



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Federal Supply Group:** 899 ENVIRONMENTAL SERVICES **Class:** F999

Note: Contractor has been awarded all Special Item Numbers under the Disaster Recovery program.

**HSG, LLC dba Herndon Solutions Group**

4001 S DECATUR BLVD #37-376

LAS VEGAS, NV 89103-5860

Phone: 866-487-3895

Fax: 877-876-4788

Internet Address: [www.herndon-group.com](http://www.herndon-group.com)

Contract Administrator: Christine Herndon

Email: [christine.herndon@herndon-group.com](mailto:christine.herndon@herndon-group.com)

**CONTRACT NUMBER:** GS-10F-230BA

**PERIOD COVERED BY CONTRACT:**  
September 30, 2014 through September 29, 2019

**BUSINESS SIZE:**  
Small, Disadvantaged, 8(a), Woman Owned Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*<sup>®</sup>, a menu-driven database system. The INTERNET address GSA *Advantage!*<sup>®</sup> is: [GSAAdvantage.gov](http://GSAAdvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES .....3  
GSA AWARDED PRICELIST .....5  
LABOR CATEGORY DESCRIPTIONS.....9  
SCA MATRIX.....12

# CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

<u>SIN</u>	<u>DESCRIPTION</u>
899-1	Environmental Consulting Services
899-1 RC	Environmental Consulting Services (Disaster Recovery)

**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.**  
See Price List

**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.**  
See Price List

**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. Basic Discount**

Prices listed are net, discounts have been deducted and the industrial funding fee has been added

**7. Quantity discounts:** 1% on single task orders between \$250,000 -\$499,000 and 2% on single task orders exceeding \$500,000 or more

**8. Prompt payment terms:** Net 30 days

**9a. The Government Purchase Card will be accepted for payment on orders below the micro-purchase threshold.**

**9b. The Government Purchase Card will be accepted for payment on orders above the micro-purchase threshold.**

**10. Foreign items:** None

**11a. Time of Delivery:** Specified on the Task Order

**11b. Expedited Delivery:** As Negotiated

**11c. Overnight and 2-day delivery:** As Negotiated

**11d. Urgent Requirements:** As Negotiated

**12. F.O.B Points:** Destination

- 13a. Ordering Address:** 4001 S Decatur BLVD #37-376  
Las Vegas, NV 89103-5860
- 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](http://fss.gsa.gov/schedules)).
- 14. Payment address:** 4001 S Decatur BLVD #37-376  
Las Vegas, NV 89103-5860
- 15. Warranty provision:** Contractor warrants that all personnel rendering services will meet or exceed the requirements set forth in the labor category descriptions.
- 16. Export Packing Charges are not applicable.**
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None
- 18. Terms and conditions of rental, maintenance, and repair are not applicable.**
- 19. Terms and conditions of installation are not applicable.**
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices are not applicable.**
- 20a. Terms and conditions for any other services are not applicable.**
- 21. List of service and distribution points are not applicable.**
- 22. List of participating dealers is not applicable.**
- 23. Preventive maintenance is not applicable.**
- 24a. Environmental attributes are not applicable.**
- 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/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 826953155
- 26. Contractor HAS registered in the system for award management (SAM) database.**  
Cage Code: 5MIT8

