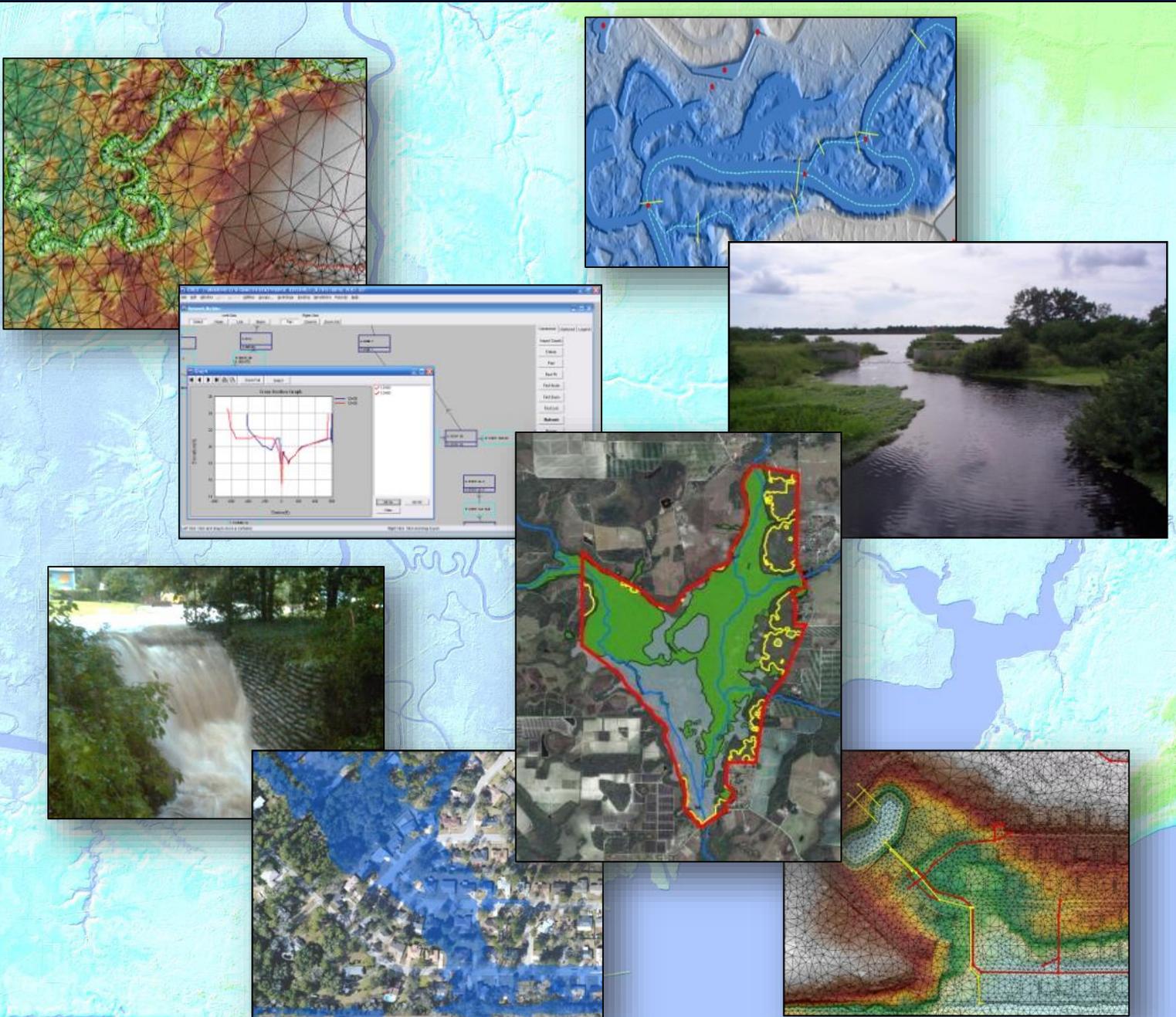


Singhofen & Associates, Inc. Federal Supply Schedule 899 - Environmental Services

Contract Period: April 23, 2014 – April 22, 2019

Contract Number: GS-10F-146BA

Business Size/Type: Small Business/HUBZone



Introduction

SINGHOFEN & ASSOCIATES, INC. (SAI), a small business enterprise (**HUBZone**), was established in 1983 for the sole purpose of providing personalized state-of-the-art consulting services in the field of stormwater management. The company's founder, Mr. Pete Singhofen, P.E. is the developer of the widely used hydrodynamic stormwater model, Interconnected Channel and Pond Routing (ICPR®). Over the years, we have expanded our core competencies in water resources and civil engineering. Civil engineering services range from horizontal infrastructure design and permitting to construction administration and constructability reviews.

