



**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>

**General Services Administration
Federal Supply Service
Environmental Services, Schedule 899**

**CONTRACT NUMBER:
GS-10F-0281R**

**PERIOD COVERED BY CONTRACT:
April 15, 2005 through April 14, 2015**

**Vanasse Hangen Brustlin, Inc.
351 McLaws Circle, Suite 3
Williamsburg, VA 23185
Phone: 757-220-0500
Fax: 757-220-8544
www.vhb.com**

General Services Administration
Management Services Center Acquisition Division
Supplement #PS-0005, dated 1/21/11

Business Size: **Large**
DUNS: **95-731-7936**

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

Company Overview

Headquartered in Watertown, Massachusetts, Vanasse Hangen Brustlin, Inc. (VHB) is a 700-person engineering, planning, and applied sciences firm that provides integrated transportation, land development, and environmental services to public, private and institutional clients. VHB was founded in Boston in 1979 as a transportation and highway engineering firm. Since its inception, the firm has expanded both the scope of services provided and its geographic area. Today, VHB not only continues to serve its transportation clients as one of the largest transportation firms in the Northeastern U.S. but has become a leader in the field of environmental services. VHB has grown to 19 office locations throughout the eastern United States in Watertown, Boston, Springfield, and Worcester Massachusetts; Bedford, New Hampshire; North Ferrisburgh, Vermont; Middletown, Connecticut; Providence, Rhode Island; Edison, New Jersey; Hauppauge, Albany, New York; Silver Spring, Maryland; Richmond, Vienna, Virginia Beach, and Williamsburg, Virginia; Raleigh, North Carolina; and Orlando and University Park, Florida.

FIELD OF EXPERIENCE

With our roots in Federal Highway Administration (FHWA) transportation-oriented projects, VHB developed a particular expertise in the National Environmental Policy Act (NEPA) process early on. We have since grown that expertise into a thorough knowledge of the procedural and regulatory requirements under not only NEPA and FHWA, but also other environmental statutes including Section 104 of the Clean Water Act, Section 106 of the National Historic Preservation Act, Section 10 of the Rivers and Harbors Act, the Endangered Species Act, and the Coastal Zone Management Act. Our staff has successfully learned to integrate each of their disciplines and approaches in order to develop a product that is both technically sound and all encompassing. As environmental regulations have evolved, VHB has developed skills to assist clients in evaluating the environmental constraints of their projects and developing an environmental strategy that will ensure the success of a plan. VHB offers unparalleled experience in the areas of environmental planning and compliance, water resource management and permitting, hazardous materials management programs, environmental risk management, air quality and noise assessment, wetlands mitigation, and social and economic evaluations.

SERVICES OFFERED

SIN 899-1: ENVIRONMENTAL PLANNING SERVICES AND DOCUMENTATION

At VHB, our environmental scientists and planners provide a broad range of environmental services, including NEPA documentation and planning, natural resource studies, wetlands delineation and mitigation, cultural resource management, and risk analysis.

Managing the preparation of NEPA documents for various types of projects is one of VHB's fortes. A full understanding of NEPA, the Council on Environmental Quality (CEQ) regulations, and specific federal agency guidelines regarding NEPA compliance allows us to effectively and efficiently move through the compliance process. Our thorough understanding of applicable federal, state, and local regulations is also important for efficient completion of a project.

Our ecologists and environmental scientists have considerable experience in conducting investigations of both terrestrial and aquatic resources. Our staff includes highly skilled wildlife biologists, herpetologists, ornithologists, wetland ecologists, botanists, and other specialists with in-depth experience in qualitative and quantitative natural resource studies and plans. VHB's highly trained wetland ecologists and technicians are respected specialists in their coastal and inland approaches to determinations, delineations, mitigation measures, and permitting strategies.

Over the past 40 years, Crime Prevention Through Environmental Design (CPTED) has evolved to proactively reduce crime and fear by designing places with the theory that the built environment and criminal behavior are intrinsically connected. VHB has embraced this concept, and adopted a focused CPTED project design and review component within the planning phase of every project where real and perceived crime and blight issues need to be addressed. Factors of natural surveillance, access control, and territoriality are built into all site planning concepts and tested for their validity. Integrated design services and continuity throughout project management ensures that CPTED principles are carried out between all design disciplines and includes key input from the client and tenants.

SIN 899-7: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

A Geographic Information System (GIS) is more than just technology. It is a dynamic system that consists of the hardware and software that run it, the data that drive it, the people that operate it, the organizational relationships that support it, and the visual presentations that result from it. As specialists in applying GIS across a broad scope of disciplines, VHB GIS offers expert service for public sector clients. Our technical proficiency and industry knowledge is expressed through thoughtful assessment of project needs and followed by the application of our systems, analysis, and presentation skills.

VHB is also committed to the research and development of environmental applications of GIS and remote sensing, using 3-D data visualization, time series analysis and the data processing capabilities of the most current software and technology. VHB's programmers can build custom applications designed for the specific needs of a project. In addition, VHB's vendor-authorized instructors can provide classroom or customized training within the context of any organization's operations.

**GSA AWARDED TERMS AND CONDITIONS
VANASSE HANGEN BRUSTLIN, INC.**

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**899-1: ENVIRONMENTAL PLANNING SERVICES & DOCUMENTATION
899-7: GEOGRAPHIC INFORMATION SERVICES (GIS)**

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

NOT APPLICABLE

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

SEE ATTACHMENT A: VANASSE HANGEN BRUSTLIN, INC.'S AWARDED LABOR CATEGORIES AND HOURLY RATES

2. Maximum order:

\$1,000,000

3. Minimum order:

\$100

4. Geographic coverage (delivery area):

48 CONTIGUOUS STATES, ALASKA, HAWAII, PUERTO RICO, AND THE DISTRICT OF COLUMBIA.

5. Point(s) of production (city, county, and State or foreign country).

SEE ATTACHMENT B – ADDITIONAL PLACES OF PERFORMANCE FOR VANASSE HANGEN BRUSTLIN, INC.

6. Discount from list prices or statement of net price.

GSA NET PRICING AS SHOWN IN PRICING TABLES PROVIDED

7. Quantity discounts.

1% QUANTITY DISCOUNT FOR ANY ISSUED TASK ORDER OF \$500,000 OR ABOVE IN A ONE YEAR PERIOD FOR EACH INDIVIDUAL BUYER

8. Prompt payment terms.

0%, NET 30 DAYS

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

YES

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

YES

10. Foreign items (list items by country of origin).

NONE

11a. Time of delivery. (Contractor insert number of days.)

NOT APPLICABLE - SERVICES

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

EXPEDITED DELIVERY TIME IS NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

EXPEDITED DELIVERY TIME IS NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

EXPEDITED DELIVERY TIME IS NEGOTIATED BETWEEN CONTRACTOR AND ORDERING AGENCY

12. F.O.B. point(s).

DESTINATION

13a. Ordering address.

**Vanasse Hangen Brustlin, Inc.
351 McLaws Circle, Suite Three
Williamsburg, VA 23185
Attn: Nancy Barker
Phone: 757-220-0500
Fax: 757-220-8544**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es).

**Vanasse Hangen Brustlin, Inc.
101 Walnut Street
P.O. Box 9151
Watertown, MA 02471-9151
Attn: Accounting Department**

15. Warranty provision.

NOT APPLICABLE

16. Export packing charges, if applicable.

NOT APPLICABLE

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

SAME

18. Terms and conditions of rental, maintenance, and repair (if applicable).

NOT APPLICABLE

19. Terms and conditions of installation (if applicable).

NOT APPLICABLE

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

NOT APPLICABLE

20b. Terms and conditions for any other services (if applicable)

NOT APPLICABLE

21. List of service and distribution points (if applicable).

SEE ATTACHMENT B – ADDITIONAL PLACES OF PERFORMANCE FOR VANASSE HANGEN BRUSTLIN, INC.

22. List of participating dealers (if applicable).

NOT APPLICABLE

23. Preventive maintenance (if applicable).

NOT APPLICABLE

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

NOT APPLICABLE

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

NOT APPLICABLE

25. Data Universal Number System (DUNS) number.

95-731-7936

26. Notification regarding registration in Central Contractor Registration (CCR) database.

CAGE CODE #3RQJ3, EFFECTIVE THROUGH 12/07/2011

**ATTACHMENT A
VANASSE HANGEN BRUSTLIN, INC.'S
AWARDED LABOR CATEGORIES**

GSA LABOR CATEGORY DESCRIPTIONS

Labor Category

Administrative Assistant – Level 2

Education/Experience: High School diploma or its equivalent and three (3) to six (6) years of related experience.

