



General Services Administration
Authorized Federal Supply Schedule Price List

GSA Contract Number: GS-21F-0098Y
SIN 871-210, Water Conservation
SIN 871-100, Ancillary Supplies and/or Services

GSA Schedule 03FAC, Facilities Maintenance & Management Services
Contract Base Period: May 3, 2012, to May 2, 2017

Small Business



A partnership for engineering solutions

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On-line access to contact ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: <http://www.gsaadvantage.gov>.

CONTENTS

Introduction to Environmental Partners Group, Inc. 1

Scope of the Contract 4

Advantages of Using a GSA Schedule Contract 9

Prices 10

Position Descriptions 12

Customer Information 22

Contact Us 23

INTRODUCTION TO ENVIRONMENTAL PARTNERS GROUP, INC.



Environmental Partners Group, Inc., was built on the *core philosophy that a strict focus on client service through partnership* creates added value for our clients. We provide a broad range of civil and environmental engineering and consulting services with 25 staff members, and 3 offices. The firm has extensive experience in performing a wide range of projects that fall within the scope of SIN 871-210, including: water conservation studies; water systems analyses; development of stormwater control strategies to ensure that the siting and construction of new facilities do not result in increased stormwater runoff; and development of strategies to improve stormwater controls associated with existing facilities.

The foundation of our growth and reputation within the engineering community is our close partnership with our clients, in many cases becoming an extension of their own staff, while applying the technical expertise we have gained through decades of experience. It is this experience – as pure consultants, design professionals, managers, construction contractors, and subcontractors – that allows Environmental Partners to anticipate and address project related issues, impacts, and opportunities.

Numerous certifications and accreditations are held by our growing staff with expertise in stormwater management, property hydrology, water systems, leak detection, and water reuse strategies. Certifications and registrations include: registered Civil and Environmental Professional Engineers, Licensed Site Professionals, Certified Drinking Water Operators, Certified Wastewater Operators, Certified Hazardous Materials Managers (CHMM), 40-Hour OSHA Hazardous Waste Operations, Health and Safety Certified Supervisor, and 10-hour OSHA Construction Safety Training Certified Professional.

Our Reputation:

Environmental Partners Group's excellent reputation over the past 15 years has been founded on timely performance of projects, from permitting to producing plans and specifications for bidding, and construction oversight. *For a small firm, we can provide the full-range of services offered by our larger competitors, with better client service.* We have the technical and management skills to run large projects, and have a deep commitment to SERVICING our clients. Service to Environmental Partners means careful listening to our clients when scoping our assignments, developing realistic budgets and schedules, and living up to our commitments. Simply stated, our success has been based on a solid track record of providing quality services on a timely basis and excellent communication skills for fifteen years. We are not a firm that takes on projects that we cannot commit to completing.

Client Testimonials

"The Town has greatly benefited from our relationship with Environmental Partners. Your firm's name more than suitably describes your approach, as our partnership has resulted in numerous successfully completed public works projects in our Town."

"Having worked with Environmental Partners on several projects, I can say with confidence that your staff is supportive and diligent, bringing the necessary expertise and management skills to the job site and to every project meeting."

"In addition to the capital projects that you've assisted our Town in implementing over the past 5 years, your responsiveness to emergencies and unplanned difficult situations has been exemplary. Your firm has truly established the standard for which we measure other consulting engineers."

SIN 871-210: Water Conservation

In the past decade, a number of EPG's municipal clients have assigned projects to EPG within the scope of SIN 871-210. Many of the firm's municipal clients assigned EPG to develop stormwater management strategies and solutions for the development/redevelopment of public lands. To keep pace with the growing demand, EPG expanded its staff to include hydrologists and civil engineers with experience in stormwater modeling. EPG's success on these projects has become well known, and many commercial clients have since retained EPG for help in site development projects where stormwater management was a crucial component.

Starting in 2001, many of EPG's municipal clients began to perform water systems analyses. New regulatory requirements were part of the impetus; but rapid population growth in areas where water supplies were already strained also motivated the water utilities. The goals of water systems analyses are to reduce leaks and to identify and eliminate unaccounted for water usage, which leads to: greater reliability through an efficient water system; reduced costs for pumping, treating, and transporting water; and preserving water supplies for future use. Many of EPG's municipal clients issued contracts to EPG to perform these studies, and the firm developed substantial expertise in this area.

Based on its focused, managed growth, EPG now has a reputation for excellence in water conservation services. The firm focuses on the needs of government agencies and corporate clients with missions centered on infrastructure, public works, and public safety.

Our water conservation services include the following:

- ❖ Developing water optimization services focusing on acquisition, treatment, distribution, and disposal of water
- ❖ Water management plans
- ❖ No-cost/ low-cost water conservation improvements
- ❖ Leak detection, focused on old infrastructure
- ❖ Planning, designing, implementing, and using water management plans
- ❖ Comprehensive metering and monitoring of water and sewer services
- ❖ Audits



STORMWATER SERVICES

Stormwater management is a staple component of virtually every design project we complete, and is a dominant part of our landfill and site development projects. In response to EPA's Phase II Stormwater Program, Environmental Partners has assisted a number of our clients in preparation of stormwater master plans that are compliant with Phase II regulations. Such master plans are tailored to the unique needs of our clients, taking into consideration available budgets, mapping resources, groundwater source protection needs, and overlapping concerns related to water supply and wastewater management.