SAI has earned a reputation for providing quality work products with sustainable and/or cost savings solutions along with a high level of responsiveness to our clients. As a result we have maintained numerous long-term client relationships; some over 28 years.

Our core service areas include:

- Water Resources
- GIS and Asset Management
- Civil Infrastructure Design
- Permitting
- Construction Management

Water Resources

Singhofen & Associates, Inc. understands that the protection and management of our water resources is more important than ever. Our expertise in this area ranges from watershed management and flood mitigation to natural systems restoration and water supply. Our projects range from small water quality or flooding mitigation projects to large, multi-disciplined water resources projects. We believe that successful projects often require innovative and creative designs and planning which achieve multiple objectives and facilitates permitting, funding opportunities, and public support. Our firm was originally built on the specialized expertise of stormwater modeling. Pete Singhofen, the firm's founder, is the developer of the widely used hydrodynamic surface water model Interconnected Channel and Pond Routing (ICPR®). This expertise forms a solid basis for our water resources work.

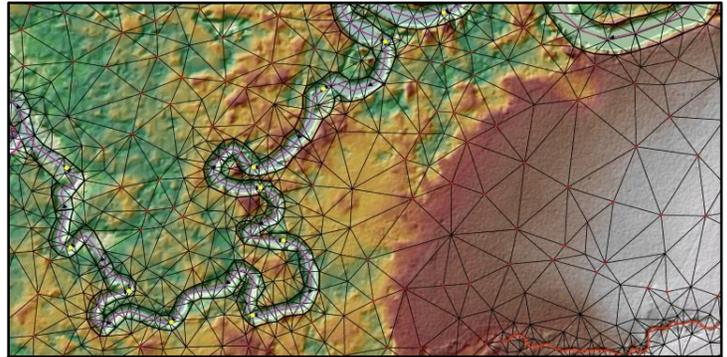
Our core services related to water resources are as follows:

Watershed Management

- H&H modeling (urban, rural, riverine, dam/levee, etc.)
- Watershed master planning
- Flooding and water quality mitigation designs
- BMP evaluations
- NPDES and MS4 permitting and reporting

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Mesh-driven 2D surface water modeling of the Myakka River Watershed in SW Florida



Emory Court flood and erosion mitigation project

- TMDL water quality assessments and modeling
- GIS development and management
- Infrastructure inventories and assessments

needs. Based on our experience, a creative yet technically sound approach is essential to the success of a civil design project. Our civil design services include:

Transportation Engineering

- New roadway design to federal, state, and local requirements
- Roadway widening and realignments
- Pavement rehabilitation and maintenance

Utilities Engineering

- New potable water, sanitary sewer, and reuse system design
- Utility realignments
- Utility rehabilitation
- Value engineering analyses

Facilities/Site Development

- Due diligence
- Site selection and layout
- Master planning
- Low impact development (LID) design
- Floodplain analysis and mitigation planning
- Roadway and parking design
- Parks, bikeways, and trails design
- Sanitary sewers, force main, and lift station design
- Potable water and reuse distribution system design
- Stormwater management system design

Our civil design services are supported by a Team of surveyors, environmental consultants, landscape architects, as well as geotechnical, structural, and transportation engineers.

Permitting Services

Nearly every project of SAI's that has moved beyond the study phase has involved various forms of permitting. This typically involves cities, counties, water management districts, state environmental protection agencies, departments of transportation, fish and wildlife commissions, and the US Army Corps of Engineers. Regulatory approval is a critical component to each design project. Based on our experience, early involvement of select permitting agencies is essential to the success of the project. Pre-application meetings, including on-site meetings, with the agencies is recommended along with clear lines of communication. Agency comments and objectives are addressed prior to submittal of the initial permit application. As a result, our engineers pride themselves on receiving permit approvals with little or no requests for additional information which has accelerated permitting timelines.