## GSA Awarded Pricelist

SIN	Awarded Labor Category	9/30/2014-9/29/2015	9/30/2015-9/29/2016	9/30/2016-9/29/2017	9/30/2017-9/29/2018	9/30/2018-9/29/2019
899-1	Senior Engineer	\$146.14	\$149.36	\$152.64	\$156.00	\$159.43
899-1	Project Engineer	\$134.29	\$137.24	\$140.26	\$143.35	\$146.50
899-1	Senior Geologist/Geochemist	\$113.55	\$116.05	\$118.60	\$121.21	\$123.88
899-1	Senior Hydrologist	\$113.55	\$116.05	\$118.60	\$121.21	\$123.88
899-1	Toxicologist (Human Health Risk)	\$111.58	\$114.03	\$116.54	\$119.11	\$121.73
899-1	Ecological Risk Assessor	\$111.58	\$114.03	\$116.54	\$119.11	\$121.73
899-1	Industrial Hygienist	\$107.63	\$110.00	\$112.42	\$114.89	\$117.42
899-1	Regulatory Specialist	\$107.63	\$110.00	\$112.42	\$114.89	\$117.42
899-1	Project Manager	\$105.65	\$107.97	\$110.35	\$112.78	\$115.26
899-1	Public Relations Specialist	\$94.31	\$96.38	\$98.51	\$100.67	\$102.89
899-1	Environmental Scientist	\$102.69	\$104.95	\$107.26	\$109.62	\$112.03
899-1	Program Manager	\$99.73	\$101.92	\$104.17	\$106.46	\$108.80
899-1	Field Specialist/Engineer	\$91.83	\$93.85	\$95.91	\$98.03	\$100.18
899-1	Staff Geologist	\$87.88	\$89.81	\$91.79	\$93.81	\$95.87
899-1	CAD/GIS Technician**	\$73.07	\$74.68	\$76.32	\$78.00	\$79.71
899-1	Senior Administrator**	\$70.11	\$71.65	\$73.23	\$74.84	\$76.49
899-1	Jr. Scientist	\$66.16	\$67.62	\$69.10	\$70.62	\$72.18
899-1	Administrative Assistant**	\$63.19	\$64.58	\$66.00	\$67.45	\$68.94

# Labor Category Descriptions

## **Senior Engineer**

### ***Functional Responsibility:***

Work with minimal supervision and exercise independent thinking and creativity to design innovative engineering solutions to complex environmental issues. Oversee the development of project specific computer modeling efforts utilizing industry accepted software programs. Routinely represents the organization to outside clients at meetings and marketing events. Oversight and management of junior staff, scheduling work assignments, coordination with external clients, marketing, development of project budgets and proposals. Provide internal coordination between divisions and quality assurance/quality control reviews of all engineering products and plans generated on a given project.

***Minimum Education: Bachelor's Degree***

***License: Registered Professional Engineer.***

***Minimum years of Experience: 7 years***

## **Project Engineer**

### ***Functional Responsibility:***

Develop project objectives by reviewing project proposals and plans while conferring with management. Determine project responsibilities by identifying project phases and elements; assigning personnel to phases and elements; reviewing bids from contractors. Determine project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates. Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions. Prepare project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 2 years***

***Software Proficiency: Project Management Application; AutoCAD, REM or GIS Application;***

## **Senior Geologist/Geochemist**

### ***Functional Responsibility:***

Assisting in site investigations and installing and operating remediation systems for underground storage tanks and hazardous waste sites. Personnel typically have experience with groundwater modeling, groundwater sampling, soil sampling, drilling, monitoring well installation, slug tests, pump tests, and land surveying. Prepare surface and subsurface maps and diagrams that depict stratigraphic arrangement and composition of the field or location. Generate structural model of prospect including seismic interpretation and analysis, geologic interpretation, rock property analysis, mapping, structural framework creation in time, and depth conversion.

***Minimum Education: Bachelor's Degree***

***Certification: Professional Geologist Certification***

***Minimum years of Experience: 5 Years***

***Software Proficiency: Modeling Application***

### **Senior Hydrologist**

#### ***Functional Responsibility:***

Responsible for management of products from the company's Water Resources Section. Responsible for quality control of all hydrologic and water quality evaluations, and is often the senior author of hydrologic reports. The individual manages water resource and water quality studies, has experience on large and small scale hydrologic and water quality projects with state and federal agencies, and has extensive experience and understanding of the Clean Water Act (specifically Section 303(d)), Total Maximum Daily Loads [TMDLs], the National Pollution Discharge Elimination System, Construction Storm Water Permits, Section 404, and Water Quality Standards, and NEPA.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 5 Years***