We routinely assist our clients on annual stormwater management activities in compliance with their master plans. Such activities include water quality sampling and analysis, GIS mapping of stormwater systems, and preparation of annual reports.

Our stormwater services including the following:

- ❖ Site Drainage Design
- ❖ Stormwater Pollution Prevention Plan (SWPPP) Development (Best Management Practices)
- ❖ Hydraulic Analysis
- ❖ Low Impact Design (LID)
- ❖ National Pollutant Discharge Elimination System (NPDES) and other various permits
- ❖ Inflow Infiltration Reduction Programs
- ❖ Construction Management
- ❖ Regulatory Consent Order Negotiations
- ❖ Storm Water Master Plans
- ❖ Storm Drain System Mapping
- ❖ Stormwater GIS Mapping



SCOPE OF THE CONTRACT

Under our GSA Schedule Contract, EPG can provide a wide range of services.

❖ **Special Item Number (SIN) 871-210/210RC, Water Conservation**

Services and consulting related to the reduction of water usage, reduction of potable water consumption intensity, reduction of industrial, landscaping and agricultural water consumption, promoting, and implementing water reuse strategies, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. Also includes consulting on storm water run-off and property hydrology maintenance and restoration. These services can include, but are not limited to, consultation, facility water audits, water balance, and water system analysis.

PROJECT EXAMPLES:

Stormwater Consulting Services - Recreation Complex - Hanover, Massachusetts

The Town of Hanover, Massachusetts, decided to convert an open field into a multi-use site involving both passive and active recreational activities including a combination of structures (e.g., concession building), a 300 space parking lot, baseball fields, softball fields, general purpose soccer/lacrosse fields, and walking trails. This 80 acre site was formerly used as farmland, consisting of a combination of open fields, wooded areas, and wetlands.



From the outset, the Town realized that the new recreational facility would create substantial stormwater management concerns. Absent a sophisticated stormwater management plan, the new facility would create substantial amounts of new stormwater runoff to abutting parcels, and to the adjacent Forge Pond. The Town hired EPG to develop a stormwater management plan and perform related tasks. The overall goal was to use Best Management Practices (BMPs)—for example, to ensure that despite the addition of a large parking lot, the site would not create excessive runoff to abutting properties, nor damage the existing on-site wetlands.

After extensive field work, a wetlands delineation survey, and surface and subsurface soils analysis, EPG developed a conceptual design for stormwater management at the site. Key elements of the plan included the following:

- ❖ Installation of storm drains with deep sump catch basins in the access road and parking areas of the new facility.
- ❖ Construction of drainage channels along the new access roadway, to provide for control of stormwater runoff flow, conveying it downstream at low velocities to protect against erosion, and to provide pollutant removal through sedimentation, filtration, nutrient uptake, and infiltration (when groundwater table elevation conditions permit).
- ❖ Combined constructed pocket wetlands/dry detention basins for five locations.

- ❖ In order to ensure proper stormwater flow through an existing intermittent stream, EPG also proposed a bottomless culvert for the new paved access road.

After producing this plan, EPG developed supporting documents, such as the *Stormwater Management Form*, that the Town used to obtain all necessary local, state, and federal permits. The Town subsequently retained a general contractor, and constructed the new facility.

Stormwater Consulting Services - Planned Renovations of an Existing Building and Construction of New Building, Abington & Rockland Joint Water Works, Massachusetts

The Abington & Rockland Joint Water Works (ARJWW) had acquired in 2009 a 3.2 acre parcel on Centre Avenue in Rockland with the goal of developing the property into their new headquarters. ARJWW decided to renovate the existing building, and also to construct a new, 5,000 sq. ft., pre-engineered steel building. The result would be a net increase in the total amount of the parcel that would contain impervious areas (e.g., new roof area for the building; a net increase in paved areas for an expanded parking lot). EPG was engaged to develop a stormwater management plan for the entire effort. During the planning stages of the project, EPG performed a detailed analysis, and developed a strategy for stormwater control that met the Town's requirements and conformed to the Massachusetts Stormwater Handbook. EPG's recommendations were incorporated into the overall plan for the renovation/ construction project. The renovation /construction project is now complete, and the stormwater control strategy planned by EPG is achieving its goals.



EPG developed a proposed stormwater management system for the proposed development, including the following key components:

- ❖ A multi-stage system for dealing with runoff from the proposed new paved area.
- ❖ A new subsurface recharge system to be located in front of the new building.
- ❖ Rerouting of existing drainage piping.

