

CULTURAL RESOURCES SERVICES

**GSA Environmental Services Contract GS10F0424Y
SIN 899-1 and 899-1RC**

Contractor: Hartgen Archeological Associates, Inc.
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Contract Period: 16 August 2012 – 15 August 2017

Geographic Coverage: Domestic only

Business Size: Small Business

Order size: \$100.00 to \$1,000,000.00

Quantity discounts: 5% off all task orders at or above the Simplified Acquisition Threshold (\$150,000)

CAGE Code: 0T9J3

DUNS number: 122746563

Purchase cards: Accepted up to the micro-purchase threshold of \$3,000.00

PRICE LIST

SIN(s) Proposed	Labor Category	Minimum Education	Minimum Years of Experience	Price Offered to GSA (including IFF)
899-1	Principal-in-charge	Masters	15	\$ 119.02
899-1	Principal Investigator	Masters	10	\$ 78.98
899-1	Project Director	Bachelors	5	\$ 70.87
899-1	Architectural Historian	Bachelors	10	\$ 70.87
899-1	Architectural Hist. Asst.	Bachelors	2	\$ 40.36
899-1	Cartographer/GIS Analyst**	Bachelors	5	\$ 64.12
899-1	Research Associate**	Bachelors	2	\$ 48.59
899-1	Laboratory Director	Masters	5	\$ 52.63
899-1	Laboratory Archeologist**	Bachelors	2	\$ 48.59
899-1	Field Director**	Bachelors	3	\$ 60.19
899-1	Crew Chief**	Bachelors	2	\$ 48.59
899-1	Field Archeologist**	Bachelors	0	\$ 43.43
899-1	Copy Clerk**	Bachelors	1	\$ 40.36
899-1	Field Mobilization Asst**	High School	0	\$ 30.66
899-1	Geomorphologist	Masters	10	\$ 100.76
899-1	HABS/HAER Photographer	High School	10	\$ 47.86

SERVICE CONTRACT ACT (SCA) ELIGIBLE LABOR CATEGORIES

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Cartographer/GIS Analyst	30030 Cartographic Technician	052367
Research Associate	30022 Archeological Technician II	052367
Laboratory Archeologist	30022 Archeological Technician II	052367
Field Director	30023 Archeological Technician III	052367
Crew Chief	30022 Archeological Technician II	052367
Field Archeologist	30021 Archeological Technician I	052367
Copy Clerk	01111 General Clerk I	052367
Field Mobilization Asst	11030 Cleaner, Vehicles	052367

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

GSA Title/ Labor category	Minimum Education	Minimum Years of Experience	Functional Responsibility
Principal-in-charge	M.A.	15	The Principal-in-charge (PR) serves as the senior cultural resource manager for the firm. The PR serves as the Principal Investigator for selected projects, maintains oversight of other Principal Investigators, monitors regulatory changes affecting cultural resources, and assists clients in understanding the compliance process and the services Hartgen provides.
Principal Investigator	M.A.	10	The Principal Investigator (PI) oversees progress on his/her projects and works with the Project Director to ensure adherence to scope, schedule, and budget, and the validity of analytical methods and interpretations. The PI is responsible for quality control of all deliverables. The PI participates in authoring research designs, planning documents, reports, and proposals. The PI participates in consultations with clients, review agencies, tribal representatives, and other interested parties.
Project Director	B.A.	5	The Project Director (PD) provides administrative and technical project oversight. Under the supervision of the PI, the PD implements the research design/scope of work; oversees fieldwork, analysis, research, and report writing; drafts proposals; and is often the primary point of contact for the client. The PD is responsible for implementing field quality assurance/quality control measures.
Field Director	B.A.	3	The Field Director (FD) assists the PD/PI in conducting the field study. Responsibilities include logistics (e.g. landowner coordination, utility locators, etc.), reviewing field forms, directing field staff, mapping test locations and finds, photographing fieldwork, preparing bag lists, and coordinating activities of multiple archaeological field crews. The FD may also perform archeological monitoring. The FD may participate in writing about the field methodology and results.
Crew Chief	B.A.	2	For projects with multiple crews operating concurrently, each crew is supervised by a Crew Chief (CC). The CC is the lead archeological technician and is responsible for directing Field Technicians in the absence of senior personnel. The CC assists the FD in reviewing field forms, mapping test locations and finds, photographing fieldwork, and preparing bag lists. The CC may also perform archeological monitoring. For many projects, no CC is assigned.
Field Archeologist	B.A.	0	The Field Archeologist (FA) participates in all phases of archeological investigation, including surveys, site evaluations, and data retrievals. Responsibilities include performing systematic surface inspections, shovel testing, unit excavation, recording field data, producing scaled drawings of excavations and features, and mapping test locations and finds.
Architectural Historian	B.A./B.S.	10	The Architectural Historian (AH) is responsible for identifying, inventorying, and assessing architectural resources; preparing Historic American Buildings Survey or Historic American Engineering Record (HABS/HAER) documentation packages; evaluating the eligibility and drafting nominations for listing in the National Register of Historic Places (NRHP) for architectural resources. Tasks include research, fieldwork, writing, and architectural drafting. The AH oversees the work of the Architectural Historian Assistant and coordinates with the PI/PD when projects entail archeological investigation. The AH consults with clients and review agencies.

