



General Services Administration

SIN 899-1: Environmental Consulting Services

GSA Contract Number: GS-10F-091AA

Contract Dates: February 7, 2013 – February 6, 2018

Business Size: Small

CONTACT INFORMATION	
JRP Historical Consulting, LLC 2850 Spafford Street Davis, CA 95618 Phone: (530) 757-2521 Fax: (530)-757-2566 www.jrphistorical.com	
Stephen R. Wee, President (ext. 31) email: swee@jrphistorical.com	Bryan T. Larson, Senior Historian (ext. 29) email: blarson@jrphistorical.com

JRP Historical Consulting, LLC, is one of the oldest and most experienced public history consulting firms in the nation. Founded in 1981, JRP specializes in a variety of historical research services: historic building and structure survey and evaluation; documentation for compliance with cultural resources provisions of the National Environmental Policy Act (NEPA), Sections 106 and 110 of the National Historic Preservation Act (NHPA), and the California Environmental Quality Act (CEQA); land use and water resources histories; monitoring services; and archival/data base management for complex research undertakings.

JRP has received accolades for its work on such major projects as the *California Historic Military Buildings and Structures Inventory*, funded by the California Military Environmental Coordinating Committee, for which our firm won the distinguished 2000 Governor’s Award for Excellence in Historic Preservation. The California Office of Historic Preservation (OHP) adopted this study as the official context for evaluation of military buildings and structures in California. We also contracted with the California Department of Transportation to prepare statewide thematic historic contexts for evaluation of bridges, water conveyance systems, mining sites, historic towns, and labor camps. The California OHP has posted these studies on its website for use by cultural resource professionals. Agency reviewers have referred to our reports as text-book examples of how to properly, efficiently, and thoroughly comply with federal and state regulations, thus facilitating project completion. Recently, the Nevada State Historic Preservation Officer stated that a cultural landscape report that JRP prepared for the Navy was of “exemplary quality.”

Specific Services Offered Under SIN 899-1

JRP has more than thirty years of experience providing cultural resources management services to numerous federal, state, and local government entities, as well as private sector clientele. We have produced a broad range of environmental compliance studies as they pertain to historical properties and resources, including:

- National Register of Historic Places and California Register of Historical Resources Evaluations and Nominations
- Historic Resource Inventories
- Historic Building Condition Assessments
- Historic Structures Reports
- Cultural Landscape Studies
- Historic Contexts
- Land Use Studies
- Statewide Thematic Studies
- Historic American Buildings Survey / Historic American Engineering Record Documentation
- Mitigation Measures (Textual, Photographic and Video Productions)
- Interpretive Materials for the Public
- Consultation with Architects and Engineers for Treatment of Historic Properties
- Historic Architectural Monitoring
- Integrated Cultural Resources Management Plans (ICRMP)
- Findings of Effect (FOE)
- Impacts Analysis Studies
- Memoranda of Agreement (MOA)
- Programmatic Agreements (PA)

Federal agencies for whom we have performed work are the Forest Service, Federal Rail Authority, Federal Transit Administration, Federal Highway Administration, Federal Energy Regulatory Commission, Bureau of Reclamation, Bureau of Land Management, and the different branches of the United States military, including the Army, Army Corps of Engineers, Army Air Force Reserves, Air Force, Navy, Marine Corps, Coast Guard, National Guard, and Veterans Administration. Cumulatively, JRP has field surveyed and evaluated tens of thousands Federally-owned or -managed buildings and structures for these projects in California, Arizona, Nevada, Utah, Hawaii, and Kansas, and has conducted research at federal records centers, libraries, and archives, including the National Archives in Washington, D.C., and College Park, Maryland, and regional branches in California, Denver, and Seattle.

Our company employs twenty permanent staff members including four partners, eight historians/architectural historians, graduate-level research assistants and interns, a graphics and mapping technician, and administrative support personnel. Our partners (Stephen R. Wee, Rand F. Herbert, Rebecca M. Bunse and Christopher D. McMorris) and all of our professional staff meet the Secretary of the Interior's Qualifications Standards for History and Architectural History. The experienced professional staff allows the firm to undertake multiple large-scale undertakings simultaneously and to complete smaller jobs for clients as they arise under tight schedules on an on-call basis.