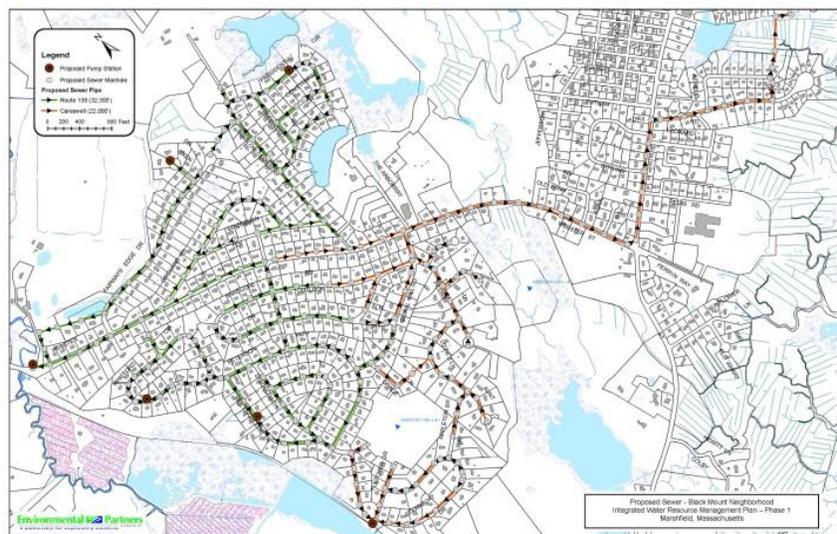
Integrated Water Resource Management Plan - Marshfield, Massachusetts

A Town's water resources must be managed and protected to meet current and future needs of its residents. The preparation of an Integrated Water Resource Management Plan (IWRMP) includes evaluation of current and future wastewater, drinking water, and storm water needs, while identifying the most economical and environmentally appropriate solutions. Preparing an IWRMP includes cooperation from all Town departments in order to gain consensus on measures that will have the most positive impact on water resources. The Town of Marshfield's coastal location, paired with the sensitivity of the North and South Rivers, makes it imperative to protect its water resource assets. In February 2012, the Town of Marshfield selected Environmental Partners Group to conduct an IWRMP.

Since the task of completing an IWRMP is a complex undertaking, we divided the scope into sequential phases. Currently, Phase 1 is underway, which includes assessment of existing conditions in the Town. The assessment includes review of land-use patterns, growth plans, soils, hydrology, groundwater and surface water quality. We will also assess the existing water, sewer and stormwater infrastructure. The primary goal of Phase 1 is to catalogue all relevant and existing conditions and to identify information gaps that require additional planning and outline the framework of the subsequent phase, the final IWRMP. Goals of the final IWRMP will include:

- A unified plan that prioritizes all of the Town's water resource management needs in a manner that provides the greatest benefit to the public health and environment.
- Focus attention and resources on the components of the Town's water resources infrastructure that present the greatest benefit to the public health and environment.
- Identify solutions that address multiple problems.
- Promote a "fix-it-first" approach that optimizes existing infrastructure where practical.

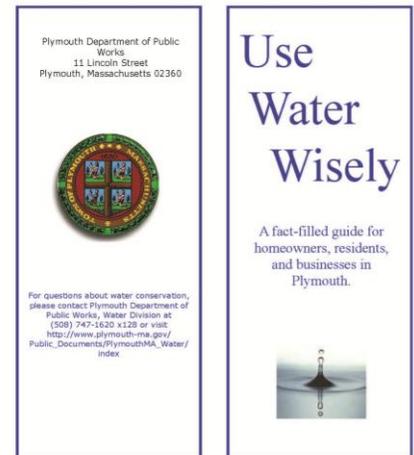
In addition to performing Phase 1 of the IWRMP, the Town has already identified the need to conduct a Sewer Needs Assessment and Alternatives Analysis for sewer extension to Kent Park and the Black Mount area. Our proposed work will evaluate the need for sewer service in these areas, along with presenting alternatives for sewerage each. Both areas are adjacent to sensitive water resources. Kent Park has potential issues due to naturally high groundwater



elevations adjacent to South River and Shearwater Marsh. The Black Mount area, off Webster Street, has unfavorable soil conditions along with proximity to Webster Street Wells No. 1 and 2, where elevated nitrate concentrations have already been documented in a previous report.

Water Audit – Plymouth, Massachusetts

The Town of Plymouth retained the services of Environmental Partners Group to complete a Town wide water audit. The project included a leak detection survey and leak repairs, water meter testing program, water audit, and preparation of a water conservation program. The Water Audit balanced the volume of drinking water produced with the volume billed and accounted for the remaining water (loss). As a result of the water audit activities, the Town eliminated approximately 52.2 million gallons per year of unaccounted for water. Environmental Partners assisted the Town of Plymouth in preparing a Water Conservation Plan to reduce the volume of water lost in the system by increasing community awareness and implementing water saving practices throughout the Town.



Comprehensive Water Quality Study – Hyannis, Massachusetts

Environmental Partners Group, Inc. was retained by the Town of Barnstable to conduct a comprehensive water quality study for supply, treatment, and distribution (11 groundwater supply wells and four water treatment facilities) to determine the current status of the Town's Hyannis Water and to identify capital and operational improvements needed to improve water quality throughout the system. The study included the evaluation of operations, treatment performance and effectiveness, and system hydraulics to optimize water quality.

Water Quality Study – Norfolk, Massachusetts

Environmental Partners Group developed and implemented a comprehensive water quality sampling program of the Norfolk Water System. The sampling program consisted of collecting samples from each source, and up to five distribution sites. Sampling was done weekly for a period of four weeks (four sampling events) and tested on site using Environmental Partners' mobile laboratory equipment for pH, alkalinity, hardness, turbidity, iron (total and filtered), manganese (total and filtered), color (true and apparent), and UV-254.

