experience, of which at least six years must include quality control and top level management. • Must have at least a B.S. or B.A. from an accredited university. • Specialized experience includes complete environmental/engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. <p><i>Serves as Burleson’s contract manager and shall be Burleson’s authorized point-of-contact with the government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel, and customer agency representatives. Responsible for enforcing quality control standards, assigning contractor schedules, reviewing work discrepancies, and supervising contractor personnel. Shall be responsible for the overall contract performance.</i></p>

LABOR	
Categories	Minimum General Experience/Functional Responsibility
BUR-0002: Program Manager	<ul style="list-style-type: none"> • Must have at least ten years of experience, of which at least six years must be specialized. • Must have at least a B.S. or B.A. from an accredited university. • Specialized experience includes complete environmental/engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. • General experience includes increasing responsibilities in information and environmental systems design and management. <p><i>Serves in supervisor role and shall work closely with Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing quality control standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates.</i></p>
BUR-0003: Senior Project Manager/ Task Lead	<ul style="list-style-type: none"> • Must have eight years of general experience, including five years of specialized experience, of which two years were direct supervisory experience. • Must have at least a B.S. or B.A. from an accredited university. <p><i>Monitors tasks and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems. As a team or project leader, provides technical direction for the complete system development effort. May serve as a technical authority for a design area. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and interacts with government management personnel. Reports, in writing and orally, to Burleson management and government representatives.</i></p>
BUR-0004: Project Manager/Task Lead	<ul style="list-style-type: none"> • Must have five years of general experience, including five years of specialized experience, of which two years were direct supervisory experience. • Must have at least a B.S. or B.A. from an accredited university. <p><i>Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems. As a team or project leader, provides technical direction for the complete system development effort. May serve as a technical authority for a design area. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and interacts with government management personnel. Reports, in writing and orally, to Burleson management and government representatives, including the government Contracting Officer.</i></p>

LABOR	
Categories	Minimum General Experience/Functional Responsibility
BUR-0005: Scientist/Engineer III	<ul style="list-style-type: none"> • Experience and education qualifications will be determined on a case-by-case basis. • Generally this requires seven or more years, within the last ten years, of intensive and progressive experience in an environmental field. • Recognized expert in the technology/service being addressed. • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Provides expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides advice and assistance in regulatory and scientific areas. Coordinates with Burleson management and government personnel to ensure that the project has been adequately defined and that the solution will satisfy the government's requirement. Provides daily supervision and direction to staff.</i></p>
BUR-0006: Scientist/Engineer II	<ul style="list-style-type: none"> • Experience and education qualifications will be determined on a case-by-case basis. • Generally this requires three or more years, within the last five years, of experience with task-specific services in an environmental field. • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Formulates and defines project scope and objectives. Completes project duties associated with a task order such as preparing reports, conducting site visits and field investigations, designing systems, providing operation and maintenance, and developing training programs. Applies methodologies and principles of scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions.</i></p>
BUR-0007: Scientist/Engineer I	<ul style="list-style-type: none"> • Experience and education qualifications will be determined on a case-by-case basis. • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Completes project duties associated with a task order such as preparing reports, conducting site visits and field investigations, designing systems, providing operation and maintenance, and developing training programs. Applies methodologies and principles of scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions.</i></p>

LABOR	
Categories	Minimum General Experience/Functional Responsibility
BUR-0008: Technician II	<ul style="list-style-type: none"> • Experience and education qualifications will be determined on a case-by-case basis. • This position requires a minimum of five years' experience, of which at least four years must be specialized. • Must demonstrate the ability to work independently or under only general direction. • Education may include a degree from an accredited university or college in a field that closely relates to the subject matter of the task. <p><i>Conducts field sampling activities and O&M for remediation systems. Provides equipment and sensor setup and monitoring. Collects global positioning system data for use in geographical information system projects.</i></p>
BUR-0009: Technician I	<ul style="list-style-type: none"> • Experience and education qualifications will be determined on a case-by-case basis. • This position requires a minimum of one years' environmental experience. Must demonstrate the ability to work independently or under only general direction. • Education may include a degree from an accredited university or college in a field that closely relates to the subject matter of the task. <p><i>Conducts field sampling activities and O&M for remediation systems. Provides equipment and sensor setup and monitoring. Collects GPS data for use in GIS projects.</i></p>
BUR-0010: Information Specialist III	<ul style="list-style-type: none"> • Must have at least 8 years of experience in, of which at least five must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. • Must also have demonstrated experience in the implementation of information engineering projects, system analysis, design, and programming using CASE and IE tools and methods. • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Applies process improvement practices to re-engineer methodologies/principles and process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrate, shared software and database management systems. Provides daily supervision and direction to staff.</i></p>