***Software Proficiency: Modeling Application***

### **Toxicologist (Human Health Risk)**

#### ***Functional Responsibility:***

The toxicologist will perform carefully designed studies and experiments that will identify the specific amount of a chemical that may cause harm and potential risks of being near or using products that contain certain chemicals.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 5 Years***

***Software Proficiency: Modeling Application; MS Office Suite***

### **Ecological Risk Assessor**

#### ***Functional Responsibility:***

Conduct research or perform investigations for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Analyze data to determine validity, quality, and scientific significance and to interpret correlations between human activities and environmental effects. Communicate scientific or technical information to the public, organizations, or internal audiences through oral briefings, written documents, workshops, conferences, training sessions, or public hearings. Provide scientific or technical guidance, support, coordination, or oversight to governmental agencies, environmental programs, industry, or the public. Review and implement environmental technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements. Provide advice on proper standards and regulations or the development of policies, strategies, or codes of practice for environmental management.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 5 Years***

***Software Proficiency: Modeling Application***

## **Industrial Hygienist**

### ***Functional Responsibility:***

Conducts health program in an organization to recognize, eliminate, and control occupational health hazards and diseases: Collects samples of dust, gases, vapors, and other potentially toxic materials for analysis. Investigate adequacy of ventilation, exhaust equipment, lighting, and other conditions which may affect employee health, comfort, or efficiency. Conducts evaluations of exposure to ionizing and nonionizing radiation and to noise, and recommends measures to ensure maximum employee protection. Collaborate to institute control and remedial measures for hazardous and potentially hazardous conditions and equipment. Prepare reports including observations, analysis of contaminants, and recommendations for control and correction of hazards. Participate in educational meetings to instruct employees in matters pertaining to occupational health and prevention of accidents.

***Minimum Education: Bachelor's Degree***

***Certification: Certified Industrial Hygienist***

***Minimum years of Experience: 2 Years***

***Software Proficiency: MS Office Suite***

## **Regulatory Specialist**

### ***Functional Responsibility:***

Coordinate efforts associated with the preparation of regulatory documents or submissions. Coordinate, prepare, and review regulatory submissions for domestic or international projects. Identify relevant guidance documents, international standards, or consensus standards and provide interpretive assistance. Interpret regulatory rules or rule changes and ensure that they are communicated through corporate policies and procedures. Maintain current knowledge base of existing and emerging regulations, standards, or guidance documents.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 2 Years***

***Software Proficiency: MS Office Suite***

## **Project Manager**

### ***Functional Responsibility:***

Individuals are responsible for project administration including budgets, schedules, client coordination, and task completion. The individual may also function as a Deputy Project Manager for larger projects. The project manager may be the author of smaller project reports. Possesses knowledge of; environmental resource analyses and investigations involving NEPA, resource planning, hazardous materials, water quality, hydrology, fisheries, habitat, or other natural resource fields.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 5 years***

***Software Proficiency: Project Management Application***

***Certification: Certified Project Management Professional***

## **Public Relations Specialist**

### ***Functional Responsibility:***

Plan and direct public relations programs designed to create and maintain a favorable public image for the employer or client. Create company literature and other forms of communication. Recommend, implement and maintain site design and operation. Create and deliver press releases, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, and speaking proposals. Identify, develop and execute communications strategy for key media contacts and customer references.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 2 Years***

***Software Proficiency: MS Office Suite; Adobe Suite***

## **Environmental Scientist**

### ***Functional Responsibility:***

Responsible for coordinating pollution control, waste management, recycling, environmental health, conservation and renewable energy; ensuring compliance with environmental legislation; auditing, analyzing and reporting environmental performance to internal and external clients and regulatory bodies; carrying out impact assessments to identify, assess and reduce an organization's environmental risks and financial costs; and managing the development and implementation of an environmental management system.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 5 Years***

***Software Proficiency: MS Office Suite***

## **Program Manager**

### ***Functional Responsibility:***

A program manager is responsible for achieving operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; and implementing changes; meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; and initiating corrective actions.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 5 years***