In addition, Environmental Partners collected and reviewed existing water quality data and production records that were available at the offices of the Water Department. We also examined existing available record drawings, service cards, engineering reports, and distribution system plans to identify the materials and approximate age of the water distribution system piping.

A letter report was prepared that summarized the results and findings of the proposed water quality evaluation, including a list of recommended improvements. Preliminary cost estimates for implementing any recommended improvements were included in the report.

❖ **SIN 871-100/100RC, Ancillary Supplies and/or Services**

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN excludes purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

PROJECT EXAMPLES:

Wellfleet Harbor Oyster Spawning Project – Wellfleet, Massachusetts



The Wellfleet Harbor Oyster Spawning site is located at the confluence of Mayo Creek and Duck Creek, north of the Wellfleet Marina. One of the goals of the Wellfleet Harbor Oyster Spawning Project was to gain a meaningful understanding of the relationship between nitrogen concentrations and the overall health of shellfish populations. Increased nitrogen levels can result in nutrient loading, and the increased growth of marine algae, including phytoplankton and microalgae. The excess nutrients can result in eutrophication. Rapidly growing algae will cloud the water, limiting light penetration. In addition, decomposition of the algae reduces the oxygen concentrations in the water.

A water quality database for the Oyster Spawning Site was developed using a **YSI water quality meter** and laboratory analyses of nitrogen samples. The YSI meter was installed on the marina pier and measured eight different water quality parameters at 15 minute intervals, including pH, oxidation-reduction potential, specific conductance, temperature, turbidity, total dissolved solids, chlorophyll a, and blue green algae. The YSI meter was connected to a YSI EcoNet system, which transmitted the data to the Cape Cod Cooperative Extension Website, for real time online viewing of the data. An Onset HOBO water level logger was also deployed to record water depth at the YSI meter location. The YSI was deployed from August 23 through December 9, 2011. Five rounds of surface water samples were collected between July and November 2011 to monitor nitrogen concentrations in surface water in the vicinity of the oyster beds and the YSI meter. The YSI monitoring and laboratory analyses for nitrogen were used in combination to evaluate overall water quality in Wellfleet Harbor near the oyster spawning site, with the YSI providing a relatively continuous record of water quality parameters and the discrete nitrogen laboratory results used to corroborate the trends observed with the YSI. The nitrogen water quality analyses in conjunction with the YSI monitoring performed in 2011 provide baseline water quality data for Wellfleet Harbor in the vicinity of the oyster beds. Continued monitoring with the YSI and discrete nitrogen samples, as the oyster beds develop, will provide the dataset needed to determine and quantify the water quality benefits from development of the oyster beds.



ADVANTAGES OF USING A GSA SCHEDULE CONTRACT

Do you need a quick, convenient, and cost-effective way to order services from Environmental Partners Group?

Our GSA Schedule contract provides an excellent solution. It offers the following advantages:

- ❖ **Dramatic time savings.** You can typically complete the task order initiation process (as specified in FAR 8.405) very quickly—often in a matter of weeks.
- ❖ **Minimal administrative burden.** GSA has already determined that prices offered by EPG are “fair and reasonable.” With few exceptions, you are not required to synopsise the requirement for a task order ahead of time in FedBizOpps. All applicable federal procurement laws and regulations have already been applied.
- ❖ **No dollar limits** on task orders.
- ❖ **Small business credit.** Your agency will receive small business credit for all dollars spent on task orders issued to EPG.
- ❖ **Flexibility.** For example, you can set up a “Blanket Purchase Agreement” (BPA) with EPG, in the event that you do not know the precise amount or types of services that you would like purchase. You can use the BPA as an ordering device in which all of your offices can participate, allowing them to place orders directly.
- ❖ **Direct relationship with EPG.**
 - GSA will not get involved in your selection process.
 - Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
 - EPG will deliver services and invoices directly to your agency. GSA does not inject itself into the client/contractor relationship.

PRICES

The following prices are “net” (prices shown include all applicable discounts and are inclusive of the Industrial Funding Fee).

GSA Hourly Rates (SIN 871-210/210RC)

EPG Labor Category	GSA Hourly Rate
Principal	\$190.00
Sr. Project Manager	\$185.00
Project Manager	\$164.58
Sr. Project Engineer	\$114.71
Sr. Project Scientist	\$114.71
Project Engineer	\$99.75
Project Scientist	\$99.75
Engineer	\$84.79
Hydrologist	\$79.80
Scientist	\$74.81
Field Technician*	\$66.83

GSA Prices for Ancillary Supplies and/or Services (SIN 871-100/100RC)

EPG Labor Category	GSA Daily Rate
YSI Water Quality Probe	\$149.62

Volume Discounts

Volume Discount #1

For any individual GSA Task Order with a value of at least \$250,000 (but not exceeding \$499,999), Environmental Partners Group will discount its GSA authorized hourly labor rates for that Task Order (inclusive of IFF) by an additional 2%.

Volume Discount #2

For any individual GSA Task Order with a value of \$500,000 or more, Environmental Partners Group will discount its GSA authorized hourly labor rates for that Task Order (inclusive of IFF) by an additional 3%.

