

DYNAMIC SOLUTIONS, LLC

GSA SCHEDULE

SIN 899-1: Environmental Planning Services & Documentation

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1.0 ORDERING INSTRUCTIONS

Contractor: **Dynamic Solutions, LLC**
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Schedule for: Environmental Services Federal Supply Group: 899
Awarded Special Item Numbers (SIN)s: 899-1

Contract Number: GS-10F-0527N

Contract Period: August 8, 2013 through August 7, 2023

Business Size: Economically Disadvantaged Woman Owned Small Business (EDWOSB)

Maximum Order: \$1,000,000

Payment Terms: Net 30 Days

2.0 COMPANY OVERVIEW

Founded in 1996, Dynamic Solutions, LLC is a certified economically disadvantaged woman owned small business (EDWOSB) providing professional services in water resources engineering and modeling, and environmental science to federal agencies. Dynamic Solutions is registered with the Small Business Administration (SBA) as an EDWOSB, a Federal Contract program that authorizes contracting officers to restrict competition (or set aside) certain requirements for competition solely amongst woman-owned or economically disadvantaged woman-owned small businesses.

Dynamic Solutions specialize in multidimensional hydrodynamic, sediment transport, water quality, and watershed modeling. We offer a range of water resource engineering, computer modeling, environmental, scientific, and data management services needed for resolving complex water resource problems. Headquartered in Knoxville, TN, we maintain a strong representation in the disciplines of civil, hydrologic/hydraulic, coastal and environmental engineering; hydrologic, hydraulic, hydrodynamic, sediment transport and water quality modeling; data management and statistics; geographic information systems (GIS), and computer programming.

Dynamic Solutions specializes in development of innovative applications of 3-dimensional c, hydrodynamic, sediment transport, water quality computer models, and linked watershed hydrodynamic and water quality models. In addition to excellent technical engineering and numerical modeling credentials, Dynamic Solutions' staff has a thorough understanding of applicable environmental regulations, data collection and processing methods, and database/software development methods. In addition, we are experience in using geographic information systems (including ESRI ArcGIS) as the integration platform for watershed and environmental assessments.

Our staff have managed, planned, and conducted water resource studies in rivers, streams, lakes, reservoirs, estuary and coastal environments across the USA, Nova Scotia, Jamaica, and Southeast Asia. Dynamic Solutions has designed focused hydrologic and hydraulic data collection and monitoring programs, developed protocols for properly performing field studies, and performed terrestrial and aquatic investigations to provide defensible data for federal, state, and local government agencies as well as private industrial and legal firms. Several recent projects have focused on modeling of physical aquatic habitat to determine optimal river operating conditions with regard to factors such as temperature, velocity, salinity, and water quality issues in promoting conditions favorable to specific species needs. We also conduct river bathymetric and velocity profile studies using Acoustic Doppler Current Profiler (ADCP) equipment to improve calibration of hydrodynamic models.

Dynamic Solutions strives to exceed client expectations and deliver results on schedule and within budget. This is accomplished by combining our experienced senior-level scientists/engineers with state-of-the science computer modeling and data analysis tools. We apply existing models when appropriate yet have the capability to develop new modeling tools when that approach offers a more cost effective, informative, and scientifically defensible solution. Our staff members have an average of over 25 years of experience in their respective fields of expertise and a commitment to advancing the scientific and engineering practices used in water resources management and numerical modeling studies.

Dynamic Solutions has developed specialized experience in the following key technical areas:

- Hydrodynamic studies including modeling of estuaries, rivers, lakes, reservoirs and coastal environments using EFDC, CH3D, TABS, ADCIRC, ADH.
- Sediment transport studies INCLUDING modeling of rivers, lakes, reservoirs, estuaries and coastal environments using EFDC, TABS, HEC-6, GSTARS, AGNPS.

- Water quality modeling using EFDC, WASP 7.3, QUAL2E, CE-QUAL-W2, CORMIX, and CE-QUAL-RIV.
- Watershed Hydrologic and water Quality studies including modeling using HSPF (BASINS), HEC-1, HEC-HMS, TR20, SWMM, ICPR, and AGNPS.
- Hydraulic studies and modeling using HEC-2, HEC-RAS, UNET, FESWMS.
- Coastal and inland hydrologic and hydraulic data collection and analysis including USACE Sediment flume (Sedflume) and Acoustic Doppler Current Profiler (ADCP) studies, wave, water level and current measurements, shoreline surveys, instrument deployment and discharge measurements.
- Navigation studies.
- Comprehensive watershed management plan development.
- Statistical analysis and information management.
- GIS development using ESRI ArcGIS.
- Computer programming.
- NPDES analysis and support.
- Database design and development.
- Environmental services
- Operational Readiness Reviews/Readiness Assessments

