



GSA FEDERAL SUPPLY SERVICES

ENVIRONMENTAL SERVICES CONTRACT NUMBER: GS-10F-0323U

http://williams creek.net/pages/experience_regulatory.htm

Period of Performance: August 7, 2008 - August 6, 2013

Products and Services

Williams Creek Consulting is a Small Business providing Environmental Planning Services to its clients for the purpose of determining the natural resources of a site and feasibility to utilize the natural resources within a sustainable site design. Williams Creek conducts natural resource assessments, endangered, threatened and rare species investigations, and National Environmental Policy Act (NEPA) checklists to provide clients with a thorough understanding of the site's features and effects on the development. Additionally, Williams Creek has a variety of scientists and engineers to identify sites for potential mitigation, design, and construction.

Williams Creek provides Geographic Information Services to its clients for the purpose of determining the land use planning within a watershed.

Point of Contact:

Neil Myers

Williams Creek Consulting

Babeca Building

919 North East Street

Indianapolis, IN 46202

Phone: 1+317.423.0690

Fax: 1+317.423.0696

Email: nmyers@williams creek.net

Customer Information

1. a. Awarded Special Item Numbers (SINs)

SIN	DESCRIPTION
899-1	Environmental Consulting Services
899-1RC	Environmental Consulting Services
899-7	Geographic Information Systems Services
899-7RC	Geographic Information Systems Services

The -RC following the SIN indicates that the SIN is available for State and local government use under the Disaster Recovery Purchasing provision.

b. Identification of the lowest priced model number and lowest unit price for each special item number awarded under 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

c. Labor Category Descriptions: 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. **Provided Below**

2. Maximum Order: \$5,000,000

3. Minimum Order: \$100

4. **Geographic Coverage (delivery area):** FOB Destination. Domestic delivery. The exact delivery time and location to be specified on individual task orders.

5. **Point(s) of Production (city, country, and state or foreign country):** Determined by individual task order based upon most relevant and available resources.

6. **Discount from list prices or statement of net price:** Prices shown herein are net (discount deducted).

7. **Quantity Discount:** Not Applicable.



- 8. *Prompt Payment Terms:* 1% - 20 days; Net 30 days.
- 9. *Acceptance of Government Purchase Card:*
 - a. Notification that government purchase cards are accepted below the micro-purchase threshold: Payment is accepted by purchase card in accordance with clause 552.232-77, Payment by Government Commercial Purchase Card (GCPC) (MAR 2000) (Alternate I – MAR 2000), for purchases up to the micro-purchase threshold.
 - b. Notification that government purchase cards are accepted or not accepted above the micro-purchase threshold: Payment is NOT accepted by GCPC for purchases over the micro-purchase threshold.
- 10. *Foreign Items:* Not Applicable
- 11. *Delivery*
 - a. *Time of delivery:* As negotiated between WCC and ordering activity.
 - b. *Expedited delivery:* Contact contractor.
 - c. *Overnight and 2-day delivery:* Contact contractor.
 - d. *Urgent requirements:* Contact contractor.
- 12. *FOB Point(s):* Not Applicable.
- 13. *Ordering*
 - a. *Ordering address:*
919 North East Street
Indianapolis, IN 46202
 - b. *Ordering procedures:* Ordering activities shall use the ordering procedures found in Federal Acquisition Regulation (FAR) 8.405-3 for supplies and services.
- 14. *Payment Address:*
919 North East Street
Indianapolis, IN 46202
- 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):* Contact contractor.
- 18. *Terms and conditions of rental, maintenance, and repair (if applicable):* Not Applicable.