Notes

In the event that an individual GSA Task Order has a value of less than \$250,000 and is subsequently modified to bring the total value to an amount that qualifies the Task Order for a Volume Discount, EPG will begin to apply the relevant Volume Discount (#1 or #2) as soon as administratively feasible thereafter, but no later than the first full month that starts after the effective date of the Task Order modification.

At any given time, only one Volume Discount will be in effect for a qualifying individual GSA Task Order. The two Volume Discounts will never be cumulative (i.e., a GSA Task Order that qualifies for a Volume Discount will receive either a 2% or 3% additional discount at any given time).

In the event that an individual GSA Task Order qualifies for Volume Discount #1, and is subsequently modified to bring the total value to an amount that qualifies the Task Order for Volume Discount #2, EPG will begin to apply that higher Volume Discount (i.e., 3% instead of 2%) as soon as administratively feasible thereafter, but no later than the first full month that starts after the effective date of the relevant Task Order modification.

In no event will EPG apply Volume Discounts retroactively.

***Service Contract Act**

The Service Contract Act (SCA) is applicable to this contract and it includes an SCA applicable labor category. The price for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number identified below. The prices offered are based on the preponderance of where we expect work to be performed under the contract (Town of Quincy, which is in Norfolk County, MA). Should EPG perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code—Title	WD Number Specified in the Solicitation
Field Technician	30081, Engineering Technician I	05-2255, Rev. 13

POSITION DESCRIPTIONS

Principal

Functional Responsibilities

Supervises management and overall operations of the firm. The Principal has demonstrated effectiveness in planning and managing multiple projects, maintaining budgets and schedules, building and maintaining positive client relations, developing new clients through proactive marketing, and generating repeat business with existing clients. As a prerequisite, a Principal meets all criteria of a Senior Project Manager.

Key functional responsibilities include the following:

- Supervise and direct individuals or teams of technical staff on multiple complex projects and/or multiple simple projects.
- Assist in the training and technical development of staff by various means including holding training seminars, providing technical guidance during project execution, and bringing new technical developments in-house.
- Consult with other technical staff and Project Managers on technical issues, and provide technical reviews on projects in which he or she is not otherwise involved.
- Work with minimal direction or supervision through demonstrated success with similar project responsibilities.
- Oversee technical accuracy of project through regular communications with project staff, and review of plans, specifications, reports, and calculations to ensure compliance with the firm's standards.
- Deliver technical presentations to clients and at public meetings to review and discuss project details.
- Review proposals/scopes of work and project budgets prepared by Principals.
- With assigned project team, ensure that all steps and procedures are taken according to company operating procedures and that all work is completed as planned and scheduled. This includes keeping the client informed of the on-going status of a project and providing adequate management, advice, and support to the members of the project team.
- Work with Senior Project Managers to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Ensure that the review process and other quality control guidelines are followed and that final reports and presentations are completed per company standard operating procedures using standard company formats.

Minimum Years of Experience

15 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant field.

Training or Certification Requirements

Registered Professional Engineer or other Professional Registrations as appropriate for the person's primary field of expertise in State(s) where EPG does work; or ability to obtain same by reciprocity.

Substitution Factor

A Master's Degree in a relevant field with 12 years of experience can substitute for the requirement for a Bachelor's Degree and 15 years of experience.

Senior Project Manager

Functional Responsibilities

Applies the requisite experience and technical knowledge to be recognized within the firm as having expertise in a specialty area within his or her discipline, and/or has demonstrated effectiveness in planning and managing multiple projects, maintaining budgets and schedules, building and maintaining positive client relations, developing new clients through proactive marketing, and generating repeat business with existing clients. As a prerequisite, a Senior Project Manager meets all criteria of a Project Manager.

Key functional responsibilities include the following:

- Supervise and direct individuals or teams of technical staff on multiple complex projects and/or multiple simple projects.
- Assist in the training and technical development of staff by various means including holding training seminars, providing technical guidance during project execution, and bringing new technical developments in-house.
- Consult with other technical staff and Project Managers on technical issues, and provide technical reviews on projects in which he or she is not otherwise involved.
- Work with minimal direction or supervision through demonstrated success with similar project responsibilities.
- Oversee technical accuracy of project through regular communications with project staff, and review of plans, specifications, reports, and calculations to ensure compliance with the firm's standards.
- Make technical presentations to the client and at public meetings to review and discuss project details.
- Prepare proposals/scopes of work and project budgets for approval by Principal. For assigned projects, complete project initiation documents that include detailed scope/outline, budget, and schedule for completion.
- With assigned project team, ensure that all steps and procedures are taken according to company operating procedures and that all work is completed as planned and scheduled. This includes keeping the client informed of the on-going status of a project and providing adequate management, advice, and support to the members of the project team.
- Work with other Project Managers to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Ensure that the review process and other quality control guidelines are followed and that final reports and presentations are completed per company standard operating procedures using standard company formats.
- Meet regularly with clients to discuss current projects, evaluate firm performance and identify other business opportunities either with current clients or through referrals.

Minimum Years of Experience

12 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant field.

Training or Certification Requirements

Registered Professional Engineer or other Professional Registrations as appropriate for the person's primary field of expertise in State(s) where EPG does work; or ability to obtain same by reciprocity.