Description of Qualifications: Performs routine secretarial duties under direct supervision. Prepares and processes various types of correspondence, forms, faxes, and reports of a routine to moderately complex nature and makes copies, e.g. office budgets reports, proposals, etc. Prepares and types office correspondence from routine to moderately complex and/or confidential source materials and proofreads typing for accuracy, for punctuation, grammar and spelling. Compiles and computes data of a routine to moderately complex nature. Acknowledges correspondence and responds to written inquires. Familiarity with NEPA and Environmental regulations. Knowledge of technical and scientific terminology.

Labor Category

Administrative Assistant – Level 3

Education/Experience: High School diploma or its equivalent and seven (7) to nine (9) years of related experience.

Description of Qualifications: Prepares and types correspondence, reports and records from source documents of a moderately complex or confidential nature. Drafts and edits correspondence for review which is moderately complex and sensitive in nature. Originates and routes correspondence of a moderately complex nature. Compiles and computes data of a moderately complex nature, e.g. PC-based spreadsheet applications. Assists in the review, verification, and editing of work produced by other staff, such as office clerks, word processors, etc. Familiarity with NEPA and Environmental regulations. Knowledge of technical and scientific terminology.

Labor Category

Administrative Assistant – Senior Level 4

Education/Experience: Associates degree or its equivalent, or Professional Secretary Certificate (PSC), or other professional development courses, and nine (9) plus years of experience.

Description of Qualifications: Performs duties requiring training and experience in a specific practice area or functional specialty generally associated with academic studies, e.g. employee benefits, finance, tax legal, technical writing, marketing. Compiles and computes data from a wide variety of sources, some of which are of a technical nature. Prepares research approach and determines data requirements; conducts investigation in issues involving moderately complex topics under general supervision; prepares reports for professional and managerial staff review and action. Assists in the review, verification and editing of work produced by senior clerical staff and professional level staff. Confers with others in collection, compilation and evaluation of data to be used in analyzing problems and investigating solutions. Drafts and edits correspondence for review which is moderately complex and confidential in nature. Familiarity with NEPA and Environmental regulations. Knowledge of technical and scientific terminology.

Labor Category

Application Integration - Intermediate

Education/Experience: Bachelors of Science degree in engineering or equivalent degree. Five (5) to seven (7) years experience in an IT environment. Strong communication and technical writing skills. High flexibility to work effectively in a variety of situation and various individuals. Client-orientated behavior, strong leadership and team motivation skills.

Description of Qualifications: The primary purpose of this position is to assist with the implementation of current technology into the variety of projects at VHB, by having knowledge of a wide range of applications and being able to effectively understand how resources can be used to better serve our clients. Under general supervision assist with the development and maintenance of acceptable policies, procedures, and standards of corporate software applications. They will need to assist with the documentation and promotion of these accepted standards. Under general direction from IT management manage various corporate strategic projects of a complex nature. Responsible for assembling project team, coordinate individual responsibilities, identifying appropriate resources required, and developing schedule to ensure timely completion of project. Communicates with Senior Project Manager and/or functional area manager regarding status of specific projects. Under general supervision, organizes and conducts moderately complex training on various technical applications such as AutoCAD, MicroStation, ArcGis, and Haestad. Involves travel to other offices, and coordination with high end users of these applications in other offices. Coordination with software vendors regarding resolving technical issues, managing licenses to maintain compliance. Continuously expand technical knowledge through formal training, third-party product research, and participation in information sessions.

Labor Category

CADD Designer Entry

Education/Experience: Vocational school graduate or Associates degree required and five (5) to (7) years of directly related experience.

Description of Qualifications: Developmental designer level responsible for providing diversified Design/Drafting services on routine to moderately complex projects. Lays out contract drawings based on constraints defined by project engineers or lead designers, ensuring technical accuracy, coordination, consistency and completeness. Designs process systems based on diagrams, schematics and preliminary layouts prepared by engineers. Determines CADD usage and application on projects. Investigates, researches and procures all data required to develop design phase. Performs quantity take-offs, collection of field data, and assists in field surveys as required by project engineer. Aids in preparation and review of function's section of specifications, as requested by project engineer. Supervises and determines work schedule of designers/drafters assigned to same or similar project, as required.

Labor Category

CADD Designer Senior

Education/Experience: Associates degree required; Bachelors degree preferred. Ten (10) plus years of directly related experience and one (1) to three (3) years of CADD experience required.

Description of Qualifications: Senior designer level responsible for providing direction on design/drafting projects ranging form routine to complex under limited direction and in accordance with company and/or client standards. Provides immediate supervision of design/drafting groups including presentation and report graphics in the overall production and coordination of engineering contract drawings. Assures proper preparation of work to allow smooth work flow and avoid unnecessary detailing. Schedules direct assignments and guides the drafting work done by the group to assure uniform and correct drawings. Organizes layout of graphics. Determines CADD usage and application on projects. Assists in developing cost estimate budgets and utilization projections. Serves as mentor to drafters and designers to improve work quality and enhance technical knowledge and ability. Monitors quality control and conformance to work standards. Develops positive feedback from staff to enhance productivity and project quality.

Labor Category

*Civil Engineer – Level 3

Education/Experience: Bachelors of Science degree and three (3) to five (5) years relevant experience.

Description of Qualifications: Continuing developmental level performing activities of limited scope which require knowledge of principles/techniques commonly employed in the specific area of assignments and which may be satisfied by successful completion of an advanced degree. Performs work involving conventional and straightforward plans, investigations, surveys, structures or other problems with relatively few complex features for which precedents exist. Assignments have clear and specified objectives and require the investigation of a limited number of variables and may include equipment design/development, test of specifications, process study, research investigations, or report. Independently evaluates, selects and applies standard techniques, procedures and criteria using judgment and knowledge of principles and techniques in making minor adaptations and modifications. Assistance may be furnished by engineers, scientists, planners, landscape architects or technicians on unusual problems and work is reviewed for application of sound professional judgment. May be required to supervise or coordinate the work of draftsmen, technicians, landscape architects, clerks and others assisting in specific. May be required to either manage tasks on large projects or manage phases of small projects. Developing external or internal client interaction and marketing skills.

Labor Category

*Civil Engineer - Level 4

Education/Experience: Bachelors of Science degree and five (5) to seven (7) years relevant experience.

Description of Qualifications: Fully competent level in all conventional aspects of the subject matter or the functional area of the assignments. Work at this level requires sufficient professional experience to assure competence as a fully trained worker. Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Work requires a broad knowledge of precedents in specialty area and a good knowledge of principles/practices in related specialties. Devises new approaches to problems encountered and coordinates various technical aspects of work. Independently performs most assignments with technical/administrative instructions as to results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Acts as mentor for lower level employees. Certain positions may supervise the work of a few engineers, scientists, planners, landscape architects, technicians, draftsmen or other alternative positions may perform a purely technical role. Certain degree of project management responsibility depending on individual's capabilities and career path.

Labor Category

*Civil Engineer - Level 5

Education/Experience: Bachelors of Science degree and seven (7) to ten (10) years relevant experience.

Description of Qualifications: Fully competent level applying intensive and diversified knowledge of engineering/scientific, planning, landscape architecture or principles and practices in broad areas of assignments and related fields. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In a supervisory capacity, plans, develops, coordinates and directs a large and important project or a number of small projects with many complex features refining project management skills; coordinates and reviews the work of a small staff, estimates manpower needs and schedules and assigns work to meet completion date. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products or equipment when necessary data are insufficient or confirmation by testing is advisable; usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment or a program function.

Labor Category

*Civil Engineer – Level 7

Education/Experience: Registration as Professional Engineer is a requirement. Bachelors of Science degree and twelve (12) to fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations are recognized as authoritative and have significant impact on extensive engineering activities. Level requirements are demonstrated creativity, foresight, and mature judgment in anticipating and solving significant and/or unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse engineering activities. Initiates and maintains extensive contacts with key officials of other organizations, requiring skill in persuasion and negotiation of critical issues. Proven record as mentor to lower levels. In supervisory capacity, responsible for an important segment of the engineering program of VHB which is involved in solving critical problems whose solution requires major technological advances and opens the way for extensive related development; extent of responsibilities generally requires several subordinate organizational segments or teams. As individual researcher/consultant, is a recognized leader and authority in VHB in a broad area of specialization or in a narrow but intensely specialized field; selects research problems to further VHB's objectives; conceives and plans investigations of broad areas of considerable novelty and importance for which precedents are lacking in areas critical to VHB's overall engineering program; consulted extensively by associates and others with a high degree of reliance placed on individual's interpretations and advice; typically contributes inventions new designs, or techniques which are regarded as major advances in the field.