2.1 Hydrodynamic, Hydraulic, Sediment Transport And Water Quality Modeling Experience

Careful selection and development, of a credible modeling framework can allow quantitative analyses of historical data, assessment of existing conditions, and evaluations of the potential future impacts of alternative sediment and water quality management strategies. A well designed hydrodynamic model is integral in the development of a sediment transport model and part of comprehensive plan for identifying appropriate sediment management strategies. Consequently, selection of a modeling code is a key component of the development of a modeling framework.

Our goal is to select (or develop) the appropriate model for the job and to provide a project team that is highly capable of addressing the technical needs of our client. The professionals at Dynamic Solutions, LLC are intimately familiar with coastal and estuarine hydrodynamics, river hydraulics, and water quality modeling. We have performed both formal and informal reviews of existing hydrodynamic, sediment transport and water quality modeling codes for USEPA and the U.S. Army Corps of Engineers.

Our current hydrodynamic and sediment transport modeling capability is based on EFDC, CH3D, ADCIRC, TABS, and ADH. We are national leaders in the use and application of the EFDC model. The EFDC modeling code comprises a general purpose surface water modeling system for flow, transport, and temperature prediction, and biogeochemical processes modeling of lakes, rivers, estuaries, reservoirs, wetlands and near shore to shelf scale coastal systems. The model also includes built in water quality, eutrophication and toxic contaminant and sediment transport and fate simulation modules. The EFDC model is the only currently available public domain modeling systems that incorporates fully linked, user transparent hydrodynamics, sediment transport, water quality and sediment diagenesis simulation capabilities.

Dynamic Solutions has continued to advance the state-of-the-science by enhancing the capabilities of the EFDC code and use of pre/post processing tools (i.e., EFDC_Explorer). The EFDC_Explorer computer tool was licensed to the USEPA in 2002 and is available to the public.

2.2 Models Dynamic Solutions has Applied

- ✓ ADCIRC
- ✓ ADH
- ✓ ADICPR
- ✓ AGNPS
- ✓ BOUSS-2D
- ✓ CE-QUAL-RIV
- ✓ CE-QUAL-W2
- ✓ CGWAVE
- ✓ CH3D
- ✓ CMSFlow
- ✓ CORMIX
- ✓ DAMBRK
- ✓ ECOM
- ✓ EFDC
- ✓ FESWMS
- ✓ FLDWAV
- ✓ GSTARS
- ✓ HEC-HMS (HEC-1)
- ✓ HEC-GeoHMS
- ✓ HEC-RAS (HEC-2)
- ✓ HEC-GeoRAS
- ✓ HEC-6
- ✓ HSPF – BASINS
- ✓ HYMO
- ✓ IPX
- ✓ POM
- ✓ PRECIP
- ✓ PSRM
- ✓ PTM
- ✓ QUAL2E
- ✓ REF/DIF
- ✓ RMA2-9
- ✓ SAM-Win
- ✓ SED2D
- ✓ SITES
- ✓ SMPTOX
- ✓ STREAM
- ✓ STWAVE
- ✓ SWMM
- ✓ TABS
- ✓ TR20
- ✓ UNET
- ✓ WASP
- ✓ TR55
- ✓ RSM
- ✓ MODFLOW

3.0 LABOR PRICING BY CATEGORY

Hourly labor rates are shown below and are subject to an annual escalation August 8th each year based on market indicator by the Bureau of Labor Statistics for the Industry Occupation of Professional, scientific, and technical services.