Substitution Factor

A Master's Degree in a relevant field with 10 years of experience can substitute for the requirement for a Bachelor's Degree and 12 years of experience.

Project Manager

Functional Responsibilities

Has acquired the requisite experience and technical knowledge to be recognized within the firm as having expertise in a specialty area with his or her discipline and/or has demonstrated effectiveness in planning and managing multiple projects, maintaining budgets and schedules, building and maintaining positive client relations, developing new clients through proactive marketing, and generating repeat business with existing clients. As a prerequisite, meets all criteria of a Senior Project Engineer.

Key functional responsibilities include the following:

- Supervise and direct individuals or teams of technical staff on complex projects and/or multiple simple projects.
- Assist in the training and technical development of staff by various means including holding training seminars, providing technical guidance during project execution, and bringing new technical developments in-house.
- Consult with other technical staff and Project Managers on technical issues in the area of expertise and provide technical reviews on projects in which he or she is not otherwise involved.
- Work with minimal direction or supervision through demonstrated success with similar project responsibilities.
- Oversee technical accuracy of projects through regular communications with project staff, review of plans, specification, reports, and calculations to ensure compliance with the firm's standards.
- Make technical presentations to the client and at public meetings to review and discuss project details.
- Prepare proposals/scopes of work and project budgets for approval by Principal. For assigned projects, complete project initiation documents that include detailed scope/outline, budget, and schedule for completion.
- With assigned project team, ensure that all steps and procedures are taken according to company operating procedures and that all work is completed as planned and scheduled. This includes keeping the client informed of the on-going status of a project and providing adequate management, advice, and support to the members of the project team.
- Work with other project managers to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Coordinate subcontractors and staff on the execution and scheduling of the project scope of work.
- Contribute to the developments of recommendations for assigned projects and others, when requested.
- Ensure that the review process and other quality control guidelines are followed and that final reports and presentations are completed per company standard operating procedures using standard company formats.
- Meet regularly with clients to discuss current projects, evaluate firm performance and identify other business opportunities either with current clients or through referrals.

Minimum Years of Experience

9 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant field.

Training or Certification Requirements

Registered Professional Engineer or other Professional Registrations as appropriate for the person's primary field of expertise in State(s) where EPG does work or ability to obtain same by reciprocity.

Substitution Factor

A Master's Degree in a relevant field with 8 years of experience can substitute for the requirement for a Bachelor's Degree and 9 years of experience.

Sr. Project Engineer

Functional Responsibilities

Responsible for the technical supervision of more complex projects so that the work performed conforms to the contractual scope of work, budget, and schedule. The Senior Project Engineer is also responsible for maintaining positive relationships with clients and participating in development of the approaches for proposals, and acts as a positive role model for junior staff. As a prerequisite, a Senior Project Engineer meets all criteria of a Project Engineer.

Key functional responsibilities include the following:

- Assist Project Managers in planning, coordination and execution of large and small projects.
- Develop technical solutions to more complex projects by applying engineering knowledge and skills to produce quality work.
- Assist in the development and execution of all aspects of the project scope of work.
- Assist the Project Manager in complying with assigned project schedules and budget on more complex projects by actively reporting on project progress and by identifying additional work outside the contractual scope of work.
- Work closely with Project Managers to gain project management experience.
- Responsible for financial performance on tasks or projects under his or her control.
- Serve as the Technical Lead in respective discipline for more complex projects, being responsible for the technical coordination among other disciplines and subcontractors.
- Supervise and train less experienced staff by providing daily guidance and checking their work and progress. Provides input for completion of annual reviews.
- Develop technical approach, schedules, and fee estimates for proposals on large-scale or more complex projects to produce an effective and quality proposal.
- Maintain quality control within discipline by reviewing designs, checking calculations, assumptions, and the basis of design on more complex projects.
- Assist in the coordination and attend client meetings. Prepare and perform oral presentations for clients regarding project deliverables.
- Demonstrate awareness of corporate priorities regarding quality of work, client satisfaction, and project profitability.

Minimum Years of Experience

6 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant engineering field.

Training or Certification Requirements

Registered Professional Engineer in State(s) where EPG does work or ability to obtain same by reciprocity.

Substitution Factor

A Master's Degree in a relevant Engineering field with 5 years of experience can substitute for the requirement for a Bachelor's Degree and 6 years of experience.

Sr. Project Scientist

Functional Responsibilities

Responsible for the technical supervision of more complex projects so that the work performed conforms to the contractual scope of work, budget, and schedule. The Senior Project Scientist is also responsible for maintaining positive relationships with clients and in participating in development of the technical approach for proposals, and acts as a positive role model for junior staff. As a prerequisite, a Senior Project Scientists meets all criteria of a Project Scientist.