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number (SIN) with appropriate cross-reference to page numbers:** 899-1/1RC, Environmental Consulting Services
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 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):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** GSA prices, excluding .75% IFF, shall be discounted an additional one (1) to three (3) percent for all orders exceeding the Simplified Acquisition Threshold as follows:

Order Amount	Discount Amount
\$150,000 - \$299,999	1%
\$300,000 - \$499,999	2%
\$500,000 and above	3%

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
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
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. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 96-5788219
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered

JRP Historical Consulting, LLC
GSA Price List (2013):

SIN(s)	Labor Category	Minimum Education	Minimum Years of Experience	GSA Hourly Rates
899-1	Principal Investigator A	Masters	10	\$156.25
899-1	Principal Investigator B	Masters	7	\$132.55
899-1	Principal Investigator C	Masters	5	\$121.27
899-1	Senior Historian I	Masters	5	\$79.12
899-1	Historian / Architectural Historian III	Masters	3	\$78.06
899-1	Historian / Architectural Historian II	Masters	1	\$55.17
899-1	Historian / Architectural Historian I	Bachelors	0	\$54.77
899-1	Research Assistant III	Bachelors	1	\$42.11
899-1	Research Assistant II	Bachelors	0	\$38.81
899-1	Research Assistant I	High School	0	\$36.11
899-1	Production Technician II	High School	1	\$42.30
899-1	Administrative Assistant II	High School	2	\$51.98
899-1	Administrative Assistant I	High School	1	\$42.77

SCA MATRIX		
SCA Eligible Labor Category	SCA Equivalent Code and Title	Wage Determination No.
Administrative Assistant I	01013 Accounting Clerk III	05-2055
Administrative Assistant II	01020 Administrative Assistant	05-2055
Production Technician II	01613 Word Processor III	05-2055

The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. 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.

Labor Categories and Minimum Qualifications

PRINCIPAL INVESTIGATOR A

Experience Requirements: Minimum 10 years experience as a partner at JRP, or equivalent experience at another firm.

Minimum Education: M.A. in History, Architectural History, Historic Preservation (an M.S. in Historic Preservation is acceptable), or other relevant discipline in combination with relevant and substantial work experience that meets the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Principal Investigator A (PI A) is a partner at JRP, with a minimum equity percentage ownership in the firm. As such, he or she has the legal authority to bind the firm to contracts and task orders and is responsible for financial planning and other fiscal duties. This individual prepares project proposals and scopes of work, and seeks business with new and existing clients within the private sector and federal, state, and local government agencies. A PI A models core values and operating principles of the firm, and is ultimately responsible for project success, including client service, financial performance, overall personnel management, and quality control of the final product. A PI A acts as Project Director (PD) primarily on large, complex, or controversial projects, and is expected to be fully conversant in current historic preservation laws and regulations as they pertain to historic architectural resources. As PD, this individual is responsible for project planning and design; assigns tasks and supervises all levels of staff; monitors project progress and edits or amends work not meeting established standards; and assures that final reports are of high professional quality and delivered on time and within budget.

PRINCIPAL INVESTIGATOR B

Experience Requirements: Minimum 7 years experience as a partner at JRP, or equivalent experience at another firm.

Minimum Education: M.A. in History, Architectural History, Historic Preservation (an M.S. in Historic Preservation is acceptable), or other relevant discipline in combination with relevant and substantial work experience that meets the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Principal Investigator B (PI B) is a partner at JRP, with a minimum equity percentage ownership in the firm. As such, he or she has the legal authority to bind the firm to contracts and task orders and is responsible for financial planning and other fiscal duties. This individual prepares project proposals and scopes of work, and seeks business with new and existing clients within the private sector and federal, state, and

local government agencies. A PI B models core values and operating principles of the firm, and is ultimately responsible for project success, including client service, financial performance, overall personnel management, and quality control of the final product. A PI B acts as Project Director (PD) primarily on large, complex, or controversial projects, and is expected to be fully conversant in current historic preservation laws and regulations as they pertain to historic architectural resources. As PD, this individual is responsible for project planning and design; assigns tasks and supervises all levels of staff; monitors project progress and edits or amends work not meeting established standards; and assures that final reports are of high professional quality and delivered on time and within budget.

PRINCIPAL INVESTIGATOR C

Experience Requirements: Minimum 5 years experience as a project manager / project director in the field of cultural resources management at JRP or another firm or agency.

