

**GSA Federal Acquisition Services
Authorized Federal Supply Schedule Price List v. II**

PLANNING RESOURCES INC.



Contract Information

Schedule for

Professional Services Schedule

00CORP - SIN: 899 1 and 899 1RC

F999

Contract Number: GS10F0343Y

Contract Period: 08 June 2012 - 07 June 2017

Contractor: Planning Resources Inc.
402 West Liberty Drive
Wheaton, IL 60187

Phone: 630.668.3788
Fax: 630.668.4125

Web: www.planres.com

Email: jgraham@planres.com
Contact: Jennifer Graham

Contract Administrator: Jennifer Graham

Business Size: Small
DUNS: 103328290
CAGE: 5AVX5

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

Contract Information



Company Information

Planning Resources Inc. is a qualified, small business consulting firm specializing in sustainable:

- Ecology (natural resources)
- Landscape architecture and
- Environmental based regional planning

Located in Wheaton, Illinois, the firm has been in business for decades and is dedicated to developing environmentally responsible planning and infrastructure for local, state and federal clients throughout the country. PRI is Illinois Department of Transportation (IDOT) pre-qualified in environmental studies and can satisfy your small business set-aside.

PRI specializes in providing the following professional services to our Federal, clients:

- Natural Resource Planning/Management & Restoration
 - Wetland Delineation/Planning
 - Mitigation Design/Monitoring
 - Natural Area Assessment and Mapping
 - Environmental Impact Assessment
 - Naturalized Stormwater Basins
 - Streambank Stabilization Design
 - Threatened/Endangered Species Surveys
 - Wildlife Habitat Analysis
 - Water Quality Assessment
 - Interpretive Signage
 - NPDES Compliance
 - Erosion Control
 - Arboriculture Services
 - Environmental Permitting
 - Green Infrastructure Design/Monitoring
-
- Site Planning & Design
 - Landscape Architecture
 - Healthcare Design using Evidence-Based Design Principles
 - Comprehensive Land Use Plans
 - Sustainable Planning/LEED Certification
 - Public Involvement
 - Plan Review
 - Contract Administration/Construction Observation

Company Information



Project Examples

Project: **Indiana National Guard, Integrated Natural Resources Management Plan (INRMP), Edinburgh, Indiana**

Project Description: PRI led the team in revising the INRMP for Camp Atterbury Joint Maneuver Training Center (CAJMTC). Their goal was to achieve sustainability of desired military training area conditions while maintaining ecosystem viability. Revised INRMP will ensure natural resources conservation measures are integrated and consistent with federal stewardship requirements.

- Services:**
- Forestry/timber management with Certified Forester
 - Grassland management
 - Watershed management
 - Wetland management
 - Fish and wildlife management
 - Threatened and endangered species management
 - Wildland and prescribed fire management
 - Invasive species management
 - Soil stabilization/erosion control
 - Geographic Information Systems (GIS)

Project: **ACOE, Joliet Training Area (JTA), Elwood, Illinois**

Project Description: PRI was the lead firm in assisting the ACOE in Louisville, KY with a Forest Management Plan and Vegetation Survey for the 88th Regional Support Command in Will County, Illinois. Our work included a forest management plan that will be used to maintain a diverse and healthy ecosystem which supports their mission requirements.

- Services:**
- Oak savanna management/restoration
 - Vegetation survey
 - Forest survey
 - Forest management plan



Project Examples

Project: Facility Healing Garden Master Plan for DOVA Danville, Illinois Project # 550-09-129

Project Description: The master plan incorporates healing gardens at the Danville Campus and four community based outpatient clinics (CBOC) that include: Decatur, IL; Springfield, IL; Mattoon, IL; and Lafayette, IN. Future potential garden locations throughout the Danville campus and CBOCs will be considered.

Services:

- Inventory and Analysis
- Master Plan
- Evidence-based Design
- Construction Documents
- Technical Specifications

Project: Fermi Lab Wetland Delineation, Batavia, Illinois

Project Description: PRI lead the wetland delineation project team on the 700+ acre site in Batavia. We identified wetland boundaries, assessed floristic inventory of wetland areas and gathered extensive data documenting vegetation, hydrology, soil conditions, surveyed wetland boundaries using GPS technology and prepared a detailed report of the project findings.

Services:

- Wetland Delineation
- Technical Wetland Report Writing
- Soil, Hydrology and Vegetation Sampling
- Floristic Inventory

Project: Hopedale Medical Complex, Hopedale, Illinois

Project Description: PRI worked with HMC and SPACE Architects to develop a comprehensive and sustainable approach for the facility's expansion and renovation of its campus. HMC is aiming to attain LEED Silver Certification by the United States Green Building Council. PRI developed the site plan and community connections to the campus from the Hopedale Town Center.