Labor Category

*Civil Engineer - Level 8

Education/Experience: Bachelors of Science degree required and fifteen plus (15+) years relevant experience.

Description of Qualifications: Level where decisions and recommendations have a far reaching impact on extensive engineering and related activities. Level requirements are demonstrated high level of creativity, foresight, and judgment in planning, organizing and guiding extensive programs and activities of outstanding novelty and/or importance. Negotiates critical and controversial issues with top level officers of other organizations. Proven record as mentor to lower levels. In a supervisory capacity, responsible for an important segment of a very extensive and highly diversified engineering planning or programs that are usually of such complexity that they are of critical importance to overall objectives; problems normally are of extraordinary difficulty that they resist solution and consist of several segments requiring subordinate supervisors; responsible for deciding the kind and extent of engineering planning or and related programs needed for accomplishing VHB's objectives, for selecting approaches, for planning and organizing facilities and programs and for interpreting results. In an individual researcher/consultant capacity, formulates and guides the attack on problems of exceptional difficulty and marked importance to VHB or the industry; problems are characterized by their lack of precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance; performs advisory and consulting work of VHB as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Labor Category

GIS Manager

Education/Experience: Masters degree in technical discipline, such as GIS, engineering, geography or computer science, or an equivalency. Eight (8) – ten (10) years of related experience, including at least three (3) years of project management of supervisory experience on complex GIS related projects.

Description of Qualifications: Manages the planning and expansion of the GIS function through staff development, systems development, new business development and direct support of project manager. Performs all work under limited direction. Investigates, identifies and pursues new business prospects involving GIS work. Manages the technical and quality aspects of GIS client work to ensure conformance with firm standards. Maintains the firm's ESRI Business Partnership. Provides technical direction for the GIS function in formulating new or enhanced approaches or techniques in support of client work. Manages the selection, development and assessment of GIS staff. Maintains detailed GIS technical knowledge, and knowledge of the firm's business and operations.

Labor Category

GIS Specialist Entry

Education/Experience: Bachelors of Science / Bachelors of Arts degree and one (1) year relevant experience.

Description of Qualifications: Performs a variety of routine technical tasks which should provide experience and familiarization with VHB's GIS, programming and cartography methods, practices, standards and company procedures. Using prescribed, clearly defined methods, performs specific tasks or limited portions of a broader task.

Labor Category

GIS Specialist Senior

Education/Experience: Bachelors of Science / Bachelors of Arts degree and at least three (3) years relevant experience.

Description of Qualifications: Performs activities of limited scope, which require knowledge of principles/techniques commonly employed in the specific area of assignments. Assignments have clear and specified objectives and require the investigation of a limited number of variables and may include product design/development, test of specifications, process study, research investigations, or report preparation. May be required to either manage tasks of large projects or manage phases of small projects. Independently evaluates, selects and applies standard techniques, procedures and criteria using judgment and knowledge of principles in making minor adaptations and modifications. May begin to assume minimum responsibility for direction in the form of delegation. Developing external or internal client interaction and marketing skills.

Labor Category

Graphic Artist Intermediate

Education/Experience: Bachelors of Arts degree in Graphic Design, Fine Arts or related field. Two (2) to four (4) years of related experience.

Description of Qualifications: Design and produces communications and project materials of a moderately complex nature, using computer generated and hand graphics applications. Designs and produces moderately complex project materials, including brochures, flyers and media activities, used for public presentations. Designs and produces moderately complex internal and external environmental materials, including memos, bulletins, charts, graphs, boards using computer applications for a variety of project uses. Develops communications themes and coordinates interaction of third parties on project work, including printers, photographers and copy writers, to produce both large and small scale documents. Confers with technical staff to produce proposal and project materials, including media, graphics, and color usage. Maintains computer software and system upgrades, as well as related graphic art materials. Confers with technical and administrative staff to formulate concepts and strategies for project deliveries and internal communication efforts. Maintains specialized knowledge of desktop publishing and computer graphics applications.

Labor Category

Graphic Artist Lead

Education/Experience: Bachelors of Arts degree in Graphic Design, Fine Arts or related field, plus demonstrated knowledge of computer graphics, photography, printing, and typography. Six (6) to eight (8) years of related experience; at least one (1) year of project management or supervisory experience.

Description of Qualifications: Supervises the creation, design and production of the firm's communications and production materials involving the use of desktop publishing and computer generated graphics applications. Designs and produces the firm's most complex production materials for project and promotional campaigns, utilizing desktop publishing and computer-generated graphics applications. Serves as art director of graphics group, overseeing and supervising work of other art staff. Conducts final review of all artwork before production. Confers with and provides guidance to graphic artists and project staff on environmental concepts, themes and approaches. Counsels graphic artists on methods to improve environmental themes, materials and audience "fit", and to ensure integrity of communications by maintaining the firm's, as well as the client's, identity standards and programs. Trains graphic artist staff on advanced graphics techniques, printing, photography and typographic skills. Maintains specialized knowledge of desktop publishing and computer graphics applications.

Labor Category

Graphics Manager

Education/Experience: Bachelors degree in Graphic Design, Fine Arts or related field, plus demonstrated knowledge of computer graphics, photography, printing, and typography. Six (6) to eight (8) years of related experience. At least one (1) year of project management or supervisory experience.

Description of Qualifications: Supervises the creation, design and production of project communications and technical materials involving the use of computer generated graphics applications. Designs and produces the project's most complex technical materials for development and promotional campaigns, utilizing desktop publishing and computer-generated graphics applications. Serves as art director of graphics group, overseeing and supervising work of other art staff. Conducts final review of all artwork before production. Confers with and provides guidance to graphic artists, third parties or project staff on environmental concepts, themes and approaches. Counsels graphic artists on methods to improve environmental themes, materials and audience fit, and to ensure integrity of communications by maintaining the firm's, as well as the client's, identity standards and programs. Trains graphic artist staff on advanced techniques, printing, photography, and typographic skills. Maintains specialized knowledge of desktop publishing and computer graphics applications.

Labor Category

Information Technology Systems Manager

Education/Experience: Bachelors degree, Masters degree preferred. At least ten (10) years of related experience.

Description of Qualifications: Manages the activities of the Information Systems organization supporting a specific business segment of facility of the company. Responsible for interpreting corporate and user goals and providing direction in developing, installing and maintaining the information systems support needed to support those goals. Responsible for managing the systems analysis, programming and computer operations. In cases where public comment on NEPA documents number in the hundreds, VHB is quite often asked to develop a comment response data base that allows multiple agency personnel to review comments being written by multiple individuals. The ITSL often creates response systems for us that will allow agency personnel to review and alter comments in "real time." Furthermore, creation of interactive WebPages, kiosk formats, and other tools are often requested by agencies to meet the requirements of the public review processes of NEPA.

Labor Category

Environmental Engineer - Level 3

Education/Experience: Bachelors of Science degree and three (3) to five (5) years of relevant experience.

Description of Qualifications: Continuing developmental level performing activities of limited scope which require knowledge of principles/techniques commonly employed in the specific area of assignments and which may be satisfied by successful completion of an advanced degree. Performs work involving conventional and straightforward plans, investigations, surveys, structures or other problems with relatively few complex features for which precedents exist. Assignments have clear and specified objectives and require the investigation of a limited number of variables and may include equipment design/development, test of specifications, process study, research investigations, or report preparation. Works under general supervision receiving instructions on specific assignment objectives, complex features, and possible solutions. Independently evaluates, selects and applies standard techniques, procedures and criteria using judgment and knowledge of principles and techniques in making minor adaptations and modifications. May be required to supervise or coordinate the work of draftsmen, technicians, landscape architects, clerks and others assisting in specific assignments. Introduction to project management techniques and VHB management system. May be required to either manage tasks on large projects or manage phases of small projects. Developing external or internal client interaction and marketing skills.

Labor Category

Environmental Engineer - Level 5

Education/Experience: Bachelors of Science degree and seven (7) to ten (10) years relevant experience.

Description of Qualifications: Fully competent level applying intensive and diversified knowledge of engineering/scientific, planning, landscape architecture or principles and practices in broad areas of assignments and related fields. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In a supervisory capacity, plans, develops, coordinates and directs a large and important project or a number of small projects with many complex features refining project management skills; coordinates and reviews the work of a small staff, estimates manpower needs and schedules and assigns work to meet completion date. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products or equipment when necessary data are insufficient or confirmation by testing is advisable; usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment or a program function.

Labor Category

Environmental Engineer - Level 6

Education/Experience: Bachelors of Science degree and ten (10) to thirteen (13) years relevant experience.