Roadway extension project in Palm Coast, Florida



SAI conducted the horizontal infrastructure design and permitting for the Medical Center within the Town Center at Palm Coast

Construction Management

Singhofen & Associates, Inc. understands the importance of construction phase services. Our engineers and inspectors can provide resident project observation and construction management from bidding to final acceptance of the project. Construction phase services include:

- Bidding services
- Bidding evaluation and recommendation
- Pre-construction coordination (on-site meetings, documentation)
- Evaluating and addressing RFI's
- Construction observation (Resident Project Representative)
- Field documentation and reporting
- Shop drawing reviews
- Coordinating with local, regional and federal agencies
- Water quality sampling
- Observation and documentation of testing
- Lift station start-ups
- Pay application reviews
- Evaluation of change order requests
- Evaluation of construction delays and costs
- Records management
- Final certifications

Contact Information

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11723 Orpington Street, Suite 100
Orlando, Florida 32817

Available Services

Singhofen & Associates, Inc.'s Environmental Services contract offers a variety of highly technical services to enable government agencies to meet the demands for a wide variety of environmental related requirements. Below is a summary of the Special Item Numbers (SINs) available under this contract along with associated tasks.

SIN 899 - 1 – Environmental Consulting Services

- Planning and documentation Services
- Endangered species, wetland, watershed, and other natural resource management plans
- Archeological and/or cultural resource management plans
- Environmental program and project management
- Environmental regulation development
- Economic, technical and/or risk analysis
- Environmentally related studies and/or consultations
- Economical, technical and/or risk analysis
- Compliance services
- Permitting
- Spill prevention/control and countermeasure plans
- Pollution prevention surveys
- Advisory services for ongoing advice and assistance with data and information
- Environmental regulations and environmental policy/procedure updates

SIN 899 - 7 – Geographic Information Systems (GIS) Services

- GIS services in support of environmental programs
- Creation/enforcement of environmental legislation
- Cultural resource GIS (CRGIS)
- Environmental cost assessment
- Environmental impact analyses
- Environmental regulatory compliance
- Groundwater monitoring
- Growth forecast modeling
- Habitat conservation plans
- Habitat modeling; Image analysis support for emergency response
- Mapping, Cartography and Mashups (e.g., combining data from more than one source)
- Migration pattern analysis
- Natural resource planning
- Remote sensing for environmental studies
- Terrestrial, marine, and/or atmospheric measuring/management
- Vegetation mapping; and Watershed characterization for mitigation planning

Customer Information

1a. Table of awarded Special Item Numbers (SINs):	<i>Environmental Services Schedule No. 899: 899-1 Environmental Consulting Services; 899-7 Geographic Information Systems (GIS) Services</i>
1b. Statement of Lowest Price:	<i>Please see table in Labor Categories and Rates Section.</i>
1c. Commercial Job Titles:	<i>Please see table in Labor Categories and Rates Section.</i>
2. Maximum order:	<i>\$1,000,000 *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.</i>
3. Minimum order:	<i>\$100</i>
4. Geographic coverage (delivery area):	<i>CONUS and OCONUS, Domestic and Overseas</i>
5. Point(s) of production:	<i>Not applicable</i>
6. Discount from list prices or statement of net price:	<i>Prices include IFF</i>
7. Quantity discounts:	<i>None</i>
8. Prompt payment terms:	<i>None</i>
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:	<i>Singhofen & Associates, Inc. will accept a Governmental purchase card for purchases up to \$2,500</i>
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:	<i>Singhofen & Associates, Inc. will accept a Governmental purchase card for purchases more than \$2,500.</i>
10. Foreign items (list items by country of origin):	<i>None</i>
11a. Time of delivery:	<i>30 days ARO</i>
11b. Expedited delivery:	<i>TBD</i>
11c. Overnight and 2-day delivery:	<i>Contact Contractor for each Individual Task Order</i>
11d. Urgent Requirements:	<i>Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.</i>
12. F.O.B. Point:	<i>Destination</i>
13a. Ordering address:	<i>Singhofen & Associates, Inc., 11723 Orpington Street, Suite 100, Orlando, Florida 32817</i>
13b. Ordering procedures:	<i>For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3 and can be found at the</i>