GSA Title/ Labor category	Minimum Education	Minimum Years of Experience	Functional Responsibility
Architectural Historian Assistant	B.A.	2	The Architectural Historian Assistant (AHA) supports the Senior Architectural Historian during field survey, report writing, and the completion of inventory forms. The AHA's responsibilities include taking notes, organizing digital photos, preparing tabular summaries of surveyed structures for use in report, and inputting preliminary information into structure inventory forms.
Cartographer/GIS Analyst	B.A./B.S.	5	The Cartographer/GIS Analyst (CGA) provides technical services to support archaeological, architectural, and historical studies. The CGA's responsibilities include assisting with field mapping; using CAD and GIS software to produce maps and graphics for inclusion in reports, and to support the PI/PD in performing geospatial analyses.
Laboratory Director	M.A.	5	The Laboratory Director (LD) is responsible for the preparation of artifact inventories and collections management. The LD supervises all staff members assigned to laboratory duties; performs artifact identification, database management; manages the lab facility; oversees the lab portion of project budgets; coordinates the transfer of collections to long-term repositories; and supports the PI/PD in site analysis. The LD periodically updates Hartgen's laboratory procedures. The LD is responsible for ensuring that quality assurance protocols are followed and for maintaining quality control of artifact catalogs and collections management.
Laboratory Archeologist	B.A./B.S.	2	The Laboratory Archeologist (LA) supports the LD in performing tasks associated with artifact processing, sorting, cataloging, temporary storage, and curation.
Research Associate	B.A.	2	The Research Associate examines and compiles relevant information from state and national register files, archeological site files, building inventory files, archeological reports, maps and aerial photos, deeds, censuses, tax lists, directories and other historic documents. The Researcher may also contribute to report authorship.
Copy Clerk	B.A.	1	The Copy Clerk produces copies of reports, prepares letters of transmittal, and distributes copies as instructed by the client.
Field Mobilization Assistant	High school diploma	0	The Field Mobilization Assistant supports the PI/PD in preparing for fieldwork by readying the field equipment and field vehicles for departure.
Geomorphologist	M.A.	10	The Geomorphologist is a professional geologist with a background in surficial geology and soil science. The Geomorphologist assists the PI and PD in developing field strategies, participates in field investigations, and helps to place archeological data in the context of a changing physical environment. The Geomorphologist assists in writing reports.
HABS/HAER Photographer	High school diploma	10	The Photographer (PH) produces high quality, large-format print and digital images primarily for use in HABS/HAER documentation packages. The PH rectifies images for use in photogrammetry and prepares archival prints as needed.