Description of Qualifications: Senior level having full technical responsibility for interpreting, organizing, executing, budgeting and coordinating complex assignments. Plans and develops projects concerned with unique or controversial problems which have an important effect on major VHB programs. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches requiring extensive progressive experience. Maintains liaison with individuals and units within or outside organization with responsibility for acting independently on technical matters pertaining to specialty field. Recognized leader of technical and professional staff. Acts as mentor for lower level employees. In supervisory capacity plans, develops, coordinates and directs a number of large and important projects or a project of major scope and complexity; extent of responsibilities generally requires a few subordinate supervisors or team leaders; directs work of a staff of engineers, evaluates progress and results obtained and recommends major changes to achieve overall objectives. In individual research capacity, conceives, plans and conducts research in problem areas of considerable scope and complexity; problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches and sophisticated research techniques; may be assisted by other engineers. In staff specialist capacity, serves as the technical specialist in the application of advanced theories, concepts, principles and processes for an assigned responsibility area; keeps abreast of new methods and developments affecting VHB in order to recommend changes to current programs or new programs warranted by such developments; maybe assisted by other engineers.

Labor Category

Environmental Engineer - Level 8

Education/Experience: Bachelors of Science degree required and fifteen plus (15+) years relevant experience.

Description of Qualifications: Level where decisions and recommendations have a far reaching impact on extensive engineering and related activities. Level requirements are demonstrated high level of creativity, foresight, and judgment in planning, organizing and guiding extensive programs and activities of outstanding novelty and/or importance. Negotiates critical and controversial issues with top level officers of other organizations. Proven record as mentor to lower levels. In a supervisory capacity, responsible for an important segment of a very extensive and highly diversified engineering planning or programs that are usually of such complexity that they are of critical importance to overall objectives; problems normally are of extraordinary difficulty that they resist solution and consist of several segments requiring subordinate supervisors; responsible for deciding the kind and extent of engineering planning or and related programs needed for accomplishing VHB's objectives, for selecting approaches, for planning and organizing facilities and programs and for interpreting results. In an individual researcher/ consultant capacity, formulates and guides the attack on problems of exceptional difficulty and marked importance to VHB or the industry; problems are characterized by their lack of precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance; performs advisory and consulting work of VHB as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Labor Category

Environmental Scientist - Level 2

Education/Experience: Bachelors of Science degree and one (1) to three (3) years relevant experience.

Description of Qualifications: Continuing developmental level which may be satisfied by successful completion of a Masters degree. Performs routine work in applying standard techniques, procedures and criteria in specific situations, adjusting and correlating data, recognizing discrepancies in results and following operations through a sequence of related detailed scientific tasks. Close supervision provided on new technical undertakings or aspects of job; supervisor screens assignments and selects techniques and procedures to use on non-routine work. Exercises some judgment on details or work in making preliminary selections and adaptations of alternatives. Training, developmental and office staffing purposes may warrant that assignments include some work typical of a higher level. Limited external communication or contacts. Certain individuals will begin to assume minimum responsibility for direction of others.

Labor Category

Environmental Scientist - Level 3

Education/Experience: Bachelors of Science degree and three (3) to five (5) years of relevant experience.

Description of Qualifications: Continuing developmental level performing activities of limited scope which require knowledge of principles/techniques commonly employed in the specific area of assignments and which may be satisfied by successful completion of an advanced degree. Performs work involving conventional and straightforward plans, investigations, surveys, structures or other problems with relatively few complex features for which precedents exist. Assignments have clear and specified objectives and require the investigation of a limited number of variables and may include equipment design/development, test of specifications, process study, research investigations, or report preparation. Works under general supervision receiving instructions on specific assignment objectives, complex features, and possible solutions. Independently evaluates, selects and applies standard techniques, procedures and criteria using judgment and knowledge of principles and techniques in making minor adaptations and modifications. May be required to supervise or coordinate the work of draftsmen, technicians, landscape architects, clerks and others assisting in specific assignments. Introduction to project management techniques and VHB management system. May be required to either manage tasks on large projects or manage phases of small projects. Developing external or internal client interaction and marketing skills

Labor Category

Environmental Scientist - Level 4

Education/Experience: Bachelors of Science degree and five (5) to seven (7) years relevant experience. Certification and/or Masters degree in specialty field desired.

Description of Qualifications: Fully competent level in all conventional aspects of the subject matter or the functional area of the assignments. Work at this level requires sufficient professional experience to assure competence as a fully trained worker. Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Work requires a broad knowledge of precedents in specialty area and a good knowledge of principles/practices in related specialties. Devises new approaches to problems encountered and coordinates various technical aspects of work. Independently performs most assignments with technical/administrative instructions as to results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Acts as mentor for lower level employees. Certain positions may supervise the work of a few engineers, scientists, planners, landscape architects, technicians, draftsmen or other alternative positions may perform a purely technical role. Certain degree of project management responsibility depending on individual's capabilities and career path.

Labor Category

Environmental Scientist - Level 5

Education/Experience: Certification and/or Masters degree in specialty field required, and seven (7) to ten (10) years of relevant experience.

Description of Qualifications: Fully competent level applying intensive and diversified knowledge of scientific principles and practices in broad areas of assignments and related fields. Independently decides on scientific problems and methods. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. Actively participates or assists in new business development by contributing to strategic planning, marketing and business operations planning. In a supervisory capacity, plans, develops, coordinates and directs a large and important project or a number of small projects with many complex features refining project management skills; coordinates and reviews the work of a small staff of scientists, estimates manpower needs and schedules and assigns work to meet completion date. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products or equipment when necessary data are insufficient or confirmation by testing is advisable; usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment or a program function; may be assisted by other scientists.

Labor Category

Environmental Scientist - Level 6

Education/Experience: Bachelors of Science degree and ten (10) to thirteen (13) years relevant experience.

Description of Qualifications: Senior level having full technical responsibility for interpreting, organizing, executing, budgeting and coordinating complex assignments. Plans and develops projects concerned with unique or controversial problems which have an important effect on major VHB programs. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches requiring extensive progressive experience. Maintains liaison with individuals and units within or outside organization with responsibility for acting independently on technical matters pertaining to specialty field. Recognized leader of technical and professional staff. Acts as mentor for lower level employees. In supervisory capacity plans, develops, coordinates and directs a number of large and important projects or a project of major scope and complexity; extent of responsibilities generally requires a few subordinate supervisors or team leaders; directs work of a staff of scientists, evaluates progress and results obtained and recommends major changes to achieve overall objectives. In individual research capacity, conceives, plans and conducts research in problem areas of considerable scope and complexity; problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches and sophisticated research techniques; may be assisted by other scientists. In staff specialist capacity, serves as the technical specialist in the application of advanced theories, concepts, principles and processes for an assigned responsibility area; keeps abreast of new methods and developments affecting VHB in order to recommend changes to current programs or new programs warranted by such developments; maybe assisted by other scientists.

Labor Category

Environmental Scientist - Level 7

Education/Experience: Certification and/or Masters degree in specialty required, and twelve (12) to fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations are recognized as authoritative and have significant impact on extensive scientific activities. Level requirements are demonstrated creativity, foresight, and mature judgment in anticipating and solving significant and/or unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse scientific activities. Initiates and maintains extensive contacts with key officials of other organizations, requiring skill in persuasion and negotiation of critical issues. Supervision provided on essentially administrative issues with assignments given in terms of broad general objectives and limits. Proven record as mentor to lower levels. In supervisory capacity, responsible for an important segment of the scientific program of VHB which is involved in solving critical problems whose solution requires major technological advances and opens the way for extensive related development; extent of responsibilities generally requires several subordinate organizational segments or teams; recommends facilities personnel and funds required to implement programs which are directly related with and directed toward fulfillment of overall VHB objectives. As individual researcher/consultant, is a recognized leader and authority in VHB in a broad area of specialization or in a narrow but intensely specialized field; selects research problems to further VHB's objectives; conceives and plans investigations of broad areas of considerable novelty and importance for which precedents are lacking in areas critical to VHB's overall scientific program; consulted extensively by associates and others with a high degree of reliance placed on individual's interpretations and advice; typically contributes inventions new designs, or techniques which are regarded as major advances in the field.

Labor Category

Environmental Scientist - Level 8

Education/Experience: Bachelor's degree required and fifteen plus (15+) years relevant experience.