	<i>GSA/FSS Schedule homepage (gsa.gov/schedules).</i>
14. Payment address:	<i>Singhofen & Associates, Inc., 11723 Orpington Street, Suite 100, Orlando, Florida 32817</i>
15. Warranty provision:	<i>Standard Commercial Warranty</i>
16. Export packing charges:	<i>N/A</i>
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):	<i>None</i>
18. Terms and conditions of rental, maintenance, and repair:	<i>N/A</i>
19. Terms and conditions of installation:	<i>N/A</i>
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:	<i>N/A</i>
20a. Terms and conditions for any other services:	<i>N/A</i>
21. List of service and distribution points:	<i>N/A</i>
22. List of participating dealers:	<i>N/A</i>
23. Preventive maintenance:	<i>N/A</i>
24a. Environmental attributes:	<i>N/A</i>
24b. Section 508 Compliance:	<i>N/A</i>
25. Data Universal Number System (DUNS) Number:	<i>783377690</i>
26. Central Contractor Registration (CCR):	<i>Registration Valid</i>

Labor Categories and Rates

Labor Category	Hourly Rate
Project Manager	\$129.97
Professional Engineer III	\$130.03
Professional Engineer I	\$98.64
Engineer Intern/Scientist I	\$71.94
CAD/GIS Technician III	\$78.59
CAD/GIS Technician I	\$46.35
Technician I	\$29.72
Administrative Assistant III	\$55.16

Service Contract Act: 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.

SCA Eligible Labor Category	SCA Eligible Labor Category	Wage Determination No.
CAD/GIS Technician III	Drafter/CAD Operator III - 30063	2005-2123
CAD/GIS Technician I	Drafter/CAD Operator I - 30061	2005-2123
Technician I	Engineering Technician I - 30081	2005-2123
Admin Assistant III	Administrative Assistant - 01020	2005-2123

Labor Categories and Descriptions

Labor Category	Education	Experience	Responsibilities
Project Manager	Bachelors Degree	10+ years of project-related experience including at least five years of experience managing multiple projects and staff of comparable scope to the effort proposed. Must possess strong verbal and written communication skills and organizational skills to successfully manage multiple priorities.	Primarily responsible for project planning, scoping, budgeting, scheduling, and reporting for specific projects. Develops and implements project QA/QC standards and integrates diverse project elements. Monitors and guides staff in the production of project deliverables. Coordinates with clients, agencies, and sub-consultants. Creates and maintains professional client relationship to maintain clear understanding of client needs and expectations. Identifies, addresses, and resolves any project issues impacting client goals, objectives, and/or client satisfaction. Performs negotiation of project scope, fee, schedule, and contract terms. Proactively manages costs, resources, and expenses associated with effective project execution.
Professional Engineer III	Bachelor's Degree in Engineering	10+ years of post-licensure technical experience. Must possess strong verbal and written communication skills. Licensure or registration as a Professional Engineer or equivalent experience is required.	Plans, manages, supervises, and technically directs more complex or multiple projects. Performs work which may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials, significant modeling complexities, and difficult coordination requirements. Projects/tasks may involve design development, modeling, analysis, review, and specification; analytic or scientific studies; conceptual, developmental, and planning functions; field surveys; construction documents; GIS development and management; mathematical formulations and equations; and investigative research and reporting. Independently performs most assignments. Independently determines and develops approaches to solutions. Typically supervises multiple employees. Has substantial latitude for unsupervised decision and action.
Professional Engineer II	Bachelor's Degree in Engineering	4+ years of post-licensure technical experience. 3+ years in a supervisory role. Must possess good verbal and written communication skills. Licensure or registration as a Professional Engineer or equivalent experience is required.	Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria using judgment in making minor adaptations and modifications. Independently performs all the tasks necessary to complete primary design elements for engineering works. Projects/tasks may involve design development, modeling, analysis, review, and specification; analytic or scientific studies; conceptual, developmental, and planning functions; field surveys; construction documents; GIS development and management; mathematical formulations and equations; and investigative research and reporting. Receives instruction on specific assignment objectives, complex features, and possible solutions. Works under general direction. Independently determines and develops approaches to solutions. Supervises multiple technicians, Engineer Interns, and Professional Engineer I's. Has latitude for unsupervised decision and action.
Professional Engineer I	Bachelor's Degree in Engineering	4+ years of technical experience. Must possess good verbal and written communication skills. Licensure or registration as a Professional Engineer or equivalent experience is required.	Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria using judgment in making minor adaptations and modifications. Independently performs all the tasks necessary to complete primary design elements for engineering works. Projects/tasks may involve design development, modeling, analysis, review, and specification; analytic or scientific studies; conceptual, developmental, and planning functions; field surveys; construction documents; GIS development and management; mathematical formulations and equations; and investigative research and reporting. Receives instruction on specific assignment objectives, complex features, and possible solutions. Works under general direction. Independently determines and develops approaches to solutions. May supervise multiple technicians and Engineer Interns. Has some latitude for unsupervised decision and action.