- 19. *Terms and conditions of installation (if applicable):* Not Applicable.
- 20. *Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):* Not Applicable.
 - a. *Terms and conditions for any other services (if applicable):* Not Applicable.
- 21. *List of service and distribution points (if applicable):* 919 North East Street
Indianapolis, IN 46202
- 22. *List of participating dealers (if applicable):* Not Applicable.
- 23. *Preventative Maintenance (if applicable):* Not Applicable.
- 24. a. *Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):* Not Applicable.
 - b. *Section 508 compliance information is available at:* www.williams creek.net
- 25. *Data Universal Number System (DUNS) Number:* 114406916
- 26. *Notification regarding registration in Central Contractor Registration (CCR) database:* WCC is active in the System for Award Management (SAM). Cage Code: 3A1S0

Labor Categories

Williams Creek confirms that identified in the table below are the final offered labor categories and the hourly rates for which they are offered. All labor categories are offered to perform work under all offered SINs.

LABOR CATEGORY TITLE	GSA RATE
Principal	\$212
Associate Principal	\$162
Level V	\$112
Level IV	\$102
Level III	\$92
Level II	\$82
Level I	\$72



Williams Creek confirms that the final offered labor category descriptions are as follows:

Level I

Minimal Qualifications

- Baccalaureate or masters degree in engineering, geology, business administration, finance, biology or other related science degree
- 0-3 years of applicable experience

Typical Job Duties

- Performs limited portions of tasks associated with specialized field
- Performs tasks designed to develop professional work knowledge and abilities

Job Description

Performs limited portions of tasks under direction of senior or junior project manager in order to develop professional work knowledge and abilities in the following area(s) of their specific discipline:

- Scientists/Watershed Analysis
 - Conducts limited portions on GIS mapping and analysis manager
 - Conducts limited portions of aerial photograph interpretation
 - Conducts limited portions of storm routing and calculations
 - Conducts limited portions of grant and proposal writing (LARE and others)
- Scientist/Regulatory and Site Development Consulting
 - Natural resource investigations – performs limited portion of field work and collection of data
 - Federal 404 and State 401 water quality certification
 - Jurisdictional “Waters” determinations – assists junior project manager in field work and data collection
 - Wetland delineations – assists junior project manager in field work and preparation of portion of report
 - Permit preparation – assists junior project manager in preparation of 401/404 permits
 - Mitigation design – performs limited portion of development of plans and specifications
 - Monitoring and management – assists junior project manager on field work and preparation of report

- Rare, threatened and endangered species habitat identification – assists junior project manager on field work and reports report
- Tree Surveys– assists junior project manager on field work and preparation of summary report
- Engineering-Design
 - Development in the floodway and floodplain
 - Hydraulic and hydrologic modeling – assist with task to gather required data, run model, QA/QC of report
 - Base flood elevation determination – assist with task to gather required data, run model, QA/QC of report
 - Floodway delineation– assist with task to gather required data, run model, prepare report
 - Construction-in-a-floodway permitting– assist with scheduling of site visit with agencies, preparation of permit materials
 - Engineering-Design /Preparation of Construction Documents
 - Assist with analysis of site, preparation of grading plans for construction documents and specifications
 - Assist with analysis of site, conceptual design, coordination with owner, preparation of landscape design, and preparation of construction documents and specifications
 - Assist with analysis of site, preparation of utility design, preparation of construction documents and specifications
 - Assist with research and preparation of ordinance and permit submittals and meet with local authority
 - Assist with coordination with MEP firms on project site
 - CAD Operator/Graphics
 - Prepare site maps, geological cross sections, engineering plans and illustrations to meet project deadlines
 - Assist business development with graphics when required
 - Technical Support - Administration
 - Responsible to make edits and modification of reports per the request of senior and junior project managers
 - Responsible for input of data in accounting software to ensure proper accounts are being used per project method of billing, proper account for indirect charges, and assists in set-up/closeout of projects



Level II

Minimum Qualifications

- BS degree in engineering, geology, business administration, finance, biology or other related science degree
- Over 2-5 years of applicable experience

Typical Job Duties

- Performs limited portions of tasks associated with specialized field
- Performs tasks designed to develop professional work knowledge and abilities

Job Description

Performs limited portions of tasks under direction of senior or junior project manager in order to develop professional work knowledge and abilities in the following area(s) of their specific discipline:

- Scientist/Watershed Analysis
 - Conducts limited portions on GIS mapping and analysis manager
 - Conducts limited portions of aerial photograph interpretation
 - Conducts limited portions of storm routing and calculations
 - Conducts limited portions of grant and proposal writing (LARE and others)
- Scientist/Regulatory and Site Development Consulting
 - Natural resource investigations – performs limited portion of field work and collection of data
 - Federal 404 and State 401 water quality certification
 - Jurisdictional “Waters” determinations – assists junior project manager in field work and data collection
 - Wetland delineations – assists junior project manager in field work and preparation of portion of report
 - Permit preparation – assists junior project manager in preparation of 401/404 permits
 - Mitigation design – performs limited portion of development of plans and specifications
 - Monitoring and management – assists junior project manager on field work and preparation of report
 - Rare, threatened and endangered species habitat identification – assists junior project manager on field work and preparation of summary report
- Tree Surveys– assists junior project manager on field work and preparation of summary report
- Engineering-Design
 - Development in the floodway and floodplain
 - Hydraulic and hydrologic modeling – assist or complete task to gather required data, run model, QA/QC of report
 - Base flood elevation determination – assist or complete task to gather required data, run model, QA/QC of report
 - Floodway delineation– assist or complete task to required data, run model, prepare report
 - Construction-in-a-floodway permitting– conduct or assist with site visit with agencies, prepare permit materials
 - Engineering-Design /Preparation of Construction Documents
 - Assist with analysis of site, preparation of grading plans for construction documents and specifications
 - Assist with analysis of site, conceptual design, coordination with owner, preparation of landscape design, and preparation of construction documents and specifications
 - Assist with analysis of site, preparation of utility design, preparation of construction documents and specifications
 - Assist with research and preparation of ordinance and permit submittals and meet with local authority
 - Assist with coordination with MEP firms on project site
 - CAD Operator/Graphics
 - Prepare site maps, geological cross sections, engineering plans and illustrations to meet project deadlines
 - Assist business development with graphics when required
 - Technical Support - Administration
 - Responsible to make edits and modification of reports per the request of senior and junior project managers
 - Responsible for input of data in accounting software to ensure proper accounts are being used per project method of billing, proper account for indirect charges, and assists in set-up/closeout of projects



Level III

Minimum Qualifications

- BS, MS or doctorate degree in engineering, geology, business administration, finance, biology or other related science degree
- Over 3-8 years of applicable experience

Typical Job Duties

- Responsible for supervised management of project(s)-job costing, weekly reviews, development of scope of service, approval of invoices
- Junior Team leader on projects tasks – Independently performs most assignments with Senior Project manager and assists with providing daily supervision and direction of work to support staff; Level I-II scientists, Level I-II engineers, Level I-II landscape architects, CAD personnel, and administrative personnel
- Reports to Senior Project Manager progress of project tasks ensuring schedule is met

Job Description

Responsible for completions of tasks and supervision of the following types of projects with limited supervision of Senior Project Manager:

- Scientist/Watershed Analysis
 - GIS mapping and analysis.
 - Aerial photograph interpretation
 - Storm routing and calculations
 - Grant and proposal writing (LARE and others)
- Scientist/Regulatory and Site Development Consulting
 - Natural resource investigations – assignment of field work, order EDR database materials, QA/QC of written reports
 - Federal 404 and State 401 water quality certification
 - Jurisdictional “Waters” determinations – assign field work and meet with appropriate agencies onsite
 - Wetland delineations –complete field work and QA/QC of report
 - Permit preparation – complete and submit 401/404 permits
 - Mitigation design – participate in development of plans and specifications
 - Monitoring and management – Perform field work and prepare report
 - Rare, threatened and endangered species habitat identification – perform field work, write report
 - Tree Surveys– perform field work, write report