Description of Qualifications: Level where decisions and recommendations have a far reaching impact on extensive scientific and related activities. Level requirements are demonstrated high level of creativity, foresight, and judgment in planning, organizing and guiding extensive programs and activities of outstanding novelty and/or importance. Negotiates critical and controversial issues with top level officers of other organizations. Proven record as mentor to lower levels. In a supervisory capacity, responsible for an important segment of a very extensive and highly diversified scientific planning or programs that are usually of such complexity that they are of critical importance to overall objectives; problems normally are of extraordinary difficulty that they resist solution and consist of several segments requiring subordinate supervisors; responsible for deciding the kind and extent of scientific planning or and related programs needed for accomplishing VHB's objectives, for selecting approaches, for planning and organizing facilities and programs and for interpreting results. In an individual researcher/consultant capacity, formulates and guides the attack on problems of exceptional difficulty and marked importance to VHB or the industry; problems are characterized by their lack of precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance; performs advisory and consulting work of VHB as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Labor Category

Environmental Scientist - Level 9

Education/Experience: Bachelors of Science degree and fifteen plus (15+) years relevant experience.

Description of Qualifications: Level where individual is either in charge of programs so extensive and complex as to require staff and resources of sizeable magnitude and to implement VHB's objectives or as an individual researcher/consultant is recognized as a national and/or international authority and leader in an area of scientific interests/and investigation.

Labor Category

***Landscape Architect - Level 5**

Education/Experience: Bachelors of Science degree required and seven (7) to ten (10) years relevant experience.

Description of Qualifications: Fully competent level applying intensive and diversified knowledge of landscape architecture or principles and practices in broad areas of assignments and related fields. Independently decides on landscape architecture problems and methods and may represent VHB in conferences to resolve important questions and to plan and coordinate work. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products or equipment when necessary data are insufficient or confirmation by testing is advisable; usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment or a program function.

Labor Category

*Landscape Architect – Level 6

Education/Experience: Bachelors of Science degree required and ten (10) to thirteen (13) years relevant experience.

Description of Qualifications: Senior level having full technical responsibility for interpreting, organizing, executing, budgeting and coordinating complex assignments. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches requiring extensive progressive experience. Maintains liaison with individuals and units within or outside organization with responsibility for acting independently on technical matters pertaining to specialty field. Supervision provided on essentially all administrative issues, with assignments given in terms of broad general objectives and limits. Recognized leader of technical and professional staff and acts as mentor for lower level employees. In individual research capacity, conceives, plans and conducts research in problem areas of considerable scope and complexity; problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches and sophisticated research techniques. In staff specialist capacity, serves as the technical specialist in the application of advanced theories, concepts, principles and processes for an assigned responsibility area; keeps abreast of new methods and developments affecting VHB in order to recommend changes to current programs or new programs warranted by such developments.

Labor Category

*Landscape Architect – Level 7

Education/Experience: Bachelors of Science degree required and twelve (12) to fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations are recognized as authoritative and have significant impact on extensive landscape architecture activities. Level requirements are demonstrated creativity, foresight, and mature judgment in anticipating and solving significant and/or unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse architecture activities. Proven record as mentor to lower levels. In supervisory capacity, responsible for an important segment of the landscape architecture program of VHB which is involved in solving critical problems whose solution requires major technological advances and opens the way for extensive related development; extent of responsibilities generally requires several subordinate organizational segments or teams. As individual researcher/consultant, is a recognized leader and authority in VHB in a broad area of specialization or in a narrow but intensely specialized field; conceives and plans investigations of broad areas of considerable novelty and importance for which precedents are lacking in areas critical to VHB's overall landscape architecture program; consulted extensively by associates and others with a high degree of reliance placed on individual's interpretations and advice; typically contributes inventions new designs, or techniques which are regarded as major advances in the field.

Labor Category

*Landscape Architect – Level 8

Education/Experience: Bachelors of Science degree required and minimum of fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations have a far reaching impact on extensive landscape architecture and related activities of VHB. Level requirements are demonstrated high level of creativity, foresight, and judgment in planning, organizing and guiding extensive programs and activities of outstanding novelty and/or importance. Negotiates critical and controversial issues with top level officers of other organizations. Proven record as mentor to lower levels. In a supervisory capacity, responsible for an important segment of a very extensive and highly diversified landscape architecture programs are usually of such complexity that they are of critical importance to overall objectives; problems normally are of extraordinary difficulty that they resist solution and consist of several segments requiring subordinate supervisors; responsible for deciding the kind and extent of landscape architecture and related programs needed for accomplishing VHB's objectives, for selecting approaches, for planning and organizing facilities and programs and for interpreting results. In an individual researcher/consultant capacity, formulates and guides the attack on problems of exceptional difficulty and marked importance to VHB or the industry; problems are characterized by their lack of precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance; performs advisory and consulting work of VHB as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Labor Category

Managing Director – Level 1

Education/Experience: Bachelors degree in Communications, Journalism, English or equivalent. Masters degree preferred. Eight (8) plus years of related experience.

Description of Qualifications: Develops, writes and produces proposals, technical documents, and reports of a highly complex nature and in compliance with stipulated clients' deadlines, costs and quality requirements. Work involves strategy formulation, copy development, media selection and materials production. May assist Manager II in the administration and control of the technical group. Manages regional project activities including environmental proposals and presentations in direct support of project efforts, and participates in firm wide delivery efforts. Writes, edits and reviews environmental qualification packages, Qualifications and Experience, responses to Request for Proposals, Summary of Qualifications, reports and correspondence, including development of document's outline, schedule and content. Manages/coordinates efforts between internal technical staff and with external parties to ensure the production process meets specified deadlines. Directs assignment of work and resource allocation. Maintains a current awareness of market place issues, competitors and clients affecting the firm. Manages the budgets, appraisal, development, salary recommendations and hiring/terminations actions and decisions for proposal/marketing coordinators, communications and administrative staff. Monitors assignment of work and resource allocation. Conducts training of technical and support staff in understanding and applying best practices for environmental regulations, proposal and presentation preparation. Assists technical staff in composing professional society abstracts, papers and presentations/conducts training.

Labor Category

Planner – Level 5

Education/Experience: Bachelors of Science degree required and seven (7) to ten (10) years relevant experience.

Description of Qualifications: Fully competent level applying intensive and diversified knowledge of planning or principles and practices in broad areas of assignments and related fields. Independently decides on planning problems and methods and may represent VHB in conferences to resolve important questions and to plan and coordinate work. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products or equipment when necessary data are insufficient or confirmation by testing is advisable; usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment or a program function.

Labor Category

Planner – Level 6

Education/Experience: Bachelors of Science degree required and ten (10) to thirteen (13) years relevant experience.

Description of Qualifications: Senior level having full technical responsibility for interpreting, organizing, executing, budgeting and coordinating complex assignments. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches requiring extensive progressive experience. Maintains liaison with individuals and units within or outside organization with responsibility for acting independently on technical matters pertaining to specialty field. Supervision provided on essentially all administrative issues, with assignments given in terms of broad general objectives and limits. Recognized leader of technical and professional staff and acts as mentor for lower level employees. In individual research capacity, conceives, plans and conducts research in problem areas of considerable scope and complexity; problems must be approached through a series of complete and conceptually related studies are difficult to define, require unconventional or novel approaches and sophisticated research techniques. In staff specialist capacity, serves as the technical specialist in the application of advanced theories, concepts, principles and processes for an assigned responsibility area; keeps abreast of new methods and developments affecting VHB in order to recommend changes to current programs or new programs warranted by such developments.

Labor Category

Planner – Level 7

Education/Experience: Bachelors of Science degree required and twelve (12) to fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations are recognized as authoritative and have significant impact on extensive landscape architecture activities. Level requirements are demonstrated creativity, foresight, and mature judgment in anticipating and solving significant and/or unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse planner activities. Proven record as mentor to lower levels. In supervisory capacity, responsible for an important segment of the landscape architecture program of VHB which is involved in solving critical problems whose solution requires major technological advances and opens the way for extensive related development; extent of responsibilities generally requires several subordinate organizational segments or teams. As individual researcher/consultant, is a recognized leader and authority in VHB in a broad area of specialization or in a narrow but intensely specialized field; conceives and plans investigations of broad areas of considerable novelty and importance for which precedents are lacking in areas critical to VHB's overall planning program; consulted extensively by associates and others with a high degree of reliance placed on individual's interpretations and advice; typically contributes inventions new designs, or techniques which are regarded as major advances in the field.