LABOR	
Categories	Minimum General Experience/Functional Responsibility
BUR-0011: Information Specialist II	<ul style="list-style-type: none"> • Must have at least five years' experience in, of which at least two must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. • Must also have demonstrated experience in the implementation of information engineering projects, system analysis, design, and programming using CASE and IE tools and methods. • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Applies a business-wide set of disciplines for the planning, analysis, design, and construction of information systems on a business-wide basis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as integrated computer-aided software engineering (I-CASE) tools. Applies reverse engineering and re-engineering discipline to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.</i></p>
BUR-0012: Information Specialist I	<ul style="list-style-type: none"> • Must have at least two years of experience in information systems design. • Must have management or a BA or BS in an information system related field. <p><i>Analyzes and develops computer software, processing a wide range of capabilities, including numerous engineering, GIS, and environmental systems duties. Develops plans for automated data processing systems from project inception to conclusion. Analyzes the problem and information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Develops, in conjunction with functional users, system alternative solutions.</i></p>
BUR-0013: Industrial Hygienist II Certified Industrial Hygienist	<ul style="list-style-type: none"> • Experience qualifications will be determined on a case-by-case basis. • Usually this requires seven years' general experience in the environmental field and registration as a Certified Industrial Hygienist with expertise in occupational safety and health issues. • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Conducts health and safety services including noise and air surveys, illness and injury prevention plans, process safety management audits, ergonomics, OSHA investigations, safety audits, chemical inventory systems, and development of material safety data sheets. Develops site-specific health and safety plans and works closely with project managers to provide technical direction to government clients.</i></p>

LABOR	
Categories	Minimum General Experience/Functional Responsibility
BUR-0014: Industrial Hygienist I	<ul style="list-style-type: none"> • Experience qualifications will be determined on a case-by-case basis. • Usually this requires three years' general experience in the environmental field • Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task. <p><i>Conducts health and safety services including noise and air surveys, illness and injury prevention plans, process safety management audits, ergonomics, OSHA investigations, safety audits, chemical inventory systems, and development of material safety data sheets. Develops site-specific health and safety plans and works closely with project managers to provide technical direction to government clients. Works under the supervision of a Certified Industrial Hygienist, as required.</i></p>
BUR-0015: Word Processor	<ul style="list-style-type: none"> • Must have at least two years' experience in a technical word processing position in an environmental field. <p><i>Prepares draft and final form technical documents. Must be capable of typing at average or above-average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, proper format, and proofreading finished documents. Must be capable of using various word processing equipment.</i></p>
BUR-0016: Data Entry Clerk	<ul style="list-style-type: none"> • Must have at least one year's experience in data entry and verification. • Typically required to work under close supervision and direction. <p><i>Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable.</i></p>
BUR-0017: Accounting Manager	<ul style="list-style-type: none"> • Must have at least five years' experience in account management for a service firm. • Provides financial and program reviews and recommendations. <p><i>Coordinates payroll for Burlison and submits all appropriate forms and taxes to the State and federal government. Inputs project information including work hours and subcontractor costs into accounting program according to work breakdown structure and provides project reports to Burlison managers.</i></p>
BUR-0018: GIS/AutoCAD	<ul style="list-style-type: none"> • Must have at least four years of experience in the environmental/engineering field developing figures using software such as AutoCAD and ArcView. <p><i>Prepares design drawings and figures that correlate specific information, such as constituent concentrations in groundwater or locations of specific biota, onto site maps. The GIS specialist will integrate this information with survey and GPS coordinates onto existing topographic maps or aerial photographs.</i></p>