Minimum Education: M.A. in History, Architectural History, Historic Preservation (an M.S. in Historic Preservation is acceptable), or other relevant discipline in combination with relevant and substantial work experience that meets the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Principal Investigator C (PI C) is a partner at JRP, with a minimum equity percentage ownership in the firm. As such, he or she has the legal authority to bind the firm to contracts and task orders and is responsible for financial planning and other fiscal duties. This individual prepares project proposals and scopes of work, and seeks business with new and existing clients within the private sector and federal, state, and local government agencies. A PI C models core values and operating principles of the firm, and is ultimately responsible for project success, including client service, financial performance, overall personnel management, and quality control of the final product. A PI C acts as Project Director (PD) primarily on large, complex, or controversial projects, and is expected to be fully conversant in current historic preservation laws and regulations as they pertain to historic architectural resources. As PD, this individual is responsible for project planning and design; assigns tasks and supervises all levels of staff; monitors project progress and edits or amends work not meeting established standards; and assures that final reports are of high professional quality and delivered on time and within budget.

SENIOR HISTORIAN I

Minimum/General Experience Requirements: Minimum of 5 years experience in the field.

Minimum Education: M.A. in History, Architectural History, Historic Preservation (an M.S. in Historic Preservation is acceptable), or other relevant discipline; or a B.A. or B.F.A. in a specialized field of historic preservation in combination with relevant and

substantial work experience that meets the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Senior Historian I has the demonstrated ability to serve as Project Director (PD) on large projects requiring oversight of multiple employees; demonstrated ability to develop technical proposals, prepare cost estimates, and effectively communicate with clients on issues related to project planning, development, and execution; and a strong record of completing projects on time, within budgetary constraints, and without direct supervision of the Principal Investigators. A Senior Historian I has developed specialized areas of expertise within the field of cultural resources management in order to improve and broaden existing services offered by our firm. This individual is expected to have a strong working familiarity with current federal, state, and local historic preservation laws and regulations as they pertain to historic architectural resources, and has the proven capability to independently plan and prepare a broad range of analyses and documentation. As PD, a Senior Historian I supervises all levels of staff; maintains and tracks individual project budgets and schedules; edits or amends work not meeting established standards; and reports progress and performance to Principal Investigators throughout the course of the project.

HISTORIAN / ARCHITECTURAL HISTORIAN III

Minimum/General Experience Requirements: Minimum of 3 years experience in the field.

Minimum Education: M.A. in History, Architectural History, Historic Preservation (an M.S. in Historic Preservation is acceptable), or other relevant discipline; or a B.A. or B.F.A. in a specialized field of historic preservation in combination with relevant and substantial work experience that meets the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Historian/Architectural Historian III has extensive supervisory experience and the demonstrated ability to serve as Project Director (PD) on multiple projects concurrently. This individual prepares technical and cost proposals for small- to moderate-sized projects, and effectively communicates with clients on issues related to project planning, development, and execution. A Historian/Architectural Historian III is expected to have a strong working familiarity with current federal, state, and local historic preservation laws and regulations as they pertain to historic architectural resources; the proven capability to independently plan and prepare a broad range of analyses and documentation; and demonstrated ability to consistently complete draft and final reports of high professional quality on time and within budget. Functional duties include collection and analysis of historical data and project-related background material in support of cultural resources studies; identification, recordation, and evaluation of historic architectural buildings, structures, objects, sites, districts, and

landscapes; report writing and review; and reporting progress and performance to Principal Investigators throughout the course of the project.

HISTORIAN / ARCHITECTURAL HISTORIAN II

Minimum/General Experience Requirements: Minimum of 1 year experience in the field.

Minimum Education: M.A. in History, Architectural History, Historic Preservation (an M.S. in Historic Preservation is acceptable), or other relevant discipline; or a B.A. or B.F.A. in a specialized field of historic preservation in combination with relevant and substantial work experience that meets the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Historian/Architectural Historian II has some supervisory experience, and has demonstrated the ability to direct Research Assistants and other support personnel on smaller projects. This individual is expected to assist Principal Investigators with preparation of budgets, scopes, and business development proposals; have a working familiarity with current federal, state, and local historic preservation laws and regulations as they pertain to historic architectural resources; and complete draft and final reports of high professional quality. Functional duties include collection and analysis of historical data and project-related background material in support of cultural resources studies; identification, recordation, and evaluation of historic architectural buildings, structures, objects, sites, districts, and landscapes; and report writing and editing.

HISTORIAN / ARCHITECTURAL HISTORIAN I

Minimum/General Experience Requirements: Minimum of 0 years experience in the field.