Labor Category

Planner – Level 8

Education/Experience: Bachelors of Science degree required and minimum of fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations have a far reaching impact on extensive planning and related activities of VHB. Level requirements are demonstrated high level of creativity, foresight, and judgment in planning, organizing and guiding extensive programs and activities of outstanding novelty and/or importance. Negotiates critical and controversial issues with top level officers of other organizations. Proven record as mentor to lower levels. In a supervisory capacity, responsible for an important segment of a very extensive and highly diversified planning programs are usually of such complexity that they are of critical importance to overall objectives; problems normally are of extraordinary difficulty that they resist solution and consist of several segments requiring subordinate supervisors; responsible for deciding the kind and extent of planning and related programs needed for accomplishing VHB's objectives, for selecting approaches, for planning and organizing facilities and programs and for interpreting results. In an individual researcher/consultant capacity, formulates and guides the attack on problems of exceptional difficulty and marked importance to VHB or the industry; problems are characterized by their lack of precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance; performs advisory and consulting work of VHB as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Labor Category

Planner – Level 9

Education/Experience: Bachelors of Science degree required and minimum of fifteen (15) years relevant experience.

Description of Qualifications: Senior Management position. Level where individual is either in charge of programs so extensive and complex as to require staff and resources of sizeable magnitude and to implement VHB's objectives or as an individual researcher/consultant is recognized as a national and/or international authority and leader in an area of planning or administrative interests/and investigation.

Labor Category

Practice Area Leader

Education/Experience: Bachelors degree in Environmental, Engineering, Planning, Communications, Journalism, English or equivalent. Masters degree preferred. Eight (8) plus years of related experience, including at least four (4) years of project management or supervisory experience.

Description of Qualifications: Manages corporate activities in direct support of project efforts, including technical documents, proposals and presentations, and participates in firm wide discipline development efforts. Writes, edits and reviews, environmental qualifications packages, Qualifications and Experience, responses to Request for Proposals, Summary of Qualifications, reports and correspondence, including the development of document's outline, schedule and content. Manages the coordination efforts between internal technical staff and production staff and external parties to ensure the project production process meets specified deadlines. Develops and produces highly complex and competitive strategies, documents and reports. Directs assignments of work and resource allocation. Maintains a current awareness of market place issues, competitors and clients affecting the firm. Manages the workflow, budgets, appraisal, development, salary recommendations and hiring/terminations actions and decisions for technical and project staff. Participates in firm wide business development activities in support of corporate and practice area project efforts. Conducts training of technical and support staff in understanding and applying best practices for proposal and presentation preparation.

Labor Category

Regional Finance Coordinator – Senior

Education/Experience: Bachelors degree in Accounting, Finance or equivalent field. Four (4) to six (6) years of related accounting, finance, billing and contract administration experience.

Description of Qualifications: Assists in the preparation, coordination and analysis of environmental contract administration activities, including client billings and maintenance functions, under limited supervision. Oversees and assists in the preparation, finalization and distribution of monthly client contract billings. Coordinates the accounts payable, payroll, labor and non-labor suspense cash receipts functions. Performs client contract maintenance, archiving and job transfers. Performs complex analyses of accounts receivable issues, unbilled accounts, work-in-progress activities, and accounts receivable suspense corrections. Reviews, maintains and analyzes subcontractor files and records. Participates in staffing, training and evaluation of the unit's employees. Confers with divisional and project management on contract administration topics. Maintains thorough knowledge of environmental principles and techniques of contract administration.

Labor Category

Regional Finance Manager

Education/Experience: Bachelors of Science degree in Accounting or Finance. Seven (7) to ten (10) years of financial experience in an architectural, engineering or service firm. Experience with invoicing requirements of state transportation agencies.

Description of Qualifications: Oversees the project accounting, client invoicing, collection, planning and analysis requirements of their region. Directly reports to the CFO with functional reporting relationships to their Regional Manager with support provided to Region Office Managers. Oversight responsibility for all client-invoicing for Region projects. Coordinate collection efforts with project managers and utilize corporate credit and collection manager as needed. Assist project managers in setting up contracts in Business Trak/CFMS to optimize project tracking, reporting and invoicing. Assist project managers in setting up certain designated projects in Suretrak or other scheduling software as required. Work with Regional and Office Managers to develop and implement training for project managers in use of Business Trak, Time Trak, CFMS online report writers and other VHB project management tools. Provide financial analysis to Regional and Office Managers including; monthly results to plan, backlog and staffing analysis; analysis of overhead spending; and capital investment analysis. Direct the financial aspects of the Region annual business planning process. Work with client audit staff in support of client project audits. Assist project managers in environmental proposal pricing as requested. Provide Managing Directors financial support for project reviews.

Labor Category

Regional Office Manager – Level 1

Education/Experience: Bachelors degree in Environmental, Engineering, Planning, Communications, Journalism, English or equivalent. Masters degree preferred. Eight (8) plus years of related experience.

Description of Qualifications: Develops, writes and produces proposals and reports of a highly complex nature and in compliance with stipulated clients' deadlines, costs and quality requirements. Work involves strategy formulation, copy development and materials production. May assist Manager II in the administration and control of the environmental and technical group. Writes, edits and reviews environmental qualification packages, Qualifications and Experience, responses to Request for Proposals, Summary of Qualifications, reports and correspondence, including development of document's outline, schedule and content. Manages/ coordinates efforts between internal technical staff and production staff and with external parties to ensure the production process meets specified deadlines. Develops and produces highly complex and competitive technical proposals and reports. Directs assignment of work and resource allocation. Maintains a current awareness of market place issues, competitors and clients affecting the firm. Manages the budgets, appraisal, development, salary recommendations and hiring/terminations actions and decisions for project and administrative staff. Monitors assignment of work and resource allocation. Conducts training of technical and support staff in understanding and applying best practices for proposal and presentation preparation. Assists technical staff in composing professional society abstracts, papers and presentations/conducts training.

Labor Category

Regional Office Manager - Level 2

Education/Experience: Bachelors degree in Environmental, Engineering, Planning, Communications, Journalism, English or equivalent. Masters degree preferred. Eight (8) plus years of related experience, including at least four (4) years of project management or supervisory experience.

Description of Qualifications: Manages corporate activities in direct support of project development efforts, including proposals and presentations, and participates in firm wide project development efforts. Writes, edits and reviews, environmental qualifications packages, Qualifications and Experience, responses to Request for Proposals, Summary of Qualifications, reports and correspondence, including the development of document's outline, schedule and content. Manages the coordination efforts between internal technical staff and production staff and external parties to ensure the production process meets specified deadlines. Develops and produces highly complex and competitive environmental and technical proposals and reports. Directs assignments of work and resource allocation. Maintains a current awareness of market place issues, competitors and clients affecting the firm. Manages the workflow, budgets, appraisal, development, salary recommendations and hiring/terminations actions and decisions for project and administrative staff. Coordinates other project activities, e.g. interviews, presentations, conferences, trade shows, etc. Conducts training of technical and support staff in understanding and applying best practices for environmental proposal and presentation preparation.

Labor Category

Regional Vice President

Education/Experience: Bachelors degree in Environmental, Engineering, Planning, Communications, Journalism, English or equivalent. Masters degree preferred. Eight (8) plus years of related experience, including at least four (4) years of project management or supervisory experience.

Description of Qualifications: Manages corporate activities in direct support of project development efforts, including proposals and presentations, and participates in firm wide project development efforts. Writes, edits and reviews, environmental qualifications packages, Qualifications and Experience, responses to Request for Proposals, Summary of Qualifications, reports and correspondence, including the development of document's outline, schedule and content. Manages the coordination efforts between internal technical staff and production staff and external parties to ensure the production process meets specified deadlines. Develops and produces highly complex and competitive technical proposals and reports. Directs assignments of work and resource allocation. Maintains a current awareness of market place issues, competitors and clients affecting the firm. Manages the workflow, budgets, appraisal, development, salary recommendations and hiring/terminations actions and decisions for project and administrative staff. Participates in firm wide project activities in support of corporate and practice area efforts. Coordinates other project activities, e.g. interviews, presentations, conferences, trade shows, etc. Conducts training of technical and support staff in understanding and applying best practices for environmental proposal and presentation preparation.

Labor Category

*Structural Engineer 2

Education/Experience: Bachelor's degree and one (1) to three (3) years relevant experience

Description of Qualifications: Performs routine work in applying standard techniques, procedures and criteria in specific situations, adjusting and correlating data, recognizing discrepancies in results and following operations through a sequence of related detailed engineering tasks. Close supervision provided on new technical undertakings or aspects of job; supervisor screens assignments and selects techniques and procedures to use on non-routine work. Exercises some judgment on details or work in making preliminary selections and adaptations of alternatives. May begin to assume minimum responsibility for direction of others.

Labor Category

*Structural Engineer 4

Education/Experience: Bachelor's degree and five (5) to seven (7) years relevant experience.