- Engineering-Design

- Development in the floodway and floodplain
 - Hydraulic and hydrologic modeling – assign to or complete task to gather required data, run model, QA/QC of report
 - Base flood elevation determination – assign or complete task to gather required data, run model, QA/QC of report
 - Floodway delineation– gather data, run model, prepare report
 - Construction-in-a-floodway permitting– conduct or assist with site visit with agencies, prepare permit materials
- Engineering-Design /Preparation of Construction Documents
 - Assist with analysis of site, preparation of grading plans for construction documents and specifications
 - Assist with analysis of site, conceptual design, coordination with owner, preparation of construction documents and specifications
 - Assist with analysis of site, preparation of utility design, preparation of construction documents and specifications
 - Assist with research and preparation of ordinance and permit submittals and meet with local authority
 - Assist with coordination with MEP firms on project site
- CAD Operator/Graphics
 - Assist with scheduling CAD/Graphic to prepare site maps, geological cross sections, engineering plans and illustrations to meet project deadlines
 - Assist with reviews or generated reports, maps, diagrams and exhibits, on related printing/plotting equipment to ensure requested edits have been completed accurately and to check quality of final deliverable
- Technical Support - Administration
 - Responsible to make edits and modification of reports per the request of senior and junior project managers
 - Responsible for input of data in accounting software to ensure proper accounts are being used per project method of billing, proper account for indirect charges, and assists in set-up/closeout of projects



Level IV

Minimum Qualifications

- BS, MS, or Doctorate degree in engineering, geology, business administration, finance, biology or other related science degree
- Over 5-10 years of applicable experience

Typical Job Duties

- Responsible for overall management of project(s)- job costing, weekly review of projects, development of scope of service, approval of invoices
- Team leader on projects – provides daily supervision and direction of work to junior project managers, Level I-III scientists, Level I-III engineers, Level I-III landscape architects, CAD/Graphics I-III, Administrative I-III personnel, schedules field work, QA/QC of client deliverables
- Reports to upper management progress of project ensuring timelines are met and within budget
- Meets with client on project progress and additional services

Job Description

Responsible for managing the following types of projects through the supervision and training of support staff:

- Scientist/Watershed Analysis
 - GIS mapping and analysis.
 - Aerial photograph interpretation
 - Storm routing and calculations
 - Grant and proposal writing (LARE and others)
- Scientist/Regulatory and Site Development Consulting
 - Natural resource investigations – assignment of field work, order EDR database materials, QA/QC of written reports
 - Federal 404 and State 401 water quality certification
 - Jurisdictional “Waters” determinations – assign field work and meet with appropriate agencies onsite
 - Wetland delineations – assign field work and QA/QC of report
 - Permit preparation – complete and submit 401/404 permits
 - Mitigation design – participate in development of plans and specifications
 - Monitoring and management – Perform field work and prepare report
 - Rare, threatened and endangered habitat identification – perform field work, write report
 - Tree Surveys– perform field work, write report

- Engineering-Design

- Development in the floodway and floodplain
 - Hydraulic and hydrologic modeling – assign task to gather
 - required data, run model, QA/QC of report
 - Base flood elevation determination – assign task to gather required data, run model, QA/QC of report
 - Floodway delineation– assign task to gather required data, run model, prepare report
 - Construction-in-a-floodway permitting– conduct site visit with agencies, prepare permit materials
- Preparation of Construction Documents
 - Analysis of site, preparation of grading plans for construction documents and specifications
 - Analysis of site, conceptual design, coordination with owner, preparation of landscape design, and preparation of construction documents and specifications
 - Analysis of site, preparation of utility design, preparation of construction documents and specifications
 - Research and preparation of ordinance and permit submittals and meet with local authority
 - Coordination with MEP firms on project site
- CAD Operator/Graphics
 - Scheduling CAD/Graphic to prepare site maps, geological cross sections, engineering plans and illustrations to meet project deadlines
 - Reviews generated reports, maps, diagrams and exhibits, on related printing/plotting equipment to ensure requested edits have been completed accurately and to check quality of final deliverable
 - Responsible for approving timesheets
- Technical Support - Administration
 - Schedules editing and modification of reports to ensure complete based on timeline
 - Reviews input of data in accounting software to ensure proper accounts are being used per project method of billing
 - Responsible for approving timesheets