Services:

- Site Evaluation & Assessment
- Master Planning
- Technical Specifications
- Public Facilitation
- Construction Documents



Labor Category Descriptions

Principal in Charge/
Managing Principal

Bachelor or Masters Degree with 15+ years of relevant experience including 10+ years in management. Develops and maintains client relationships and is responsible for monitoring and control of firm wide operations. Individuals under this category are skilled in practical knowledge of facilitation, mediation, public involvement, community relations, communications, and environmental planning methods and techniques. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems, and is responsible for interfacing with customer management and technical personnel. Highest company line management level. Plans, supervises, manages and may participate technically in all projects within the company. Supervises multiple project managers. Has authority for unsupervised technical and financial decisions and actions. Principal also responsible for all quality control measures. reviewing all work content, accuracy and work products. Is responsible to all clients for timely delivery of services and work products and for meeting contractual budget commitments. Assures availability of staffing to complete work and reviews project status with management staff. Approves all marketing ventures and proposal efforts. Signs all proposals, negotiates all terms, conditions and scope of services and is responsible for all items listed under Project Director.

Project Director/
Director of
Environmental
Studies

Bachelors Degree with 10+ years of relevant experience or a Masters Degree with 8 years relevant experience including management experience. Identifies, assesses and resolves problems concerning the project and environment. This category involves all aspects of daily project management and performance. Prepares reports, delivers presentations, and participates in meetings. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs the completion of tasks within estimated time frames and budget constraints. Plans, directs, coordinates, and controls administrative and technical activities for the project. Supervises and trains staff in accomplishing assigned duties. Anticipates problems and facilitates solutions. Reviews and signs all invoices and is responsible for Assistant Director's and Project Manager's work and all items listed under their labor category. Makes technical judgments and provides advice on resolving technical problems. This labor category provides training to internal and external personnel and clients in the areas of sustainable environmental practices, wetlands regulation and permitting, NEPA, environmental management systems and others.

Assistant Director
of Environmental
Studies

Bachelors Degree with 8 years of relevant experience or a Masters Degree with 5 years of relevant experience including management experience. Works with Principals and Project Director to establish technical scope of services. Understands contract terms, takes responsibility for final work products under management, reports on a regular basis to Project Director or Principal regarding ongoing technical work and is responsible for all items listed under the Planning/Environmental Specialist role. The Project Manager is responsible for delivery of all products and services under their management as per contract schedule and understands and communicates schedule and deadlines to project team. Secures agreement among project staff with respect to internal and external scheduling deadlines. Communicates with clients on an as needed basis to advise of project status and follows up with client to assure delivery of work product. At the same time is proactive and advises Project Director and Principal of scheduling conflicts or potential issues. Works to meet project deadlines and regularly evaluates contract scope versus budget remaining and advises on how best to proceed to minimize environmental damage and negative financial impact. Ensures projects are completed on time and within budget and provides any training to internal/external clientele .



Labor Category Descriptions

<p>Project Ecologist</p>	<p>Bachelors Degree with to 1 year of relevant experience or a Masters Degree with 2 years of relevant experience. Carries out technical support work on individual tasks with minimal supervision; and understands assignment and work relationship with others on the project team. Asks appropriate questions and communicates with Project Manager. Follows through with project assignments and provides adequate support documentation for work completed. This labor category communicates clearly and accurately in verbal and written form. Clearly understands internal and external deadlines and advises supervisor early of complications. Works extra to meet agreed deadlines and is aware of budget for all work assigned. This person adheres to budget as agreed with Project Manager and advises Project Manager at earliest opportunity if budget is overrun. Works extra to stay within limits of agreed budget. Communicates effectively with team members with respect to approach, content, methodology, format and status of work assigned. Prepares monthly progress reports, submits reports in timely fashion to facilitate billing and reviews invoices. Identifies new business opportunities in conjunction with ongoing work.</p>
<p>Assistant Director of Landscape Architecture</p>	<p>Bachelors Degree with 8 years of relevant experience or a Masters Degree with 5 years of relevant experience including management experience. Works with Principals and Project Director to establish technical scope of services. Understands contract terms, takes responsibility for final work products under management, reports on a regular basis to Principal regarding ongoing technical work and is responsible for all items listed under the Project Designer's role. The Project Manager is responsible for delivery of all products and services under their management as per contract schedule and understands and communicates schedule and deadlines to project team. Secures agreement among project staff with respect to internal and external scheduling deadlines. Communicates with clients on an as needed basis to advise of project status and follows up with client to assure delivery of work product. At the same time is proactive and advises Principal of scheduling conflicts or potential issues. Works to meet project deadlines and regularly evaluates contract scope versus budget remaining and advises on how best to proceed to minimize environmental damage and negative financial impact. Ensures projects are completed on time and within budget.</p>
<p>Project Manager</p>	<p>Bachelors Degree with 5 years of relevant experience or a Masters Degree with 3 years of relevant experience including management experience. Works with Principals and Project Director to establish technical scope of services. Understands contract terms, takes responsibility for final work products under management, reports on a regular basis to Project Director or Principal regarding ongoing technical work and is responsible for all items listed under the Planning/Environmental Specialist role. The Project Manager is responsible for delivery of all products and services under their management as per contract schedule and understands and communicates schedule and deadlines to project team. Secures agreement among project staff with respect to internal and external scheduling deadlines. Communicates with clients on an as needed basis to advise of project status and follows up with client to assure delivery of work product. At the same time is proactive and advises Project Director and Principal of scheduling conflicts or potential issues. Works to meet project deadlines and regularly evaluates contract scope versus budget remaining and advises on how best to proceed to minimize environmental damage and negative financial impact. Ensures projects are completed on time and within budget.</p>