Description of Qualifications: Fully competent level in all conventional aspects of the subject matter or the functional area of the assignments. Work at this level requires sufficient professional experience to assure competence as a fully trained worker. Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures and criteria. Work requires a broad knowledge of precedents in specialty area and a good knowledge of principles/practices in related specialties. Devises new approaches to problems encountered and coordinates various technical aspects of work. Independently performs most assignments with technical/administrative instructions as to results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Acts as mentor for lower level employees. Certain positions may supervise the work of a few engineers, scientists, planners, landscape architects, technicians, draftsmen or other alternative positions may perform a purely technical role. Certain degree of project management responsibility depending on individual's capabilities and career path.

Labor Category

*Structural Engineer 5

Education/Experience: Bachelor's degree and seven (7) to ten (10) years relevant experience.

Description of Qualifications: Fully competent level applying intensive and diversified knowledge of engineering/scientific, planning, landscape architecture or principles and practices in broad areas of assignments and related fields. Requires the ability and expertise to use advanced techniques and the modification and extension of theories, precepts and practices of particular field of specialty resulting from progressive experience. Supervision and guidance provided largely on overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. Acts as mentor for lower level employees. Increasing budget, cost control and technical responsibility. In a supervisory capacity, plans, develops, coordinates and directs a large and important project or a number of small projects with many complex features refining project management skills; coordinates and reviews the work of a small staff, estimates manpower needs and schedules and assigns work to meet completion date. In an individual research capacity, performs complex or novel assignments requiring the development of new or improved techniques, procedures, processes, products, equipment and methods. In a staff specialist capacity, develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others; assesses the feasibility and soundness of proposed evaluation tests, products or equipment when necessary data are insufficient or confirmation by testing is advisable; usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment or a program function.

Labor Category

*Structural Engineer 6

Education/Experience: B.S. degree and ten (10) to thirteen (13) years relevant experience.

Description of Qualifications: Senior level having full technical responsibility for interpreting, organizing, executing, budgeting and coordinating complex assignments. Plans and develops projects concerned with unique or controversial problems which have an important effect on major VHB programs. Work involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches requiring extensive progressive experience. Maintains liaison with individuals and units within or outside organization with responsibility for acting independently on technical matters pertaining to specialty field. Recognized leader of technical and professional staff. Acts as mentor for lower level employees. In supervisory capacity plans, develops, coordinates and directs a number of large and important projects or a project of major scope and complexity; extent of responsibilities generally requires a few subordinate supervisors or team leaders; directs work of a staff of engineers, evaluates progress and results obtained and recommends major changes to achieve overall objectives. In individual research capacity, conceives, plans and conducts research in problem areas of considerable scope and complexity; problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches and sophisticated research techniques; may be assisted by other engineers. In staff specialist capacity, serves as the technical specialist in the application of advanced theories, concepts, principles and processes for an assigned responsibility area; keeps abreast of new methods and developments affecting VHB in order to recommend changes to current programs or new programs warranted by such developments; maybe assisted by other engineers.

Labor Category

*Structural Engineer 7

Education/Experience: Registration as Professional Engineer is a requirement. Bachelor's degree and twelve (12) to fifteen (15) years relevant experience.

Description of Qualifications: Level where decisions and recommendations are recognized as authoritative and have significant impact on extensive engineering activities. Level requirements are demonstrated creativity, foresight, and mature judgment in anticipating and solving significant and/or unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse engineering activities. Initiates and maintains extensive contacts with key officials of other organizations, requiring skill in persuasion and negotiation of critical issues. Proven record as mentor to lower levels. In supervisory capacity, responsible for an important segment of the engineering program of VHB which is involved in solving critical problems whose solution requires major technological advances and opens the way for extensive related development; extent of responsibilities generally requires several subordinate organizational segments or teams. As individual researcher/consultant, is a recognized leader and authority in VHB in a broad area of specialization or in a narrow but intensely specialized field; selects research problems to further VHB's objectives; conceives and plans investigations of broad areas of considerable novelty and importance for which precedents are lacking in areas critical to VHB's overall engineering program; consulted extensively by associates and others with a high degree of reliance placed on individual's interpretations and advice; typically contributes inventions new designs, or techniques which are regarded as major advances in the field.

Labor Category

*Structural Engineer 8

Education/Experience: Bachelor's degree required and fifteen plus (15+) years relevant experience.

Description of Qualifications: Level where decisions and recommendations have a far reaching impact on extensive engineering and related activities. Level requirements are demonstrated high level of creativity, foresight, and judgment in planning, organizing and guiding extensive programs and activities of outstanding novelty and/or importance. Negotiates critical and controversial issues with top level officers of other organizations. Proven record as mentor to lower levels. In a supervisory capacity, responsible for an important segment of a very extensive and highly diversified engineering planning or programs that are usually of such complexity that they are of critical importance to overall objectives; problems normally are of extraordinary difficulty that they resist solution and consist of several segments requiring subordinate supervisors; responsible for deciding the kind and extent of engineering planning or and related programs needed for accomplishing VHB's objectives, for selecting approaches, for planning and organizing facilities and programs and for interpreting results. In an individual researcher/consultant capacity, formulates and guides the attack on problems of exceptional difficulty and marked importance to VHB or the industry; problems are characterized by their lack of precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance; performs advisory and consulting work of VHB as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Labor Category

Survey Crew Chief

Education/Experience: High School Diploma, EIT Registration, Surveying & Engineering courses. Three (3) to five (5) years of directly related experience

Description of Qualifications: Manages the daily operations of the field crew during the data collection process. Accurately calculates and records field data. Reviews job specifications and prepares the best method of completing the fieldwork in an efficient and safe manner. Ensures that the field survey crew completes jobs in a efficient manner. Performs routine calculations and downloading of data collector. Trains junior staff in the daily operations and proper maintenance of surveying equipment. Perform research at Registry of Deeds.

Labor Category

Survey Instrument Operator

Education/Experience: High School Diploma required, some surveying courses preferred. One (1) to three (3) years of directly related experience

Description of Qualifications: Assist the Crew Chief with the daily operations of the survey crew and performs routine operations with surveying equipment. Responsible for operating the following equipment: transit, level, Theodolites, Total Stations, Data Collectors. Maintains and operates all instruments and measuring devices needed to complete survey projects. Performs routine calculations and down loading of data collectors. Trains junior staff in the proper operation and maintenance of surveying equipment.

Labor Category

Survey Project Manager

Education/Experience: Associates of Science degree in Surveying/Engineering, PLS Registration and ten (10) to (15) years of directly related experience.

Description of Qualifications: To fully oversee and supervise each survey project from start to finish. Prepare and monitor project schedule and budgets. Responsible for initiating and completing both the preliminary and final land surveys and ensuring that accuracy of surveys reflects the integrity of design and meets all requirements. Supervises the activities of survey crews. Prepares project estimates and proposals. Train new staff members.

Labor Category

Survey Technician

Education/Experience: Associates of Science degree in surveying and three (3) to (4) years of directly related experience

Description of Qualifications: Performs moderately complex duties in the execution of surveying projects. Responsible for operating the following equipment: transit, level, Theodolites, Total Stations, Data Collectors. Maintains and operates all instruments and measuring devices needed to complete survey projects. Performs routine calculations and down loading of data collectors. Trains junior staff in the proper operation and maintenance of surveying equipment.

Labor Category

Traffic Technician – Level 1

Education/Experience: High School Diploma or its equivalent. Up to three (3) years of related experience.

Description of Qualifications: Performs simple, routine tasks under close supervision or from detailed procedures. Work is reviewed in progress and on completion. Compiles traffic, engineering or scientific data from samples, tests, drawings, specification or field notes. Performs routine and established functions, such as proofreading or technical reports and specifications. Plots data and draws simple curves and graphs, either by hand or by using computer programs. Conducts simple or repetitive tests on environmental media. Makes simple measurements and observations; may make preliminary recommendations concerning the acceptance of materials or workmanship in clear-cut situations. Performs job-related errands. Makes copies of technical reports and plans. Performs arithmetic computations by substituting values in specified formulas or by entering data in computer spreadsheets.

Labor Category

Word Processor – Intermediate

Education/Experience: High School diploma or its equivalent and one (1) to three (3) years of related experience

Description of Qualifications: Performs routine and moderately complex word processing duties under general supervision. Lays out, inputs and edits data or prose for standard documents, e.g., technical documents, reports, tables, etc. Questions originator concerning missing information, improper formatting or discrepancies in instructions and corrects copy. Performs familiar, routine assignments following standard procedures. Uses knowledge of one or more advanced software functions in processing copy. Edits and reformats written or electronic drafts. Demonstrates familiarity with specialized, technical or scientific terminology. Familiarity with NEPA and Environmental regulations. Knowledge of technical and scientific terminology.