Labor Category Title	Year 11 08/08/13- 08/07/14
Administrative Assistant Junior	\$38.90
Administrative Assistant Staff	\$47.23
CADD Technician	\$61.12
Computer Programmer Junior	\$73.26
Computer Programmer Staff	\$98.50
Computer Programmer Senior	\$128.71
Database Management Specialist	\$73.26
Database Management Specialist	\$98.50
Database Management Specialist	\$128.71
Engineer, Civil/Environmental Junior	\$73.26
Engineer, Civil/Environmental Staff	\$98.50
Engineer, Civil/Environmental Senior	\$137.86
Engineer, Civil/ Environmental Lead	\$171.36
Engineer, Water Resources Junior	\$73.26
Engineer, Water Resources Staff	\$98.50
Engineer, Water Resources Senior	\$137.86
Engineer, Water Resources Lead	\$171.36
Environmental Scientist Junior	\$73.26
Environmental Scientist Staff	\$98.50
Environmental Scientist Senior	\$131.76
Environmental Technician Junior	\$54.18
Environmental Technician Staff	\$59.09
Environmental Technician Senior	\$70.00
Hydrogeologist Junior	\$73.26
Hydrogeologist Staff	\$98.50
Hydrogeologist Senior	\$149.77
Natural Resources Specialist Junior	\$73.26
Natural Resources Specialist Staff	\$98.50
Natural Resources Specialist Senior	\$125.06
Program Manager	\$149.77
Project Manager Junior	\$73.26
Project Manager Staff	\$98.50
Project Manager Senior	\$149.77
Quality Assurance Specialist	\$129.19
QA/QC Officer	\$171.36
Scientist Junior	\$73.26

Labor Category Title	Year 11 08/08/13- 08/07/14
Scientist Staff	\$98.50
Scientist Senior	\$131.76
Senior Scientist/Engineer	\$149.77
Subject Matter Expert Junior	\$73.26
Subject Matter Expert Staff	\$86.84
Subject Matter Expert Senior	\$107.02
Subject Matter Expert Lead	\$171.36
Technical Writer Junior	\$69.46
Technical Writer Staff	\$83.36
Technical Writer Senior	\$126.23
Technical/Research Analyst Junior	\$38.90
Technical/Research Analyst Staff	\$47.23
Technical/Research Analyst Senior	\$69.46
Word Processor Junior	\$38.90
Word Processor Staff	\$47.23
Word Processor Senior	\$69.46

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental 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.

4.0 DEFINITION OF LABOR CATEGORIES

1. Commercial Job Title: [Administrative Assistant](#)

Minimum/General Experience: Junior (6 years) and Staff (10 years) in office and general administrative duties

Functional Responsibility: Administers existing programs; may establish new processes and procedures. Uses PC to create, maintain and track data such as records, budgets, financials and other information utilizing spreadsheets, databases and other systems. Analyze and assemble data and prepare reports, correspondence and other documents. Using word processing software, creates, prepares, and edits visuals and other graphical materials and presentations. Responds to customer/client inquires and requests. Interacts directly with customer/client

Minimum Education: HS diploma, some college desirable

2. Commercial Job Title: [CADD Technician](#)

Minimum/General Experience: 10 years in related and appropriate technical/engineering activities

Functional Responsibility: Creates and maintains Computer Aided Design & Drafting (CADD) electronic files of engineering images. Works in conjunction with engineering staff to develop designs and design modification of various systems. Is proficient in operating CADD software packages and methodology of the storage and retrieval of files and integration of these files/images into technical publications. Creates animation, Internet art, presentation material, and electronic publications.

Minimum Education: HS Diploma with appropriate technical training, some college preferred

3. Commercial Job Title: [Computer Programmer](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (15 years) in appropriate technical/engineering/information technology activities

Functional Responsibility: Applies knowledge of computer sciences principles, information management principles, hardware and software systems' structures and operation, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models.

Minimum Education: Bachelor's in Computer Science, Information Technology, Engineering or related technical discipline

4. Commercial Job Title: [Database Management Specialist](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (15 years) in appropriate technical/engineering/information technology activities

Functional Responsibility: Manages, maintains and uses engineering and technical information databases, technical libraries or data communications networks. Applies knowledge of technical publications, directives, specifications, standards and library indexing systems to enter, file, identify, locate, extract and provide data or information related to engineering and technical efforts to support specific engineering efforts.

Minimum Education: Bachelor s in Computer Science, Business or related discipline, experience may substitute in lower grade

5. Commercial Job Title: [Engineer, Civil/Environmental](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (20 years), Lead (35 years) in appropriate technical/engineering discipline

Functional Responsibility: Performs a range of design, development, analysis, or review tasks. Initiates environmental compliance evaluations and hazardous waste management audits; provides environmental planning; coordinates environmental compliance and hazardous waste management issues which may be complex and controversial; analyzes and develops solutions to a wide variety of technical and complex problems. Prepares and reviews environmental planning documentation and provides technical support in hazardous materials/waste management, response requirements, as examples.