Labor Category Descriptions

<p>Landscape Architect/Arborist</p>	<p>Bachelor Degree with 1 year relevant experience or Masters Degree with 2 years relevant experience. Manages environmental analysis projects that involve complex mix of natural lands and built facilities for users or visitors. Includes evaluating sites for sustainable development characteristics, pedestrian environment, and capacity to support required programs or facilities. Leads visual analysis and evaluates scenic condition of the site, using GIS and CADD.</p>
<p>Project Designer/CAD Specialist/ Design Specialist</p>	<p>Bachelor Degree with 1 year experience or Associate Degree or Program Certificate with 5 years experience. Uses proficient skills in CAD and GIS to provide full range of high quality and technically accurate drawings, maps, reports, proposals, and presentation materials.</p>
<p>Senior Planner</p>	<p>Bachelors Degree with 6 years of relevant experience or a Masters Degree with 4 years of relevant experience including management experience. Under general direction, performs responsible, complex professional planning activities involving advanced planning and special projects; and performs related work assigned. Oversees complex, sensitive projects in advance planning, environmental planning and capital improvement planning. Assignments may include directing the work of lower-level staff members. Plans, administers and coordinates multiple, complex advance/special projects; organizes and employs resources to achieve project objectives; prepares and monitors project budgets. Organizes and administers research studies, conducts analyses and prepares reports/ recommendations regarding land use, infrastructure improvement, environmental requirements and other matters; analyzes planning issues and determines project schedules and priorities. Serves as primary City liaison with multiple state, regional and local boards and committees and prepares reports and other input for these bodies; prepares and makes presentations to decision-makers and the public; researches and responds to officials' requests for information. Processes federal, state and local permits for the City's capital improvement plan projects. Oversees the work of consultants; drafts requests for proposals or qualifications; prepares consulting agreements; monitors consultant contracts and project budgets. This labor category communicates clearly and accurately in verbal and written form. Clearly understands internal and external deadlines and is proactive. Works extra to meet agreed deadlines and is aware of budget for all work assigned. Identifies new business opportunities in conjunction with ongoing work.</p>
<p>Utility Vehicle - 4 Wheel Drive</p>	<p>The four wheel drive all terrain utility vehicle is an ATV, quad, or bike that is designed to handle a wider variety of ground than most other vehicles. This will be utilized to cover vast portions of land in an effort to speed our processes up and prove the best services possible to the GSA.</p>



Terms & Conditions

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 899 1, and 899 1RC
- 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 site the areas to which the prices apply.
- 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.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic only
5. Point(s) of production (city, county, and state or foreign country):
402 W. Liberty Drive Wheaton, IL 60187
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.
7. Quantity discounts: Planning Resources Inc. will provide an additional quantity discount of two (2) percent for all orders exceeding the Simplified Acquisition Threshold.
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000



Terms & Conditions Continued

- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 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 list that have expedited delivery: Contact Contractor
- 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: Contact Contractor
- 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: Contact Contractor
- 12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 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): Same as company address
- 15. Warranty provision: Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable): N/A
- 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): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A



Terms & Conditions Continued

21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 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/.
25. Data Universal Numbering System (DUNS) number: 10-3328290
26. Notification regarding registration System for Award Management (SAM): Active Registered.
- 27a. Final Pricing – Labor Categories
28. Quantity Discount: Planning Resources Inc. will provide an additional quantity discount of two (2) percent for all orders exceeding the Simplified Acquisition Threshold.
29. Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



Hourly Rates

Awarded Hourly Rates for Professional Services Schedule	
Labor Category	Rate
Managing Principal	\$ 131.94
Project Director / Director of Environmental Studies	\$ 112.39
Assistant Director of Environmental Sales	\$ 97.73
Project Ecologist	\$ 67.44
Assistant Director of Landscape Architecture	\$ 95.78
Project Manager	\$ 80.14
Senior Planner	\$ 87.96
Landscape Architect/Arborist	\$ 90.92
Project Designer/CAD/ Design Specialist	\$ 63.53
Support Product (ODC's)	
4-wheel Utility Vehicle	\$177.73

GSA Awarded Hourly Rates