Engineer Intern / Scientist II	Bachelor's Degree in Engineering or other applicable science	3+ years of technical experience. Previous experience may not be required. Must possess good verbal and written communication skills. Licensure or registration as an Engineering Intern or Engineer-in-Training is preferred.	Performs assignments requiring application of standard techniques, procedures, and criteria to carry out engineering tasks. Projects/tasks may involve design development, modeling, analysis, review, and specification; analytic or scientific studies; conceptual, developmental, and planning functions; field surveys; construction documents; GIS development and management; mathematical formulations and equations; and investigative research and reporting. Assignments are designed to further develop judgment and understanding of professional and ethical responsibilities. Performs assigned tasks under moderate supervision and follows established procedures. Collaborates on establishing procedures. May manage individual projects. May supervise technicians.
Engineer Intern / Scientist I	Bachelor's Degree in Engineering or other applicable science	Entry-level position. Previous experience may not be required. Must possess good verbal and written communication skills. Licensure or registration as an Engineering Intern or Engineer-in-Training is preferred.	Performs assignments requiring application of standard techniques, procedures, and criteria to carry out engineering tasks. Projects/tasks may involve design development, modeling, analysis, review, and specification; analytic or scientific studies; conceptual, developmental, and planning functions; field surveys; construction documents; GIS development and management; mathematical formulations and equations; and investigative research and reporting. Assignments are designed to further develop judgment and understanding of professional and ethical responsibilities. Performs assigned tasks under immediate supervision and using established procedures. Has no supervisory responsibility.
CAD/GIS Technician III	High School Diploma or Equivalent	8+ years of experience in utilization of GIS and/or CADD software. Must possess strong verbal and written communication skills as well as expertise with word processing, spreadsheet programs and GIS/CADD software.	Primarily responsible for designing, analyzing, developing, and implementing GIS and CADD processes, tools, and systems. Develops solutions for a variety of technical problems of significant scope and complexity. May develop design recommendations. Works under general direction. Typically supervises multiple employees on a project basis.
CAD/GIS Technician II	High School Diploma or Equivalent	4+ years of experience in utilization of GIS and/or CADD software. Must possess good verbal and written communication skills as well as expertise with word processing, spreadsheet programs and GIS/CADD software.	Primarily responsible for performing a variety of digital map development tasks from digitization to feature drawing and database population. Conducts data take-offs for model development. CADD tasks may involve development of working drawings based on specifications, engineering notes, sketches, and/or detailed drawings. Performs assigned tasks under supervision and using established procedures. May provide limited supervision of CAD/GIS Technician I's and Technicians.
CAD/GIS Technician I	High School Diploma or Equivalent	Entry-level position. Previous experience may not be required. Must be proficient in the use of computers.	Primarily responsible for performing a variety of digital map development tasks from digitization to feature drawing and database population. CADD tasks may involve development of working drawings based on specifications, engineering notes, sketches, and/or detailed drawings. Performs assigned tasks under immediate supervision and using established procedures. Has no supervisory responsibility.
Technician I	High School Diploma or Equivalent	Entry-level position. Previous experience may not be required.	Performs routine technical tasks under the supervision of a professional including but not limited to scanning, digitizing, mapping, compiling and summarizing data, data entry, field data collection, surveying, and field sampling. Performs assigned tasks under immediate supervision and using established procedures. Has no supervisory responsibility.
Administrative Assistant III	High School Diploma or Equivalent	8+ years of directly applicable experience. Must possess good verbal and written communication skills as well as expertise in the use of Microsoft Office software (Word, Excel, and Powerpoint).	Provides support to technical and management staff. Responsibilities may include filing, word processing, data entry, document editing, document formatting, document production, client coordination, scheduling, invoicing, bookkeeping and other administrative activities. Routine and non-routine support tasks are performed under the supervision of a professional. May provide oversight and supervision for a small group of support staff working on technical issues or specific elements of a project.