Lead Civil/Environmental Engineer: Periodically inspects work progress to ensure consistent operational procedures and document conformance; maintains regular communication with client on progress, findings, and conformance with need; has the ultimate authority to continue or modify work in a significant fashion. Serves as the Lead Subject Matter Expert on Independent External Peer Review (IEPR) Panels being responsible for establishing and communicating the client's expectations, conducting and coordinating the formal review of client's programs and/or projects, and addressing client responses to final report or panel comments as required. Serves as the Lead Engineer for expert witness testimony, depositions, and related services in connection with litigation.

Minimum Education: Bachelor s in Engineering, Engineering Science or related discipline, EIT preferred at lower grade, PE at higher, and Doctoral for Lead

6. Commercial Job Title: [Engineer, Water Resources](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (20 years), Lead (35 years) in appropriate technical/engineering discipline

Functional Responsibility: Applies various water resource modeling and engineering techniques to a wide variety of projects involving water availability, flood, groundwater, storm water collection system and other hydraulic and hydrological modeling, decision making on design engineering and procedures, data collection, assimilation, and presentation, produce design calculations, draft sections of technical reports and perform water resources studies. Provides advise on advise on water quality and treatment

issues related to river control, groundwater and surface water resources. Utilizes a variety of analytical tools and models including HEC-1, HEC-2, HEC-HMS, HEC-RAS, SWMM, and other surface and groundwater models and GIS tools.

Lead Water Resources Engineer: Periodically inspects work progress to ensure consistent operational procedures and document conformance; maintains regular communication with client on progress, findings, and conformance with need; has the ultimate authority to continue or modify work in a significant fashion. Serves as the Lead Subject Matter Expert on Independent External Peer Review (IEPR) Panels being responsible for establishing and communicating the client's expectations, conducting and coordinating the formal review of client's programs and/or projects, and addressing client responses to final report or panel comments as required. Serves as the Lead Engineer for expert witness testimony, depositions, and related services in connection with litigation.

Minimum Education: Bachelor's or Master's in Water Resources, Civil, or Environmental Engineering, or other appropriate technical area, EIT preferred at lower grade, PE at higher, and Doctoral for Lead

7. Commercial Job Title: [Environmental Scientist](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (20 years) in related technical/environmental discipline

Functional Responsibility: Performs environmental investigations. This shall include but is not limited to data collection and modeling for site investigations, and the design, development and application of cleanup technologies. May develop Health and Safety plans and/or conduct lead-based paint risk assessments and asbestos abatement studies. Develops technical scopes, plan schedules and estimate costs.

Minimum Education: Bachelor's in Environmental or other appropriate Science or Engineering

8. Commercial Job Title: [Environmental Technician](#)

Minimum/General Experience: Junior (3 years), Staff (6 years), Senior (8 years) in related technical/environmental activities

Functional Responsibility: Responsibilities and duties involve field data collection and documentation. Monitors field activities and construction monitoring projects. Documents field conditions and writes field reports. Responsible for being field ready based on training requirements of projects. Conducts work safely and supports the safe work practices of co-workers. Assists in lab and equipment areas when available.

Minimum Education: Associates degree and specialized technical training relevant to duties

9. Commercial Job Title: [Hydrogeologist](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (20 years) in related technical/environmental discipline

Functional Responsibility: Participate in and lead projects involving conceptual modeling with special attention to ground water, design or implementation of site investigations, supervision of investigations, tiered risk assessments of remedial works designs. Provide assistance to clients regarding contamination problems, mitigation measures, groundwater models, and technical guidance documents. Evaluates the use of new and established groundwater models for specific site problems. Reviews groundwater investigation reports and related documents to assure conformance with appropriate technical standards. May involve review of geologic literature, determination of need for additional field work, negotiations with facilities to perform field work, analysis of contamination migration potential and analysis of groundwater monitoring systems

Minimum Education: Bachelor s in physical sciences such as geology, chemistry, or hydrology or engineering

10. Commercial Job Title: [Natural Resources Specialist](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (15 years) in related technical/environmental discipline

Functional Responsibility: Plans and conducts natural resources rangeland inventories, assessments, and monitoring through studies and analysis, interprets and evaluates monitoring data to meet project objectives. May conduct field compliance inspections to determine the effectiveness of, and compliance with, permit stipulations, terms and conditions and other conditions of approval. Serves on planning teams for resource management plans, environmental impact statements, and environmental assessments when proposed activities need guidance and direction on, and input into matters pertaining to natural resources technical areas. Provides input to and may operate GIS tools.