Key functional responsibilities include the following:

- Assist the Project Manager in the planning, coordination and execution of large and small projects.
- Develop technical solutions to more complex projects by applying scientific knowledge and skills to produce quality work.
- Assist in the development and execution of all aspects of the project scope of work.
- Assist the Project Manager in complying with assigned project schedules and budget on more complex projects by actively reporting on project progress and by identifying additional work outside the contractual scope of work.
- Work closely with Project Managers to gain project management experience.
- Responsible for financial performance on tasks or projects under his or her control.
- Serve as Technical Lead in respective discipline for more complex projects, being responsible for the technical coordination among other design disciplines and subcontractors.
- Supervise and train less experienced staff by providing daily guidance and checking their work and progress. Provide input for completion of annual reviews.
- Develop technical approach, schedules, and fee estimates for proposals on large-scale or more complex projects to produce an effective and quality proposal.
- Maintain quality control within discipline by checking calculations, assumptions, and the basis of solutions for more complex projects.
- Assist in coordinating client meetings, and attends meetings.
- Prepare and deliver oral presentations for clients regarding project deliverables.
- Demonstrate awareness of corporate priorities regarding quality of work, client satisfaction, and project profitability.

Minimum Years of Experience

6 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant field of science.

Training or Certification Requirements

Professional Registration in State(s) where EPG does work or ability to obtain same by reciprocity.

Substitution Factor

A Master's Degree in a relevant field of Science with 5 years of experience can substitute for a Bachelor's Degree and 6 years of experience.

Project Engineer

Functional Responsibilities

Takes an increasingly responsible role in the technical aspect of projects and is responsible for performing technical duties on less complex projects or discrete tasks on more complex projects. Other duties and responsibilities include assisting Project Manager with client contact, maintaining budgets and schedules, project coordination, project reviews, and technical proposals. As a prerequisite, meets all criteria of an Engineer.

Key functional responsibilities include the following:

- Prepare reports, correspondences, designs, drawings, specifications, permit applications, quantity takeoffs, and cost estimates on less complex projects or discrete tasks on more complex projects under the direct supervision of senior staff.
- Assist the Project Manager in complying with assigned project schedules and budget on less complex projects or discrete tasks on more complex projects by actively reporting on project progress and by identifying additional work outside the contractual Scope of Work
- May serve in lead role on less complex projects or discrete tasks on more complex projects to produce a complete and coordinated project by meeting and effectively communicating with the project team.
- Review calculations, design assumptions and concepts within discipline to assure quality control.
- Provide technical input into proposal on less complex projects, or discrete tasks on more complex projects by developing scope of work, budgets, and schedules by relying on historical information or experience.
- Assist in the preparation of technical presentations. Participate in client meetings and/or technical presentations.
- Develop and maintain positive relationships with clients on technical issues by effectively communicating on a frequent and regular basis as directed by the project manager.
- Develop and maintain positive working relationships with staff.
- Develop skills and proficiency in relevant computer based technical software.
- Develop increasing effective writing and presentation skills and can present data that supports technical decisions and the rationale for making them.

Minimum Years of Experience

4 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant Engineering field.

Training or Certification Requirements

Engineer-in-Training (EIT); actively pursuing P.E. registration and/or LEED certification.

Substitution Factor

A Master's Degree in relevant Engineering field with 3 years of relevant experience can substitute for a Bachelor's Degree and 4 years of experience.

Project Scientist

Functional Responsibilities

Takes an increasingly responsible role in the technical aspects of projects and is responsible for performing technical duties on less complex projects or discrete tasks on more complex projects. Other duties and responsibilities include assisting Project Manager with client contact, maintaining budgets and schedules, project coordination, project reviews, and technical proposals. As a prerequisite, meets all criteria of the Scientist job position.

Key functional responsibilities include the following:

- Prepare reports, correspondence, drawings, specifications, permit applications, quantity takeoffs, and cost estimates on less complex projects or discrete tasks on more complex projects under the direct supervision of senior staff.
- Assist the Project Manager in complying with assigned project schedules and budget on less complex projects or discrete tasks on more complex projects by actively reporting on project progress and by identifying additional work outside the contractual Scope of Work
- May serve as technical lead on less complex projects or discrete tasks on more complex projects to produce a complete and coordinated project by meeting and effectively communicating with the project team.
- Review calculations, assumptions and concepts within discipline to assure quality control.
- Provide technical input into proposal on less complex projects, or discrete tasks on more complex projects by developing scope of work, budgets, and schedules by relying on historical information or experience.
- Assist in the preparation of technical presentations. Participate in client meetings and technical presentations.
- Develop and maintain positive relationships with clients on technical issues by effectively communicating on a frequent and regular basis as directed by the Project Manager.
- Develop and maintain positive working relationships with staff.
- Develop skills and proficiency in relevant technical software.
- Develop increasing effective writing and presentation skills and present data that supports technical decisions and the rationale for making them.

Minimum Years of Experience

4 years of experience of increasing responsibility.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant scientific field.

Training or Certification Requirements

Professional Geologist, Licensed Site Professional, or other relevant registration.

Substitution Factor

A Master's Degree in relevant scientific field with 3 years of relevant experience can substitute for a Bachelor's Degree and 4 years of experience.

Engineer

Functional Responsibilities

Applies engineering knowledge to assist in the preparation of reports and field investigations under the supervision of senior staff.