Level V

Minimum Qualifications

- BS, MS, or doctorate degree in engineering, geology, business administration, finance, biology or other related science degree, landscape architecture, architecture, liberal arts, graphic design
- Over 10 years of applicable experience

Typical Job Duties

- Overall Management of day-to-day operations of company
- Oversees subordinates, supervisors, and team leaders
- Makes authoritative corporate decisions
- Negotiates critical issues with top level employees and other company officials
- Monitors the quality of the company's products and services and ensures maximum client and employee satisfaction
- Secures and protects the company's assets, including physical and information assets

Job Description

Managers of Watershed, Regulatory and Site Development Consulting, Engineering, Design, CAD/ Graphics, Administration and Business Development will be responsible for the following tasks:

- Implements general policies established by the Board of Directors; directs their administration and execution.
- Provides advice and recommendations to the President and committees about personnel needs, materials, supplies, equipment and services not provided in approved plans and/or budgets.
- Consistently ensures that the company is operated in accordance with all applicable local, state and federal laws.
- Ensures the highest standards for all client services.
- Works with subordinate department heads to schedule, supervise and direct the work of all employees.
- Properly manages all aspects of the company's activities to ensure and maintain the quality of products and services provided by the company.
- Establishes and approves workloads, work methods and performance standards.
- Convenes and presides over meetings with departmental managers; conducts all facility personnel meetings.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the company.

- Coordinate project deadlines, staffing and budgets.
- Provide design and management guidance to project teams.
- Coordinate workload and services with other corporate offices.
- Performs other duties as directed by the president or board of directors.



Associate Principal

Minimum Qualifications

- BS or MS degree in engineering, geology, business administration, finance, biology or other related science degree
- Over 10 years of applicable experience

Typical Job Duties

- Overall Management of day-to-day operations
- Oversees subordinates, supervisors, and team leaders
- Makes authoritative corporate decisions
- Negotiates critical issues with top level employees and other company officials
- Monitors the quality of the company's products and services and ensures maximum employee and client satisfaction.
- Secures and protects the company's assets, including physical and information assets.

Job Description

- Implements general policies established by the Board of Directors; directs their administration and execution.
- Provides advice and recommendations to the President and committees about personnel needs, materials, supplies, equipment and services not provided in approved plans and/or budgets.
- Consistently ensures the company operates in accordance with all applicable local, state and federal laws.
- Ensures the highest standards for all client services.
- Works with department heads to schedule, supervise and direct the work of all employees.
- Properly manages all aspects of the company's activities to ensure and maintain the quality of products and services provided by the company.
- Establishes and approves workloads, work methods and performance standards.
- Convenes and presides over meetings with departmental managers; conducts all facility personnel meetings.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the company.
- Coordinate project deadlines, staffing and budgets.
- Provide design and management guidance to project teams.
- Coordinate workload and services with other corporate offices.
- Performs other duties as directed by the president or board of directors.

Principal

Minimum Qualifications

- BS or MS degree in engineering, geology, business administration, biology, or other related science
- Over 10 years of applicable experience

Typical Job Duties

- Overall Management of day-to-day operations of company
- Oversees subordinates, supervisors, and team leaders
- Makes authoritative corporate decisions
- Negotiates critical issues with top level employees and other company officials

Job Description

- Performs executive level analysis and assessment to resolve engineering, natural resource assessment, water quality and waste related problems.
- Conducts and facilitates sessions for environmental assessments, program development, cost analysis, performance improvement, mission and vision analysis, and the development of management strategy
- Provides leadership and policy direction and knowledge of the concepts for sustainable site engineering and natural resource consulting services.
- Plans, budgets, and implements commercial techniques applicable to sustainable site engineering consulting services, natural resource consulting services, watershed management consulting services, and water quality monitoring services.
- Negotiates with internal and external parties regarding changing program priorities and directions in order to develop a consensus and support of strategic plan implementation.