Minimum Education: Bachelor's in Natural Resource Management, Biology, Ecology, Botany, Chemistry, Geology, Archeology, Anthropology, Forestry, Hydrology, Social Science or related applied science required.

11. Commercial Job Title: [Program Manager](#)

Minimum/General Experience: 20 years in management of technical staff, staff development, business administration, operations, and training.

Functional Responsibility: Serves as the Contractor's interface with the Contracting Officer and designated contracting personnel. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communication policies, purposes and goals of the organization to subordinates. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends /determines personnel actions. Responsible for projects planning and execution and performance.

Minimum Education: Bachelor's in Eng., IT, Bus, or related scientific or technical discipline, may hold advanced degrees

12. Commercial Job Title: [Project Manager](#)

Minimum/General Experience: Junior (3years), Staff (10 years), Senior (20 years) in strategic project management, planning, and delivery of contracted services according to contract terms.

Functional Responsibility: Responsible for the overall management of specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities and subordinate groups of technical and administrative personnel. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications and systems development

Minimum Education: Bachelor's in Engineering, Business, or related scientific or technical discipline

13. Commercial Job Title: [Quality Assurance Specialist](#)

Minimum/General Experience: 15 years in environmental, engineering, or technical service firms providing quality assurance services

Functional Responsibility: Prepares/reviews overall quality program planning and management documentation; provides input to the development of quality program strategies; develops/reviews processes and procedures; analyzes requirements and develops metrics, performance measurement methodologies, and reporting mechanisms; analyzes performance data and prepares recommendations for improvement; and provides technical support to customer requirements, participates in technical and management reviews; and develops content for contract technical packages.

Minimum Education: Bachelor's in Engineering, Business, or related scientific or technical discipline with specialized training and experience in quality assurance

14. Commercial Job Title: [Quality Assurance Officer](#)

Minimum/General Experience: 35 years

Functional Responsibility: Approval authority of Company's QA/QC Program Plan and QA Project Plans (QAPPs) to produce water resources numerical models and model findings that meet or exceed client expectations and professional standards. Example:

1. Employ total quality management concepts of defining and measuring quality, managing variation, developing a Plan-Do-Check-Revise cycle, and documenting the process consistent with ISO 10006 Project Quality Standards (ISO 2003)
2. Employ processes consistent with the USACE quality guidelines, including ER 1110-1-12 (USACE 2006) EPA QA/G-5M quality assurance guidelines (EPA 2002).
3. Establish good modeling practice as defined by the engineering profession to execute model steps. (e.g., Wang et al. 2009; Van Waveren et al. 1999)

Periodically inspects work progress to ensure consistent operational procedures and document conformance; maintains regular communication with client on progress, findings, and conformance with need; has the ultimate authority to continue or modify work in a significant fashion. Serves as the QA Subject Matter Expert on Independent External Peer Review (IEPR) Panels being responsible for establishing and communicating the client's expectations, conducting and coordinating the formal review of client's programs and/or projects, and addressing client responses to final report or panel comments as required. Serves as the QA Officer for expert witness testimony, depositions, and related services in connection with litigation.

Minimum Education: Doctoral in related scientific or technical discipline with specialized training and experience in quality assurance

15. Commercial Job Title: [Scientist](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (20 years) in environmental site investigation, waste management, and remediation projects or other related scientific disciplines

Functional Responsibility: Responsible for research or other professional and scientific work in any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement, fundamental structural articles, and the nature of the physical environment. Possesses knowledge of environmental laws, regulations, programs, policies and procedures. Participates in peer reviews of programs, in workshops, and in conferences; develops and maintains quality assurance data to support analyses; and writes technical reports and papers for publication

Minimum Education: Bachelor s in Engineering or related and appropriate scientific discipline, may possess advanced degree

16. Commercial Job Title: [Senior Scientist/Engineer](#)

Minimum/General Experience: Senior (20 years) in environmental site investigation, waste management, and remediation projects or other related scientific disciplines

Functional Responsibility: Responsible for design and oversight of field investigations, data interpretation, evaluation and design or remedial actions, report preparation, and serving as liaison between clients and regulatory agencies. Possesses a fully functional knowledge of environmental laws, regulations, programs, policies and procedures. Participates in peer reviews of programs, in workshops, and in conferences; develops and maintains quality assurance data to support analyses; and writes technical reports and papers for publication

Minimum Education: Bachelor s in Engineering, Engineering Science, or appropriate Technical/Scientific discipline, may have advanced degree(s)

17. Commercial Job Title: [Subject Matter Expert](#)

Minimum/General Experience: Junior (3 years), Staff (8 years), Senior (10 years), Lead (35 years)

Functional Responsibility: Performs as a technical expert in a specialized area of a discipline such as Chemical, Civil, Environmental, or Mechanical engineering; financial management; engineering logistics; project/program planning, scheduling, and monitoring; manufacturing; simulation applications; engineering costing; etc. Possesses sufficient in-depth experience to qualify as an expert in the specialized area of expertise. Capable of performing independently all tasks and activities involved in any area related to the area of expertise.