Key functional responsibilities include the following:

- Assist in the preparation of reports, drawings, permit applications, quantity take-offs and cost estimates.
- Assist with construction administration activities (e.g., stormwater Best Management Practices) under the direct supervision of senior staff.
- Apply accepted criteria, applicable Federal, State, and local codes/regulations, specifications and standards for the production of documents through frequent communication with senior staff.
- Assist the Project Manager and other project staff in complying with the project scope of work, schedule, and budget through frequent communication on work progress.
- Perform engineering calculations, perform field investigations, compile data, perform field surveys (e.g., to determine topological conditions relevant to stormwater control plans), and help develop reports (texts, figures, tables) under the supervision of senior staff.
- May interact with the clients as level of experience progresses.

Minimum Years of Experience

1 year of experience.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant Engineering or Science field.

Training or Certification Requirements

None.

Substitution Factor

None.

Hydrologist

Functional Responsibilities

Applies scientific knowledge to assist in the preparation of reports and field investigations under the supervision of senior staff.

Key functional responsibilities include the following:

- Assist in the studies surrounding the ways that groundwater moves through the soil and rock of the earth (e.g., stormwater infiltration).
- Assist in the preparation of reports, drawings, permit applications, groundwater/stormwater modeling, quantity take-offs and cost estimates.
- Assist with construction administration activities under the direct supervision of senior staff.
- Apply accepted criteria, applicable Federal, State, and local codes/regulations, specifications and standards for the production of documents through frequent communication with senior staff.
- Assist the Project Manager and other project staff in complying with the project scope of work, schedule, and budget through frequent communication on work progress.
- Perform engineering/hydrogeologic calculations, perform field investigations, compile data, perform field surveys (e.g., to determine topological conditions relevant to groundwater flow directions), and help develop reports (texts, figures, tables) under the supervision of senior staff.
- May interact with the clients as level of experience progresses.

Minimum Years of Experience

3 years of experience.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant Engineering or Science field.

Training or Certification Requirements

None.

Substitution Factor

None.

Scientist

Functional Responsibilities

Applies scientific knowledge to assist in the preparation of reports and field investigations under the supervision of senior staff.

- Assist in the preparation of reports, analyses, drawings, permit applications, quantity take-offs and cost estimates.
- Assist the Project Manager and/or other project staff in complying with the project scope of work, schedule, and budget through frequent communication on work progress.
- Perform calculations, perform field investigations, compile data, perform field surveys, and assist in the development of reports (texts, figures, tables) under the supervision of senior staff.
- May interact with the clients as level of experience progresses.

Minimum Years of Experience

0 years of experience.

Minimum Educational/Degree Requirements

Bachelor of Science Degree in relevant scientific field.

Training or Certification Requirements

None.

Substitution Factor

None.

Field Technician

Functional Responsibilities

Will assist project team members at every level and will be responsible for conducting a variety of field and office activities. At varying times, the Technician will report to Project Engineers, Project Managers, and other senior staff. Tasks will be performed under the review of the Project Manager or a technical lead designated by the Project Manager.

Key functional responsibilities of a Field Technician include the following:

- Entry level engineering calculations.
- Regulatory review.
- Report compilation.
- Spreadsheet creation and manipulation;
- Word processing;
- Procurement of field sampling;
- Oversight of drilling subcontractors; and
- Reconnaissance of site survey data.

- File reviews

Minimum Years of Experience

0 years of experience.

Minimum Educational/Degree Requirements

High School graduate.

At least two college courses in engineering or related field.

Training or Certification Requirements

None.

Substitution Factor

None.

CUSTOMER INFORMATION

- 1a.** Awarded Special Item Numbers (SINs):
871-210/210RC: Water Conservation
871-100/100RC, Ancillary Supplies and/or Services
- 1b.** Rates: See “Prices” section, above.
- 1c.** Labor Category Descriptions: See “Position Descriptions” section, above.
- 2.** Maximum Order: There is no limit on the size of any task order issued under a GSA Schedule contract. If the best value selection places your order over \$1 million for a task order, EPG can decline the order.
- 3.** Minimum Order: \$100
- 4.** Geographic Coverage: Domestic.
- 5.** Points of Production: Same as company address.
- 6.** Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted). See “Prices” section, above.
- 7.** Volume Discounts: See “Prices” section, above.
- 8.** Prompt Payment Terms: Net 30 days.
- 9.** Government Purchase Cards: Accepted to the micro-purchase threshold. Not accepted over the threshold.
- 10.** Foreign Items: None.
- 11a.** Time of Delivery: As specified in task orders.
- 11b.** Expedited Delivery: Contact EPG.
- 11c.** Overnight and 2-day Delivery: Contact EPG.
- 11d.** Urgent Requirements: Contact EPG.
- 12.** F.O.B. point(s): Destination.
- 13a.** Ordering Address:
Environmental Partners Group, Inc.
1900 Crown Colony Drive, Suite 402
Quincy, MA 02169
Phone: (617) 657-0200
E-mail: ccf@envpartners.com
URL: <http://www.envpartners.com>
- 13b.** Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage.
- 14.** Payment Address: Same as company address.
- 15.** Warranty Provision: Contractor’s standard commercial warranty.
- 16.** Terms and Conditions of Government Purchase Card Acceptance: Contact EPG.
- 17.** Data Universal Number System (DUNS) Number: 79-997-4555
- 18.** Notification Regarding Registration in Central Contractor Registration (CCR) Database: Registered.

CONTACT US

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