*** Labor categories will not perform any Construction, Architect, or Engineering work as defined in FAR part 2.1 and part 36. Planning and conceptualizing alternatives are a critical component of the analysis and documentation, for example NEPA work. These labor categories will be supporting the planning process for alternative development but would not be providing architectural or engineering services directly related to the design of buildings, structures, or real property.**

GSA HOURLY RATES

SIN	Labor Category	GSA Hourly Rate
SINs 899-1 & 899-7	Administrative Assistant - Level 2*	\$ 44.86
SINs 899-1 & 899-7	Administrative Assistant - Level 3*	\$ 53.25
SINs 899-1 & 899-7	Administrative Assistant - Senior Level 4	\$ 68.14
SINs 899-1 & 899-7	App Integration Intermediate	\$ 106.27
SINs 899-1 & 899-7	CADD Designer Entry	\$ 74.13
SINs 899-1 & 899-7	CADD Designer Senior	\$ 78.38
SINs 899-1 & 899-7	Civil Engineer - Level 3	\$ 76.96
SINs 899-1 & 899-7	Civil Engineer - Level 4	\$ 86.80
SINs 899-1 & 899-7	Civil Engineer - Level 5	\$ 106.02
SINs 899-1 & 899-7	Civil Engineer - Level 7	\$ 142.53
SINs 899-1 & 899-7	Civil Engineer - Level 8	\$ 168.05
SINs 899-1 & 899-7	GIS Manager	\$ 147.83
SINs 899-1 & 899-7	GIS Specialist Entry	\$ 64.58
SINs 899-1 & 899-7	GIS Specialist Senior	\$ 85.77
SINs 899-1 & 899-7	Graphic Artist Intermediate	\$ 51.98
SINs 899-1 & 899-7	Graphic Artist Lead	\$ 80.68
SINs 899-1 & 899-7	Graphics Manager	\$ 140.00
SINs 899-1 & 899-7	Information Technology Systems Manager	\$ 173.12
SINs 899-1 & 899-7	Environmental Engineer - Level 3	\$ 67.72
SINs 899-1 & 899-7	Environmental Engineer - Level 5	\$ 99.91
SINs 899-1 & 899-7	Environmental Engineer - Level 6	\$ 102.71
SINs 899-1 & 899-7	Environmental Engineer - Level 8	\$ 164.03
SINs 899-1 & 899-7	Environmental Scientist - Level 2	\$ 56.66
SINs 899-1 & 899-7	Environmental Scientist - Level 3	\$ 64.17

SIN	Labor Category	GSA Hourly Rate
SINs 899-1 & 899-7	Environmental Scientist - Level 4	\$ 78.45
SINs 899-1 & 899-7	Environmental Scientist - Level 5	\$ 91.81
SINs 899-1 & 899-7	Environmental Scientist - Level 6	\$ 109.89
SINs 899-1 & 899-7	Environmental Scientist - Level 7	\$ 131.52
SINs 899-1 & 899-7	Environmental Scientist - Level 8	\$ 152.14
SINs 899-1 & 899-7	Environmental Scientist - Level 9	\$ 176.82
SINs 899-1 & 899-7	Landscape Architect - Level 5	\$ 90.76
SINs 899-1 & 899-7	Landscape Architect - Level 6	\$ 115.38
SINs 899-1 & 899-7	Landscape Architect - Level 7	\$ 148.34
SINs 899-1 & 899-7	Landscape Architect - Level 8	\$ 184.07
SINs 899-1 & 899-7	Managing Director - Level 1	\$ 178.18
SINs 899-1 & 899-7	Planner - Level 5	\$ 83.97
SINs 899-1 & 899-7	Planner - Level 6	\$ 118.38
SINs 899-1 & 899-7	Planner - Level 7	\$ 143.53
SINs 899-1 & 899-7	Planner - Level 8	\$ 147.30
SINs 899-1 & 899-7	Planner - Level 9	\$ 153.71
SINs 899-1 & 899-7	Practice Area Leader	\$ 253.69
SINs 899-1 & 899-7	Regional Finance Coordinator - Senior	\$ 53.66
SINs 899-1 & 899-7	Regional Finance Manager	\$ 108.86
SINs 899-1 & 899-7	Regional Office Manager - Level 1	\$ 177.75
SINs 899-1 & 899-7	Regional Office Manager - Level 2	\$ 159.56
SINs 899-1 & 899-7	Regional Vice President	\$ 235.75
SINs 899-1 & 899-7	Structural Engineer - Level 2	\$ 72.04
SINs 899-1 & 899-7	Structural Engineer - Level 4	\$ 95.72
SINs 899-1 & 899-7	Structural Engineer - Level 5	\$ 94.49
SINs 899-1 & 899-7	Structural Engineer - Level 6	\$ 122.23
SINs 899-1 & 899-7	Structural Engineer - Level 7	\$ 139.29
SINs 899-1 & 899-7	Structural Engineer - Level 8	\$ 155.81

SIN	Labor Category	GSA Hourly Rate
SINs 899-1 & 899-7	Survey Crew Chief*	\$ 63.15
SINs 899-1 & 899-7	Survey Instrument Operator*	\$ 46.71
SINs 899-1 & 899-7	Survey Project Manager	\$ 86.61
SINs 899-1 & 899-7	Survey Technician	\$ 55.59
SINs 899-1 & 899-7	Traffic Technician - Level 1*	\$ 47.98
SINs 899-1 & 899-7	Word Processor – Intermediate*	\$ 59.83

* VHB has reviewed the Service Contract Act (SCA) requirements and wage determinations, cross referenced the functional responsibilities, and these six categories are exempt from SCA: Administrative Assistant - Level 2, Administrative Assistant - Level 3, Survey Crew Chief, Survey Instrument Operator, Traffic Technician - Level 1, and Word Processor – Intermediate. VHB verifies its proposed base rates and fringe benefit rates meet or exceed the SCA wage determination rates and fringe benefits for Suffolk County, where we expect to perform the majority of work under the contract. Should VHB establish and enter into a contract with a Federal Agency that requires us to tie our rates to SCA, then we agree to adjust our rates accordingly to that region. Should the minimum wage for that area be higher than those for Suffolk County (Wage Determination No.: 2005-2255, Revision No.: 12, Date: 06/15/2010), VHB will absorb the difference between our awarded GSA hourly rate and the SCA determination.

ATTACHMENT B
VANASSE HANGEN BRUSTLIN, INC.'S PLACES OF
PERFORMANCE – 21 EAST COAST OFFICES

CORPORATE HEADQUARTERS

Watertown, Massachusetts

101 Walnut Street

P.O. Box 9151

Watertown, Massachusetts 02471

CONNECTICUT

Middletown, Connecticut

54 Tuttle Place, Suite 110

Middletown, Connecticut 06457

FLORIDA

Orlando, Florida

225 East Robinson Street

Orlando, Florida 32801

University Park, Florida

8043 Cooper Creek Boulevard

University Park, Florida 34201

MARYLAND

Silver Spring, Maryland

8601 Georgia Ave., Suite 710

Silver Spring, Maryland 20910

MASSACHUSETTS

Boston, Massachusetts

99 High Street

Boston, Massachusetts 02111

Springfield, Massachusetts

One Federal Street

Springfield, Massachusetts 01105

Worcester, Massachusetts

Union Station, Suite 219

2 Washington Square

Worcester, Massachusetts 01604

NEW HAMPSHIRE

Bedford, New Hampshire

Kilton Road

Six Bedford Farms, Suite 607

Bedford, New Hampshire 03110

NEW JERSEY

Edison, New Jersey

110 Fieldcrest Avenue, Raritan Plaza 1

Edison, New Jersey 08837

NEW YORK

Albany, New York

115 Great Oaks Blvd., Suite 109

Albany, New York 12203

Hauppauge, New York

2150 Joshua's Path

Huntington Station, New York 11788

New York, New York

1040 Avenue of the Americas

24th Floor

New York, New York 10018

White Plains, New York

445 Hamilton Avenue

Suite 404

White Plains, New York 10601

NORTH CAROLINA

Raleigh, North Carolina

333 Fayetteville Street

Raleigh, North Carolina 27601

RHODE ISLAND

Providence, Rhode Island

10 Dorrance Street

Providence, Rhode Island 02903

VERMONT

North Ferrisburgh

7056 US Route 7

North Ferrisburgh, Vermont 05473

VIRGINIA

Richmond, Virginia

115 South 15th Street
Richmond, Virginia 23231

Vienna, Virginia

8300 Boone Blvd., Suite 400
Vienna, Virginia 22182

Virginia Beach, Virginia

One Columbus Center, Suite 1100
Virginia Beach, Virginia 23462

Williamsburg, Virginia

351 McLaws Circle, Suite 3
Williamsburg, Virginia 23185