Minimum Education: B.A. or B.S. in History, Architectural History, Historic Preservation, or other relevant discipline in combination with publications or reports in the discipline that demonstrate skills and knowledge to meet the Secretary of Interior's qualifications for listing as a Historian or Architectural Historian.

Functional Duties/Responsibilities:

A Historian/Architectural Historian I has the skills to assemble and otherwise prepare reports for final submission working under the direction of supervisory personnel; the ability to conduct historical research independently; and a working familiarity with current federal, state, and local historic preservation laws and regulations as they pertain to historic architectural resources. Functional duties include collection and analysis of historical data and project-related background material in support of cultural resources studies; identification, recordation, and evaluation of historic

architectural buildings, structures, objects, sites, districts, and landscapes; and report writing.

RESEARCH ASSISTANT III

Minimum/General Experience Requirements: Minimum of 1 year experience in the field.

Minimum Education: B.A. or B.S. in History, Architectural History, Historic Preservation, or other relevant discipline.

Functional Duties/Responsibilities:

A Research Assistant III has demonstrated the ability to conduct independent research in primary and secondary resource materials held in archives, libraries, and a variety of federal, state, and local government agencies. This individual is expected to carry out research tasks with minimal direction of supervisory personnel, and to effectively communicate in writing at a level sufficient to draft basic reports. Functional duties include collection of historical data and project-related background material in support of environmental compliance studies as they pertain to historic architectural resources; field identification and recordation of historic architectural buildings, structures, objects, districts, sites, and landscapes; and contributing to report writing and preparation.

RESEARCH ASSISTANT II

Minimum/General Experience Requirements: Minimum of 0 years experience in the field.

Minimum Education: B.A. or B.S. in History, Architectural History, Historic Preservation, or other relevant discipline.

Functional Duties/Responsibilities:

A Research Assistant II conducts research in primary and secondary resource materials held in archives, libraries, and a variety of federal, state, and local government agencies. This individual carries out research tasks working closely with supervisory personnel, and is expected to effectively communicate in writing at a level sufficient to draft basic reports. Functional duties include collection of historical data and project-related background material in support of environmental compliance studies as they pertain to historic architectural resources; field identification and recordation of historic architectural buildings, structures, objects, districts, sites, and landscapes; and contributing to report writing and preparation.

RESEARCH ASSISTANT I

Minimum/General Experience Requirements: Minimum of 0 years experience in the field.

Minimum Education: High School Diploma, and must be enrolled in a program in History, Architectural History, Historic Preservation, or other relevant discipline at an accredited four-year university.

Functional Duties/Responsibilities:

A Research Assistant I works closely with supervisory personnel to conduct historical research in support of various cultural resources studies. Functional duties include collection of historical data and project-related background material through review primary and secondary resource materials held in archives, libraries, and federal, state, and local government agencies; assisting with field identification and recordation of historic buildings, structures, objects, districts, sites, and landscapes; and contributing to report writing and preparation.

PRODUCTION TECHNICIAN II

Minimum/General Experience Requirements: Minimum of 1 year experience in the field.

Minimum Education: High School Diploma, some college course work is preferred.

Functional Duties/Responsibilities:

A Production Technician II has the proven ability to effectively operate database, word processing, graphics, and mapping software necessary to produce high quality reports, maps, tables, and photographic images formatted to company or client specifications.

ADMINISTRATIVE ASSISTANT II

Minimum/General Experience Requirements: Minimum of 2 years experience in office administration/management.

Minimum Education: High School Diploma, or equivalent.

Functional Duties/Responsibilities:

An Administrative Assistant II is expected to have capability to handle all aspects of invoicing, payroll, tax reports in QuickBooks (or other business accounting software in use at JRP), and conduct all general office correspondence and administration. They must have working knowledge of general office procedures, basic computer skills, and ability to operate standard office equipment. This individual is required to possess skills to supervise administrative assistants working under their direct supervision.

ADMINISTRATIVE ASSISTANT I

Minimum/General Experience Requirements: Minimum of 1 year general office experience.

Minimum Education: High School Diploma, or equivalent.

Functional Duties/Responsibilities:

An Administrative Assistant I is expected to have some knowledge of general office procedures, basic computer skills, and ability to operate standard office equipment. This individual assists with the preparation of invoicing, payroll, tax reports, and general office correspondence and administration under direct supervision.