***Software Proficiency: MS Office Suite; Adobe Suite***

### **Field Specialist/Engineer**

#### ***Functional Responsibility:***

Under general supervision, performs a variety of specialized paraprofessional engineering and transportation field research, report writing, file maintenance, public relations and office administrative duties for professional engineering staff and departmental management; receives and responds to complaints; performs studies and prepares reports; researches engineering topics, prepares basic engineering calculations; maintains engineering and transportation/traffic records; performs field observations and surveys; updates maps and drawings, and performs related work as required.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 2 Years***

### **Staff Geologist**

#### ***Functional Responsibility:***

Responsible for assisting in site investigations and installing and operating remediation system for underground storage tank and hazardous waste sites. Personnel typically have experience with groundwater modeling, groundwater sampling, soil sampling, drilling, monitoring well installation, slug tests, pump tests, and land surveying. Prepare surface and subsurface maps and diagrams that depict stratigraphic arrangement and composition of the field or location. Generate structural model of prospect including seismic interpretation and analysis, geologic interpretation, rock property analysis, mapping, structural framework creation in time, and depth conversion.

***Minimum requirements: Bachelor's Degree***

***Minimum years of Experience: 1 Year***

***Certification: Professional Geologist Certification***

***Software Proficiency: Modeling Application***

### **CAD/GIS Technician**

Responsible for duties such as: updating and/or creating maps and/or design drawings using geographic information systems (GIS) or computer aided design (CAD) technology; communicating with the public; conducting research; reading and/or interpreting maps, blueprints, survey documents, or sketches; proofing or comparing the information contained on maps/drawings with information from different sources; measuring distances, areas, perimeters, and angles; and uses computer applications to enter, query information. Performs a wide-variety of mapping and engineering support activities as listed above, or performs a specific function on a full-time basis.

***Minimum Education: Associate's Degree or Vocational Certification***

***Minimum years of Experience: 2 Years***

***Software Proficiency: AutoCAD; REM; ArcGIS Application***

### **Senior Administrator**

#### ***Functional Responsibility:***

Duties include those described for administrative assistant but require stronger work experience within each function. Supports senior level managers and may supervise other support staff. A premium is paid for specific industry or market experience. Advanced computer skills with the ability to train others in system usage is preferred.

***Minimum Education: Associate's Degree***

***Minimum years of Experience: 5 Years***

***Software Proficiency: MS Office Suite; Database; Accounting Application***

### **Jr. Scientist**

#### ***Functional Responsibility:***

Apply standard scientific methods, techniques, procedures, and criteria under guidance of a supervisor. Perform assignments under direct supervision involving the preparation of calculations, specifications, plans, investigations, surveys, structures, systems, design drawings, and equipment. Execute assignments which have clear and specific objectives and require the investigation of a limited number of variables. Able to prepare, review, and check high quality written reports of scientific work.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 1 Year***

***Software Proficiency: MS Office Suite***

### **Administrative Assistant**

#### ***Functional Responsibility:***

The primary function of the Administrative Assistant is to provide record and document management. Also, answers routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of internal contacts at all levels of the organization. Independent judgment is required to effectively plan and organize workload, recommends changes in office practices or procedures.

***Minimum Education: Bachelor's Degree***

***Minimum years of Experience: 2 Year***

### **Educational Equivalency**

HSG, LLC d/b/a Herndon Solutions Group reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

- One year of experience is the equivalent of one year of education.
- One year of education is the equivalent of one year of experience.
- Certification related to the technology is equivalent to two years of experience or education requirement.

## Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
CAD/GIS Technician	30060 DRAFTER/CAD OPERATOR	2005-2331
Senior Administrator	01020 ADMINISTRATIVE ASSISTANT	2005-2331
Administrative Assistant	01020 ADMINISTRATIVE ASSISTANT	2005-2331

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 awarded are in line with the geographic scope of the contract (i.e. nationwide).