Lead Subject Matter Expert: Periodically inspects work progress to ensure consistent operational procedures and document conformance; maintains regular communication with client on progress, findings, and conformance with need; has the ultimate authority to continue or modify work in a significant fashion. Serves as the Lead Subject Matter Expert on Independent External Peer Review (IEPR) Panels being responsible for establishing and communicating the client's expectations, conducting and coordinating the formal review of client's programs and/or projects, and addressing client responses to final report or panel comments as required. Serves as the Lead Engineer for expert witness testimony, depositions, and related services in connection with litigation.

Minimum Education: Bachelor s in Engineering, Engineering Science, or appropriate Technical/Scientific discipline, advanced degree likely with significant specialized experience in subject matter, and Doctoral for Lead

18. Commercial Job Title: [Technical/Research Analyst](#)

Minimum/General Experience: Junior (0 years), Staff (3 years), Senior (8 years) in environmental or engineering services planning and analysis

Functional Responsibility: Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements, utilization or control. Develops and drafts program of project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

Minimum Education: Bachelor s in Business, Environmental Science, Engineering, or related discipline, experience may substitute

19. Commercial Job Title: [Technical Writer](#)

Minimum/General Experience: Junior (3 years), Staff (10 years), Senior (15 years) in editing and writing technical documents

Functional Responsibility: Develops, drafts, revises and edits reports, articles, manuals, specifications, presentation materials and other technical documents. Uses rough outlines and resource materials and interprets information obtained through research or provided by technical specialists.

Minimum Education: Bachelor s in English, Communications, or appropriate Technical/Scientific discipline

20. Commercial Job Title: [Word Processor](#)

Minimum/General Experience: Junior (3 years), Staff (8 years), Senior (15 years) in office and word processing duties

Functional Responsibility: Monitors, manages, and manipulates routine administrative computer operations such as word processing. Properly prepares, formats, and prints administrative correspondence. Conducts operator level computer configuration functions. Proofreads, edits, and corrects correspondence. Operates computer equipment. Operates basic telecommunications equipment, including telephones and facsimile machines. Operates basic office equipment, including reproduction machines and binding systems.

Minimum Education: HS diploma, some college desirable

5.0 CUSTOMER INFORMATION

- 1a. Awarded special item number(s): SIN 899-1 - Environmental Planning Services & Documentation
See previous information for a general description of services; the hourly labor rates are provided for the current contract year. Additional information is available upon request to the above Contractor Points of Contact.
- 1b. N/A
- 1c. Definition of Labor Categories - see previous section for descriptions of all corresponding Commercial Job titles, experience, functional responsibility and education.
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: International - Federal sites located within the U.S., its territories and possessions, as well as Asia/Pacific, Europe, and North and South America.
5. Production Point: 6421 Deane Hill Drive, Suite 1, Knoxville, TN 37919
6. Discount from List Price: Prices are net prices and include negotiated discounts
7. Quantity Discounts: N/A
8. Prompt Payment Terms: Net 30 Days
9. Government Purchase Card is currently not accepted
10. Foreign Items: N/A
- 11a-d. Time of Delivery: To be negotiated with ordering agency on each task order
12. F.O.B. Point(s): To be negotiated with the ordering agency on each task order
13. Ordering Address: 6421 Deane Hill Drive, Suite 1, Knoxville, TN 37919
14. Payment Address: 6421 Deane Hill Drive, Suite 1, Knoxville, TN 37919
15. Warranty Provisions: N/A
16. Export Packing Charge: N/A
17. Terms and Conditions of Government Credit Card Acceptance: see #9 above
18. Terms and Conditions of Rental, Maintenance, and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts: N/A
- 20a. Terms and Conditions of any other service: N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
- 24a: Environmental Attributes: N/A
- 24b. Section 508 compliance information on electronic and information technology: N/A
25. Data Universal Numbering Systems (DUNS) number: **964725220**
26. Contractor is registered in the System for Award Management (SAM) database